

www.truopen.ca

Online and Distance Programs
and Courses Calendar 2009|2010

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. Open 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 enrolment is continuous so students can enrol 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.

Thompson Rivers University (TRU) is a public institution and a member of the Association of Universities and Colleges of Canada. The Open Learning division of TRU, which helped found the Canadian Virtual University, operates in collaboration with BCcampus and other educational institutions as well as professional, industry and business associations.

TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th Floor
Box 3010, 900 McGill Road
Kamloops, British Columbia
Canada V2C 5N3

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

Web
www.truopen.ca

Email
student@tru.ca


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


Fax
250.852.6405

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

HOW TO REGISTER FOR AN OPEN LEARNING PROGRAM


1. Select a program and confirm availability and program details by visiting www.truopen.ca.
2. Ensure you have reviewed the requirement information that is outlined in the program descriptions listed in this calendar and at www.truopen.ca.
3. Review academic regulations, including transfer credit and prior learning assessment and recognition information in this calendar or at www.truopen.ca.
4. Fill out the Program Admission/Transfer Credit Form available 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 filled in online at the Post-Secondary Application Service BC website (<http://portal.bccampus.ca>). Ensure that additional information, such as official transcripts or other documentation, are also sent to TRU-OL.


 **Register by Mail**
TRU, Open Learning, Student Services
4th Floor, BCCOL Building
Box 3010, 900 McGill Road
Kamloops, British Columbia
Canada V2C 5N3

 **Register by Fax**
Attention To:
TRU, Open Learning, Student Services
250.852.6405

HOW TO REGISTER FOR AN OPEN LEARNING COURSE

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

 **Register Online**
www.truopen.ca
Register online with American Express, MasterCard, VISA or approved student loan Use the “Register Now” system on the TRU-OL website to register quickly and conveniently.

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

Applicants with a documented disability requesting services and/or accommodations are required to contact 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



Kathleen Scherf, Ph.D.
*President and Vice-Chancellor
Thompson Rivers University*

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.



Judith Murray
*Vice President
Thompson Rivers University,
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.

2009-2010 TRU, Open Learning Calendar

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 identification and contact information from the national database. For more information, refer to the Statistics Canada website at www.statcan.gc.ca or write to the Institutions Section, Centre for Education Statistics, Statistics Canada, Main Building 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 part. Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, regulations and policies or schedules. Many circumstances, both within and beyond the control of the institutions, may cause changes. Again, without limiting the generality of the foregoing, these may include:

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

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

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TRU, Open Learning / TRU-OL



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.

Independent Study with Tutor Support

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

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

Varied Course Delivery Formats

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

- **Print-based**—Course is print-based. Some print-based courses have optional web content and/or web interaction. Internet access is not required to complete the course. Students registered in print-based courses can communicate with their tutor by email, phone or regular mail.
- **Web-based**—Course is web-based. Most web-based courses have some printed materials such as texts. All web-based courses have mandatory web content and most have web student-to-student interaction. Internet access with email is required to complete the course. Students registered in web-based courses can communicate with their tutor by email, phone, electronic conference or regular mail.
- **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 is required to complete an online course (high speed is recommended). Students in online courses will communicate with their tutor through the online course mechanisms but may also use email, phone or regular mail.
- **In Person**—Course is delivered in a classroom setting or as a lab, clinical, workshop or fieldwork.

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

Distance Programs and Courses Offered by TRU Distance Education

www.tru.ca/new_students/distance.html

TRU offers several complete career programs and distance courses in science, business, nursing and tourism, through Distance Education. This calendar provides some information about these additional distance programs and courses. Complete program details, with admission requirements and course descriptions, are provided on the above website. See [pages 92-95](#) for more information.



THOMPSON RIVERS UNIVERSITY
1.866.581.3696





Services for students

Educational Advising and Planning

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

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

General Educational Advising Services

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

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

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

Program Advising

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

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

Another option is prior learning assessment and recognition (PLAR) which includes: course challenge; portfolio assessment credit; and credit bank awards for pre-assessed training offered by employers or other organizations. Refer to PLAR information on [page 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.

About Distance Education

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

TRU-OL Services Provided in English

The language of business at TRU-OL is English and therefore all student services are provided in English. Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. Refer to [pages 11-13](#) regarding Proficiency in English requirements.

Disability Services

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

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

Students requiring services and/or accommodations are required to provide Disability Services with current documentation (within the last five years) of their medical condition and/or disability.

Acceptable documentation must be obtained from a certified health care professional who has specific training, the appropriate professional designation and expertise in the diagnosis of conditions for which the accommodation(s) is being requested. The documentation must address the "functional impact" of the disability. Students with disabilities are 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 important educational resource which offers over: 250,000 books; 36,000 e-books; 11,000 videos; 24,000 periodicals; 95 article databases; and an extensive collection of government documents, pamphlets, microforms and audiovisual materials.

Resources and services are accessible through the Web as well as by email, phone, fax, 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 books and websites.
- Research and reference assistance to find information on a particular topic and to learn how to use library tools (such as article databases) more effectively.
- Online chat reference via the AskAway service (www.tru.ca/library/askaway.html).
- Access to the TRU Library catalogue to locate books, e-books, journals, government documents, pamphlets and videos.
- Loan of any circulating items (e.g. books and videos) in the TRU Library collection.*
- Access to TRU Library's online resources (e.g. e-books and article databases). A current TRU Library account (student number and six-digit birth date: YYMMDD) is required for access.
- Delivery of library materials (e.g. books, videos, and photocopied articles) to the student's home or workplace.*
- Interlibrary loan service for articles, books and videos not in the TRU Library's collection.*
- In person borrowing from other Canadian university libraries via the Canadian University Reciprocal Borrowing Agreement.
- Toll-free phone access to the library for students residing in Canada.

TRU Distance, Regional, and Open Learning Library Services

www.tru.ca/library/distance.html
distancelib@tru.ca
1.800.663.1699 (toll-free in Canada)
250.852.6402 (Kamloops and International)

Note:

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

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





Admission

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).

Requirements

- Applicants to specific programs are required to fulfill program admission requirements.
- Upon reading suggested course requisites, applicants registering in courses must determine if their level of education or experience is suitable to meet course prerequisites. Once registered, students are affirming they either meet course prerequisites or are taking responsibility for their enrolment in courses, as applicable. In doing so, students are acknowledging personal responsibility for their educational proficiency and performance in the courses they have enrolled in.
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most courses and programs offered through TRU-OL do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to [pages 11-13](#)).

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.

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

Student Responsibility

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

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



Admission

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 records search documents. Results of the assessment and a program plan are sent to applicants.

Program Plans

A program plan is a personalized record of a student's progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a TRU-OL Program Advisor when the applicant's official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (see [page 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 Request form (available on the TRU-OL website and from Student Services). One Letter of Permission per semester, per institution is required for such courses.

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

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





Admission

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

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

Portfolio-Assisted Assessment

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

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

Note

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



Registration



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. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. It is assumed that students have Grade 12 English or equivalent, for post-secondary courses requiring no formal prerequisites.

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

SFU

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

Detailed course descriptions are provided on the SFU website at 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 enrol 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

Test of English as a Foreign Language (TOEFL)			International English Language Testing System (IELTS)	Language Proficiency	Michigan English Language Assessment Library Battery (MELAB)	Canadian Test of English for Scholars and Trainees (CanTEST)	Canadian Academic English Language (CAEL)	TRU Placement**
Internal Based Test (IBT)	Paper Based Test	Computer Based Test (CBT)						
88+ with no section below 20	570+ Test of Written English (TWE) 4.5+	230+ Essay 4.5+	6.5+ with no bands below 6.0	Level 6 Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals	81+	4.5+ with no component score below 4.0	Overall 70+ No subtest below 60	Direct entry to all TRU academic programs and courses.
80+	550-569 TWE 4.0+	213-229 Essay 4.0+	6.0+ with no band below 5.5	Level 5 (minimum 30/40 essay) Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals	77+	4.0+ with no component score below 4.0	Overall 60+ No subtest below 50	Direct entry into Level 5 Campus-based ESL (2 ESL courses and 3 Academic courses)
71+	530-549	197-212	5.5+ with no band below 5.0	Level 4 Enroll in HENGL 106H or (ABE) HENGL 028H	74+	4.0+ with no component score below 3.5	Overall 50+ No subtest below 40	Direct entry into Level 4 Campus-based ESL (4 ESL courses and 1 Academic courses)
61+	500-529	173-196	5.0+	Level 3 and Below Remedial English is required - discuss with Student Services or Program Advisor	69+	3.5+	Overall 40+	Direct entry into Campus-based Level 3 ESL

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

**A student must meet or exceed the required level on all aspects to be at any specific level (e.g. Direct entry students must have 88+ and all sections at least 20). When sub-scores are used, a good mark in one area will not compensate for a poor mark in another. If a student does not meet the requirements for direct entry, it is recommended that they write the TRU placement test to determine the appropriate placement for them in TRU's on-campus ESAL 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.



Registration

Completion of Courses with Continuous Registration

TRU-OL

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

- Most three-credit distance courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. Students, however, may complete courses sooner. Three courses taken consecutively are considered a full-load and 18 credits (or six courses) taken over a year are considered full-time study.
- It is recommended that students in courses delivered by TRU-OL complete assignments in sequential order and submit them on schedule to their 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.

Students residing outside Canada who are interested in registering in TRU-OL courses delivered by SFU are considered on an individual basis. Contact SFU's Centre for Online and Distance Education for more details ([page 197](#)).

UVIC

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area ([page 203](#)).

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

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

Students should contact the UVic program area for more details.

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

Grading

TRU-OL, SFU and UVIC

Course assessment and marking information is included in the course 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](#).

SFU-designated W, Q, B Courses

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



Registration



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 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.

SFU and UVIC

After completing a course, students automatically receive one unofficial TRU-OL transcript with their grade. 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.

TRU-OL Supervised Examinations

Examination Session	Application Deadline
August 8-11, 2009	July 8, 2009
September 12-15, 2009	August 12, 2009
October 3-6, 2009	September 3, 2009
November 7-10, 2009	October 7, 2009
December 12-15, 2009	November 12, 2009
January 9-12, 2010	December 9, 2009
February 6-9, 2010	January 6, 2010
March 13-16, 2010	February 13, 2010
April 10-13, 2010	March 10, 2010
May 8-11, 2010	April 8, 2010
June 12-15, 2010	May 12, 2010
July 10-13, 2010	June 10, 2010
August 7-10, 2010	July 7, 2010
September 11-14, 2010	August 11, 2010
October 2-5, 2010	September 2, 2010
November 6-9, 2010	October 6, 2010
December 11-14, 2010	November 12, 2010

- 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.



Registration

How to Register for a Course:

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the TRU-OL website) are reviewed and met and declare when registering that the necessary required or recommended prerequisites have been met or acknowledged. Some courses have limited enrolment or particular pre- or co-requisites that will be considered by TRU-OL staff before finalizing the registration.
3. Before registering, review academic regulations, including course registration, cancellation and course withdrawal policies, in this calendar (pages 27-30) or on the TRU-OL website.
4. Confirm access to equipment required (such as to the Internet for a web-based course). Required equipment is specified in the course descriptions in this calendar and on the TRU-OL website.
5. Be aware of the application deadline and the course start date, especially if the course is paced or delivered by SFU or UVic.
6. Select one of the registration and payment methods listed.

Note

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

Student Responsibility

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

Register Online www.truopen.ca

With American Express, MasterCard, VISA or approved student loan

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

Register by Phone

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

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

Register by Fax 250.852.6405

With American Express, MasterCard or VISA

Register by Mail

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

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

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

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

With student loan or grant

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

Contact Student Services for information on sponsorship and scholarship procedures.

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

Payment is deposited on receipt.

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



Registration



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/admission/requirements/wq/wqrequirements.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

www.cvu-uvc.ca

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

Advanced Placement

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

International Baccalaureate

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

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

Career Planning

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

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

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

Tuition and Fees

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

\$84.85 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.

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.

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
- Yukon residents pay the same tuition as BC residents.
- GST is added as applicable
- The course administration and technology fees are non-refundable when students cancel their registration or withdraw from a course
- Refer to individual course descriptions on the TRU-OL website to determine course prices or contact Student Services.

NOTE

Some courses and programs delivered through TRU-OL are subject to alternate fee schedules. In addition, lab fees have increased by 2% over the 2008/2009 academic year.

TRU-OL Courses Delivered by SFU

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

\$157.30 tuition per credit + \$74.28 course administration fee + texts + course materials

Seniors (60 years +)

No reduced fees

TRU-OL Courses Delivered by UVic

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

\$155.75 tuition per credit + \$37.13 course administration fee (varies by course) + texts + course materials

Seniors

No reduced fees

International Students

\$503.98 tuition per credit + \$37.13 course administration fee (varies by course) + texts + course materials

International Students

\$490.70 tuition per credit + \$74.28 course administration fee + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact SFU. Refer to [page 202](#) for contact information.

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to [page 198](#) for contact information.
- Fees listed do not apply to all courses. Refer to the TRU-OL website.
- **Note:** 3 TRU-OL credits = 1.5 UVic units.

Fees Payment

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

Canadian Citizens Residing outside Canada Registering Online

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

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

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

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

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

Fax: 250.852.6405

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



Tuition and Fees

Non-Tuition Course Costs

Texts and Course Materials

TRU-OL

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

SFU

Students receive required texts 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](#)).

Long-distance Phone Charges

TRU-OL

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

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

SFU

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

UVIC

Contact information available in the UVic program area ([page 203](#)).

Assignment Submissions

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

- All students in all distance courses are responsible for the costs of submitting assignments for grading.
- Students are entitled to receive a refund for course materials purchased from TRU-OL that meet the conditions stated on [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 of the original purchase.
- It is not necessary to return course materials to receive a tuition refund for a course.
- Students may keep any course materials they have purchased.



Financial Aids and Awards



Applying for Financial Assistance

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

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

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

Residency Requirements for Financial Assistance

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

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

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

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

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

Adult Basic Education Student Assistance Program (ABESAP)

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

Canada Student Grant for Part-time Students

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

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

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

Barbara Guttman-Gee Bursary Endowment

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

Preference is given to older females in financial need.

Open Learning Bursary Endowment Fund

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



Financial Aids and Awards

Full-time Student Loans and Grants

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

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

StudentAid BC

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

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

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

For distance education students this is a shorter completion schedule than TRU-OL imposes. This can be a challenge for students unfamiliar with studying at home and it is recommended that new

TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans. Information about taking distance courses is provided on the TRU-OL website to help students start and continue successfully as distance learners (refer to [page 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 period (e.g. register in August for the September term). Late phone and web registrations are permitted up to the tenth day of each month after the term start date. Detailed information (Six

Key Steps to Getting a Student Loan through TRU-OL) and registration deadlines are provided on the TRU-OL website.

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

After registration, full-time status for distance courses is maintained by submitting assignments

each month and submitting all coursework for at least nine credits (the minimum required for full-time status) within the four month loan period. Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

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

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

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

Interest-Free Status

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

Full-time Single Parents Bursary Endowment

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

TRU-OL Emergency Bridging Loan

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

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

Other Sources of Assistance

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

Regulations and Policies

Students are subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by Thompson Rivers University, Open Learning (TRU-OL). In the absence of other regulations, those of TRU may apply. 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 authenticated copies. All documents submitted, unless considered irreplaceable, become the property of TRU-OL.

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

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

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

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

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

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

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

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

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

N. TRU-OL assesses requests by individuals for transfer credit for college or university courses completed at high schools in the same manner



as any other requests. There is no penalty for dual credit, that is, credit that is used toward completion of both a high-school and a college or university program.

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

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

2.2 Multiple Certificates and Diplomas

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

2.3 Second Credentials

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

2.4 Multiple Undergraduate Degrees

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

2.5 Letters of Permission

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

2.6 Transfer Credit from Master's Degree Programs

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

2.7 Procedures: Application for Transfer Credit

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

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

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

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

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

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

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

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

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

3. Prior Learning Assessment and Recognition (PLAR)

3.1 General Information

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

B. PLAR is the assessment by some valid and reliable means, of what has been learned through formal and non-formal education as well as 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 Assesor

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

3.3 Documentation and Demonstration of Achievement

A. Evidence

All PLAR requires evidence. The learner has the primary responsibility of preparing the evidence that learning has taken place and that it contributes to an appropriate balance of theory and practical application. Tangible proof of competence can be provided through documentation of accomplishments or demonstration of skill and knowledge. Depending on the subject area, certain types of documentation or demonstration are more useful than others.

B. Examinations

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

1. Challenge exams are created for students who have not attended the course but who wish to demonstrate that they have achieved the course outcomes. Challenge exams are designed by a course instructor or tutor.

2. Standardized exams are prepared by national organizations, such as the College Level Examination Program (CLEP), are applicable to a large population and measure a specific level of achievement in a specific subject.

C. Equivalencies

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

D. Portfolios

Portfolios summarize the learning gained from non-formal learning experiences. It is a collection of information that demonstrates the depth and breadth of what the learner knows and/or can do. A portfolio can be used as a “stand alone” or in combination with other methods of assessment. It provides evidence of learning. A portfolio is generally compiled and organized in a binder for assessment.

3.4 Eligibility

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

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

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

3.5 Conditions

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

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

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

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

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

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

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

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

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

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

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

3.6. Fees

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

4. Registration

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

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

4.1 Credit-free Option

A. Students who plan to pursue the credit-free option must declare their intention to audit courses at the time of course registration.

B. An “AUD” notation and 0 (zero) credits appear on a student’s transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the project.

C. Students who do not complete course requirements receive a final grade as per TRU’s grading systems.

D. Students who register for the credit option or the credit-free option and then want to change options must cancel their registration or withdraw from the course (4.2 and 4.4) and register again.

4.2 Cancellations—TRU-OL

A. Students may cancel their registration in most TRU-OL-delivered self-paced, independent-study courses by notifying TRU-OL Student Records in writing within five weeks from their registration date, subject to clauses C and D below. The course does not appear on their transcript.

B. Students may normally cancel their registration for paced, shorter-duration courses up to the end of the first week of the course.

C. Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.

D. A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have 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.



The course administration and technology fees are non-refundable. Refer to 4.6 for materials refund eligibility.

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

4.3 Cancellations—SFU, UVic

Students may request to cancel their registration in a TRU-OL course delivered by SFU or UVic by accessing forms on the TRU-OL website and via myTRU, by regular mail, email, or fax. Students must notify TRU-OL Student Records within five 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. Students receive either an “I” (Incomplete) or “DNC” (Did Not Complete) grade, if they do not complete the course requirements by the course completion date.

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) as per TRU’s grading systems.

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

Procedures

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

Tuition Refunds

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

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

4.5 Withdrawals—SFU, UVic

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

Materials Refund Eligibility

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

1. Be returned and received by TRU-OL no later than five 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 30 weeks from the date of registration.

B. Students registered in a self-paced, independent-study course are permitted one course extension of up to 18 weeks for a fee. Full tutorial support is provided throughout the extension.

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

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

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

Procedures for Paid Extensions

F. For a paid course extension, students submit their request and the required fee to TRU-OL Student Records by accessing forms on the TRU-OL website and the OL Portal, by regular mail, email or fax. TRU-OL must receive the request and payment before the course completion date. Students receive a letter outlining their extended completion date and examination options (if applicable). Students who have submitted a request for a course extension may not cancel the request in order to receive a refund.

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

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

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

If course requirements are not met before the expiration of the extension, students receive a final grade of 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).

Procedures for Fee-Waived Extensions

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 completion date stated in the student’s welcome letter.

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

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

1. Nature of the student’s extenuating circumstances.
2. Length of time student may be affected by the stated circumstances.
3. Additional supporting information about the stated circumstances.

4. Medical diagnosis and prognosis if applicable.
5. Progress in the course(s).
6. Other relevant information.

O. The TRU-OL Office of the Registrar informs the student in writing that the extension has been approved and 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 student wishing to enrol in the same course for a third or subsequent time must apply to Open Learning for approval.

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

5. Examinations

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

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

Regulations

5.1. Eligibility—TRU-OL

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

B. If students choose to write the final examination before completing assignments and receiving 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 this scheduled examination date and time except under extenuating circumstances, which must be approved in advance by the examinations administrator.

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

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

5.3. Examination Centres

A. Students residing within BC

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

B. Students Outside BC or Outside Canada

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

5.4. Examination Time

- A. The time allowed for an examination is specified on the examination paper.
- B. Students who arrive late for an examination are not allowed additional time.

5.5. Admission into the Examination

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

5.6. Examination Special Arrangements

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

5.7 Examination Accomodations

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

5.8 Illness During an Examination

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

5.9 Misconduct Related to Evaluation

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

5.10 Simon Fraser University

- A. Midterm examinations are scheduled based on the course design and therefore some are scheduled as early as week five, while others are scheduled as late as week nine. The course 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.

5.11 University of Victoria

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

6. Final Grades

Grading Systems and Procedures

The following grading systems and procedures have been amended as per TRU Policy Number ED 3-5, effective May 1, 2009, in order to achieve a uniform standard and comparability across Thompson Rivers University (TRU) including the Open Learning Division. A standard letter grading system has been established in order to achieve this outcome. All final official grades shall be assigned and reported according to the new letter grade system, effective for all courses starting on May 1, 2009 and onward. Courses which started on or prior to April 30, 2009, are not affected and fall under the previous Final Grades policy which can be found online under TRU-OL Student Regulations and Policies. Contact Student Services for more information.

6.2 Grading Scale Academic/Career/Developmental Programs

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



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

6.3 Other Grades

AUD (Audit) No credits granted.

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

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

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

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

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

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

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

XT (Extension) Course completion date extended.

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

6.4 Procedures

Courses Delivered by TRU-OL

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

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

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

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

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

F. After the end of each course, an unofficial transcript is mailed to the student's most recent mailing address (students should update their address by accessing the 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 Register if they do not see or receive notice of their grade within 10 weeks after submitting all assignments and writing the final examination.

TRU-OL Courses Delivered by SFU, UVic

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

6.5 Grade Point Average (GPA)

A. The grade point average (GPA) is a means of expressing the student's performance. For programs offered by TRU-OL, GPAs are used only for determining whether or not a student has met graduation requirements and in the selection for some awards. The GPA of a group of courses is calculated by determining the grade point value

for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values and dividing by the total number of course credits.

PLAR credit is not used in the GPA calculation.

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

6.6 Transcripts

A. An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or 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.

Note: For courses with start dates on or before April 30, 2009, a grade of **“I” (Incomplete)** will be assigned to students who completed some coursework but did not complete all mandatory coursework by the course completion date. An **“I” (Incomplete)** grade means no credit has been granted. Students enrolled in courses with start dates of May 1, 2009 and onwards, are assigned a grade of **“DNC” (Did not complete)**.

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, she/he 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.

B. 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.

C. 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 in writing why she/he was unable to submit the request within the time limit.

- D. The manager of Student Affairs may, at her/his discretion, extend the time limit to request a review on any terms the manager of Student Affairs considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for a review.
- E. The manager of Student Affairs appoints a committee chair and two members, one of whom is a tutor or instructor, to serve on the Standing Committee on Academic Reviews.
- F. The committee reviews the information submitted by the student and any other information provided.
- G. The committee, at its discretion, may hold a meeting with the student. If such a meeting is held, the committee may invite any other person(s) it considers appropriate to attend, other than legal counsel, and the student may attend with a representative of her/his choosing, other than legal counsel.
- H. After its review, the committee informs the manager of Student Affairs in writing of the decision within 30 calendar days. The committee may rescind or vary any previous academic decisions made.
- I. The manager of Student Affairs informs the student of the decision in writing.
- J. No further reviews are permitted.

8. Program Completion and Graduation

8.1 Graduation Requirements—Certificate and Diploma Programs

- A. There are no minimum grade point average (GPA) requirements for the following Adult Basic Education programs: Intermediate Certificate; Advanced Certificate; BC Adult Graduation Diploma.
- B. To qualify for certificates or diplomas offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on college or university courses taken through TRU-OL or other post-secondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded. PLAR credit is not used in the GPA calculation.

8.2 Graduation Requirements—Degree Programs

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

8.3 Graduation Procedures

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

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

9.2 Disclosure to Tutors and Administrative Officers of TRU

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

9.3 Disclosure to Third Parties

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





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.

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

Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who want to register in courses for the BC Adult Graduation Diploma do not necessarily need all the ABE Advanced Certificate courses. However, certain skills are needed to succeed in a course. Assessments are available for English and mathematics placement. Refer to [page 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

Four courses are required as follows:

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

Four courses are required as follows:

English

ENGL 028, *Advanced English Skills*

Mathematics

MATH 024, *Advanced Mathematics*

Science (one required)

BISC 023, *General Biology*

CHEM 024, *Principles of Chemistry*

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 be at least 19 years of age or be 18 years of age and have been out of the public school system a minimum of 12 months], are required as follows:

English (one required)

ENGL 030, *Introduction to Literature*

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

Mathematics (one required)

MATH 024, *Advanced Mathematics*

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

Electives (three required)

BISC 030, *Provincial Biology*

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.

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, can 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.pas.bc.ca.

Some non-formal courses and qualifications may also be assessed to provide transferable credit. Credit can also be earned for some ABE requirements by demonstrating knowledge through challenge examinations ([page 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 6 TRU credits .

Certificate Requirements

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

6 upper-level credits in humanities (including English)

6 upper-level credits in social science

3 upper-level credits in science

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

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

Associate of Arts

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

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

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

Admission Requirements

Open admission ([page 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 a 1-credit hands-on lab component (e.g. BISC 120/125, 121/126; CHEM 110/115, 111/116; GEOG 110; GEOL 120; PHYS 110/115, 111/116).

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



**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 [page 91](#) for disciplines)

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

6 credits in humanities other than English

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

6 credits in social science

Lower-level Requirements

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

Upper-level Requirements (45 credits)

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

15 upper-level elective credits

Elective Requirements

Number of credits varies depending on the area of specialization

May be lower- or upper-level credit

Note

* Consult your Program Advisor for areas of concentration.

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

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

Refer to [pages 10 and 25-27](#) for more information.

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)

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

6 credits in humanities other than English

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

6 credits in social science

Upper-level Requirements (45 credits)

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

15 upper-level elective credits

Elective Requirements (51 credits)

May be lower- or upper-level credit

Note

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

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

Refer to [page 10 and 25-27](#) for more information.

**Bachelor of Arts, Major Program**

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

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

Admission Requirements—All Majors

Open admission ([page 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.

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.



**Degree Requirements—English Major**

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

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; refer to [page 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 English Requirements (6 credits)

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

ENGL 221, *English Literature of the Eighteenth and Nineteenth Centuries* (3) or equivalent Courses used to meet lower-level requirements meet general education requirements in that area

C average is required in lower-level ENGL courses

Upper-level English Requirements (30 credits)

3 credits in Canadian literature (may be 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 Victorian writers)

3 credits in Renaissance/medieval 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, 241)

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

Upper-level History Requirements (30 credits)

27 credits of upper-level history courses (may include 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 CNST, CRIM, HIST, WOST courses with approval of the program area)

3 credits of Directed Studies (SOCI 499)

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

Elective Requirements (57 credits)

15 credits of upper-level elective courses

42 credits of lower- 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 Enrolment Services advisor via Student Services to determine eligibility.

Residency Requirements

Minimum of 15 TRU credits.

Degree Requirements

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

General Education Requirements (27 credits)

(May be met with lower- or upper-level university courses; refer to [page 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 art history and English)

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

6 credits in social science

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

History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include 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 Enrolment Services advisor via Student Services to determine eligibility.

Residency Requirements

Minimum of 15 TRU credits.

Degree Requirements

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

General Education Requirements (27 credits)

(May be met with lower- or upper-level university courses; refer to [page 91](#) for disciplines)

Georgian College Students/Graduates

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

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

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

6 credits in social science

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

Other Applicants

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

6 credits in humanities (excludes art history and English)

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

6 credits in social science

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

History and Theory of Art (18 credits)

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

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

Bachelor of Music (Performance)

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

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

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

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

1270 Chestnut Street, Vancouver, BC
V6J 4R9
604.734.2301

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



The Royal Conservatory of Music
www.rcmusic.ca

416.408.2824

1.800.462.3815 (toll-free in Canada or the US)

Degree Requirements

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

Specific categories of degree requirements are as follows:

General Education Requirements (21 credits)

(May be met with lower- or upper-level university courses; refer to [page 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.

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

Note

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

Refer to [pages 10 and 25-27](#) for more information.





Post-Baccalaureate Certificate in Liberal Arts

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

This post-baccalaureate program provides students with the opportunity to concentrate their study in one arts and science discipline or to select two or three discipline areas. Chosen disciplines could be the humanities, the sciences, the social sciences and related interdisciplinary fields (see [page 91](#) for specific disciplines). Students may focus on current discipline-specific topics, problems and/or controversies and engage in online seminar-based debate. A Directed Studies course that allows students to pursue a research project in a topic of special interest is included.

Admission Requirements

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

Residency Requirements

Minimum of 15 TRU credits.

Directed Studies

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

Certificate Requirements

15 credits of third- 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

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.



Selected Business and Management Studies Programs

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

This chart illustrates the flexible structure of these business programs.

The chart is intended only to illustrate selected laddering opportunities. The following pages provide more information on individual program requirements.

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

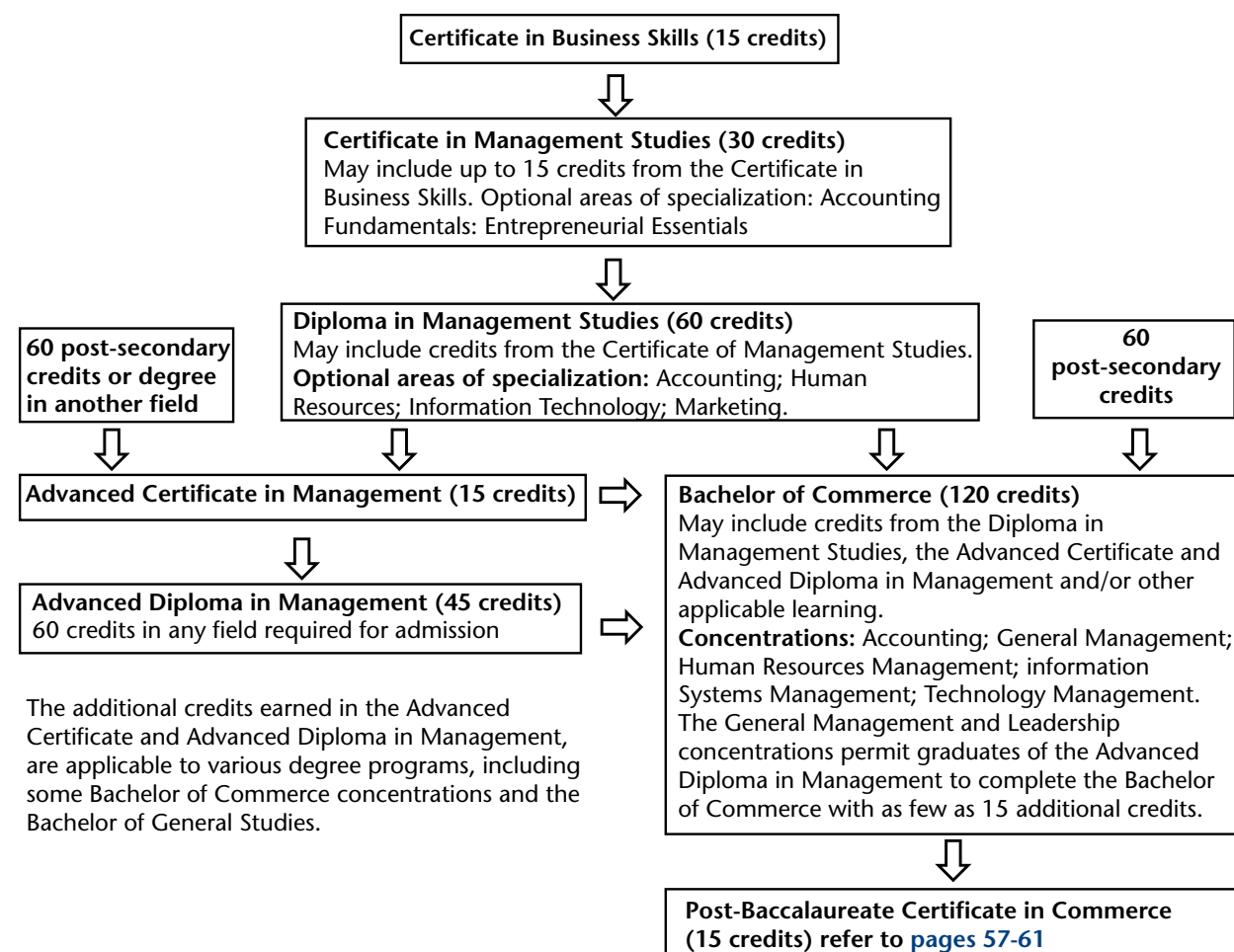
Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition**

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

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

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





Certificate First Nations Applied Economics

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

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

Admission Requirements

Open admission (page 8).

Residency Requirements

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

Certificate Requirements

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

Required Courses

- ECON 122, *Introduction to Basic Economics* (3)
- One of ENGL 106, *Written Communication* (3) or ENGL 102, *Composition and Native Indian Literature I* (3)
- ECON 263, *Issues Aboriginal Economics* (3)
- APEC 264, *Residential and Commercial Development on First Nation Lands* (3)
- APEC 265, *Investment Facilitation on First Nation Lands* (3)
- APEC 270, *Economic Feasibility and Impact Analysis on First Nation Lands* (3)

Certificate in Business Skills

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

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

Admission Requirements

Open admission (page 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

Applied Business Technology

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



Certificate in Management Studies

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

This certificate program is well-suited for students with considerable work experience or a qualification in a technical field who want to study management and supervisory skills. The program is also intended for those wanting to combine broad management skills with concentrated study in a specific business field. The certificate may be earned by building on the 15-credit Certificate in Business Skills program (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 Practices* (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) (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 appropriate to the student's work, subject to approval.

Note

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

Areas of Specialization (Optional)

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

Accounting Fundamentals

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 350 or BUSM 151), *Introduction to Marketing* (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

Administrative Assistant Certificate
Legal Administration Assistant Certificate (online)
tru.ca/new_students/distance.html

Offered by TRU School of Business and Economics, Distance Education in association with BCcampus, these programs prepare students for employment in a wide range of positions in business. Certificate graduates can ladder into the Executive Assistant Diploma program. Diploma graduates can ladder into the Bachelor of Commerce (pages 57-61).

- For more information on these programs, refer to the above website or email: abtonline@tru.ca or phone: 250.371.5878 (Kamloops).

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)

BUSM 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)

(ENGL 106 not transferable to most non-TRU-OL programs or to TRU-OL's non-business programs)

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

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

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

ADMN 250, *Introduction to Marketing* (3)

ECON 200, *Principles of Microeconomics* (3)

Substitution of similar courses may be considered.

Elective Requirements (up to 30 credits)

Courses in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses) with 15 credits at the 200-level or higher in the electives. Up to 15 credits may be in approved arts and science electives or in technical or specialized skills courses appropriate to the student's work, subject to approval.



Students interested in pursuing a professional accounting designation should select ECON 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 BUSM 241)

Human Resources

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

ADMN 325, *Labour Relations* (3)

ADMN 366, *Strategic Human Resources Management*

Two courses from the following:

BUSM 213, *Motivation and Productivity* (3)

ADMN 320, *Organizational Behaviour I* (3)

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

Information Technology

CMPT 212, *Database Concepts* (3)

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

Plus minimum 9 credits of other approved CMPT or CPSC courses

Marketing

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 348, *Marketing Research* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

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.

BUSM 131, *Accounting I* (3) and BUSM 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 BUSM 236)

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

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

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.

Courses in the program are web-based, paced (delivered on the web, with specific start and end dates), and competency-based. A minimum grade point average (GPA) of 2.0 over all courses applicable to the certificate is required.

Refer to the TRU-OL website for computer requirements.





Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition (refer to [pages 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 to similar competency-based courses.

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

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.

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: 3-credit paced courses are 14 weeks in duration; 6-credit paced courses are 21 weeks.

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



Admission Requirements

Minimum of 60 credits of post-secondary studies.

Applicants without 60 formal post-secondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR) ([pages 10 and 25-27](#)). Courses in introductory financial accounting (ADMN 231) and introductory marketing (ADMN 250) are prerequisites for the program courses in these areas. Students whose post-secondary studies have not included such courses may be admitted to the program but are required to take approved marketing and accounting courses concurrently with their initial Advanced Diploma in Management courses.

Residency Requirements

While a minimum of 9 credits in the program must be completed through TRU (distance or on-campus), normally all 45 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Diploma Requirements

45 credits.

Core Requirements (minimum 39 credits)

ADMN 233, *Management Accounting* (3)

ADMN 336, *Financial Management* (3)

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 365, *Marketing for Managers* (3)

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

ADMN 367, *Contemporary Leadership* (3)

ADMN 390, *Business Law* (3)

ADMN 460, *Business and Society* (3) or ADMN 483, *Effective Leadership* (3) or approved equivalent

ADMN 468, *Leading Projects to Success* (6) or approved equivalent

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

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

Elective Requirements (up to 6 credits)

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

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

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

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

ADMN 483, *Effective Leadership* (3)

Bachelor of Business in Real Estate

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

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

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

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

Admission Requirements

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

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

Residency Requirements

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



TRU Degree Requirements

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

General Education Requirements (18 credits)

(May be met with lower-level or upper-level university courses; refer to [page 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 350 or BUSM 151)

ADMN 320, *Organizational Behaviour I* (3)

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

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

ADMN 362, *Analytical Decision Making* (3) (formerly ADMN 262) or CMPT 214 (UVic), *Decision Support Applications* (3)

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

ADMN 460, *Business and Society* (3)

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

ECON 200, *Principles of Microeconomics* (3) or UBC BUSI 100, *Micro Foundations of Real Estate Economics* (3)

ECON 201, *Principles of Macroeconomics* (3) or UBC BUSI 101, *Capital Markets and Real Estate* (3)

ENGL 107, *Business Communication* (3) or UBC ENGL 301, *Technical and Business Writing* (3)

MATH 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.bccat.bc.ca (as requirements differ).

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

www.realestate.ubc.ca
info@realestate.sauder.ubc.ca
 604.822.8444
 1.888.776.7733 (toll-free)

Bachelor of Commerce

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

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

Admission Requirements

Normally, formal admission requires completion of a minimum of 60 applicable credits or a suitable two-year 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 (advanced and PACE levels) receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association's mandatory practical experience requirements.
- Those that have completed the Certified Management Accountants (CMA) program are normally awarded a block of 90 transfer credits for successful completion of the CMA's syllabus, entrance examination, strategic leadership and experience requirements.
- Those in the process of completing the CMA or GCA programs are eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.

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

Degree Requirements

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

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

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

Up to 50% of the credits required for the degree may be earned through prior learning assessment and recognition (PLAR) ([pages 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)

BUSM 121, *Management Principles and Practices* (3) or approved alternative (ADMN 312 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 communication:

ENGL 106, *Written Communication* (3)





ENGL 107, *Business Communication* (3)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Concentration Requirements (15 credits)

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

Elective Requirements (normally 33 credits)

Sufficient academic and/or applied credits to bring the total number of credits to 120, with 45 of the 120 credits at the upper-level.

Accounting Concentration

This concentration prepares students to become an integral part of an organization's management team or to enter public practice. Government, non-profit organizations, major corporations and small businesses all require accountants to manage their financial affairs. Upon graduation, most students choose to pursue one of the three professional accounting designations: Chartered Accountants (CA), Certified General Accountants (CGA) or Certified Management Accountants (CMA).

By careful selection of electives within this concentration, students can receive most or all of the possible exemptions within these professional level programs and be well prepared to write the rigorous accreditation examinations.

Required Courses (15 credits)

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 (Auditing)* (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.

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)

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) (www.nipissingu.ca/cce 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 recommended that students interested in the following credentials select courses based on the following list:

CFA Track – BBUS 418, BBUS 419

CFP Track – ADMIN 345, ADMIN 351

AICB Track - BBUS 413, BBUS 418, BBUS 419

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

Required Courses (15 credits)

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

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

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

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

ADMN 325, *Labour Relations* (3)

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

Information Systems Management Concentration

This concentration offers a unique blend of computing and business courses which enable graduates to satisfy the increasingly sophisticated information needs of industry and government.





Upon graduation, students are well-suited to secure employment with any firm that uses computer technology to assist in the management of their workforce and/or the production or distribution of their product or service.

Required Courses (15 credits)

CMPT 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 that meet the needs of specific target markets and then develop and execute the detailed plans needed for their implementation. Graduates can secure employment with organizations such as advertising

firms, consumer product companies, retail chains, wholesalers, media outlets, auto dealerships, tourist resorts, government ministries and non-profits.

Required Courses (15 credits)

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

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

ADMN 491, *Service Marketing* (3)

Public Sector Management Concentration

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

CFP Track – ADMIN 345, ADMIN 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)





6 credits of approved 400-level ADMN courses, e.g. ADMN 468, *Leading Projects to Success* (Note: this is a 6 credit course) or ADMN 483, *Effective Leadership* (3) and ADMN 413, *Motivation and Productivity* (3)

Information Systems Management

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

CMPT 407, *Project Management* (3)

Three courses from the following:

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

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

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

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

CMPT 425, *IT Security* (3)

Leadership Concentration

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

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

ADMN 466, *Managing Change* (3)

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

Professional Associations Recognize TRU-OL Credits

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

Many TRU-OL course descriptions in this calendar indicate which associations recognize a particular course (refer to the chart on [pages 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 course transfer 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).

Marketing Concentration

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

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

ADMN 491 *Service Marketing* (3) *

* Course in development

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

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 bachelors degree in a non-business area, for admission into most MBA programs. The program provides a broad introductory overview of business disciplines and skills, preparing students for graduate level study in business. Completion of this program does not necessarily guarantee admission to the TRU MBA program, nor any other MBA program.

Admission Requirements

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

Residency Requirements

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

Program Requirements

36 - 42 credits (see Note)

ADMN 137: *Management Information Systems 1* (3)

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

ADMN 231: *Introduction to Financial Accounting* (3)

ADMN 233: *Management Accounting* (3)

ADMN 250: *Introduction to Marketing* (3)

ADMN 320: *Organizational Behaviour I: The Individual and Work Groups* (3)

ADMN 336: *Financial Management* (3)

ECON 200: *Principles of Microeconomics* (3)

ECON 201: *Principles of Macroeconomics* (3)

ECON 310: *Economic and Business Statistics*

MATH 107: *Fundamentals of Mathematics for Business and Economics* (3)

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

Note: Students with credit as part of their prior credential(s) for courses, equivalent or similar to any of the courses required for the Post-Baccalaureate Certificate in Business Principles courses, must complete alternative coursework as approved by TRU-OL.

Post-Baccalaureate Diploma in Commerce

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

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

Admission Requirements

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

Diploma Requirements

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

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

Residency Requirements

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

Core Requirements (3 credits)

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

Elective Requirements (12 credits)

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





Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

Accounting Concentration

- 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 courses 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)

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 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
- CFP Track – ADMIN 345, ADMIN 351
- AICB Track - BBUS 413, BBUS 418, BBUS 419

General Management Concentration

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 390, *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 413, *Motivation and Productivity* (3)

Information Systems Management

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

CMPT 407, *Project Management* (3)

Three courses from the following:

- CMPT 231, *Web Design and Management I* (3)
- CMPT 300, *Networks and Network Management* (3)
- CMPT 340, *Web Design and Management II* (3)
- CMPT 412, *Human Side of Information Systems* (3)
- CMPT 425, *IT Security* (3)

Leadership Concentration

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

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

ADMN 466, *Managing Change* (3)

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

Marketing Concentration

ADMN 348, *Marketing Research* (3)

Four courses from the following:

- ADMN 345, *Professional Selling* (3)
- ADMN 347, *Consumer Behaviour* (3)
- ADMN 365, *Marketing for Managers* (3)
- ADMN 380, *International Business* (3)
- ADMN 403, *Retail Marketing* (3)
- ADMN 487, *International Marketing* (3)
- ADMN 488, *Integrated Marketing Communication* (3)
- ADMN 489, *Business to Business Marketing* (3) *
- ADMN 491, *Service Marketing* (3) *

Public Sector Management Concentration

Minimum of two courses from the following:

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

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

- ADMN 316, *Local Government in Canada: Administration and History* (3)
- ADMN 407, *Managing Service Delivery* (3)
- ADMN 421, *Financial Management* (3)
- ADMN 434, *Serving Citizens: Managing Information and Engagement* (3)
- ADMN 437, *Program Evaluation and Performance Measurement* (3)
- ADMN 446, *Local Government Land Use Planning* (3)

Approved 300- or 400-level course

* Course in development

• 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.appraisal.bc.ca
info@appraisal.bc.ca
604.266.8287

CA Institute of Chartered Accountants of BC
www.ica.bc.ca
604.681.3264 or 1.800.663.2677

CGA Certified General Accountants Association
www.cga-bc.org
604.732.1211 or 1.800.565.1211

CHA Canadian Healthcare Association
www.cha.ca
613.241.8005, ext. 212

CHRP Certified Human Resource Professional
www.bchrma.org
1.800.665.1961

CIM Canadian Institute of Management
www.cim.ca
1.800.387.5774

CMA Certified Management Accountants of BC
www.cmabc.com
604.687.5891 or 1.800.663.9646

CPA Canadian Payroll Association
www.payroll.ca
416.487.3380 or 1.800.387.4693

CUIC Credit Union Institute of Canada
www.cuic.com
1.800.267.2842

CSI Canadian Securities Institute (formerly ICB Institute of Canadian Bankers)
www.csi.ca
1.866.866.2601 or 416.364.9130

IIC Insurance Institute of Canada
www.insuranceinstitute.ca
416.362.8586

LGMA Local Government Management Association
www.lgma.ca
250.383.7032

PMAC Purchasing Management Association of Canada
www.pmac.ca
BC Institute of PMAC - 604.540.4494 or 1.800.411.7622
National Office - 1.888.799.0877

QAA Association of Administrative Assistants
www.aaa.ca
registrar@aaa.ca

REIC Real Estate Institute of Canada
www.reic.ca
1.800.542.7342





Business and Management Studies

Business Courses Chart

Refer to page 65 for more information.

			Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	CSI	LGMA	PMAC	QAA	REIC
Accounting and Finance																	
ADMN 231	Introduction to Financial Accounting	3	M	✓	✓				✓	✓	✓			✓	✓		
ADMN 233	Management Accounting	3	M		✓				✓	✓	✓	✓		✓			
ADMN 331	Intermediate Financial Accounting I	3	M	✓	✓				*					✓			
ADMN 333	Intermediate Management Accounting	3	M	✓	*				✓					✓			
ADMN 336	Financial Management	3		✓	✓			✓	✓		✓			✓			
ADMN 341	Intermediate Financial Accounting II	3	M	✓	✓				*					✓			
ADMN 351	Taxation	3		✓	✓				✓								
ADMN 402	Advanced Financial Accounting	3			✓				✓								
ADMN 405	Advanced Management Accounting	3			*				✓								
ADMN 461	Accounting Theory	3			✓				✓								
ADMN 463	Assurance (Auditing)	3			✓				✓								
BUSM 131	Accounting I	3		✓	*			✓	*	✓	*	*	✓	*	✓		
BUSM 132	Accounting II	3		✓	*			✓	*	✓	*	*	✓	*	✓		
Business and Management Studies																	
ADMN 315	Production and Operations Management	3	M						✓					✓			
ADMN 361	Open Thinking	3	M														
ADMN 362	Analytical Decision Making (was ADMN 262)	3															
ADMN 369	Transition and New Beginnings	3	M														
ADMN 380	International Business	3	M														
ADMN 390	Business Law	3		✓	✓			✓		✓	✓		✓	✓	✓	✓	✓
ADMN 460	Business and Society	3	M	✓						✓							
ADMN 468	Leading Projects to Success	6	M														
ADMN 470	Business Policy and Strategy	3		✓				✓	✓		✓			✓			
BUSM 100	Doing Business in Canada	3												✓			
Communication																	
ADMN 363	Open Communication	3	M	✓													
ENGL 106	Written Communication	3					✓	✓									
ENGL 107	Business Communication	3		✓	*		✓		✓	✓		✓	✓	✓	✓		
Economics																	
ECON 200	Principles of Microeconomics	3	M	✓	*	*	✓	✓	*		✓	*	✓	✓	✓		
ECON 201	Principles of Macroeconomics	3	M	✓	*	*	✓	✓	*		✓	*	✓	✓	✓		
ECON 350	Managerial Economics	3	M									✓		✓			
Information Technology																	
ADMN 137	Introduction to Information Technology 3								✓								
ADMN 477	E-Business in a Competitive Environment	6	M														
CMPT 118	Introduction to Information Technology	3	M		*				*				✓	✓	*		
CMPT 119	Computer Applications in Business	3	M		*				*	✓			✓	✓	*		
CMPT 150 (UVic)	Computer Concepts	3			◆				✓				✓		*		
CMPT 212 (UVic)	Database Concepts	3															
CMPT 214 (UVic)	Decision Support Applications or equivalent	3											✓				
CMPT 215 (UVic)	Systems Analysis and Design I	3			◇				✓								
CMPT 407 (UVic)	Project Management	3															
CMPT 412 (UVic)	Human Side of Information Systems	3															



Business and Management Studies

			Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	CSI	LGMA	PMAC	QAA	REIC
Marketing and Sales						*											
ADMN 250	Introduction to Marketing	3	M	✓				✓	✓		✓	✓	✓	✓	✓		
ADMN 345	Professional Selling	3	M														
ADMN 347	Consumer Behaviour	3															
ADMN 348	Marketing Research	3															
ADMN 365	Marketing for Managers	3	M														
ADMN 403	Retail Marketing	3															
ADMN 487	International Marketing	3															
ADMN 488	Integrated Marketing Communications	3															
ADMN 489	Business to Business Marketing	3															
Mathematics and Statistics																	
ECON 310	Economic and Business Statistics	3			*				✓					✓			
MATH 104	Calculus for Business, Management Sciences	3	M														
MATH 109	Business Mathematics	3		*◇													
STAT 102	Introduction to Probability and Statistics	3	M	*	✓	*			✓								
Organizational and Human Resource Management																	
ADMN 222	Intro to Human Resource Management	3		✓					✓							✓	
ADMN 320	Organizational Behaviour I	3	M			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ADMN 325	Labour Relations	3	M							✓			✓				
ADMN 364	Leadership Fundamentals	3	M								✓						
ADMN 366	Strategic Human Resource Management	3	M	✓					✓					✓			
ADMN 367	Contemporary Leadership	3	M														
ADMN 413	Motivation and Productivity	3	M							✓	✓						
ADMN 466	Managing Change	3	M							✓							
ADMN 483	Effective Leadership	3															
BUSM 111	Supervision	3								✓	✓					✓	
BUSM 121	Management Principles and Practices	3						✓		✓	✓		✓	✓	✓		
BUSM 213	Motivation and Productivity	3	M							✓	✓					✓	
Public Sector Management																	
ADMN 310 (UVic)	Public Sector Economics	3															
ADMN 311 (UVic)	Introduction to Public Administration	3															
ADMN 312 (UVic)	Managing in Public and Non-Profit . . .	3									✓			✓			
ADMN 314 (UVic)	Public Sector Research and Analysis	3															
ADMN 317 (UVic)	Written Communications. . .	3															
ADMN 409 (UVic)	Leading and Managing Non-Profit Sector	3															
ADMN 421 (UVic)	Financial Management	3															
ADMN 422 (UVic)	Ethical Public Management	3															
ADMN 423 (UVic)	Local Government in British Columbia	3															
ADMN 431 (UVic)	Public Sector HR and Labour Relations	3															
ADMN 434, 445, 448, 452, 454 (UVic)		3															

M Credit-free option. Refer to page 27.

✓ Course exemption granted by association.

◆ Course exemption only—required to write CGA examination.

* Combination of courses meets professional association requirement.

◇ No exemption—challenge examination granted.



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.

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

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

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.

Note

This certificate provides BC teachers with the ability to achieve an additional 15 credits above their baccalaureate credential. In order to qualify for an additional salary level (the 5+ category), the provincial Teacher Qualification Service (TQS) requires teachers to take a minimum of 30 credits of senior level and/or graduate courses. This is now provincially mandated across BC. Five additional courses are expected to be added to the EDDL in order to form a 30 credit Diploma, allowing graduates to qualify for the 5+ category.

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 6 TRU credits (distance or on-campus) are required for a Certificate in General Studies

Minimum of 9 TRU credits (distance or on-campus) are required for a Diploma in General Studies

Certificate Requirements

30 credits of college or university courses or a combination of college and university courses numbered 100 or above, are required.

15 of these credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

Diploma Requirements

60 credits of college or university courses or a combination of college and university courses, including a minimum of 21 credits at the second year level or higher (numbered 200 and above), are required.

30 of these credits may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

Bachelor of General Studies

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

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

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

Admission Requirements

Open admission ([page 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.

Upper-level Requirements (45 credits)

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

Elective Requirements (69 credits)

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

PLAR

Certificate, diploma and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) ([pages 10 and 25-27](#)).

Pre-Health Science Certificate Program

The Pre-Health Science program is designed to provide both the general educational breadth as well as specific health related content that is either a required or recommended pre-requisite to many health care programs. This program, or its equivalent, is a mandatory requirement for the Justice Institutes' Advanced Care Paramedic Program.

Admission Requirements

Graduation from grade 12 with Principles of Math 11, CHEM 12, BIOL 12, ENG 12 and PHYS 11. C+ average, or equivalent, is 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 II (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.

The Medical Laboratory Assistant program consists of four theory courses (five in some regions), a weekend phlebotomy workshop and a clinical practicum which is provided by a hospital or private laboratory under criteria developed by TRU. Combined, these provide the theory and skills required to function as a medical laboratory assistant in hospitals or private clinical laboratories.

A maximum of 30 weeks per course is permitted, however students are allocated a maximum of two years to complete the entire certificate program (maximum timeframe is subject to change without notice). Students are however encouraged to complete the program in under a year. No extensions will be granted to the program timeframe.

This entire program is equivalent to 16 to 20 weeks of full-time study and leads to rewarding employment in the health care setting.

Note: It is the sole responsibility of the student to locate and arrange their own clinical placement for the laboratory training aspect of this program.

Course Requirements

MLAP 112, *Anatomy, Physiology and Medical Terminology for Phlebotomists* (2)

MLAP 113, *The Electrocardiogram* (1)

MLAP 121, *Professional and Safety Issues* (3)

MLAP 131, *Laboratory Procedures and Protocols* (3)

MLAP 051, *Phlebotomy Workshop* [Note: All areas of the province of BC require that students complete the weekend Phlebotomy Workshop prior to beginning the practical skills component of the program (MLAP 141)]

MLAP 141, *Evaluation of Competencies* (3)

Post Certificate Courses (optional)

MLAP 151, *General Pre-Analytical Specimen Preparation* (3) (this is a mandatory course in some health regions)

MLAP 161, *Pre-Analytical Histo-Pathology* (3)

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 before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

Polysomnography Certificate Program

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

This program is designed to cover the theory required for EEG Technologists, Nurses and Respiratory Therapists pursuing careers in sleep medicine and polysomnography. Upon successful completion of the three polysomnography courses, a certificate of completion will be awarded by TRU.

As of June 2009, this program does not meet the June 2008 requirement of equivalency to the American Academy of Sleep Medicine's A-STEP Self-Study Modules required by the American Board of Registered Polysomnographic Technologists' (BRPT) for the Registered Polysomnographic Technologist exam.

For specific eligibility criteria to write this certification examination, please refer directly to the American BPRT website at www.brpt.org.

Admission Requirements

Diploma in a health profession or an equivalent is highly recommended.

Residency Requirements

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

Certificate Requirements

Specific Course Requirements (9)

ASHS 301, *Sleep and Sleep Disorders* (3)

ASHS 302, *Polysomnography Instrumentation* (3)

ASHS 303, *Principles of Polysomnography* (3)



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 access to non-practicing nurses and support their re-entry into professional practice. Program candidates include: individuals required by the College of Registered Nurses of British Columbia (CRNBC) to complete courses or a program of study, to either gain re-instatement of licensure or initial registration in BC; and those who have previously been registered by a Canadian provincial regulatory authority. The courses (theoretical, laboratory and practice) are intended to 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 Registered Nurse Practice in BC (CRNBC, 2006) and the individual participants' position and continuing competency plan to promote their readiness to return to practice.

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

Individuals interested in the program, but who have been away from 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 checklist and other required forms). Complete all forms and submit all the required documentation to TRU-OL Admissions. The processing of applications is expedited when all required documents are submitted at the same time.

Applicants are advised of their eligibility for admission and informed of course dates and registration procedures as soon as documents have been completed, admission requirements have been satisfied and provided that the program has adequate space.

Progression Requirements

- Complete a Program Self-Orientation Activity online (Recommended before taking first course)
- Prior to registering in NURS 365, admitted students must supply: a current Criminal Record Review; Health Status Declaration; Up-to-date Immunization Record; Current Workplace Hazardous Materials Information System (WHMIS) training, Health Sciences Placement Network (HSPnet) Consent Form; CPR Level C 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 3 using Academic/Career/Development Grading System.

Certificate Requirements

A minimum of 17 credits are required

- An additional three credits may be required for the certificate based on an individual student assessment and recommended plan by the Program Coordinator.
- 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-RN 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

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

Transition Courses: Nursing and Health

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

Courses

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*

HLSC 159, *Anatomy and Physiology I*

HLSC 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**

* Registration Requirements for Practice-Based Courses

These practice courses are designated for Internationally Educated Nurses residing in BC and seeking CRNBC licensure. In order to take these practice courses applicants must supply:

- Satisfactory Health Declaration from a general or family physician or nurse practitioner
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C, current within one year)
- Up-to-date immunizations (refer to www.healthlinkbc.ca/healthfiles/hfile66.stm)
- Satisfactory current criminal records search
- Health Sciences Placement Network (HSPnet) Consent form
- Letter of assessment from CRNBC indicating eligibility for nurse licensure

Social Service Worker Certificate

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

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

This program offers courses in social work theory and practice, counselling skills, lifespan development, social services and social science. Program students are also required to complete the skills practice 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 attend the 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 applied and were accepted under the old program, you will only be expected to fulfill the old program requirements. A full description of the changes is provided on the Program page at www.truopen.ca. Students also participate in a 210 hour practicum in a social service setting. Students are expected to earn at least a C average in each course they apply to the Social Service Certificate.

Note

Applicants residing outside BC who want to complete the program may participate on the condition that appropriate practicum arrangements at a social service agency in BC can be made.

Students who do not intend to complete the program may register in all SSWP and HUMS courses, excluding the practicum course.

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 may complete either the: voluntary English Language and Writing Assessment; the Language Proficiency Index; or the English assessment with First Nations content. These students are exempt from ENGL 106 if they obtain a writing level score of 5 or 6.
- Sixty documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years. See [page 9](#) of the Social Service Worker Certificate Application Supplement form (available online) for more details including a list of approved volunteer sites.
- Satisfactory current criminal records search.
- Personal statement (minimum three typed pages). This statement is separate from the paragraph you write for the Social Service Program Application Form. In this statement you will describe what experiences have prepared you for the program and elaborate on how the program will enhance your personal goals.
- Completion of the Social Service Program Application Form which includes a discussion of three cases. Note: The Friendship Centre scenario option on the Social Service Program Application Form refers to an Indian Friendship Centre and 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/form. Application forms are also available from Student Services.

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

Course Requirements

Course requirements have recently been revised in order to create a curriculum 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.

Note:

- SSWP 109 and SSWP 110 are accepted substitutes for HUMS 154 and HUMS 161.
- TRU-OL may accept transfer credit for similar courses offered at other recognized Canadian post-secondary educational institutions.
- The Social Service Worker Program, once the revisions are completed, will fulfill the requirements for the first year of the TRU Human Service Diploma Program.

Bachelor of Social Work

In order to apply for a Bachelor of Social Work degree program, students are required to have completed two introductory courses: SSWP 200 and 212. Students who have completed courses for the Social Service Worker Certificate can transfer select credits towards the Bachelor of Social Work degree program. Refer to admissions and transfer information on the web at www.bccat.bc.ca.

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 program plan 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.





***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.

Specific Lower-Level Requirements

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

3 credits in introductory statistics

3 credits in humanities (other than English)

Specific Upper-Level Requirements

3 credits in social and behavioural research methods (HEAL 350 or approved upper-level equivalency)

6 credits in HEAL 310, 402 or 402, must be taken through TRU-OL.

Note: Campus-based equivalents to the required electives may be available.

Some of the courses required for program completion include participation in mandatory teleconferences at the student's expense. Differences in time zones between BC and the student's location may make participation in teleconferences inconvenient.

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.

The graduate certificate program prepares graduates for positions in the Canadian mental health system, the Ministry of Children and Families, schools and hospitals as well as for work with special needs children in community settings. Please note, the BC Ministry of Children and Family Development require that individuals hired for mental health service positions must have a master's degree

Admission Requirements

(**Note:** If you wish to take up to two courses without being admitted to the program, proceed to the professional development section on [page 77](#).)

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

(GPA) of 3.0. The grade point average (GPA) must be at least a 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* (3) (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 may be required to provide a successful criminal record check to the agency providing the internship. It is incumbent on the student to meet this requirement prior to placement.

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

- 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)





Anaesthesia Assistant Post-Diploma

- Program available to applicants residing in or outside Canada (with the exception of clinical practicums).

This Post-Diploma Program is designed to provide registered respiratory therapists or registered nurses with critical care experience with the knowledge and clinical skills required to fulfill the designated role of an Anaesthesia Assistant as defined and approved by the Canadian Anaesthesiologists' Society (CAS).

The program consists of a theory portion and a clinical practicum. Under the CAS designation of an Anaesthesia Assistant, individuals are expected to fulfill a wide range of technical and clinical duties, some of which represent a transfer of function from traditional staff and resident physician roles. The theory portion of the program is offered through a tutor supported distance study format. The 12-16 week clinical practicum is held in a hospital environment under the supervision of an Anesthetist and following criteria developed by TRU. Practicum areas include equipment maintenance, clinical anaesthesia, specialties in adult anaesthesia and neonatal/paediatric anaesthesia.

Note

Individuals with previous experience in Anaesthesia Assisting may be eligible to challenge portions of the program. A detailed description of your experience with supporting evidence will be necessary to complete a Prior Learning Assessment (see [pages 10 and 25-27](#)).

Residency Requirements

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

Admission Requirements

Students must be a qualified Registered Respiratory Therapist, Registered Nurse (critical care experience preferred) or an equally qualified individual. One year of post-graduate clinical experience is recommended. Students are solely responsible for finding a hospital that is willing to undertake the training with them. In addition, an anaesthesiologist must provide a letter recommending the candidates suitability.

Diploma Requirements

A pre-entrance exam (ANES 001) determines the student's course of studies. Students who pass all subject areas of the exam can directly enter and complete the program's core courses prior to their clinical practicum.

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

Each of the four core courses is rated at a level of three credits which is the equivalent of 45 hours of traditional instruction, plus associated study time. The total is rated as the equivalent of one complete semester of study. Following successful completion of all theory components, a full-time clinical practicum (ANES 425) of up to 16 weeks is required.

Candidates are expected to complete this program in less than two years, with a maximum allowed time period of three years. It is expected that students will continue with full- or part-time employment during the study period.

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

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**

*Not being offered at this time - transfer credit will be granted. To receive credit for this course, submit proof of recent (within two years) completion of ACLS provider's course in one of the following formats: an official transcript from the provider of the course; a notarized copy of the original ACLS licence; or, an original ACLS licence, which will be returned if a stamped, self addressed envelope is provided.

Clinical

ANES 425, *Clinical* (12-16 week clinical experience) (4)

* Current ACLS certificate required

Associate of Science

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

This associate degree program provides students with a broad academic education which prepares them for both the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university-level courses or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to admissions and transfer information on the web at www.bccat.bc.ca.

Courses used to complete this degree must also have transfer credit to one other BC university 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 studies may be allocated to more than one of the subject areas, depending on the content of the course.

The first-year science requirement must include a minimum of one course with a hands-on lab component (e.g. 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 that 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 their 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, 220, 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 (bioresource, chemical, civil, mechanical, electrical, or computer engineering science; forensic, forest, or agricultural science)

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

Upper-level Requirements (45 credits)

30 credits in three areas of science (18 credits in one area, 6 credits in each of the other two areas)

Students must select three distinct subject areas in consultation with the program area

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

Elective Requirements (27 credits)

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

Note

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

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to 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 Studies consists of concentrated study of a topic in the subject of the major (biology/life science) selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major (biology/life science) and a minimum of 15 credits of upper-level courses in the subject of their major (biology/life science).

As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Degree Requirements

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

General Education Requirements (24 credits)

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

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

6 credits in social science

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

Lower-level Requirements (27 credits)

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

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

18 credits in first-year or second-year science with a minimum of 6 credits in any three of the following subject areas:

Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology, e.g. BISC 120, 121, 210, 220, 230, 260)

Chemical science (chemistry, biochemistry, e.g. CHEM 110, 111)

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 (bioresource, chemical, civil, mechanical, electrical, or computer engineering science; forensic, forest, or agricultural science)

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

C average is required in lower-level courses in the discipline of the major (biology/life science).

Upper-level Requirements (45 credits)

30 credits in the area of the major (biology/life science); may be BISC 350, 360, ENST 399

3 credits of Directed Studies

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

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

General Elective Requirements (24 credits)

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

Note

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

Campus-based equivalents to most course requirements are available.

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 main objective of the program is to provide a comprehensive educational opportunity for immediate and future plant operators and managers.

Students of this program will typically belong to one of the following general categories:

1. Entry-level students interested in entering the field of water treatment technology.
2. Plant operators meeting or improving their certification level through attainment of continuing education units (CEUs).
3. Plant operators ladder their education to the Water Treatment Technology certificate and/or diploma Program.

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

- Level I Water Treatment Technology Certificate - first semester of 15 credits of coursework
- Level II Water Treatment Technology Certificate - first and second semester of 30 credits 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)

Credential 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 205, *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.

Diploma Water Treatment Technology Requirements (60 credits)

Admission Requirements: Completion of Level III Water Treatment Certificate or equivalent

WTTP 280, *Microbiology and Toxicology* (3)

WTTP 229, *Computers in Industry* (1)

WTTP 230, *Advanced programmable Logic Controllers* (1)

WTTP 231, *Industrial Communications and SCADA Systems* (1)

WTTP 233, *People Management* (1)

WTTP 234, *Asset and Operations Management* (1)

WTTP 235, *Financial Management* (1)

*WTTP 289, *Practicum II* (3) (See Note [page 79](#)).

Elective requirements (3)

* To complete this diploma WTTP 189 must be completed outside of TRU-OL. Consult a program coordinator for possible options.

Note

The program is designed to be flexible so an operator working in a plant can apply to have the practicum performed at their work place. The details of the practicum will be organized between the operator, onsite practicum supervisor and program Coordinator. The program also recognizes past educational and work experience through Prior Learning Assessment, 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 to 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 100, 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 IT-related courses, transfer credit courses PLAR credit ([pages 10 and 25-27](#)); courses may include TRU-OL CMPT or CPSC courses (or 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 363, Open Communication (3)

18 credits of approved electives. Suggested electives include courses that do not overlap with previous studies and 200-level or above CMPT courses.

Electives are subject to appropriate prerequisites and TRU-OL approval. Suggested business and management studies electives include: ADMN 231, Introduction to Financial Accounting; ADMN 233, Management Accounting; ADMN 250, Introduction to Marketing; 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)

6 credits in English (university-level composition and literature, e.g. ENGL 100, 101 or 108)

3 credits in applied communication (normally ENGL 107)

9 credits in mathematics (normally MATH 120, 150, STAT 102)

3 credits in social science

6 credits in liberal arts

Minimum 3 credits in lab science (may be 4 credits at some institutions)

3 credits in humanities

Core Lower-level Requirements (30 credits)

First- and second-year computing courses, including required courses in programming and program design, operating systems, databases and data structures

Core Upper-level Requirements (45 credits)

Computing courses, normally numbered at the 300 and 400 level, including required courses in software engineering, databases, operating systems, networks, and algorithms

Minimum 15 elective credits at the third- or fourth-year level

Other Elective Requirements (12 credits)

Approved electives (upper- or lower-level)

Note

Advanced computer science courses generally require substantial mathematics preparation, including university-level calculus (for science students) and probability/statistics. All electives must be approved by a TRU-OL Program Advisor.



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)

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

3 credits in humanities (generally upper-level)

3 credits in economics (generally ECON 200)

3 credits in natural science (generally upper-level)

3 credits in arts and science elective (may be upper-level)

Management Requirements (21 credits with minimum 12 upper-level credits)

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

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

ADMN 366, Strategic Human Resource Management (3)

Business development course, e.g. BUSM 100, Doing Business in Canada (3) or ADMN 477, E-Business in a Competitive Environment (6)

6–9 credits of approved business and management electives

Advanced Technical Requirements

(15 upper-level credits)

Appropriate courses currently offered by TRU-OL include some courses in computer studies (CMPT).

Transfer of advanced technical courses offered on campus by TRU and other recognized institutions is also considered.

Applied Projects (9 upper-level credits)

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

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

- 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.
- Résumé and the names and contact information of suitable references who can verify that work experience requirements have been met.
- Certified copies of original trades qualification documents with the completed TRU-OL Program Admission/Transfer Credit form. Trades qualifications are subject to verification checks.

Those with experiential or non-traditional learning (not eligible for automatic transfer credit) applicable to the program may consider prior learning assessment and recognition (PLAR) to reduce the number of credits they are required to take to complete the degree. Course challenge and/or portfolio assisted PLAR (PDF) methods can be used as deemed appropriate by TRU (See [pages 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 while the term "residency" refers to distance or campus-based studies, this degree program requires the completion of two courses of face-to-face instruction at the TRU Kamloops campus or potentially at other designated sites.

Degree Requirements

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

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

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

Foundation (60 credits)

Upon admission, 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 applied communications (normally TRU-OL's ENGL 106 or 107)

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

3 credits in natural science (may be upper-level)

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



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 for updated information)

Plus minimum 12 credits from the following "closed electives":

ADMN 361, *Open Thinking* (3)

ADMN 362, *Analytical Decision Making* (3)

ADMN 363, *Open Communication* (3)

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

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

ADMN 483, *Effective Leadership* (3)

Plus minimum 15 credits from the following "open electives":

Courses should complement the overall leadership program. Open electives include additional credits beyond the 12 selected for the above closed electives.

(ADMN 361, 362, 363, 364, 367, 468, 483) and/or the following courses:

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

ADMN 320, *Organizational Behaviour I* (3)

ADMN 325, *Labour Relations* (3)

ADMN 336, *Financial Management* (3)

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

ADMN 390, *Business Law* (3)

ADMN 460, *Business and Society* (3)

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

- Refer to the TRU-OL website or contact Student Services for program updates.
- 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.capilano.ca; 604.984.4960) and Vancouver Island University (www.viu.ca; 250.740.6396).

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

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

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

Residency Requirements (under review)

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

- For information on TRU School of Tourism courses, contact bmcgregor@tru.ca.
- For information on Vancouver Island University courses, contact s-a.gajda@viu.ca.

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

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

General Education Requirements (21 credits)

(may be met with lower- or upper-level university courses; refer to [page 91](#) for disciplines)

6 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 100 or 102, and ENGL 101 or 103)

3 credits in statistics (e.g. STAT 102)

3 credits in humanities (other than English)

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

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

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

Hospitality Administration Stream

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

- Accounting (e.g. ADMN 231)
- Computer Applications (e.g. CMPT 118, 119 or 150)
- Marketing (e.g. ADMN 250)
- Accommodations
- Hospitality Marketing
- Co-op or Practicum (may be completed through PLAR; refer to [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 470 from Vancouver Island University)
- Financial Management for Tourism (e.g. ADMN 336)
- Entrepreneurship II (e.g. ADMN 477)
- Community and Cultural Issues II (e.g. ADMN 460)
- People Management/Human Relations (e.g. ADMN 366)
- Organizational Leadership (e.g. ADMN 483)
- Advanced Communication (e.g. ADMN 363)
- Graduating Seminar

- Please contact your program advisor for other alternative courses.

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

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

- Marketing Research (e.g. ADMN 348)
- Promotions Management (e.g. ADMN 488)
- Consumer Behaviour (e.g. ADMN 347)
- 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 speciality courses

approved by TRU-OL (e.g. refer to above four categories and the 300- and 400-level courses listed below under “Other Elective Requirements”)

Other Elective Requirements (27–30 credits)

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

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

TRU-OL Courses

- ADMN 233, *Management Accounting* (recommended)
- ADMN 380, *International Business*
- 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*
- GEST 484, *Heritage Resource Management*
- GEST 485, *Heritage Resource Conservation*
- MATH 109, *Business Mathematics* (recommended)
- SOCI 316, *Tourism and Social Policy*

TRU School of Tourism Courses and 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*

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*

Arts and Science Degree Programs

General Education Requirements

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

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

Humanities	Geophysics
Art History	Kinesiology
Classical Languages and Literature	Mathematics
Classical Studies	Microbiology
Comparative Literature	Ocean Science
Communications	Physical Anthropology
Creative Writing	Physical Geography
Cultural Studies	Physics
History	Physiology
Humanities	Statistics
Journalism	Zoology
Linguistics	Social Sciences
Media Studies	Anthropology
Modern Languages and Literature	Archaeology
Music History	Criminology
Philosophy	Economics
Religious Studies	International Relations
Theatre Studies	Political Science
Mathematics and/ or Sciences	Psychology
Astronomy	Regional/Human/Cultural Geography
Biochemistry	Sociology
Biology	Interdisciplinary Fields
Botany	Asian Studies
Chemistry	Canadian Studies
Computer Science	Environmental Studies
Earth Science	Gender Studies
Ecology	Indigenous (First Nations) Studies
Environmental Science	Latin American Studies
Geology	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	Natural Science
Anthropology	Astronomy
Archaeology	Biochemistry
International Relations	Biology
Political Science	Botany
Psychology (not statistics/ data analysis courses)	Chemistry
Regional/Human/ Cultural Geography	Earth Science
Sociology	Ecology
Humanities	Environmental Studies
Art History	Geology
Classical Languages	Geophysics
Classical Studies	Microbiology
Cultural Studies	Ocean Science
History	Physical Anthropology
Humanities	Physical Geography
Journalism	Physics
Linguistics	Physiology
Modern Languages	Zoology
Music History	Arts and Science Electives
Philosophy	Arts and science electives include all disciplines listed under humanities, social science, and natural science, plus the following disciplines:
Religious Studies	Computer Science
Theatre Studies (not Acting, Speech, or Stage Craft)	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 Counselling 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.

AWCP 170, *Animal Welfare Certificate Program: General Level—Theory*

AWCP 171, *Animal Welfare Certificate Program: Advanced Level—Theory*

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/aht/disted.html for more information about Animal Health and Welfare courses and programs offered through distance learning through the Faculty of Science.

Asthma Educators' Certificate

This online program is approved by the Canadian Network for 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 Centred 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.

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.

The TRU Faculty of Science, Distance Education offers the following health science course. Refer to www.tru.ca/schs/dist_ed/courses.html for course and registration details.

CEHS 099, *Respiratory Therapy Clinical Refresher (NC)*

To register for the Asthma, COPD or CRE, distance program through the Faculty of Science contact Mila Rodrigues by phone at 250.828.5038 or by email at mrodrigues@tru.ca.

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

School of Business

To register for a distance program or course through the School of Business & 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 155, *Online Learner Success*

ABTS 110, *Word Processing 1*

ABTS 114, *Keyboarding 2 (50 nwp/m)*

ABTS 120, *Introduction to Computers*

ABTS 121, *Spreadsheets 1*

ABTS 123, *Databases*

ABTS 130, *Business Communications 1*

ABTS 143, *Accounting 1*

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*

ABTS126, *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*

TRU Distance Education Programs and Courses

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*

• Visit www.tru.ca/business/programs/distance_education.html for more information about courses and programs offered through distance learning through the School of Business & Economics.

School of Tourism

To register for a distance program or course through the School of Tourism, contact 250.828.5132, email tourism@tru.ca or visit www.tru.ca/tourism/online.

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.





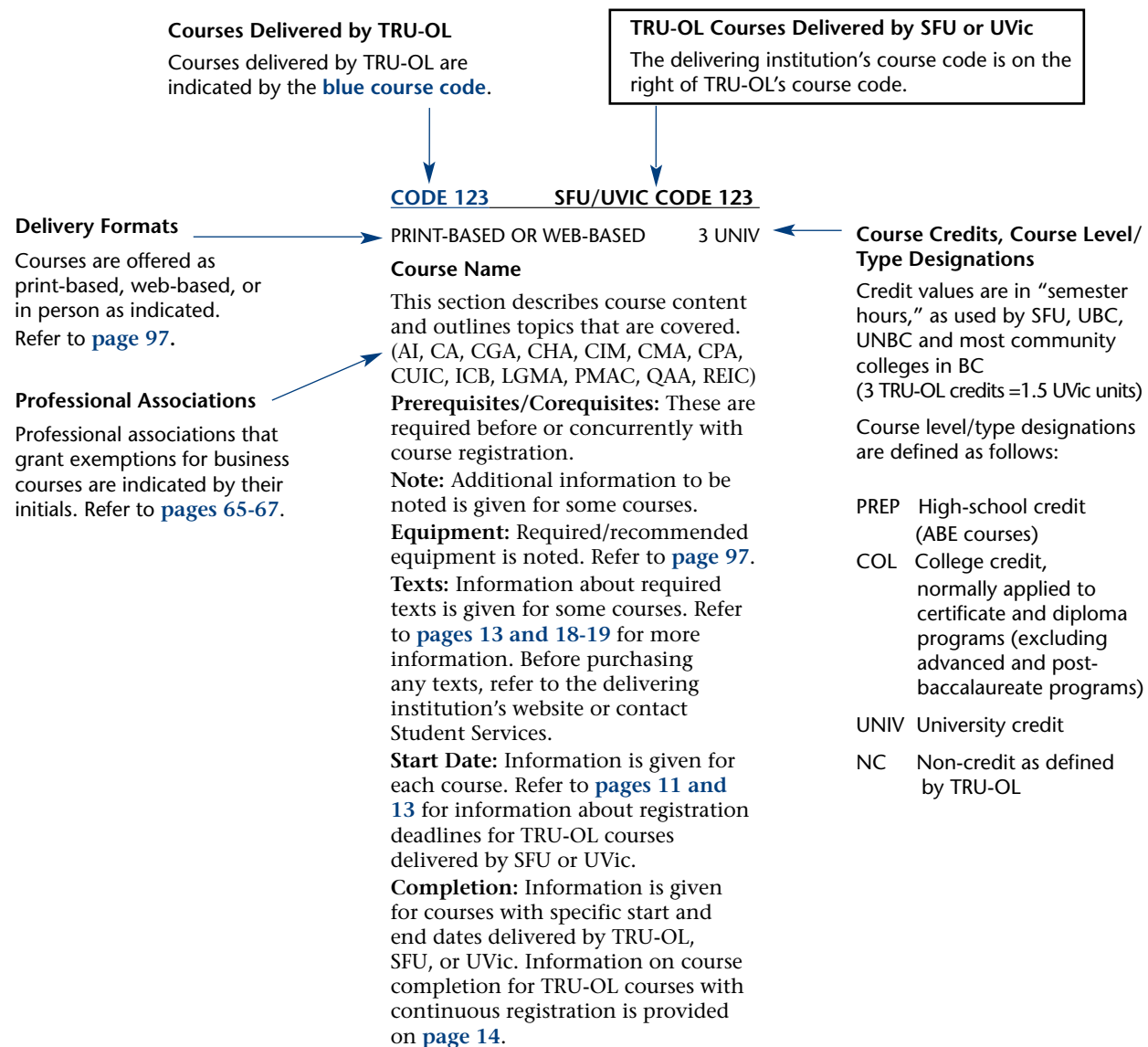
TRU, Open Learning Courses

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.



TRU, Open Learning Courses

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 28-29.

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)

Window users must have:

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

Macintosh users must have:

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

Software Requirements

- Word-processing program—compatibility with Microsoft Office unless specified otherwise in the course description. Open Office 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/folder structure of their computer's hard drive and search for files on their hard drive.
- Create directories, folders and files, and organize files on their computer's hard drive.
- Use a word-processing program and save word-processing documents in “.doc” file format.
- Use an email program, including sending and saving attachments, and upload and download files as email message attachments.
- Use a graphical web browser and Adobe Acrobat Reader (current version).





Courses Descriptions

ADMN 137
WEB-BASED 3 UNIV

Management Information Systems 1

This course provides an introduction to computers and management information systems. It is designed to address and clarify the conceptual workings of the computer and its place in the management environment. Students taking this course will develop practical computing skills in the areas of operating systems, word processing, spreadsheets, electronic mail, and the Internet. (CMA)

Prerequisites: Students should have a basic understanding of, and functionality with, computers.

Note: Students may not receive credit for ADMN 137 in addition to any of CMPT 118, 119 or 150 or TRU campus-based courses including any of BBUS 137 or 237, COMP 100, 135, 170 or 191.

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.

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. Focus is placed on the evolution of information technology from an enabling tool to a competitive business strategy. The role of the Chief Information Officer (CIO) is illuminated.

Prerequisites: ADMN 137 or admission to Bachelor of Technology (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 (HRM) function within organizations, including an appreciation of the roles of both HRM specialists and line managers in designing and implementing effective HRM policies and practices. (CA, CMA, QAA)

Prerequisites: ADMN 320 and an introductory course in business, management or supervisory skills, are recommended.

Note: If you already have credit for BUSM 122 or 222 (no longer offered), 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
PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Financial Accounting

This course is designed to introduce students to the principles, concepts, and applications of financial accounting. It aims to address the following key questions: what is financial accounting; what are financial statements; how and why are they prepared; and what are some of the elementary rules governing their preparation? Students are exposed to the process by which financial transactions and events are recorded, and will learn how to compile and interpret rudimentary financial statements. It 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 the study problems in the textbook, and links to accounting-related sites. It provides an accelerated alternative to BUSM 131 and 132.

Advanced standing may be approved by; AI, CGA, CMA, CPA, CUIC, PMAC, QAA.

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

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

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

Equipment: Occasional access to a computer with Internet is strongly recommended for the print-based version of this course. Computer with high-speed Internet and Microsoft Office with anti-virus software is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website. A calculator is required. Students planning to continue in the field of accounting or business should consider purchasing a financial calculator such as a Texas Instruments Financial Analyst.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 233
WEB-BASED 3 UNIV

Management Accounting

This course offers an introduction to the fundamentals of management accounting. Topics include cost accounting terminology, job costing, process costing, activity-based costing, cost-volume-profit analysis, budgeting, standard costing, variance analysis, responsibility accounting, variable costing, transfer pricing, and decision making. (CGA, CMA, CPA, CUIC, ICB, PMAC)

Prerequisites: ADMN 231, BUSM 131 and 132, or equivalent course in introduction to financial accounting.

Note: Normally, only one of ADMN 232, 233, and 370 may be taken for credit.

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

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 250
WEB-BASED 3 UNIV

Introduction to Marketing

In this course, students assume the role of a marketing manager and learn how to make effective marketing decisions. Marketing permeates our lives, from the advertising that we are exposed to on a daily basis, to the product decisions we make as consumers, to our needs to communicate with and persuade others in order to accomplish personal and professional goals. Students go behind the scenes played out in retail, manufacturing, and other marketing organizations to learn how key marketing decisions are made. Students also learn how key marketing concepts, principles, and theories help marketers make effective decisions. (CA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None.

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

Equipment: Computer with Internet is required. A PC or Macintosh with CD-ROM drive, Anti-virus software and QuickTime is recommended. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to BUSM, CMPT, and ECON courses; ENGL 106, 107; MATH 109; and the Business Courses Chart on [pages 66-67](#).

ADMN 310
WEB-BASED 3 UNIV

Public Sector Economics

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

Prerequisites: Third-year university standing is recommended.

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

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 311 UVIC ADMN 311/ POLI 350
WEB-BASED 3 UNIV

Introduction to Public Administration

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

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 311, UVIC HSD 404, or UVIC POL 350 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 312
WEB-BASED 3 UNIV

Managing in Public and Non-Profit Sector Organizations

This course focuses on the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work; interpersonal and leadership skills; power and influence; conflict resolution; formal and informal communications; 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, BUSM 121, and ADMN 122 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.



**ADMN 314** **UVIC ADMN 314**
WEB-BASED 3 UNIV**Public Sector Research and Analysis**

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

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 315 3 UNIV
PRINT-BASED**Production and Operations Management**

This course examines the functional area of production and operations management as practised in the manufacturing industries. The course includes decision making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management, and quality control. (CMA, PMAC)

Prerequisites: Completion of the first year of a business diploma or degree program and STAT 102. Students must be comfortable with basic algebra. MATH 104, 107, or 150 is recommended.

Start Date: Continuous registration.

Completion: Refer to [page 14](#).

ADMN 317 **UVIC ADMN 316**
WEB-BASED 3 UNIV**Written Communications in the Public and Non-Profit Sectors**

This course includes such topics as how to analyze a communication task; identify the topic, purpose, and audience; write and edit professionally, with a good command of standard written English and principles of plain language; gather, paraphrase, summarize, analyze, or interpret complex information from print and electronic sources; describe complex policies and procedures; apply the principles of document structure and design; write proposals; and design and develop the types of documents required in the public and non-profit sectors.

Prerequisites: Third-year university standing is recommended.

Note: Students with credit for ENGL 107, 301, or UVIC ENGL 302 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September, May. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 320 3 UNIV
PRINT- or WEB-BASED**Organizational Behaviour I: The Individual and Work Groups**

No matter the level of work, in what industry or discipline—whether accounting, law, marketing, or engineering—in order to be effective, it is necessary to know about the factors that affect people's attitudes and behaviour at work. This course is a first step toward knowledge of these factors. It focuses on factors found in both the individual and work groups. Some major topics covered are motivation, perception, power, leadership, and decision making in groups. The course not only cultivates knowledge and skills in each topic area, it also develops understanding of how these subjects connect. (CA, CHA, CIM, CMA, CPA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: BUSM 121 is strongly recommended. Some work experience is also recommended. **Note:** This course was formerly numbered ADMN 420. Students with credit for ADMN 420 may not repeat this course for further credit. Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

Start Date: Continuous registration.

Completion: Refer to [page 14](#).

ADMN 321 3 UNIV
WEB-BASED**Business Process Re-Engineering**

This course looks at: what constitutes business process improvement and value leadership; how to deliver ever-improving value to customers; how to improve process performance; and how to prepare for the changes occurring in today's global marketplace. Students will learn how to develop Business Process Improvement Plans in order to enhance their ability to identify, plan, evaluate and achieve business process improvements that anticipate, meet and possibly exceed, customers' expectations. Topics including value management, lean manufacturing, agile organizations, six-sigma, process mapping and ISO-9000:2000 will be explored.

Prerequisites: ADMN 315 (or equivalent) strongly recommended, STAT 102 (or equivalent) is recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 11](#).

Completion: 8 weeks.

ADMN 325 3 UNIV
WEB-BASED**Labour Relations**

This course provides a basic introduction to the field of labour relations. It gives a balanced perspective of the requirements and goals of both union and management and prepares students to deal with labour relations issues in the workplace. (CPA, LGMA)

Prerequisites: Minimum 30 credits applicable to a business or management program. ADMN 390 is recommended.

Note: Students with credit for ADMN 324, 424, or 447 may not take this course for further credit.

Equipment: Computer (PC preferred) with Internet and QuickTime are required. Refer to [page 97](#) or the TRU-OL website. Access to a DVD player.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 331 3 UNIV
WEB-BASED**Intermediate Financial Accounting I**

In this intermediate course, students build on the foundations established in an introductory accounting course such as ADMN 231, BUSM 131, or BUSM 132. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course include understanding the treatment in accordance with Generally Accepted Accounting Principles (GAAP) of cash, temporary investments, receivables, inventories, long-term investments, and capital assets. Also discussed are the accounting concepts underlying GAAP, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues underlying the form and content of the primary financial statements: the income statement; the statement of retained earnings; and the balance sheet. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 231, or BUSM 131 and 132. MATH 107 or 109 are recommended.

Equipment: Calculator with financial functions. Computer with Internet, MS Office, Microsoft Excel with Solver function as well as

CD-ROM drive are required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 333 3 UNIV
WEB-BASED**Intermediate Management Accounting**

This is an intermediate course in management accounting. Topics include an in-depth study of general purpose and special product costing systems; spoilage/rework and scrap; cost estimation; linear and non-linear CVP; production, quality, and pricing decisions; capital budgeting; operational budgeting; variance analysis; decentralization, segmented reporting, transfer pricing, performance evaluation, and incentive systems. Spreadsheet applications are used extensively to reinforce course concepts. (CA, CGA, CMA, PMAC)

Prerequisites: ADMN 233 or equivalent course in introduction to managerial accounting. MATH 150 or alternative course providing exposure to linear programming is recommended. Some familiarity with the Microsoft Excel spreadsheet application is also recommended.

Equipment: Business or scientific calculator. Computer with Internet, CD-ROM drive, QuickTime (free download), Adobe Acrobat Reader and MS Office (2000 or higher) with Word, Excel (Solver function enabled) and PowerPoint are required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 336 3 UNIV
WEB- OR PRINT-BASED**Financial Management**

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

Prerequisites: ADMN 231 or BUSM 131 and 132, introduction to the mathematics of finance (e.g. preferably MATH 107 or MATH 109) and STAT 102 are strongly recommended. BUSM 100, ECON 200 and ECON 201 are also recommended.

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

Equipment: Hand-held business/financial calculator is required. Computer with Internet, MS Office and CD-ROM drive are required for the web-based version of this course and recommended for the print-based version. Excel software is recommended. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).





ADMN 341
WEB-BASED 3 UNIV

Intermediate Financial Accounting II

In this course, students examine the liability and equity sections of the balance sheet. Key concepts include current and other liabilities; long-term liabilities; dilutive securities and earnings per share (EPS); income taxes; pensions and other employee future benefits; leases; accounting changes and error analysis; statement of cash flows; and full disclosure in financial reporting. Topical coverage is provided of the new equity category “accumulated other comprehensive income.”

Prerequisites: ADMN 231 or BUSM 131 and 132 and ADMN 331 or equivalent. One of either MATH 107, 109 or a similar introduction to the mathematics of finance, is recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 14](#).

ADMN 345
WEB-BASED 3 UNIV

Professional Selling

This course is designed to provide the student with an overall view of the professional selling functional area. Students come to understand the role of personal selling in marketing and in society, as well as its application within organizations. Topics include: the field of selling; building professional relationships; the buying function; the selling function; negotiating; strategic planning and sales management; designing sales territories; sales human resource management; social; and ethical and legal issues in selling. Students are expected to participate in role play and simulated selling situations.

Prerequisites: ADMN 250.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 347
WEB-BASED 3 UNIV

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](#).

ADMN 348
WEB-BASED 3 UNIV

Marketing Research

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

Prerequisites: ADMN 250 and STAT 102 or equivalents.

Note: Only one of ADMN 314, 348, 457 (former BCOU course), BBUS 348 (TRU 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](#).

ADMN 351
WEB-BASED 3 UNIV

Taxation

This course covers fundamental principles, concepts, and application of Canadian federal income tax legislation. Topics include the concepts of income and liability for tax; income from employment, business, and

property; shareholder benefits; deductions; capital gains and losses; computation of taxable income for individuals and corporations; an introduction to tax planning; and international taxation. The course emphasizes understanding of the conceptual structure of the Income Tax Act and the application of its rules to practical cases. The course also integrates the use of tax preparation software. (CA, CGA, CMA)

Prerequisites: ADMN 331 and 341, or recognized equivalents.

ADMN 390 and other introductory accounting program courses (e.g., CGA Level 1-3) are recommended.

Equipment: Computer (PC) with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required (course software is not available in Mac format). Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 361
WEB-BASED 3 UNIV

Open Thinking

This competency-based, paced course examines “open thinking,” as well as good strategic thinking and creative thinking. Neither is separate from the other. Students explore open thinking by practicing techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

Prerequisites: Third-year 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.

Start Date: Refer to the TRU-OL website or contact Students Services.

Completion: 14 weeks (online participation required).

ADMN 362
WEB-BASED 3 UNIV

Analytical Decision Making

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

Prerequisites: First-year university standing. Generally, this course is not open to students who have completed a business/management diploma or ADMN 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).

ADMN 363
WEB-BASED 3 UNIV

Open Communication

This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills for management. It provides students with the professional skills and knowledge to communicate successfully on many levels, including writing, speaking, conducting meetings, giving presentations and interpersonal dialogues, and using electronic media. Students are given the opportunity to work with various techniques to learn valuable

communication tools to successfully support them in their managerial careers and personal lives. (CA) Prerequisites: Third-year 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 or contact Students Services.

Completion: 14 weeks (online participation required).

ADMN 364
WEB-BASED 3 UNIV

Leadership Fundamentals

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

Prerequisites: Third-year university standing is recommended.

Equipment: VCR and computer with Internet are 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).

ADMN 365
WEB-BASED 3 UNIV

Marketing for Managers

This paced course offers applied, industry-standard business skills and knowledge and provides a framework which students may use to assess marketing possibilities, analyze all aspects of a marketing plan and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. The course is for managers who are not directly responsible for developing and implementing marketing plans and managers in small organizations without marketing departments, who may be responsible for marketing a product or service. It is also relevant to people with product or service responsibilities, anyone just beginning their careers in a company's marketing department and non-marketers who need to have the mindset of a marketer. In this course, students read research articles on key aspects of marketing in today's world, play a marketing simulation game in which they make key marketing decisions and examine the marketing practices that are relevant to their own work and interests.

Prerequisites: Introductory marketing course (e.g. ADMN 250 or 350 or BUSM 151), or approval of the program area. Third-year university standing is recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to [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.

Completion: 14 weeks (online participation required).



**ADMN 366**

WEB-BASED 3 UNIV

Strategic Human Resource Management

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

Prerequisites: Two years' managerial work experience and current position to apply context of the course or approval of the program area. ADMN 361 and 363, familiarity with information technology concepts and experience using the web are strongly recommended. 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.

Completion: 14 weeks (online participation required).

ADMN 367

WEB-BASED 3 UNIV

Contemporary Leadership

In this competency-based, paced course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is also

given to analyzing leadership stories, identifying relationships and connections and examining the level of alignment between organizational and personal values. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: ADMN364 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.

Completion: 14 weeks (online participation required).

ADMN 369

WEB-BASED 3 UNIV

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

Prerequisites: Third year university standing is recommended.

Equipment: Computer with Internet, CD-ROM Drive, Anti-Virus software and QuickTime, is required. Refer to [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.

Completion: 14 weeks (online participation required).

ADMN 380

WEB-BASED 3 UNIV

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 60 credits of post-secondary education. Courses such as ADMN 250 (formerly ADMN 350) or BUSM 151, BUSM 100 and BUSM 121 are recommended.

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Additional Requirements: Monthly on-line discussions, relating to material provided through an on-line library resource, will occur in the second week of every month using features in the WebCT environment provided. Access to a PC (Windows) with CD Rom is also required

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 390

PRINT- OR WEB-BASED 3 COL/UNIV

Business Law

This course is an introduction to Canada's legal system and the legal principles that govern business relations in Canada, with specific reference to the laws of BC. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership, and consumer protection. Actual case decisions are used to help develop the skills required for legal analysis and an appreciation of judicial reasoning. (AI, CA, CGA, CIM, CPA, CUIC, LGMA, PMAC, QAA, REIC)

Prerequisites: A minimum of 30 credits of post-secondary education is recommended.

Note: This course was formerly numbered BUSM 241. Students with credit for BUSM 241 or a similar business law course may not repeat this course for further credit.

Equipment: Computer with Internet, CD ROM drive and MS Office (Word, Excel, and PowerPoint) software, is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 402

WEB-BASED 3 UNIV

Advanced Financial Accounting

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

Prerequisites: Intermediate Financial Accounting (ADMN 331 and 341 or equivalents). A sound understanding of basic mathematics and its application in the business context (Either MATH 107, 109 or a similar course in business/financial mathematics) and of MS Word and Excel (CMPT 119 or ADMN 137) is recommended.

Exclusions: Only one of BBUS 420 (offered at TRU Kamloops) and ADMN 402 may be taken for credit.

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Additional Requirements: Canadian Institute of Chartered Accountants, CICA Handbook—Accounting, update to Release No. 47. If you are already a CGA student, you may have access to this material via the Accounting and Assurance Supplement CD-ROM. The Accounting and Assurance Supplement CD-ROM is available through the CGA if you are a student member. You may access the Handbook through the TRU library.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 11](#).

ADMN 403

WEB-BASED 3 UNIV

Retail Marketing

This course offers an in-depth examination of the retail industry for students interested in the field of retail marketing management—whether employed with a large organization or in their own business. Covering planning, management, and execution of activities taking place in the buying and selling of goods and services for the end consumer, the course addresses the challenges of this dynamic industry. Through analysis

of the retail marketing mix, the course looks at branding in the retail industry, product placing and development, pricing alternatives, location options, and the promotion of goods and/or services. Because of their importance in today's competitive environment, the course covers matters such as the application of technology to retail marketing management, e-commerce, international retailing, and customer relationship management.

Prerequisites: ADMN 250. ADMN 347, ADMN 365 and 60 credits are recommended.

Exclusions: Only one of BBUS 443 (offered at TRU Kamloops) and ADMN 403 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](#).

ADMN 405

WEB-BASED 3 UNIV

Advanced Management Accounting

This is an advanced course in strategic management accounting. The course examines the integrative and interdisciplinary role of management accounting and its contribution in the strategic management process. The course focuses on cases that deal with management's need for information for planning, control and decision making using both quantitative and qualitative information.

Prerequisites: ADMN 333 or equivalent. ADMN 336 (or BUSM 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 407	UVIC ADMN 407
WEB-BASED	3 UNIV

Managing Service Delivery

This course explores the challenges facing public sector managers who develop or transform public services, with a strong focus on service recipients. The course examines the drivers of the service transformation movement, surveys the ways that public services can be reformed; and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability.

Prerequisites: 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.

ADMN 409	UVIC ADMN 409
WEB-BASED	3 UNIV

Leading 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, value bases, and uniqueness of the non-profit sector, plus the differences among the non-profit, public and private sectors. Topics include: leadership, board governance, strategic analysis, volunteer management and partnering. Students will analyze how management concepts, models, principles and techniques have validity as applied in the context of non-profit and voluntary sector organizations.

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 413	UNIV3
PRINT-BASED	

Motivation and Productivity

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation.

Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CPA, CUIC)

Prerequisites: A minimum of 60 credits of post-secondary education and a course in business management (e.g. BUSM 121) are recommended. Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job.

Note: Students with credit for BUS 213 may not take this course for further credit.

Exclusions: Students with credit for BUSM 213 or ADMN 411 or 412 may not take this course for further credit.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 14](#).

ADMN 417	3 UNIV
WEB-BASED	

Risk Management and Financial Engineering

This course deals with the valuation of derivative securities and their use in risk management, asset speculation and financial engineering. Topics include: the operation of the derivatives markets; valuing and analysis of options, futures, forwards, swaps and other derivative instruments; and derivative trading strategies.

Prerequisites: ADMN 336, STAT 102 and ECON 310 are strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

ADMN 418	3 UNIV
WEB-BASED	

Operations Strategy

This course explores operations strategy by examining how to strategically align the operations function with the core competencies of a firm. The main topics include the relationship between product and process innovation, managing technology management using Abernathy-Utterback model, reconciling innovative with operations strategy, SWOT analysis, process and supply chain development, managing by project approach and strategic importance of knowledge management and six-sigma quality in organizational success.

Prerequisites: ADMN 315 (or equivalent) is strongly recommended; STAT 102 (or equivalent) is recommended
Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 11](#).

Completion: 8 weeks.

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: September. 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 422 and UVIC ADMN 554 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 423	UVIC ADMN 423
WEB-BASED	3 UNIV

Local Government in British Columbia

This course examines the legislative framework, organization operation and finance of local government service delivery and regulation in BC.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 423 and UVIC ADMN 545 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 426	3 UNIV
WEB-BASED	

Investments II

This is an advanced course in investments in a global environment. The topics include: foreign exchange markets and exchange rate determination; advanced fixed income securities; real estate; and advanced equity investments.

Prerequisites: ADMN 318 is strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

ADMN 427	3 UNIV
WEB-BASED	

Portfolio Management

This is an advanced course in portfolio management in a global environment. Topics include: determination of investor objectives, constraints and preferences; establishment of portfolio policies; forecasting capital market expectations; asset allocation; equity, fixed-income and real estate portfolio strategies; hedging strategies; implementation, monitoring and rebalancing of a portfolio; evaluating portfolio performance; and ethical standards. Case studies and an investment simulation will be used to reinforce course concepts.

Prerequisites: ADMN 326 is strongly recommended.

Equipment: A computer with Internet is required.

Start Date: Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

ADMN 431	UVIC ADMN 431
WEB-BASED	3 UNIV

Public Sector Human Resources and Labour Relations

This course examines various aspects of the human resource function within public sector organizations and compares current theory and practice in human resource planning; recruitment and selection; performance appraisals; compensation, benefits and promotions; career planning and

staff development. In addition the course covers aspects of public sector labour relations including discipline and grievances, collective bargaining, and managing in a unionized workplace.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 431 and UVIC ADMN 425, 447, 531, or TRU-OL ADMN 366 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 437	UVIC ADMN 437
WEB-BASED	3 UNIV

Program Evaluation and Performance Measurement

This course is an intensive introduction to organizational, methodical, and professional issues involved in evaluating programs and measuring performance in public and non-profit organizations. The course offers a practical understanding of the evaluation process, including identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation. Performance measurement is treated as a complementary set of skills for measuring and reporting program and organizational results. Included are modules on conceptual issues, implementation requirements, and uses of performance measurement.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 437 and UVIC ADMN 537 may be taken for credit

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.





ADMN 442	UVIC ADMN 465
WEB-BASED	3 UNIV

Local Government Policy

This course is an integrated analysis of selected local government problems drawing on urban and regional economics, local government law and the understanding of local government structure and operations. Topics include how to analyze problems, assess response options and prepare policy recommendations within the political and administrative framework of local government. Topics selected for examination will vary. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore, and are not included in the course fees.

Prerequisites: Third-year university standing, ADMN 423 or equivalent, ADMN 445 and ADMN 452.

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
WEB-BASED	3 UNIV

Urban and Regional Economics

This course examines economic forces influencing settlement patterns, growth, and other characteristics of towns, cities and regions. It provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how policies may affect patterns of growth and change. Topics include regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

Prerequisites: Third-year university standing. ADMN 310 or UVic ECON 103 (formerly ECON 201) or equivalent.

Note: Credit will be granted for only one of ADMN 445 and UVic ECON 312.

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 446	UVIC ADMN 446
WEB-BASED	3 UNIV

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.

Prerequisites: Third-year university standing is recommended.

Note: Credit will be given for only one of ADMN 446 and UVIC ADMN 470, if 470 is taken in the same topic.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September (not offered in 2009-10). Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 448	UVIC ADMN 448
WEB-BASED	3 UNIV

Local Government 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 on this course will be on local planning and reporting structures. The course will include tutorials for a spreadsheet program. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore, and are not included in the course fees.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 421 and ADMN 448 may be taken for credit.

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 452	UVIC ADMN 452
WEB-BASED	3 UNIV

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.

Prerequisites: Third-year university standing. Work experience in a local government setting is an asset.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 454	UVIC ADMN 420
WEB-BASED	3 UNIV

The Public Policy Process

An introduction to the policy process in the public sector, this course will include analysis of current theories of policy-making and will examine case studies from Canadian contexts. Topics include: policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

Prerequisites: ADMN 311 (POLI 350), ADMN 310 and/or 314 are recommended. ADMN 311 and third-year university standing, or permission of the UVic program manager ADMN 310 and/or 314 are recommended.

Note: Only one of ADMN 454 (UVIC ADMN 420) and ADMN 442 (UVIC ADMN 465) may be taken for credit.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 460	
WEB-BASED	3 UNIV

Business and Society

In this course, Students explore the role of primary and secondary stakeholders both within and associated with organizations. Students investigate ethics and social responsibility and look at where organizational activities fall within different continuums. Students also examine broad forces in business, society, and globalization, and look at how stakeholders can influence the destiny of both business and society. (CA, CUIC)

Prerequisites: 75 credits applicable to the Bachelor of Commerce (pages 57-61).

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](#).

ADMN 461	
WEB-BASED	3 UNIV

Accounting Theory

This advanced course in financial accounting includes in-depth treatment of current issues and problems in the field. Topics cover the contributions of economics, finance, and other disciplines to accounting theory; the practical and theoretical problems of the present value model; foreign exchange accounting; hedging; the process and issues of standard setting; agency theory; and other topics related to specific industries or sectors of the economy. (CGA, CMA)

Prerequisites: ADMN 331 and 341 and BUSM 236 or ADMN 336, or recognized equivalents. Economics, statistics, and other foundational courses (e.g., CGA Level 1-3) are recommended.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required (course software is not available in Mac format). Refer to [page 97](#) or the TRU-OL website.

Additional Requirements:

Canadian Institute of Chartered Accountants, CICA Handbook—Accounting, update to Release No. 47. If you are already a CGA student, you may have access to this material via the Accounting and Assurance Supplement CD-ROM. The Accounting and Assurance Supplement CD-ROM is available through the CGA if you are a student member. You may also access the Handbook through the TRU library.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 11](#).

ADMN 463	
WEB-BASED	3 UNIV

Assurance (Auditing)

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

Prerequisites: ADMN 331 and 341, ADMN 137 or CMPT 150 or 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.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 464	UVIC ADMN 470 A01
WEB-BASED	3 UNIV

Contemporary Topics in Administration – Government, Business and Non-Profit Sector Relations

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.

ADMN 465	UVIC ADMN 465
WEB-BASED	3 UNIV

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.

Note: Students are required to attend clinicals.

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**

WEB-BASED 3 UNIV

Managing Change

This course aims to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change. Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. (CPA)

Prerequisites: 60 credits of post-secondary education. ADMN 320 and 369 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](#).

ADMN 468

WEB-BASED 6 UNIV

Leading Projects to Success

This competency-based, paced course provides students with essential knowledge, skills, and competencies to lead a project to a successful completion. The course combines the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Attention is given to analyzing project feasibility, developing processes to accomplish the work, applying strategies to lead people and motivate teams, and creating contingency plans to reduce risks. The course challenges students to apply their knowledge directly to a course project. Students must select and analyze the feasibility of their proposed project. As part of the competency assessment, students are assessed on their ability to lead a project through all project

phases: planning, implementing, controlling/managing, and closing out. Students are supported throughout the course by a student support team (project triad), course facilitator, and project sponsor.

Prerequisites: ADMN 361 and 364 and 60 credits of post-secondary education.

Equipment: Computer with Internet, Anti-Virus software, QuickTime and CD-ROM drive, 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: 21 weeks (online participation is required).

ADMN 470

WEB-BASED 3 UNIV

Business Policy and Strategy

This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CA, CIM, CMA, CUIC, PMAC)

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](#).

ADMN 473 UVIC ADMN 470 A02

WEB-BASED 3 UNIV

Contemporary Topics in Administration II - Stakeholder Analysis

This course is a study of selected topics drawn from the current literature and practices in public administration or related fields.

This fall 2009 topic is “Stakeholder Analysis.” This course explores how to define and identify stakeholders, their role, power and legitimacy to the workplace organization. Students will learn why identifying, analyzing and working with stakeholders are important to an organization. These skills will help students understand an organization’s relationship with stakeholders, which will assist with strategic management, planning and communication.

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 474 UVIC ADMN 470

WEB-BASED 3 UNIV

Contemporary Topics in Public Administration I -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 the course content is different from that previously taken.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 477

WEB-BASED 6 UNIV

E-Business in a Competitive Environment

This competency-based course explores the realities of doing business in the fast-moving and rapidly changing world of the Internet. Ways of determining viability of ideas are required in order to launch a totally “virtual” business, add aspects of e-commerce to an existing business operation, or use the new technologies to streamline and add value to dedicated bricks-and-mortar business. By studying existing e-business models, analyzing industry realities, and examining the implications of the Internet on start-up and incumbent businesses, students develop an understanding of how and where to seek competitive advantage for business ideas and plans. The development of an e-business plan is a major focus of this course.

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

Start Date: Continuous registration.

Completion: 21 weeks (online participation required).

ADMN 483

WEB-BASED 3 UNIV

Effective Leadership

This competency-based, paced course provides students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems,

and organizational context.

Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course students are expected to articulate their vision of how to lead in diverse situations. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: ADMN 367 or approval of program area. Minimum of 60 credits of post-secondary education is recommended.

Equipment: Computer with Internet 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).

ADMN 484 UVIC ADMN 477

WEB-BASED 3 UNIV

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 control; 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 577 and UVIC ADMN 411, 412, or 470 with these topics may be taken for credit.

Equipment: Computer with Internet is required. Refer to [publicadmin.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ADMN 487

WEB-BASED 3 UNIV

International Marketing

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

Prerequisites: ADMN 250. ADMN 365 and 347 are recommended.

Equipment: Computer with Internet, Windows (2000, XP or newer) and MS Office Software, is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ADMN 488

WEB-BASED 3 UNIV

Integrated Marketing Communication

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

Prerequisites: ADMN 250. ADMN 365 and 347 are recommended.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**ADMN 489**

WEB-BASED 3 UNIV

Business to Business Marketing

This course focuses on the importance of micro-markets and the decision-making process and decision-making units in the organization. It further introduces students to the growing importance of e-commerce in business to business marketing. The marketing of products and services to business, organizations, and institutions is a major component of the marketing activity in the economy.

Prerequisites: ADMN 250.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ADMN 491

WEB-BASED 3 UNIV

Services Marketing

This course examines the important and growing role services marketing plays in both consumer and organizational target markets. Discussing current issues in services marketing and customer service strategies, this course focuses on effective customer relationship management; key service delivery elements; and service recovery strategies that lead to the successful implementation of a customer focus in service-based businesses. The course involves readings, videos, case studies, and online postings of current trends in services marketing to provide you, not only with a working knowledge of current trends, but also the opportunity to interpret and relate these trends to a variety of services firms.

Prerequisites: ADMN 250. ADMN 347 and 348 are recommended.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

ANES 420

WEB-BASED/OPTIONAL PRINT 3 UNIV

Anaesthesia Equipment

This course is designed to give students a thorough understanding of anaesthesia equipment. The modules describe the structure, function, and operating principles of components used in such equipment and present information on anaesthetic pollution, equipment hazards, and checks and maintenance procedures for anaesthetic equipment.

Prerequisites: This course requires the student be a RRT, RN or MD and be admitted to the Anaesthesia Assistant Program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks

ANES 421

WEB-BASED/OPTIONAL PRINT 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 anaesthesia, general anaesthesia 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 anaesthesia will be considered.

Prerequisites: This course requires the student be a RRT, RN or MD and be admitted to the Anaesthesia Assistant Program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks

ANES 425

IN-PERSON 4 UNIV

Clinical Anaesthesia

This clinical course will ensure that students are exposed to a wide range of anaesthesia cases and experiences. Additionally, the course will help students develop an understanding of clinical anaesthesiology allowing them to demonstrate their clinical skills through their choice of anaesthetic agents, managing airways, starting routine IVs, arterial line insertion, patient monitoring and operation of anaesthetic machines.

Prerequisites: Completion of ANES 420, 421, 450, current ACLS certification and current enrolment in the Anesthesia Assistant program.

Start Date: Continuous registration

Completion: Currently 16 weeks, but may vary depending on previous experience as an Anaesthesia Assistant.

ANES 450

WEB-BASED/OPTIONAL PRINT 3 UNIV

Hemodynamic and Physiological Monitoring

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anaesthesia, general anaesthesia 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 anaesthesia will be considered. On completion of this course, students should be able to understand the techniques and equipment involved in hemodynamic monitoring and their role in the assessment and treatment of cardiovascular and pulmonary disease.

Prerequisites: This course requires the student be a RRT, RN or MD and be admitted to the Anaesthesia Assistant Program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks.

ANTH 101

WEB-BASED 4 UNIV

Introduction to Anthropology (A) SFU-designated Breadth (B) course. Refer to Page 14.

This course is an introduction to the study of human social and cultural life from an anthropological perspective. It explores the scope and nature of the discipline of anthropology through study of selected cases drawn from both technologically simple communities and complex modern industrial societies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU SA 170 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

ANTH 201

WEB-BASED 4 UNIV

Anthropology of Contemporary Life (A) SFU-designated Writing-Intensive (W) course. Refer to Page 14.

This course provides an introduction to the anthropological perspective as applied to the organization of everyday life in contemporary settings. Positivist, interpretive and critical interpretive approaches to the analysis of social actions, identities and values as enacted in space and time are covered.

Prerequisites: SFU SA 101 is recommended.

Note: Students with credit for SFU SA 291 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

SFU SA 101

4 UNIV

APEC 264

WEB-BASED 3 UNIV

Residential and Commercial Development on First Nation Lands

This course provides an overview of how to conduct residential and commercial development on First Nation lands. It will focus on case studies of successful First Nation residential and commercial developments. It will include how to do developments using the Indian Act, the First Nation Fiscal and Statistical Management Act and the First Nation Land Management Act. The course will also provide students with a series of model laws, agreements and systems that support residential and commercial development on First Nation lands.

Prerequisites: None.

Equipment: A computer with Internet is required.

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

Completion: 14 weeks.

APEC 265

WEB-BASED 3 UNIV

Investment Facilitation on First Nation Lands

It is four to six times more expensive to facilitate investment on First Nation lands than it is off First Nation lands. This course is about what causes these higher costs and what can be done to reduce these costs. It will introduce the concept of transaction costs. It will discuss how private and public investment work together to create economic growth. The course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.

Prerequisite: ECON 122 recommended.

Corequisite: ECON 263 recommended.

Equipment: A computer with Internet is required.

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

Completion: 14 weeks.

APEC 270

WEB-BASED 3 UNIV

Economic Feasibility and Impact Analysis on First Nation Lands

An introduction to cost-benefit analysis as it relates to investment activity on First Nation lands. In order to understand cost-benefit analysis students will acquire skills and knowledge on the time value of money as well as basic statistical concepts. The course will be delivered using real case studies as it relates to First Nation projects.

Prerequisite: Math 11 or Applications of Math 12, or MATH 034, 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.

ARCH 100

PRINT-BASED

SFU ARCH 100

3 UNIV

Ancient Peoples and Places**SFU-designated Breadth (B) course. Refer to page 14.**

This course is a broad survey of human cultural development Palaeolithic/Paleo-Indian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds. Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to page 11.

Completion: 13 weeks.



**ARCH 226**
PRINT-BASEDSFU ARCH 226
3 UNIV

The Prehistory of Religion: Shamans, Sorcerers, and Saints
SFU-designated Breadth (B) course. Refer to [Page 14](#).

This course deals primarily with early forms of religion. It covers the earliest rituals of the Palaeolithic, the importance of fertility cults, ancestor cults, alliance rituals, shamans, witchcraft and monotheism. The course requires students to adopt at least a modest experiential approach to understanding traditional religion by doing several exercises. Upon course completion, students should have a good basic understanding of what traditional religions are, what shamanism is, and the kinds of explanations that are commonly proposed for why humans have such strong affinities for religion.

Prerequisites: Any lower-division archaeology or anthropology course.

Equipment: CD player 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.

ASHS 301
WEB-BASED/ OPTIONAL PRINT

3 UNIV

Polysomnography Sleep and Sleep Disorders

This course is designed to introduce students pursuing careers in sleep medicine and polysomnography to the structure and function of the allied health profession of polysomnographer. ASHS 301 also serves as an adjunct to other health professionals, such as respiratory therapists and registered nurses, who would like to have a better understanding of sleep and sleep disorders.

Prerequisites: Health professional diploma is highly recommended.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks

ASHS 302
WEB-BASED/ OPTIONAL PRINT

3 UNIV

Polysomnography Instrumentation

This course introduces the student to the instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratory are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will be emphasized along with basic tracings and some of the artifacts that may appear and influence ones interpretation of the sleep study. Also, the international "10-20" system of electrode placement will be introduced.

Prerequisites: Completion of ASHS 301 and a health professional diploma is highly recommended.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://thebookstore.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks

ASHS 303
WEB-BASED/ OPTIONAL PRINT

3 UNIV

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 bioelectric activity, overnight 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.

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

BISC 023
PRINT-BASED OR WEB-BASED

PREP

General Biology

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips as well as from the excellent textbook and CD-ROMs. Finally they apply their biology skills to ecology.

Prerequisites: SCIE 010, Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.

Equipment: Computer with Internet (for web-based version of the course), CD-ROM drive, Apple QuickTime 6.5, Macromedia and FlashPlayer 7, is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

BISC 030
WEB-BASED/ OPTIONAL PRINT

PREP

Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology and one of the optional science courses that may be used to meet the requirements of the Adult Secondary Graduation Diploma awarded by the Ministries of Education and Advanced Education. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics. The course imparts an understanding and appreciation for the way scientific knowledge is obtained and organized, so that students can apply these methods to everyday life. This course is concerned primarily with human biology (reproduction, circulation, the heart, immunity, the nervous system, genetics, etc...), although there are several textbook chapters concerned with biological topics such as diffusion, photosynthesis, cellular respiration, cell division, evolution and ecology.

Prerequisites: SCIE 010 or equivalent. BISC 023 or equivalent and English reading skills at a Grade 11 level are also recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

BISC 100
WEB-BASED/ OPTIONAL PRINT

3 UNIV

Understanding Biology

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The 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](#).

BISC 101
WEB-BASEDSFU BISC 100
4 UNIV

Introduction to Biology

SFU-designated Breadth (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, mitosis and meiosis, DNA structure and function, evolution and population and ecosystem ecology.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with a grade of C or higher in Biology 12 who are considering a major in biology may proceed directly to SFU BISC 101 or 102. Students with credit for SFU BISC 101 or 102 or succeeding biology courses may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

BISC 120
PRINT-BASED OR WEB-BASED

3 UNIV

An Introduction to Biology I: From Cells to Organisms

This course is designed as the first of a pair of introductory courses in biological sciences. Topics include: the structure and function of macromolecules; properties that define life; the major features of cell structure and function; how genetic material is transmitted in living organisms from one generation to the next; the manner in which cells make and use energy and methods by which cellular activities are coordinated; DNA replication and contributions to the organization and control of eukaryotic genomes; basic genetic and cellular mechanisms that control the development of multi-cellular organs from single cells; and the principles and processes of scientific inquiry. This course will require the student to think critically 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 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](#).



**BISC 121**

WEB-BASED/ OPTIONAL PRINT 3 UNIV

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 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 land and in water; the structure 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: BISC 100, 110, 111 are 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 125

IN-PERSON 1 UNIV

Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BISC 120. Prerequisites: Prior or concurrent registration in BISC 120 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with

a laboratory manual, and other supplies, to use in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BISC 126

IN-PERSON 1 UNIV

Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BISC 121.

Prerequisites: Prior or concurrent registration in BISC 121 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies, to use in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BISC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Genetics

An introduction to a fascinating and controversial area of contemporary science, this course presents basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information, and how it functions and is maintained in populations. The emphasis throughout is on 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, 121, 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 220

PRINT-BASED OR WEB-BASED 3 UNIV

Cell and Molecular Biology

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology and are shown how to critically examine data and interpretations presented by researchers. 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 cells 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 most complex aspects of cell biology and molecular 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 350

PRINT-BASED OR WEB-BASED 3 UNIV

Community and Ecosystem Ecology

This course introduces the fundamental principles of the science of ecology and gives a basic understanding of ecosystems and communities. Major topics discussed include the historical development of ecology as a science, physiological ecology, nutrient cycling, ecosystem theory, community energetics, aquatic ecosystems, processes that organize communities, the biogeoclimatic zones of BC and biogeochemical cycles. Human ecology and emerging insights into managing ecosystems are also discussed.

Prerequisites: BISC 120 or equivalent.

Equipment: 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](#).

BISC 360

PRINT-BASED OR WEB-BASED 3 UNIV

Animal Behaviour

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide the student with a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: One semester of university-level introductory biology. A university-level introductory ecology course, such as 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 399

WEB-BASED 3 UNIV

Plants and Society

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices and dyes. 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 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Science (biology/life science major) ([page 81](#)) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts ([page 41](#)). Students are required to review the literature in their particular area of study, offer critical assessment of that literature, and submit a comprehensive review paper.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

BUSM 100

WEB-BASED 3 UNIV

Doing Business in Canada

This is an introductory course about business with an entrepreneurial perspective. The course is for those who want to learn about businesses and the environment in which they operate. Each module is designed to guide students in the application of business theory to a selected business idea of their own choosing. Students read about business trends and the business environment; investigate forms of business ownership and issues of corporate governance; analyze functional areas of business such as marketing, accounting, financial management, human resource management, operations and information systems; and examine the management process, including organizational structure, leadership and motivation (CIM, PMAC)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent and strong reading, writing, and basic mathematics skills are assumed.

Note: Students with credit for BUSM 101 or 104 may not take this course for further credit.

Equipment: Computer with Internet and MS Office applications including Word and Excel, and Adobe Acrobat Reader, is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**BUSM 111**

PRINT-BASED OR WEB-BASED 3 UNIV

Supervision

This course is an introduction to front-line supervisory management and the functions and responsibilities supervisors perform. Students explore supervisory functions that include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counseling, and appraising employee performance. The course material stresses the link between theory and practice and the principle that effective supervisors know the theory behind their supervisory actions. Students gain practical knowledge and techniques that can be applied to their present or future positions as a supervisor. (CPA, CUIC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Students with credit for BUSM 113 or CYCA 361 or WKPL 110 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Additional Requirements: Students in the Web option are responsible for having full Internet access through an Internet Service Provider (ISP). The minimum requirement is a 56K connection speed, but high-speed Internet access is recommended (i.e. ADSL or cable modem).

Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 14](#).

BUSM 121

WEB-BASED 3 COL/UNIV

Management Principles and Practices

This course is designed to give a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used by managers in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise. Specific topics include planning, decision making,

organizing, leading, controlling, and innovating. Students are taught how to analyze issues or problems and how to formulate realistic, practical plans to resolve them. (CIM, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. BUSM 100 or 101, or business experience is recommended.

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

Equipment: Computer, with Internet and CD-ROM drive, is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

BUSM 131

PRINT-BASED OR WEB-BASED 3 COL

Accounting I

This introductory course provides an understanding of the total accounting process, from recording business transactions to preparing simple financial statements. Students also learn how to apply accounting principles to business situations including processing company data and controlling company assets. By teaching manual accounting methods, this course is an ideal foundation for those intending to use a computerized accounting package in the future. During the course, students learn concrete skills that can be applied in operating or establishing a small business while they gain a solid foundation for further study. The course is ideal for those who need to understand two critical reports—the balance sheet and income statement—and how these are constructed. Upon successful completion of this course, students are able to interpret and record business transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship. (AI, CIM, CPA, LGMA, QAA; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: Provincial Grade 12 Diploma or equivalent is recommended. Basic mathematics skills are required. Basic computer

and Internet skills are required for the web-based version of this course.

Note: Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Calculator is required. Computer with Internet and Microsoft Excel (2000 or newer), is required for the web-based version of this course. Excel software is recommended. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

BUSM 132

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Accounting II

This course is designed to teach financial accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Students will study “generally accepted accounting principles” (GAAP) and thus be able to evaluate the assets, liabilities and equity of a business entity and describe those elements in financial statements in a consistent and readable manner. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (AI, CIM, CPA, LGMA, QAA, BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: BUSM 131 or equivalent.

Note: Students planning to take or have credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Calculator is required. Computer with Internet and Microsoft Excel (2000 or newer), is required for the web-based version of this course. Excel software is recommended. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

BUSM 213

PRINT-BASED 3 COL

Motivation and Productivity

This applied course focuses on the supervisory aspects of management. Students study the effects of supervisory practices on employee motivation and productivity and actively participate in developing case studies based on their own work experiences. As current management practices and theories are introduced, students obtain a “real world” perspective by being able to relate the topics to their own management style and to performance problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. (CA, CIM, CPA, CUIC, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. Completion of a course in business management and sufficient job knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications are recommended.

Note: Students with credit for ADMN 411, 412, or 413 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

CEHS 169

WEB-BASED 3 UNIV

Pulmonary Physiology and Introduction to Ventilation

This course focuses on the fundamentals needed to understand the basic anatomy and physiology of ventilation, as well as mechanical ventilation and its clinical applications. In this course, pulmonary physiological processes are related to therapy, diagnostics and technology. These topics will assist in providing the much needed background a student requires to progress into the comprehensive curriculum of Respiratory Therapy. A prerequisite knowledge of basic anatomy is assumed for this course. This course consists of 2 major sections: “Pulmonary Physiology” and “Mechanical Ventilation.”

Prerequisites: Knowledge of basic anatomy.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.

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 terminology covered in this course pertains to body systems, anatomical structures, medical processes and procedures, and a number of diseases.

Prerequisites: None.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

CEHS 201

WEB-BASED/OPTIONAL PRINT 3 UNIV

Arterial Blood Gases

This in-depth course examines the basic principles of chemistry and physics related to blood gases and the physiology of respiration. The interpretation, collection and sampling of blood gases, and non-invasive measurements, are examined with particular emphasis on clinical applications.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of human anatomy and physiology.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.

CEHS 202

WEB-BASED/OPTIONAL PRINT 4 UNIV

Pathophysiology

This course describes the general principles of disease and then presents information dealing with specific disorders of body systems or individual organs. This course is aimed for a target audience of health care practitioners.

Prerequisites: 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.

CEHS 204

WEB-BASED/OPTIONAL PRINT 3 UNIV

Pharmacology (for Health Sciences)

This course is designed to develop an understanding of the theoretical concepts surrounding pharmacology and drug management. It gives specific information concerning drug types and prototypes related to the cardiovascular care of patients, and common examples in each category. Topics covered include the pharmacokinetics, pharmacodynamics, clinical effects, side effects, route of administration and general use of pharmaceuticals. The possible benefits and hazards that these drugs impose upon a patient receiving respiratory care are also covered.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of human anatomy and physiology.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.



**CEHS 214**

WEB-BASED/OPTIONAL PRINT 4 UNIV

Respiratory Care Equipment

This course is designed for respiratory therapists and covers a wide variety of equipment used by the therapist. Topics studied include: medical gases and their delivery systems; humidity and aerosol devices; artificial airways; resuscitators; patient monitoring devices; and suction.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program. Respiratory therapy students entering on the BSc fast track stream are required to take this course.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.

CEHS 216

WEB-BASED/OPTIONAL PRINT 3 UNIV

Mechanical Ventilation

This self-study program is intended for individuals interested in enhancing their understanding of the clinical applications of mechanical ventilation. The course is designed to meet two objectives: to reinforce the core components of mechanical ventilation and to address advances in ventilatory care.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of: the anatomy and physiology of the respiratory system; the anatomy and physiology of the cardiovascular system; blood gas interpretation; and a background in basic science.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 024

PRINT-OR WEB-BASED PREP

Principles of Chemistry

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds. The course includes videos and a lab kit.

Prerequisites: Science 10 or SCIE 010 and Math 10 or MATH 014, are required. Math 11 or MATH 024, and English reading skills at Grade 11 level, are recommended or may be taken concurrently.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

CHEM 110

PRINT-BASED 3 UNIV

Chemistry I

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its sequel, CHEM 111, and the laboratory courses CHEM 115 and CHEM 116. It introduces the basic principles of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules. The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111. CHEM 115, the laboratory component of CHEM 110, is usually offered once per year in the summertime in Kamloops BC. **Prerequisites:** Chemistry 12. MATH 100 or MATH 034 or equivalent is strongly recommended.

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](#).

CHEM 111

PRINT-BASED 3 UNIV

Chemistry II

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its prerequisite, CHEM 110, and the laboratory courses CHEM 115 and CHEM 116. It introduces the topics of chemical thermodynamics, chemical kinetics, and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions, and acid and base reactions. The course also gives an introduction to organic chemistry as well as an overview of the properties of selected metals and transition metal coordination complexes. Working through this course, students are expected to apply the knowledge obtained to solving problems. Students continue to study the relationships within chemistry and between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or deeper understanding of the chemical principles in biology, geology, physics, and other sciences. CHEM 116, the laboratory component of CHEM 111, is usually offered once per year in the summertime in Kamloops BC.

Prerequisites: Completion of 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](#).

CHEM 115

IN-PERSON 1 UNIV

Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 110.

Prerequisites: Prior or concurrent registration in CHEM 110 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. This course offering is under review. Please refer to the website for the latest updates.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 116

IN-PERSON 1 UNIV

Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 111.

Prerequisites: Prior or concurrent registration in CHEM 111 or equivalent and completion of CHEM 110 and 115 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline. This course offering is under review. Please refer to the website for the latest updates.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 240

PRINT-BASED 3 UNIV

Organic Chemistry I

Organic chemistry is important in many fields: biology, biochemistry, agriculture, medicine, pharmacy, and so on. After successfully completing this course, you will understand the chemistry of biological systems and be able to apply the principles of organic chemistry to other scientific disciplines. This course, together with CHEM 241 (Organic Chemistry II) and the laboratory courses CHEM 245 and CHEM 246, will provide students with the equivalent of a second-year university or college organic chemistry course.

Prerequisites: TRU-OL's CHEM 110, 111, 115, and 116, or the equivalent first-year chemistry lecture and laboratory courses.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

CHEM 241

PRINT-BASED 3 UNIV

Organic Chemistry II

This course continues the study of organic chemistry by discussing aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and organic nitrogen compounds. Synthesis using carbanion and enolate ion methods are emphasized. The course also covers the chemistry of various organic compounds found in biological systems: carbohydrates, amino acids, proteins and peptides, and nucleic acids. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. Relationships between organic chemistry and other disciplines are noted. CHEM 246 is the lab component to accompany this course.

Prerequisites: CHEM 240 or equivalent. CHEM 245 is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

CHEM 245

IN-PERSON 3 UNIV

Organic Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 240.

Prerequisites: Prior or concurrent registration in CHEM 240 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 246

PRINT-BASED 3 UNIV

Organic Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 241.

Prerequisites: Prior or concurrent registration in CHEM 241 and completion of CHEM 240 and 245 or equivalents.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.





CMNS 110 SFU CMNS 110
PRINT-BASED 3 UNIV

Introduction to Communication Studies
SFU-designated Breadth (B) course. Refer to [Page 14](#).

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CMNS 130 SFU CMNS 130W
WEB-BASED 3 UNIV

Explorations in Mass Communication

SFU-designated Writing-Intensive (W) course. Refer to [Page 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 or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CMNS 259 SFU CMNS 259
WEB-BASED 3 UNIV

Acoustic Dimensions of Communication I

This course is designed to develop the students' perception and understanding of sound and how sound behaves in the interpersonal, social, environmental, media and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media and sonic environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet are required. Refer to [www.sfu.ca/cde](#).
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CMNS 261 SFU CMNS 261
WEB-BASED 3 UNIV

Documentary Research in Communication

This course introduces the techniques necessary to analyze the primary source documents-historical, governmental, and corporate records-often used by media and communication studies. Topics include: ethics; documentary discourse analysis; Canadian and international documentary searches on NGOs, governments and corporations; and the writing of 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 371 SFU CMNS 371
WEB-BASED 4 UNIV

The Structure of the Book Publishing Industry in Canada

This course is an analysis of the various facets of the book publishing industry in Canada, including ownership patterns, legal foundation, criteria for book selection and marketing. It includes examination of both commercial and educational publishing. The industry is analyzed within the framework of Canadian cultural and other government policies affecting the industry.

Prerequisites: Minimum 60 credits, including CMNS 110 and 130.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CMNS 372 SFU CMNS 372
PRINT-BASED 4 UNIV

The Publishing Process

This course offers students the opportunity to follow the book publishing process from the acquisition and editing of manuscripts through to production, promotion, and distribution. Each topic proceeds from basic concepts and precepts to case studies of particular kinds of publishing companies (e.g. literary, regional, and general trade) and particular types of books (e.g. children's genre, fiction and poetry). The publishing decision-to-publish process is simulated. Required readings focus on the history of books publishing, as well as on current developments.

Prerequisites: Minimum 60 credits, including CMNS 110 and 130.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CMNS 453 SFU CMNS 453
WEB-BASED 4 UNIV

Issues in the Information Society

This course is an advanced discussion of issues in the interplay between contemporary society and new computer/communication technologies at the level of comprehensive theories of society on one hand and major public policy on the other.

Prerequisites: Minimum 75 credits, including SFU 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 3 UNIV

Intro to Information Technology

CMPT 118 introduces you to 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 information technology, how computers are used in the workplace, how communications systems can help boost productivity, and how the World Wide Web can influence the workplace. Using a computer and the Internet, you will learn about information technology and online conferencing by interacting with other students and your course tutor. The first module in the course teaches you the basics of information technology, the business role of computers, and how to understand computers. In the second module of the course, you will learn about the various computer operating systems, applications software, and hardware add-ons to make computers more effective. The third module of the course deals with communication systems, computer networks, and the Internet. The final module discusses workplace implications and issues associated with the World Wide Web. Advanced standing may be approved by; CGA, LGMA, PMAC, QAA.

Prerequisites: None

Exclusions: Students with credit for CMPT 108 may not take CMPT 118 for further credit. Students with credit for computer science (CPSC) courses, or 200 level or above CMPT courses will generally not be permitted to take CMPT 118 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 is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

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 to communicate. 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, 150 or a similar course 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 Professional (XP preferred) including Access database software or MS Works (the 2002 or newer Works '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](#).

CMPT 150 UVIC TECJ 100
WEB-BASED 3 UNIV

Computer Concepts

This course provides students with the practical and theoretical fundamentals of computing. Computing Concepts lay the conceptual groundwork for students to build their understanding of information technology by introducing hardware, operating systems, productivity software, basic Web design, and networks. Students will use word processing, spreadsheet, database, presentation and Internet software in the Microsoft Windows environment. (CGA, CPA, ICB, LGMA, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Ability to launch a program, save and load documents in MS Office or OpenOffice.org, access a website, send email, and navigate in Windows Explorer is required.

Note: This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, e.g., CMPT 108, 109, or CMPT 119, may not repeat this course for further credit.

Equipment: Computer with Internet and specified software is required. Refer to [www.cbis.ca](#).

Start Date: September, January, May. Registration deadline applies. Refer to [page 11](#).

Completion: September - 12 weeks; January - 13 weeks; May - 13 weeks.





CMPT 180	UVIC TETS 315
WEB-BASED	1.5 UNIV

Programming Concepts with Java

The course examines the program development lifecycle and object-oriented programming concepts. Students almost immediately get hands-on experience on a simple Java application and applet. The fundamentals of programming concepts, such as manipulating date values, creating variables, arrays, expressions, methods and control structures, are covered. Each of the six unites include practical examples of application and applet development in hands-on exercises and assignments.

Prerequisites: CMPT 150 or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 6 weeks.

CMPT 181	UVIC TETS 317
WEB-BASED	1.5 UNIV

More Programming with Java

This course builds on CMPT 180 by introducing students to more advanced GUI (Graphical User Interface) development. In addition, students learn to write and read data-to-sequential-data files, use additional collections and strings, implement more advanced classes and interfaces (libraries), access data using Java Database Connectivity (JDBC) and create a web application using Java Servlets. Each of the six units includes practical examples of application and Applet development in hands-on exercises and assignments.

Prerequisites: CMPT 150 and CMPT 180 or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 7 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 TECB 431
WEB-BASED	1 UNIV

Decision Support Applications

This course will introduce you to Decision Support Applications (DSA) by examining the "DSA Life-Cycle." This end-to-end approach presents the key phases associated with developing successful DSAs. Topics covered include, aligning Decision Support (DS) with business strategy; planning and collecting business requirements; data warehousing; data modeling and data administration for decision support. You will also examine different ways data can be used and presented to facilitate evidence based business decisions. You will investigate the support needs of a DSA and evaluate tools used in a decision-support architecture. (ICB, LGMA)

Prerequisites: CMPT 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. Registration deadline applies. Refer to [page 11](#).

Completion: 12 weeks.

CMPT 215	UVIC TECB 401
WEB-BASED	3 UNIV

Systems Analysis and Design I

This course provides students with the basic understanding of systems analysis and design methodologies. Topics explored include the roles and elements involved in a system development project, the system design process, and system implementation and support. Students will also learn how to recognize the importance of a structured and organized approach to systems development, define the activities comprising a systems development project and understand the strengths and weaknesses of the various techniques for systems development. (CGA, CMA)

Prerequisites: CMPT 110 or 150, or equivalent. CMPT 212 is recommended.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Dates: September, May. Registration deadline applies. Refer to [page 11](#).

Completion: September - 12 weeks; May - 13 weeks.

CMPT 231	UVIC TECJ 230
WEB-BASED	3 UNIV

Web Design and Management I

This course provides with the technical skills and conceptual understanding required to create and manage professional websites. This course provides a rationale for the use of the Web as an effective tool to meet business needs. Areas of study include the basics, such as Hypertext Markup Language (HTML), including creating links, adding graphics and applying cascading style sheets to Web pages. Topics will advance to navigational graphics and image maps, incorporating different graphic formats and video and/or sound into Web pages. Students will also gain an understanding of complex issues such as site management and use of online forms. Many of these skills will be developed through hands-on exercises.

Prerequisites: CMPT 110 or 150, or equivalent experience.

Equipment: Computer with Internet and specific software are required. Refer to www.cbis.ca.

Students are expected to be comfortable downloading and installing software.

Start Date: September, January. Registration deadline applies. Refer to [page 11](#).

Completion: September - 12 weeks; January - 13 weeks.

CMPT 300	UVIC TECJ 420
WEB-BASED	3 UNIV

Networks and Network Management

This course examines the fundamental concepts of computer networks, their implementation, operation and management. Networks and Network Management provides students with the knowledge of how networks fit into the information system of an organization. Topics covered include: network technology; architecture; management; operating systems; security; reliability; maintenance; interconnectivity; and user interface and support.

Prerequisites: CMPT 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: September - 12 weeks; May - 13 weeks.

CMPT 315	UVIC TECJ 315
WEB-BASED	3 UNIV

Relational Database Management Systems

This online course will provide you with an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS). You will learn how to create and access data using Structured Query Language (SQL), the programming language used by most large relational database management systems such as Oracle, IBM DB2, MS SQL Server and Sybase, as well as open-source products such as MySQL and PostgreSQL.

Prerequisites: CMPT 150 and 212, or equivalent.

Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 12 weeks.

CMPT 320	UVIC TECJ 320
WEB-BASED	3 UNIV

Database Application Development

This course builds on the database design and administration skills obtained in CMPT 315 (UVIC TECJ 315). Students learn to install and configure both the Oracle 10g Database software with the starter database and install the Forms and Reports components of the Oracle 10g Developer Suite. Students build a Graphical User Interface (GUI) application optimized for web deployment that incorporates multiple forms modules; GUI controls like buttons and lists of values as well as integrates both static and dynamic reports. Enhancing Forms functionality is covered, including data validation techniques, the creation of Forms triggers, and an introduction to

implementation of Java Pluggable Components (PJC's). Students are introduced to the basic configuration files used for Forms application deployment to an Oracle 10g Application Server. The course incorporates extensive hands-on work.

Prerequisites: CMPT 150 (UVIC TECJ 100), 212 (UVIC TECJ 432) and 315 (UVIC TECJ 315), or equivalent experience.

Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.

Start Date: May. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CMPT 340	UVIC TECJ 340
WEB-BASED	3 UNIV

Web Design and Management II

This course introduces students to planning, designing, and managing dynamic websites. The course complements CMPT 231 (Web Design and Management I) by exploring the business aspects of and examining technologies used for e-commerce dynamically driven Websites. Topics covered are 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 sites. Many of these topics are developed through the use of case studies and a student workbook website.

Prerequisites: CMPT 150 and 231, or equivalents.

Equipment: Computer with Internet and specified software are required. Refer to www.cbis.ca.

Start Date: May. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.





CMPT 350	UVIC TECJ 450
WEB-BASED	3 UNIV

Systems Analysis and Design II
This course explores the changing nature of information systems. Object-oriented methods are discussed and students get experience using CASE tools to gain a more in-depth understanding of systems development. Students develop and enhance their analytical and critical skills, which can then be applied to systems problems.
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.

CMPT 407	UVIC TECJ 410
WEB-BASED	3 UNIV

Project Management
This course covers all stages of projects including feasibility, development, management, administration and completion. Standard project management tools such as Critical Path Method (CPM), Project Evaluation Review Technique (PERT) and Network diagrams are also covered. The course presents the concepts and methodologies needed to plan, manage and track performance over a complete project life cycle. These concepts include: cost benefit analysis; change control management; quality control; performance tracking; and corrective action. Further topics presented are time and cost estimating, resource levelling, critical path analysis and charting. Students will use Microsoft Project software with a case study to gain practice in applying these concepts.
Prerequisites: CMPT 110 or 150 or equivalent.
Equipment: Computer with Internet and CD-ROM drive is required. Text includes an evaluation copy of MS-Project. Students are not to install software prior to the course start date to prevent software expiration during the course. Refer to www.cbis.ca.
Start Date: September, January. Registration deadline applies. Refer to [page 11](#).
Completion: September - 12 weeks; January - 13 weeks.

CMPT 412	UVIC TECB 402
WEB-BASED	3 UNIV

Human Side of Information Systems
This course provides an understanding of the impact of information technology and systems on society and addresses the issues of information technology from the human perspective. Students will discuss the impact of technology on education, business, cultures and society at large. Topics include intellectual property, security, privacy and confidentiality, globalization and the evolution of information technology.
Prerequisites: CMPT 110 or 150 or equivalent.
Equipment: Computer with Internet is required. Refer to www.cbis.ca.
Start Date: May. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

CMPT 425	UVIC TECJ 425
WEB-BASED	3 UNIV

IT Security
This course provides the background to evaluate the risks and assess the available tools to ensure a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed from a management and a technical perspective. Upon completion of this course, students understand the security threat and the risk assessment process and how to apply it to operating systems and network communications security in a way that supports business requirements. In addition, students learn about security policies, procedures, and user awareness as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course. Equipment
Prerequisites: CMPT 150 and CMPT 300, or equivalent experience.
Equipment: Computer with Internet is required. Refer to www.cbis.ca.
Start Date: January. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

CPSC 110	SFU CMPT 110
PRINT-BASED	3 UNIV

Programming in Visual Basic
SFU-designated Breadth (B) and Quantitative (Q) course. Refer to [page 14](#).
This course introduces programming using the Visual Basic language. Topics include user interfaces, objects, event-driven programming, program design, and file and data management.
Prerequisites: BC Math 12 or equivalent or any 100-level MATH course.
Note: Students who have obtained credit for or are currently enrolled in a computing science course at the 200 level or higher, or ITEC 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.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

CPSC 165	SFU CMPT 165
WEB-BASED	3 UNIV

Introduction to the Internet and the World Wide Web
SFU-designated Breadth (B) course. Refer to [Page 14](#).
In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works, how web pages are created and begin to learn how to program. Topics include the World Wide Web, Markup and HTML, graphics and text, style sheets (CSS), web programming, Internet internals, and programming in Python.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Background in computer science is not assumed.
Note: Students may not take CMPT 165 for further credit if they have obtained credit for, or are enrolled in: a CMPT course at the 200 level or higher; CMPT 118 or 170; or IAT 265 or 267.

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 101	SFU CRIM 101
WEB-BASED	3 UNIV

Introduction to Criminology
SFU-designated Breadth (B) course. Refer to [Page 14](#).
Topics include examination of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

CRIM 103	SFU CRIM 103
WEB-BASED	3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour
SFU-designated Breadth (B) course. Refer to [Page 14](#).
This course aims to describe the intersection between psychology and criminology. As an interdisciplinary social science, criminology borrows from different disciplines, including psychology, sociology, geography, economics,

history and many others. The course gives special attention to the work of Freud, Sheldon, Eysenck, Hare Kohlberg, Bandura and Berkowitz. The course begins with an overview of psychological, biological, and psychosocial explanations of crime and deviance, and then applies these theories to specific crimes against persons such as homicide, assault and sexual offenses. The burgeoning field of correctional psychology is also discussed.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SFU PSYC 100 and 102 are recommended.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

CRIM 104	SFU CRIM 104
WEB-BASED	3 UNIV

Sociological Explanations of Criminal and Deviant Behaviour
SFU-designated Breadth (B) course. Refer to [Page 14](#).
This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include: anomie; neutralization; control; group conflict; sub-cultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 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.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 the Criminal Justice System—A total System Approach
SFU-designated Breadth (B) course.
Refer to [Page 14](#).

This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines the patterns of crime and victimization; police operations, discretion, and decision making; the criminal courts including sentencing; the corrections system including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 135	SFU CRIM 135
WEB-BASED	3 UNIV

Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective

SFU-designated Breadth (B) course.
Refer to [Page 14](#).

This course is a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation; introduces the fields of contract, torts, administrative law, and family law; and examines the process of law reform in Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 213	SFU CRIM 213
PRINT-BASED	3 UNIV

Introduction to Women and Criminal Justice

This course offers a historical and analytical overview of women and crime, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

Prerequisites: Any CRIM 100-level course.

Equipment: 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 220	SFU CRIM 220
WEB-BASED	3 UNIV

Research Methods in Criminology
SFU-designated Quantitative (Q) course. Refer to [Page 14](#).

The course is designed as an introduction to criminological research and is intended to develop the students' research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

Prerequisites: Any CRIM 100-level course is recommended.

Note: Students with credit for SFU CRIM 120 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 230	SFU CRIM 230
PRINT-BASED	3 UNIV

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 offence, defenses against a criminal charge, historic and contemporary legal concepts, the relationship between mental disorder and criminal process and reform of criminal law.

Prerequisites: CRIM 135.

Start Dates: September, January, May, subject to availability. 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 provincial and federal correctional systems; the role of sentencing in the correctional process and alternatives to confinement; the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff, and administrators; parole board decision making and the issues surrounding the re-entry of offenders into the community; community-based corrections programs and outcomes.

Prerequisites: CRIM 131.

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 251	SFU CRIM 251
WEB-BASED	3 UNIV

Introduction to Policing

This course provides an examination of the organization and operation of contemporary Canadian policing. Topics include the history and development of policing in Canada and the role of the police in Canadian society and the police occupation, including recruitment and training. The course will discuss police decision making and the exercise of discretion, police powers, structures of accountability and managing the police organization. Police-community relations and crime prevention initiatives will also be examined.

Prerequisites: SFU CRIM 131.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 300	SFU CRIM 300W
WEB-BASED	3 UNIV

Current Theories and Perspectives in Criminology

SFU-designated Writing-Intensive (W) course. Refer to [Page 14](#).

This course is a detailed examination of current theories and perspectives in Criminology. The content of the course changes with developments in the area. Students can expect to study biological, psychological, and sociological theories and perspectives, as well as those from other relevant disciplines and fields of inquiry (e.g., Geography, Political Science and Cultural Studies).

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 312	SFU CRIM 312
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, obscenity, gambling and abortion. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start 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

Mental Disorder, Criminality, and the Law

This course is critical examination of the impact of psychiatry and related clinical professions on the criminal justice system. Topics include the relationship between institutions of mental health and legal control; the relevance of psychiatric theory and decision-making for the processing of mentally disordered offenders; the role of forensic clinicians in the courts, prisons, mental hospitals, and related agencies. Specific issues addressed include psychiatric assessment, criminal responsibility, fitness to stand trial, prediction of dangerousness, treatment of mentally ill criminals, and the penal and therapeutic commitment of the insane.

Prerequisites: SFU CRIM 101. CRIM 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 315	SFU CRIM 315
WEB-BASED	3 UNIV

Restorative Justice

SFU-designated Breadth (B) course.
Refer to [page 14](#).

This course is an examination and analysis of the principles, assumptions, key concept, and applications of restorative (transformative) justice. The course contrasts restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging expressions of restorative justice, including victim/offender reconciliation programs, family/group conferencing, and circle remedies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD and DVD players are required. 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 321	SFU CRIM 320
WEB-BASED	3 UNIV

Quantitative Research Methods in Criminology

SFU-designated Quantitative (Q) course. Refer to [Page 14](#).

This course provides a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics explored include: advantages and shortcomings of each technique for criminological research; problems of pure and applied research; specific issues of interdisciplinary research; and the critical evaluation of the quantitative methods used certain major criminological studies.

Prerequisites: SFU CRIM 101; one of SFU CRIM 120 or 220.

Note: SFU CRIM 320 may be taken concurrently with SFU CRIM 321.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.





CRIM 322	SFU CRIM 321
WEB-BASED	3 UNIV

Qualitative Research Methods in Criminology

This course provides a detailed examination and application of qualitative research methods and techniques most frequently used in criminological research. Topics explored include: the advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; and a critical evaluation of qualitative methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101; one of SFU CRIM 120 or 220.

Note: This course may be taken concurrently with SFU CRIM 320.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 330	SFU CRIM 330
WEB-BASED	3 UNIV

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, problems of pure and applied research, specific issues of interdisciplinary research, critical evaluation of the quantitative methods used in certain major criminological studies.

Prerequisites: SFU CRIM 101, 230.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

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

Advanced Criminal Law

An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual offences, public order offences, mental disorder and the criminal process, property offences, etc.

Prerequisites: 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 332	SFU CRIM 332
WEB-BASED	3 UNIV

Sociology of Law

This course is an introduction to the theory of sociology of law. Areas examined include law and social structure; law as a product of a social system and as an instrument of social change; social functions of the law; relationship between law and the structure and function of various other social institutions; the process of law making; process by which various interests become translated into legal rules; social reality of the law; law in action; social sciences findings into the operation and practice of the law; public knowledge, public awareness, public opinions and attitudes to the law, sanctions, and the criminal justice system.

Prerequisites: SFU CRIM 101, 135.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 335	SFU CRIM 335
WEB-BASED	3 UNIV

Human Rights and Civil Liberties

This course is a study of human rights at the international, federal, and provincial levels and the relationship between the government and the individual. Focus is on the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Issues of equality before the law, freedom of speech, freedom of religion, and freedom of expression are examined.

Prerequisites: CRIM 330.

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 343	SFU CRIM 343
WEB-BASED	3 UNIV

Correctional Practice

This is an in-depth consideration of the range of factors influencing contemporary correctional practice. Topics include the fundamental tension between the interests of offenders and the requirements of those managing correctional programs; the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics, and the economy.

Prerequisites: SFU CRIM 101. CRIM 241 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 355	SFU CRIM 355
WEB-BASED	3 UNIV

The Forensic Sciences

SFU-designated Breadth (B) course. Refer to [page 14](#).

This course examines the use and interpretation of physical forensic evidence in court. It critically evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects examined include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 369	SFU CRIM 369
WEB-BASED	4 UNIV

Professional Ethics and Interpersonal Skills in Criminal Justice

This course examines immediate ethical issues confronting the professional in the criminal justice system. Such concerns include privileged communications and confidentiality in fields and research situations, the conflict between the professional's duty to protect society and her/his duty to the client, ethics of decision-making, research ethics, situation ethics, professional ethical codes, and legal constraints on professional conduct. Different modes of personal interaction in selected parts of the criminal justice system are examined and taught.

Prerequisites: SFU CRIM 101.

Note: Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs and is a prerequisite for SFU CRIM 462.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 402	SFU CRIM 402
WEB-BASED	3 UNIV

Biological Explanations of Crime

In this course (Biological Explanations of Crime), biological factors that could predispose a person to criminogenic behaviour are critically considered, including the empirical evidence and the ethical issues involved. Behaviour is a complex mixture of biology (the genotype) and the environment. Many other biological factors, such as diet, head trauma, etc., may also affect behaviour. Courses frequently consider the sociological, psychological, or environmental aspects of crime, but rarely are the equally important possible biological aspects of crime considered. This course explores the considerable evidence that biological factors can have a strong impact on criminogenic behaviour.

Prerequisites: SFU CRIM 101.

Note: Students with credit for SFU CRIM 416 in the 2000 or 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

CRIM 413	SFU CRIM 413
WEB-BASED	3 UNIV

Terrorism

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

Prerequisites: SFU CRIM 101.

Equipment: 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 432	SFU CRIM 432
WEB-BASED	3 UNIV

Gender in the Courts and the Legal Profession

This course examines women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment and pay equity, and compensatory schemes for personal injuries are also examined.

Prerequisites: CRIM 330.

Equipment: Computer with Internet is required. 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 440	SFU CRIM 440
WEB-BASED	3 UNIV

Correctional Administration and Planning

This course presents the theory and practice of organization and administration of correctional agencies. Particular attention is given to the political/bureaucratic interface in correctional administration, management styles, labour relations, management support systems, and program planning; identification and assessment of corrections management objectives; the relationship between corrections administration and other components of the criminal justice system.

Prerequisites: SFU CRIM 101, 131, 241. SFU POL 251 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.





CYCA 100	UVIC CYC 100
WEB-BASED	6 UNIV
Introduction to Professional Child and Youth Care Practice	
This course invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course introduces students to strength-based practice, inclusiveness, caring in contexts, normative development and critical reflection. Emphasis is given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation, and understanding theory in everyday practice.	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Note: Only one of CYCA 100 (UVIC CYC 100) or CYCA 200 (UVIC CYC 200) 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: 24 weeks.	
CYCA 152	UVIC CYC 152
WEB-BASED	3 UNIV
Introduction to Helping Skills in Child and Youth Care Practice	
This course focuses on introducing foundational helping and communication skills. Students explore the use of interpersonal and communication skills, helping strategies, and the development of therapeutic relationships within the context of the core elements of child and youth care practice.	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Note: Only one of CYCA 152 (UVIC CYC 152) or UVIC CYC 252 may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: September. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 166	UVIC CYC 166A
WEB-BASED	3 UNIV
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 CYCA 166 (UVIC 166A) or CYCA 386 (UVIC CYC 366A) or UVIC CYC 366 may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: September. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 167	UVIC CYC 166B
WEB-BASED	3 UNIV
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 developmental from adolescence to late adulthood as a knowledge base for practice with children, youth and families	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Note: Only one of CYCA 167 (UVIC 166B) or CYCA 387 (UVIC CYC 366B) or UVIC CYC 366 may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: January. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 171	UVIC CYC 171
WEB-BASED	3 UNIV
Introduction to Families: Issues, Patterns and Processes	
This course covers conceptual frameworks and theories for understanding a variety of family challenges and difficulties. The course takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal of the course is to help students to understand the diversity and complexity of family issues, patterns, and processes in local and international contexts.	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Note: Only one of CYCA 171 (UVIC CYC 171) or CYCA 373 (UVIC CYC 373) may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: September. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 205	UVIC CYC 205
WEB-BASED	3 UNIV
Applying Change Theory in Child and Youth Care Practice	
This course introduces students to various orientations towards planned change. How change occurs and how helping professionals can facilitate such change is the main focus. By critically reflecting on fundamental assumptions embedded in certain theories, students can learn to integrate and synthesize knowledge into their counselling perspectives.	
Prerequisites: Completion of year one of required CYC courses or equivalent. A low-level, year one, CYCA course or equivalent is required.	
Note: Credit will be granted for one of UVIC CYC 205 or UVIC CYC 301.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: September. Registration deadline applies. Refer to page 11 .	
Completion: 24 weeks.	

CYCA 230	UVIC CYC 230
WEB-BASED	3 UNIV
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 CYCA 230 (UVIC CYC 230) or CYCA 380 (UVIC CYC 360) may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: September. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 240	UVIC CYC 240
WEB-BASED	3 UNIV
Ethical Decision-Making in the Human Child and Youth Care Practices	
This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/ human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.	
Prerequisites: Second-year standing.	
Note: Only one of CYCA 240 (UVIC CYC 240) or CYCA 340 (UVIC CYC 340) may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: January. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 250	UVIC CYC 250
WEB-BASED	3 UNIV
Introduction to Law in Child and Youth Care Contexts	
This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.	
Prerequisites: Second-year standing or permission of the department.	
Note: Only one of CYCA 250 (UVIC CYC 250) or CYCA 385 (UVIC CYC 350A) or UVIC SOCW 350A may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: September. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 265	UVIC CYC 265
WEB-BASED	3 UNIV
Introduction to Group Work in Child and Youth Care Practice	
This course presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and how to facilitate groups, in a participatory, skill-building, experiential learning format.	
Prerequisites: First-year CYCA/CYC required courses or equivalent.	
Note: Only one of CYCA 265 (UVIC CYC 265) or UVIC CYC 465 may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: January. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	

CYCA 337	UVIC CYC 364
WEB-BASED	3 UNIV
Disability and Child and Youth Care Practice	
This course is an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions, and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy and ethical issues relating to persons with disabilities and their families are examined.	
Prerequisites: Second-year standing.	
Note: Only one of CYCA 377 (UVIC CYC 364) or UVIC HSD 464 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.	

CYCA 339	UVIC CYC 350
WEB-BASED	3 UNIV
Applying Law in Child Protection and Child and Youth Care Practice	
This course provides an opportunity to put into practice the theoretical and legal foundation gained from the prerequisite course, CYCA 250 (UVIC CYC 250). Students explore issues of diversity and the dynamics of law, child and youth care practice in legal contexts, and ethical considerations within a legal framework. Students practise specific skills in child protection work such as interviewing, documentation, context analysis, applying practice standards, interpreting law, critical analysis and reflective reviewing.	
Prerequisites: CYCA 250 or equivalent.	
Note: Only one of CYCA 339 (UVIC CYC 350) or UVIC CYC 350B or UVIC SOCW 350B may be taken for credit.	
Equipment: Computer with Internet is required. Refer to www.cyc.uvic.ca .	
Start Date: January. Registration deadline applies. Refer to page 11 .	
Completion: 12 weeks.	





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.

Equipment: Computer with internet is required. Visit www.bbhelp.uvic.ca/detect/index.php for further requirements.

Start Date: May. Registration deadline applies. Refer to [page 11](#).
Completion: Six weeks.

CYCA 356	UVIC CYC 356
WEB-BASED	3 UNIV

Child and Youth Care Practice with Families

This course focuses on the various kinds of strategies used when working with families in a variety

of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of 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 360 A01
WEB-BASED	3 UNIV

Promoting Psychosocial Development through Expressive Therapies

This course introduces the theory and practice of expressive (creative arts) therapies as they relate to planned intervention with children, youth, adults, families and groups. The clinical capacities of such expressive modalities as graphic arts, sculpture, music, dance/movement drama, play, poetry and storytelling are considered, with special focus on their potential for relationship enhancement, and as media for affect expression, communication, insight attainment, and conflict resolution. Emphasis is placed on experiential development of practical clinical skills relevant to counselling settings in child/youth care, education, social work and mental health.

Prerequisites: Second-year university standing or college diploma or permission of the department.

Note: Students are required to attend a six-day seminar.

Equipment: Computer with

Internet is required. Refer to www.cyc.uvic.ca/distance/.

Start Date: May. Registration deadline applies. Refer to [page 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 389	UVIC CYC 381
WEB-BASED	3 UNIV

Leadership, Advocacy and Policy for the Early Years

This course explores leadership, advocacy, and policy within the context of key political debates and controversies affecting early-years services. Key areas of study include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural, and economic contexts, policy development; and the role practitioners play as advocates engaged in a global context.

Prerequisites: Third-year standing.

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).
Completion: 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 designs and methodologies for improving child and youth care practice.

Prerequisites: Third-year standing.

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

Start Date: September. Registration deadline applies. Refer to [page 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: January. 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 is an introductory course on substance use and its impacts, particularly in relation to working with children, youth, families, and communities. Students are expected to understand and critically reflect on a range of perspectives and related practice responses relevant to child and youth care practitioners. The historical, social, and political contexts of substance use among Aboriginal peoples, women and youth are explored.

Prerequisites: Second-year standing.
Note: Only one of CYCA 467 (UVIC CYC 462) or UVIC HSD 462 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to [page 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 462) or equivalent.

Note: Only one of CYCA 468 (UVIC CYC 463) or UVIC HSD 463 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).
Completion: 12 weeks.

CYCA 469	UVIC CYC 467
WEB-BASED	3 UNIV

Interdisciplinary Practice with Children, Youth and Families

This course provides opportunities for applying the skills, knowledge and beliefs essential for effective inter-disciplinary practice with children and families from a CYCA perspective. The course will explore the rationale for, and develop a critical analysis of interdisciplinary practice. The contributions of different disciplines to address issues in child and family work are featured.

Prerequisites: Second-year university standing, completed college diploma or permission of the department.

Note: Only one of CYCA 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 case examples will be employed to explore the relationships between theory, practice and supportive policies. Students will undertake a major project designed to stimulate transformative processes in the provision of early-year services within the context of communities.

Prerequisites: Fourth-year standing.

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

Start Date: January. Registration deadline applies. Refer to [page 11](#).
Completion: 12 weeks.





CYCA 481 UVIC CYC 481
WEB-BASED 3 UNIV

Issues of Assessment and Evaluation with Young Children and Families

This course explores processes of assessment of young children and families, including implications and effects within various cultural and economic context; methods of program evaluation, including ethical implications; impacts on programs, practitioners, communities, families, and young children; and relevance to diverse cultural contexts.

Prerequisites: Fourth-year standing.

Equipment: Computer with Internet is required. Refer to [www.cyc.uvic.ca](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 12 weeks.

CYMH 551
WEB-BASED 3 UNIV

Context and Theory in Child and Youth Mental Health Practice

CYMH 551 is a paced, tutor moderated interdisciplinary Dynamic Web course that 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 for 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.

CYMH 552
WEB-BASED 3 UNIV

Assessment for Intervention in Child and Youth Mental Health

This course is a paced, tutor moderated interdisciplinary Dynamic Web course which is designed to enable bachelors and masters prepared social workers, counsellors, child and youth care workers and nurses to provide assessment and treatment for clients with mental health disorders.

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.

CYMH 553
WEB-BASED 4 UNIV

Intervention in Child and Youth Mental Health

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).

CYMH 554
WEB-BASED 5 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.

ECON 103 SFU ECON 103
WEB-BASED 3 UNIV

Principles of Microeconomics SFU-designated Breadth (B) and Quantitative (Q) course. Refer to Page 14.

This course examines the principle elements of theory concerning utility and value, price and costs, factor analysis, and productivity, labour organization, competition and monopoly, and the theory of the firm.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ECON 200 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability.

Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

ECON 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 200 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.

ECON 200
PRINT- OR WEB-BASED 3 UNIV

Principles of Microeconomics

This course, which is paired with ECON 201, demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focuses on individual economic units-consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, energy pricing, collective bargaining, poverty, and income inequality.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Only one of ECON 103, ECON 200, or ADMN 310 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ECON 201
PRINT- OR WEB-BASED 3 UNIV

Principles of Macroeconomics

This course builds on the principles of economics taught in ECON 200 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focuses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of

inflation and unemployment, and international trade and the balance of payments.

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.

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 and 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](#).



**ECON 350**

PRINT- OR WEB-BASED 3 UNIV

Managerial Economics

This course is designed to provide the theory, concepts, tools, and techniques for economic decision making by managers under the conditions of risk and uncertainty faced by business firms and other institutions. Demand, cost, and pricing decisions are emphasized. Topics include decision making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products, and competitive bids and price quotes. (ICB, PMAC)

Prerequisites: ECON 200: Principles of Microeconomics, ECON 201: Principles of Macroeconomics, and MATH 104, or equivalent skills and knowledge.

Note: This course was formerly numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.

Equipment: Calculator is required, preferably one with several memories that can do square roots, logarithms, correlation (or regression) analysis, and financial analysis. Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

EDUC 112 **UVIC EDCA 112**
WEB-BASED 1 UNIV**Instructional Skills for Teaching Adults Online**

This course focuses on the practical and hands-on aspects of instructional skills for teaching online. Participants will gain an understanding of adult teaching and learning principles and concepts, an overview of current online teaching tools and develop online teaching skills. They will apply their learning by facilitating an instructional unit in an online environment that demonstrates their understanding and the application of their instructional skills. Participants will also review and analyze case studies that illustrate best practices.

Prerequisites: Experience in classroom or online teaching or completion of the pre-course module, is assumed.

Note: This course was formerly numbered UVIC ED-B 442.

Equipment: CD and DVD players and computer with internet and email account are required. Refer to www.cbic.ca.

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

Completion: 6 weeks.

EDDL 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.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

EDDL 511

WEB-BASED 3 UNIV

Introduction to Distributed Learning

This course is designed to provide educators (Teacher Candidates, In-service Teachers, Faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.

Prerequisites: 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.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

EDDL 513

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.

EDDL 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 needed to facilitate courses in an online environment. Participants will reflect on their experiences as online learners to help develop their own philosophy of online teaching and learning. Using their philosophy, they will plan and conduct an online learning activity that they will facilitate for their fellow participants. Emphasis will be placed on student engagement and motivation, creating collaborative and interactive experiences and gaining practical experience. The course format will be an online seminar that models the development of learning communities. Participants will be directed to readings about current issues that they will discuss online and they will provide feedback to their fellow learners about their online facilitation experiences.

Prerequisites: 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.thebookstore.tru.ca.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

EDDL 515

WEB-BASED 3 UNIV

Managing Your Technology Classroom

This course is designed to provide Teacher Candidates, In-service Teachers and Post-secondary Instructors, with a variety of tools and strategies for effective management of a technology-based or enhanced classroom. Students explore methodologies, tools and technologies to enhance teaching and learning in their specific educational context. Students will: discuss the use of information technology in different educational settings; evaluate the resources

available; and develop strategies to effectively resources. The course format will be an online seminar that models the development of learning communities. Participants must complete a thorough analysis of the educational technology available in their educational environments, and compare them to others. Current issues regarding technology-based classrooms will be discussed online. The educational setting will serve as a field lab to research classroom management strategies and technical configurations in teaching.

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.

ECON 103 **SFU ECON 103**
WEB-BASED 3 UNIV**Principles of Microeconomics SFU-designated Breadth (B) and Quantitative (Q) course. Refer to Page 14.**

This course examines the principle elements of theory concerning utility and value, price and costs, factor analysis, and productivity, labour organization, competition and monopoly, and the theory of the firm.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ECON 200 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EDUC 220 **SFU EDUC 220**
WEB-BASED 3 UNIV**Introduction to Educational Psychology**

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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 counselling and human development, minor in learning disabilities, or minor in physical education. Only one of EDUC 220 and EPSE 301 may be taken for credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.

EDUC 222 **SFU EDUC 222**
PRINT-BASED 3 UNIV**Research Methods in Educational Psychology SFU-designated Quantitative (Q) course. Refer to Page 14.**

This course is an introductory survey of research methods used in developing and testing theories in educational psychology. Illustrations are drawn from published research in educational psychology.

Corequisite: EDUC 220.

Equipment: Computer with Internet is required.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11.

Completion: 13 weeks.





EDUC 230 WEB-BASED	SFU EDUC 230 3 UNIV
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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 elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course may be applied toward SFU's Certificate in Liberal Arts.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

EDUC 315 WEB-BASED	SFU EDUC 315 3 UNIV
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Individual and Developmental Differences in Language Acquisition

This course provides a review of theories of language acquisition and their relationship to child communication disorders. Topics include theories of language acquisition; individual and developmental differences in language acquisition; language structure and use in children with diverse disabilities and emotional and behavioural disabilities, autism spectrum disorder, sensory disabilities and emotional and behavioural disabilities; interdisciplinary approaches to early intervention in the home, school and community.

Prerequisites: EDUC 220 or SFU PSYC 250.

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 322 WEB-BASED	SFU EDUC 322 3 UNIV
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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 220 or SFU PSYC 250.

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 325 PRINT-BASED	SFU EDUC 325 3 UNIV
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Assessment for Classroom Teaching

This course is a survey of assessment methods that contribute to improving teaching and learning and for making judgments and decisions about qualities of teaching, the classroom environment, and student achievement and growth. Topics include goal and task analysis, validity and reliability, observing and assessing classroom processes and environments, self-reporting methods, assessing student achievements, published tests of achievement and aptitude, marking and reporting.

Prerequisites: EDUC 220.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

EDUC 326 WEB-BASED	SFU EDUC 326 3 UNIV
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Classroom Management and Discipline

This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

Prerequisites: SFU EDUC 401/402, or one of SFU EDUC 100, 220, 230 or 240.

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 351 WEB-BASED	SFU EDUC 351 3 UNIV
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Teaching the Older Adult

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting the needs of an aging population through education.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

EDUC 383 WEB-BASED	SFU EDUC 383 3 UNIV
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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 412 WEB-BASED	SFU EDUC 412W 4 UNIV
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Design for Learning: Secondary Language Arts

SFU-designated Writing-Intensive (W) course. Refer to [Page 14](#).

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve a students' chance at having an educated imagination and passing on this gift to their students. Students are required to do extensive reading, writing, and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers—anyone involved in the teaching of language arts at the secondary level.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for EDUC 472 prior to summer 2001 semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

EDUC 422 WEB-BASED	SFU EDUC 422 4 UNIV
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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 WEB-BASED	SFU EDUC 441 4 UNIV
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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 counteract and prevent negative classroom and school dynamics (e.g. cooperative learning, culturally appropriate assessment, and community involvement); bias in curriculum resources; and entry points in selected curriculum areas (e.g. language arts, social studies, art, music) for integrating approaches that employ a range of multicultural and anti-racist resources.

Prerequisites: 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.

EDUC 443 WEB-BASED	UVIC EDCI 446 6 UNIV
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Literacy Strategies for Supporting Struggling Learners

This course covers classroom diagnosis and treatment of reading difficulties; prevention of reading disabilities; and corrective classroom procedures. Students become familiar with materials and procedures for the correction of various types of reading disabilities. The course is useful to the classroom teacher and to the reading specialist. A portion of the course involves a practicum model, working with a student outside school hours to apply the procedures and materials presented in the course.

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-B 442.

Equipment: CD and DVD players and computer with internet and email account are required. Refer to [continuingstudies.uvic.ca/csie/](#).

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 26 weeks.





EDUC 445	SFU EDUC 445
WEB-BASED	4 UNIV

Legal Context of Teaching
This course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours and the AIDS controversy.
Prerequisites: 60 credits.
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 446	SFU EDUC 446
WEB-BASED	4 UNIV

Law for the Classroom Teacher
This course provides a fundamental knowledge of law as required to teach law-related content in the BC curriculum: social studies; science; personal planning; language arts; P.E.; social responsibility; and business. Topics include: Canadian legal system; legal history; legal reasoning; dispute resolution strategies; the role of the courts; and family, environmental, property and contract laws.
Prerequisites: 60 credits.
Equipment: Computer with Internet is required. DVD player is optional. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 451	SFU EDUC 448
WEB-BASED	4 UNIV

Teaching about Justice, Law, and Citizenship
This methodology course explores the justification and practice of law-related education in the K-12 curriculum. Students examine the place of law in the curriculum, existing resources and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials. Emphasis is on developing and implementing law-related programs in the classroom.
Prerequisites: 60 credits, including 6 credits in education courses. Teaching experience is recommended.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 452	UVIC EDCI 447
WEB-BASED	3 UNIV

Principles of Teaching English to Second Language Learners
This course looks at the principles and theories of teaching English as a second language (ESL) and examines the curriculum and methodology used in ESL language programs in elementary, middle, and secondary schools. Students learn to identify the ways that a learner's culture and first language impact learning of a second language, develop skills for analyzing student progress in learning the second language, and learn how to select effective principles and strategies for teaching students who have English as a second language.
Prerequisites: Professional year or permission of the UVic department.
Equipment: CD player and computer with Internet and email account are required. Refer to www.continuingstudies.uvic.ca/csie/.
Start Date: September. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 458	UVIC EDCI 448
WEB-BASED	3 UNIV

Organization and Procedures for Instruction of English to Second Language Learners
This course examines current models for the organization and instruction of English as a second language (ESL) classes in the K-12 school system. Students apply theoretical knowledge of language learning, learn practical techniques for teaching ESL across the curriculum and practice and share strategies for successful ESL teaching at the elementary, middle and secondary school levels. The integration of language and content instruction is emphasized.
Prerequisites: Professional year or permission of the UVic department.
Equipment: Computer with Internet and email account is required. Refer to www.continuingstudies.uvic.ca/csie/.
Start Date: January. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 464	SFU EDUC 464
WEB-BASED	4 UNIV

Early Childhood Education
This course is concerned with the current trends, issues and research relating to the education of young children.
Prerequisites: SFU EDUC 401/402 or SFU PSYC 250.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 465	SFU EDUC 465
WEB-BASED	4 UNIV

Children's Literature
This course examines historical, sociological and literary perspectives on literature for children.
Prerequisites: 60 credits.
Note: EDUC 465 may be applied toward the minor in early childhood education (offered through SFU).
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 467	SFU EDUC 467
WEB-BASED	3 UNIV

Curriculum and Instruction in Teaching English as an Additional Language
In this course students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analyzes, and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.
Prerequisites: 90 credits including 3 credits in EDUC.
Note: EDUC 467 may be applied toward the Certificate in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 472	SFU EDUC 472
WEB-BASED	4 UNIV

Designs for Learning: Elementary Language Arts
This course focuses on developing knowledge, skills, and strategies to create a rich and stimulating language arts program in the elementary classroom. Issues in reading, writing, speaking and listening are examined through current theory and teaching practice.
Prerequisites: SFU EDUC 401/402.
Note: Students with credits for this course prior to SFU's 2001 summer semester may not take this course for further credit.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 475	SFU EDUC 475
WEB-BASED	4 UNIV

Designs for Learning: Elementary Mathematics
SFU-designated Quantitative (Q) course. Refer to [Page 14](#).
This course focuses on teaching elementary school mathematics. Students explore mathematical learning, their own mathematical thinking, and curriculum, and plan mathematical instruction within a consistent framework using appropriate instructional materials and methods.
Prerequisites: SFU EDUC 401/402.
Note: Students with credit for EDUC 475 prior to SFU's 2001 summer semester may not take this course for further credit.
Equipment: Computer with Internet and DVD player 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.

EDUC 453	UVIC EDCI 487
WEB-BASED	3 UNIV

Information Literacy and Inquiry Learning
This course is designed for practicing teacher-librarians, classroom teachers, administrators and teachers-in training. Areas of study 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 email account is required. Refer to continuingstudies.uvic.ca/csie/.
Start Date: September. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.

EDUC 491	SFU EDUC 471
WEB-BASED	4 UNIV

Curriculum Development: Theory and Practice
This course is an exploration of curriculum theory and processes of development with applications at different levels and in several subject areas.
Prerequisites: 60 credits.
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).
Completion: 13 weeks.



**EDUC 495**
WEB-BASEDSFU EDUC 485W
8 UNIV

Designs for Learning: Writing SFU-designated Writing-Intensive (W) course. Refer to page 14.

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-reflective observation, analysis of data, program evaluation, peer support systems. Teacher as Developer of Curriculum-student writing, drama, literature, use of texts.

Prerequisites: SFU EDUC 401/402.

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 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 sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)

Prerequisites: It is recommended that you successfully complete Grade 8 English or equivalent before beginning this course. Placement can be made on the basis of an English Assessment.

Note: Students should obtain an

English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs ([page 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 028
PRINT- OR WEB-BASED

PREP

Advanced English Skills

This course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective 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 2](#)). The form is available on the TRU-OL website and from Students Services.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 030
PRINT- OR WEB-BASED

PREP

Introduction to Literature

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. Grade 12 English equivalency.

Prerequisites: ENGL 028 or English 11. Placement can also be made on the basis of an English Assessment, available on request.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs ([page 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 version 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 028 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 036
PRINT-BASED

PREP

Written Communication

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

Prerequisites: BC English 11 or equivalent.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs ([page 6](#)). The form is available on the TRU-OL website and from Students Services.

This course meets the elective requirement but not the English requirement (Grade 12) for the BC Adult Graduation Diploma. Students wanting to use this course as transfer credit are advised to consult with the institution they plan to attend.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 100
PRINT- OR WEB-BASED

3 UNIV

Literature and Composition I

This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories and a novel. This course also provides a review of basic grammar, punctuation, and instruction in composing critical essays. ENGL 101 (Literature and Composition II) is the continuation of ENGL 100 and focuses on drama and poetry.

Prerequisites: English 12 or equivalent.

Note: This course satisfies the first half of the introductory English literature and composition

requirement for degrees offered through TRU-OL. Students with credit for ENGL 102 or 104 may not take this course for further credit. Students with credit for ENGL 100 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 101
PRINT- OR WEB-BASED

3 UNIV

Literature and Composition II

This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

Prerequisites: English 12 or equivalent. An English course at the 100-level (such as TRU-OL's ENGL 100) that includes the study of fiction and composition is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 103 or 105 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: CD 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](#).

ENGL 102
PRINT-BASED

3 UNIV

Composition and Native Indian Literature I

This course provides an alternative to traditional literature and composition courses; it covers the essentials of grammar, mechanics, and sentence structure, as well as the basic elements of university-level essay writing and literary analysis. The literature studied in the course draws on a wide variety of writings by First Nations authors: stories from oral tradition, autobiographies, speeches and essays, and contemporary short stories. Also included are CD's of readings and interviews with many of the authors studied in the course. This course may be of interest to anyone concerned about First Nations issues and literature.

Prerequisites: English 12 or equivalent.

Note: This course satisfies the first half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 100 or 104 may not take this course for further credit. Students with credit for ENGL 102 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: CD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**ENGL 103**
PRINT-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 writers to contemporary literature. Students will identify, analyze and discuss many literary conventions related to fiction, drama and poetry. In addition, students will receive further experience in composition and in writing critical essays, including a formal research paper.

Prerequisites: English 12 or equivalent. ENGL 100 or 102 (or equivalent) is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement of TRU degrees. Students with credit for ENGL 101 or SFU's ENGL 105 may not take this course for further credit. If in doubt, please contact your Academic Advisor.

Equipment: DVD player is required.
Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 14](#).

ENGL 104 **SFU ENGL 101W**
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 first 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 105 **SFU ENGL 102W**
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 poems.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the second half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 101 or 103 or equivalents 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 106
PRINT- OR WEB-BASED 3 UNIV**Written Communication**

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports. Advanced standing may be approved by: CHA, CIM.

Prerequisites: BC English 11 or equivalent.

Note: Students with credit for ENGL 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 a post-secondary English or Business Communications course will usually be exempted from having to take ENGL 106. Please contact business_ol@tru.ca for further information. Also, please note that this course is not applicable to the general education requirements of any TRU-OL degree.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 107
PRINT- 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: AI, CGA, CIM, CPA, CUIC, LGMA, PMAC, QAA.

Prerequisites: Completion of ENGL 106 Written Communication or another post secondary English course such as ENGL100 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.

Text: A standard dictionary is recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 108
PRINT- OR WEB-BASED 3 UNIV**Composition**

The aim of this course is to prepare students to communicate and create new knowledge in the many different spheres - academic and business; personal and community - of life and work. The course is designed to help students gain control over the conventions of writing through readings, extensive writing practice, guided self-evaluation and feedback from the course tutor. Topics include effective writing processes, academic writing format and style, rhetorical methods of organization, critical reading skills and integrating and

documenting research sources. Students will also learn to find guidelines for writing and apply grammatically correct and academically appropriate sentence structure, style, diction and tone.

Prerequisites: Any one of the following is recommended: 73% or better on the British Columbia combined English 12 or English 12 First Peoples and Government exam (within the last five years); or Level 4 on the composition section of the Language Proficiency Index (within the last two years); or Completion of TRU English 060 or TRU-OL ENGL 030 or equivalent.

Note: Students with credit for TRU-OL ENGL 106, SFU ENGL 199, or TRU ENGL 110 may not take this course for further credit. If in doubt, please consult your academic advisor.

Equipment: Computer with Internet is required for web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: January 2009.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 112 **SFU ENGL 104W**
WEB-BASED 3 UNIV**Introduction to Prose Genres****SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 14.**

This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside the course materials.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students should consult a TRU-OL program advisor about the applicability of this course to programs offered through TRU-OL.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

ENGL 199 **SFU ENGL 199W**
WEB-BASED 3 UNIV**Introduction to University Writing SFU-designated Writing-Intensive (W) course. Refer to Page 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 **SFU 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.





ENGL 207	SFU ENGL 207
WEB-BASED	3 UNIV

Twentieth-Century Literatures in English
SFU-designated Breadth (B) course.
Refer to [Page 14](#).

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.
Refer to [Page 14](#).

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

Prerequisites: Two 100-level English courses, one of which must be ENGL 199 or 3 transfer credits in English writing.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start 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](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 221	
PRINT-BASED	3 UNIV

English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 220). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious background.

Prerequisites: ENGL 100 and 101, or ENGL 102 and 103, or equivalents.

Note: Students with credit for UBC ENGL 201 may not take this course for further credit.

Texts: If required, students can order 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](#).

ENGL 305	SFU ENGL 304
PRINT-BASED	4 UNIV

Studies in Medieval Literature

This course examines the studies of medieval authors, genres or issues, from 500 to 1500. Texts are studied in the original language or in translation.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Equipment: Computer with Internet is optional. 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 311	SFU ENGL 311
WEB-BASED	4 UNIV

Early Shakespeare

This course introduces the world of Shakespeare through the study of six plays (and several of his sonnets) that centres on a common theme: love. In addition to reading the plays and background material, students read the work of critics and the writings of some of Shakespeare's contemporaries and predecessors. The combination of readings is designed to give a broad understanding of the literary and cultural context in which Shakespeare wrote and to advance students' skills in critical appreciation of England's foremost dramatist.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Note: Students may take both ENGL 311 and SFU ENGL 313 for credit toward the English major. Students with credit for SFU ENGL 312 require permission of the department to take this course for further credit.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

ENGL 327	SFU ENGL 327
WEB-BASED	4 UNIV

Studies in Romantic Literature
SFU-designated Breadth (B) course.
Refer to [Page 14](#).

This course studies the works of four major English romantic poets and a number of other important figures from this period. The focus includes the poets: William Blake, Wordsworth, John Keats, and Percy Bysshe Shelly, though a number of other romantic writers will also be studied. The Romantic Manifesto is the organizing principle that serves as both a key to poetic orientation and to help students understand the verse through comparison with a readily available part of its context.

Prerequisites: Two 100 division English courses and two 200 division English courses. 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
PRINT-BASED	4 UNIV

Studies in Victorian Literature

In this course, we shall study five novels from the second half of the nineteenth century. We shall examine how these Victorian writers responded to the rapid changes in their society brought about by increasing urbanization, the advance of technology, the spread of literacy, and the growth of the professions. Was this changing society actually progressing or falling apart? What role could or should the artists have? In seeking answers to these questions, we shall focus on the depiction of Victorian gender ideology, class stratification, the developments in the novel genre and the commoditization of the literary text.

Prerequisites: Two 100 division English courses and two 200 division English courses.
Note: Students with credit in SFU ENGL 329 or 333 may not take this course for further credit.

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	4 UNIV

Studies in Twentieth-Century British Literature before 1945

This course studies selected works of British literature written from 1900 to 1945, and may be organized by various critical issues or approaches.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to [page 11](#).

Completion: 13 weeks.

ENGL 360	SFU ENGL 359
WEB-BASED	4 UNIV

Studies in the Literature of British Columbia

This course is both a general survey of writing in British Columbia and an in-depth study of specific texts. To make this introduction to BC writing as inclusive as possible, works include several modes and genres from various geographical regions of the province and from different historical communities. Many of the readings focus on such issues as sexuality, the environment, immigration, and the status of First Nations.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

ENGL 424	
PRINT- OR 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, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website. CD player is recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**ENGL 432**

PRINT- OR WEB-BASED 3 UNIV

Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Students with credit for UBC ENGL 420 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website. CD player is recommended.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 435

PRINT-BASED 3 UNIV

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich 25-year period that saw Canadian playwriting, performance and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of 12 plays.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Required coursework includes the viewing of 12 one-hour video programs.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENGL 442

PRINT-BASED 3 UNIV

Modern American Fiction

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there's a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy - for example, our gender, class, or race - determine in part, the kind of sense we make of the world, as both writers and readers.

Prerequisites: ENGL 100 and 101 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](#).

ENGL 487

PRINT-BASED 4 UNIV

Topics in Children's Literature: Animal Stories**SFU-designated Writing-Intensive (W) course. Refer to Page 14.**

The focus of this course is animal literature written for children in English. Focus will be placed on the issues of Self and Other in the representation of animals as sentient races. Some issues that will be examined include: the extent to which adult authors use animal characters as surrogate children or surrogate humans; the representation of animals as alien; and the level to which readers are encouraged to think/perceive in non-human ways. In choosing works which focus on cats, mice, and rats as characters, the course will also explore why stereotyping is allowable in animal stories where it would not be in realist fiction.

Note: The Writing-Intensive element of the course means that students will be getting feedback on their writing before handing in their assignments and that we will be reading several examples of academic writing in this area.

Prerequisites: Two 100-level English courses, two 200-level English courses, and ENGL 387 (except ENGL 387 Fall 2005 or Summer 2006).

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.

SFU ENGL 487W**ENGL 499**

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, English major ([page 44](#)) and may be taken for completion of 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 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](#).

ENST 399

WEB-BASED 3 UNIV

Environmental Studies: Sustainability

ENST 399, Environmental Studies: Sustainability is a Web seminar course offering special topics in environmental studies for in-depth study. This upper-level course focuses on topics that are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting our natural resources. Particular emphasis will be placed on water, energy, and biodiversity, and on the attempts to balance the impact of our activities with the environment's capacity to absorb them. This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business, or general studies.

Prerequisites: 60 Credits.

Equipment: Computer with Internet, CD-ROM drive, Anti-Virus software and QuickTime, is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

ENVR 311

PRINT-BASED

UVIC ER 311 S50

3 UNIV

Principles and Concepts of Ecological Restoration

This course introduces the field and issues involved in ecological restoration. It examines the physical and biological characteristic of ecosystems and processes and the need to maintain and restore them. The emphasis is on examples from BC, but the approach is applicable to issues around the globe. It examines natural and human-caused changes at ecosystem to species levels; discusses ecosystems and biodiversity; considers the philosophy and ethics of restoration; and introduces legal and policy frameworks. The course introduces process and techniques of assessing the ecosystems and developing recommendations through field visits.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ENVR 313

PRINT-BASED

UVIC ER 313 S50

3 UNIV

Biodiversity and Conservation Biology

This course provides students with an understanding of biodiversity and the role of conservation biology as the scientific discipline whose aim is to reduce impacts of human activities on the loss of biological diversity. Topics include the history and subject matter of conservation biology; values of biodiversity; important basic principles of ecology and how these principles are used to design conservation projects and to understand population biology processes and patterns; the status of biodiversity and the impacts of current threats; possible human interventions for stemming the loss of biodiversity.

Prerequisites: Permission of the UVic program area.

Equipment: Computer with Internet is required. Computer information is provided with course materials.

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 4 months.

ENVR 314

WEB-BASED

UVIC ER 314 F50

3 UNIV

Ethical, Legal, and Policy Aspects of Environmental Restoration

This course explores the relationship between environmental values and the regulatory and policy framework that currently exists. It deals with thorny questions such as recovery of endangered species, the role of First Nations, the responsibility of different levels of government for environmental protection and restoration, and the right of the state over the right of the individual in environmental matters. These are significant issues that underlie the entire practice of environmental restoration, and they play a critical role.

Prerequisites: 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.





FRST 352	UVIC ER 352 F50
WEB-BASED	3 UNIV
Non-timber Forest Management and Sustainable Use in Major Forest Zones of BC	
This course provides an overview of Non-timber forest product (NTFP) ecology and use in British Columbia. It presents an ecologically-based approach to managing NTFPs for an array of economic and cultural purposes - product harvesting, tourism, spiritual and ceremonial, horticultural and ecosystem restoration. By the end of the course, students will understand how NTFPs relate to the ecosystems that sustain them, and how to manage within this context. NTFPs are often an overlooked resource in BC despite their importance to Aboriginal Peoples and an increasing realization that some products, such as edible mushrooms and floral greenery, support multi-million dollar industries. The general neglect of these resources means that there is an inadequate regulatory environment, little research into sustainable levels of use, and inadequate statistics on either the level or distribution of harvest.	
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.	
FINA 104	
PRINT- OR WEB-BASED	3 UNIV
A Survey of Western Art I	
This humanities course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture and architecture of the early Renaissance. Available by print or Web delivery	
Prerequisites: None.	
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 .	

FINA 105	
PRINT- OR WEB-BASED	3 UNIV
A Survey of Western Art II	
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 .	
FINA 106	
WEB-BASED	3 UNIV
Music Fundamentals	
This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation. An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature are accompanied by practical exercises. The course is designed for students with no formal music training.	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde .	
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11 .	
Completion: 13 weeks.	
FINA 110	
PRINT-BASED	3 UNIV
Colour: An Introduction	
This studio course in art, based on 10 half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes. Each unit's program begins with a lecture/demonstration	

followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.	
Prerequisites: None.	
Note: Additional common items may be required to complete assignments. Refer to the detailed course description on the TRU-OL website or contact Student Services.	
Equipment: DVD player is required.	
Start Date: Continuous registration.	
Completion: 30 weeks. Refer to page 14 .	
FINA 120	
PRINT-BASED	3 UNIV
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.	
Note: The course package includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).	
Equipment: DVD player is required.	
Start Date: Continuous registration.	
Completion: 30 weeks. Refer to page 14 .	

FINA 130	
PRINT-BASED	3 UNIV
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, particles, earth, stone, liquids, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animations. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.	
Prerequisites: None.	
Note: Students are required to document their work with photography or videotaping and submit a working notebook to their tutor.	
Equipment: DVD player and camera or video camera are required.	
Start Date: Continuous registration.	
Completion: 30 weeks. Refer to page 14 .	
FINA 141	
WEB-BASED	3 UNIV
Music after 1900	
SFU-designated Breadth (B) course. Refer to Page 14.	
This course is an introductory survey of major historical trends and practices of music in the 20th and 21st centuries as revealed by the study of selected music examples. Critical issues fundamental to an understanding of contemporary composition will be examined (e.g. impressionism, twelve-tone music, indeterminacy, the role of technology, improvisation).	
Prerequisites: FPA 104.	
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.	

FINA 147	SFU FPA 147
WEB-BASED	3 UNIV
Introduction to Electroacoustic Music	
SFU-designated Breadth (B) course. Refer to Page 14.	
This course is an introduction to the application of electroacoustic technology to music, including the concepts of the audio signal, signal processing, and sound synthesis in their musical applications. The techniques of tape music, electronic music, and computer music composition are introduced, and their role in both studio composition and live performance are discussed. Practical experience in several of these areas is included in the lab component.	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Equipment: Computer with Internet and CD player are required. Refer to www.sfu.ca/cde .	
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11 .	
Completion: 13 weeks.	
FINA 399	
WEB-BASED	3 UNIV
Cultural 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 this process, you are able to interact with an experienced faculty member as well as with other learners from	

various backgrounds. Critically engaging with and responding to, the thoughts and opinions of other participants is one of the most significant activities in this course. Theory is for thinking, and in this case, it is specifically for thinking about looking. Learning activities are interactive and designed to take advantage of the image-rich environment of the World Wide Web.	
Prerequisites: 60 credits.	
Equipment: Computer with Internet is required. Refer to page 97 or the TRU-OL website.	
Start Date: Continuous registration.	
Completion: 30 weeks. Refer to page 14 .	
FNST 101	
PRINT-BASED	3 UNIV
The Cultures, Languages, and Origins of Canada's First Peoples	
SFU-designated Breadth (B) course. Refer to Page 14.	
This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.	
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.	
Equipment: CD player is required. DVD player is optional. Refer to www.sfu.ca/cde .	
Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to page 11 .	
Completion: 13 weeks.	





FNST 201
PRINT-BASED

SFU FNST 201
3 UNIV

Canadian Aboriginal Peoples' Perspectives on History
SFU-designated Breadth (B) course.
Refer to [Page 14](#).

This course examines fact and ideology in history and historic events involving contact between aboriginal and European people. It also addresses questions of research methodologies in studying aboriginal/European relations.

Prerequisites: Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

FREN 020
PRINT-BASED

PREP

French I

This basic introductory course emphasizes spoken French through the use of DVD's, CD's, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills and is helpful as a prerequisite to FREN 100.

Prerequisites: None.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: CD and DVD players and phone are required. Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Additional Requirements: Access to a DVD player and viewer, and CD player. Access to a phone for communication with tutor for oral assignments.

Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 14](#).

FREN 021
PRINT-BASED

PREP

French II

This basic introductory course is a continuation of the work of FREN 020 and emphasizes spoken French through the use of DVD's, 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 the equivalent is necessary.

Note: This course does not meet requirements for 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. Therefore 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, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

Prerequisites: French 10 or equivalent. The course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

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 a 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](#).

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. Exclusions not applicable for non-credit option.

Equipment: CD and DVD players and phone are required. Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

FRST 305
WEB-BASED

3 UNIV

Silviculture I

Silviculture is concerned with the art and science of controlling the establishment, growth, composition, health and quality of stands of trees in forests. The objective is to meet the diverse needs and values of landowners and society on a sustainable basis. Silviculture 1 is the first of a two-part series in the study of silviculture concepts and principles. Silviculture 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 ABCPF 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 locally or through the TRU bookstore, at [www.thebookstore.tru.ca](#).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

FRST 307
PRINT- OR WEB-BASED

3 UNIV

Forest Harvesting

This course addresses the engineering, economic and environmental factors associated with transportation and harvesting systems used in integrated forest resource management. These include: forest road design and location, geotechnical engineering, and drainage; harvest planning, locating, and scheduling; and an international perspective on logging systems and their application in meeting silvicultural objectives. Forest harvesting is a specialized field within forestry, and professional competence within this field (especially road location and design) requires significant course work and an extended field internship in addition to the minimum standards identified here for the "general" forester.

Prerequisites: Graduate students from a recognized technical college or university, with majors in forestry, biology, wildlife, natural resources, or geography. Also eligible are senior students who have field experience and are enrolled in Thompson Rivers University's Natural Resource Sciences program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at [www.thebookstore.tru.ca](#).

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

GEOG 110
PRINT- OR WEB-BASED

4 UNIV

Introduction to Physical Geography I

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle and vegetation. The first part of the course examines the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The second part of the course covers the cycling of water and other Earth resources within the living zone - the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None.

Note: This course includes a lab component with a value of 1 credit (of the total 4 credits).

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [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 geography of Canada in a regional context. It focuses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

Prerequisites: None

Note: Students with credit for GEOG 470, 471, or 475 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**GEOG 230**

PRINT- OR WEB-BASED 3 UNIV

Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both “determinist” and “possibilist” views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

Prerequisites: There are no prerequisites for the course, but a provincial Grade 12 diploma or equivalent is recommended. However, if you have taken other lower-level geography courses (such as GEOG 110, Introduction to Physical Geography) or courses in other social sciences, the background information gained from them will be very useful.

Equipment: DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

GEOG 264 SFU GEOG 264

WEB-BASED 3 UNIV

Canadian Cities

This course provides a systematic introduction to urbanization in Canada. Topics addressed include Canadian urbanization as compared with other nations, especially the United States; metropolitan centres; resource towns; and the internal structure of cities.

Prerequisites: SFU GEOG 100 or 162 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 7](#).

Completion: 13 weeks.

GEOG 270

PRINT- OR WEB-BASED 3 UNIV

Geography of British Columbia

This course uses the concepts and methods of regional geography to explore the character of British Columbia, through study of the province’s diverse physical and human landscapes. The course focuses particularly on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization, and economic activity. It also examines how the province fits into a variety of regional settings: the Pacific Northwest, Canada, North America and the Pacific Rim.

Prerequisites: None. Though they are not required, a first-year course in geography (e.g., GEOG 110 or GEOG 230), geology (e.g., GEOL 101 or GEOL 120), or equivalent skills and knowledge would provide useful background information.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

GEOG 399

WEB-BASED 3 UNIV

Global Climate Change and Regional Impacts

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of various perspectives on the issues. Students study how natural processes and human activity alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop knowledge of systems and energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activity within the context of natural climate change and the environment’s capacity to absorb anthropogenic impacts.

Prerequisites: Completion of 60 credits.

Equipment: Computer with Internet and QuickTime (version 5 or later), is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website. DVD player is optional.

Texts: Note that you will not receive a package of course materials; you are responsible for acquiring a copy of the textbook and access to the other resources some of which are available through library services at [www.tru.ca/library](#).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

GEOL 101

PRINT-BASED 3 UNIV

Introduction to Geoscience

GEOL 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.

Prerequisites: None.

Note: Students with credit for GEOL 120 may not take GEOL 101 for further credit. A student who has completed GEOL 101 may take GEOL 120 to gain a lab science credit.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

GEOL 120

PRINT- OR WEB-BASED 4 UNIV

Introduction to Earth Science

This is a one-semester, four-credit course that provides the equivalent of a first-year university or college geology or physical geography course. It studies the nature of the Earth and its development through time. The course examines the Earth’s origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves. 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 needed for 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 recommended.

Note: Students with credit for GEOL 101 may not take GEOL 120 for further credit.

Equipment: The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home. TV and DVD player are required. Computer with Internet is required for the web-based version of this course. Refer to [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 SFU GERM 104

WEB-BASED 3 UNIV

German for Reading Knowledge I

This is an introductory course that covers reading strategies, grammar for reading purposes, learning resources, and basic vocabulary. It offers a multimedia introduction to reading skills in German leading to the equivalent of a second-year reading knowledge. Students are expected to work largely independently (e.g. in a multimedia lab or on a home computer).

The course content includes an introduction to short German selections such as essays, newspaper articles, excerpts from scientific texts, etc.; some basic grammar concepts; reading strategies; and frequent vocabulary.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students who have completed German 11 or German 12 in high school, have ANY college or university level German, or have completed German courses, or have any German Preparation from European or other high school, or whose first language is German, or those who received their secondary education in a German-speaking community can NOT take GERM 104 for further credit. The Department reserves the right to withdraw or transfer a student to a higher level course.

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/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

GERO 300 SFU GERO 300

WEB-BASED 3 UNIV

Introduction to Gerontology SFU-designated Breadth (B) course. Refer to Page 14.

This course examines the aging process from a multidisciplinary perspective. It deals with physical and health factors in aging, psychological aspects of behaviour in later life, economic and vocational factors in aging, family and community relations of older people, social policy, and the politics of aging. Throughout the course, emphasis is placed on normal aging.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. DVD player optional. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

GERO 301 SFU GERO 301

WEB-BASED 3 UNIV

Research Methods in Gerontology

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors programs; and elementary data analyses.

Prerequisites: 60 credits. SFU STAT 203 (formerly STAT 103) or equivalent is recommended.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

GERO 302 SFU GERO 302

WEB-BASED 3 UNIV

Health Promotion and Aging

This course includes an examination of the development of contemporary understanding and practice of health promotion. Students will be given the opportunity to explore theories and models designed to explain health related behaviours and the determinants of health. Strategies for behavioural change and development of socio-environmental approaches will be discussed in the context of an aging Canadian population.

Prerequisites: 60 credit hours. GERO 300 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.





GERO 403 **SFU GERO 403**
WEB-BASED 3 UNIV

Counselling Issues with Older Adults

This course is an examination of the ways of adapting counselling theory and practice to meet the needs of older adults and their families. Emphasis is placed on counselling techniques and outcomes appropriate to the needs of persons living independently, with their families, or in institutional settings. **Prerequisites:** GERO 300 and SFU PSYC 357 or SFU GERO 420/ SOCI 420. **Equipment:** CD and DVD players 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.

GERO 404 **SFU GERO 404**
PRINT-BASED 3 UNIV

Health and Illness in Later Life

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings. **Prerequisites:** 60 credits and GERO 300. **Start 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 UNIV

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.sfu.ca/cde. **Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#). **Completion:** 13 weeks.

GEST 481 **UVIC HA 488P**
WEB-BASED 3 UNIV

Human Resource Management in Culture Organizations

This course (UVIC HA488P) is for anyone involved in supervising or managing staff or volunteers in cultural organizations and focuses on organizational dynamics, leadership and decision making, HR policy development, performance planning and communications. **Prerequisites:** Permission from UVic's Cultural Resources Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution. **Equipment:** Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers. **Note:** This course is not being offered in distance format for 2009-10.

GEST 482 **UVIC HA 486A**
WEB-BASED 3 UNIV

Museum Principles and Practices I: Communities, Curatorship, and Collections

Museums, their collections and the knowledge they convey play a unique role in contemporary society. This course explores the purpose and functions of museums with particular emphasis on the ways in which knowledge is created and preserved through collections and research. Topics include history and organization of museums and collections curatorship, research, documentation and care. **Prerequisites:** Permission from UVic's Cultural Resource Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum gallery, historic site or related institution. **Note:** Students with credit for UVIC HA 486 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September. Registration deadline applies. Refer to [page 11](#). **Completion:** 14 weeks.

GEST 483 **UVIC HA 486B**
WEB-BASED 3 UNIV

Museum Principles and Practices II: Programming, Exhibitions, and Management

Exhibitions and programs are the primary means by which museums share their collections. This course follows from HA 486A Museum Principles and Practices: Creating and Preserving Knowledge to focus on ways in which museums present a diverse range of exhibitions, programs and other outreach activities to meet their educational mandate and then goes on to explore the governance and management structures needed to ensure that the museum meets its mission and goals. **Prerequisites:** Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution. **Note:** Students with credit for UVIC HA 486 may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers. **Start Date:** January. Registration deadline applies. Refer to [page 11](#). **Completion:** 14 weeks.

GEST 484 **UVIC HA 487A**
WEB-BASED 3 UNIV

Heritage Resource Management

This course offers an intensive study of the nature and value of heritage resources worldwide, and of management approaches that support their preservation and presentation. Topics include identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, heritage area revitalization strategies, and cultural tourism. **Prerequisites:** Permission from UVic's Cultural Resource Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution. **Note:** Students with credit for UVIC HA 487 may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers. **Start Date:** September. Registration deadline applies. Refer to [page 11](#). **Completion:** 14 weeks.

GEST 485 **UVIC HA 487B**
WEB-BASED 3 UNIV

Heritage Resource Conservation

This course provides a detailed survey of the philosophical, ethical and practical aspects of physical conservation of heritage resources and strengthens the heritage conservationist's capacity to recommend appropriate approaches to conservation treatments. Topics include principles and history of heritage conservation; understanding heritage value and significance; types of heritage resources and their materials; levels of intervention; research and investigation; the conservation process; maintenance and disaster planning. **Prerequisites:** Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution.

Note: This course, combined with GEST 484 (UVIC HA 487A), can be used in lieu of UVIC HA 487 as core credit in the Cultural Resource Management program. Students with credit for UVIC HA 487 may not take this course for further credit. **Equipment:** Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers. **Start Date:** January. Registration deadline applies. Refer to [page 11](#). **Completion:** 14 weeks.

GEST 488 **UVIC HA 488D**
WEB-BASED 3 UNIV

Caring for Collections

An examination of the physical characteristics of various types of museum collections, the ways they are affected by a range of environmental factors, and the preventive conservation and treatment policies and procedures that are utilized to ensure the safe-keeping of artifacts and specimens in storage, on exhibit, in transit, and when in use for research and programming purposes. **Prerequisites:** Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution. **Equipment:** Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers. **Start Date:** January 4, 2010. Registration deadline applies. Refer to [page 11](#). **Completion:** 14 weeks.

GEST 490 **UVIC HA 488A**
WEB-BASED 3 UNIV

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.uvcs.uvic.ca/crmp/distance.aspx#computers. **Start Date:** September. Registration deadline applies. Refer to [page 11](#). **Completion:** 14 weeks.

GEST 491 **UVIC HA 488B**
WEB-BASED 3 UNIV

Collections Management

Collections and the knowledge that they convey, remain the cornerstone of most museums. This course addresses both the roles of collections in the changing museum and heritage sector and the principles and practices that guide their acquisition, management and use. **Prerequisites:** Permission from UVic's Cultural Resource Management program. Contact crmp@uvcs.uvic.ca. Students should work in or have access to a local museum, gallery, historic site or related institution. **Equipment:** Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers. **Note:** This course is not being offered in distance format for 2009-10.





GEST 492 **UVIC HA 488S**
WEB-BASED 3 UNIV

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 global trends that are affecting society today. Using a variety of learning tools, students will strengthen their ability to initiate, build and sustain inclusive and mutually beneficial relationships within communities. Learn new skills to map community assets, define potential community collaborations and balance diverse cultural perspectives.

Prerequisites: Permission of UVic's Cultural Resource Management program.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

GEST 493 **UVIC HA 488J**
WEB-BASED 3 UNIV

Curatorship: Contemporary Perspectives

As museums seek to engage with the diverse communities they serve and the cultures they study, curators are taking more inclusive approaches to their work. This course examines the core curatorial concepts of collections planning, research, analysis, documentation, management and exhibition development, and relates them to the evolving roles of museums in society. It explores the ways that emerging competencies blend with traditional curatorial skills and knowledge to build sustained and meaningful relationships with community partners.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September 14, 2009. Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

GEST 494 **UVIC HA 489C**
WEB-BASED 3 UNIV

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 begins with an exploration of the range of historical, aesthetic, social, and scientific values that establish the character-defining elements of historical resources, including buildings, structures, historic districts, and cultural landscapes. Various methods of inventory and evaluation, from numerical scoring systems to systems that establish historical contexts of thematic studies, are discussed, along with the roles in guiding subsequent conservation planning and decision-making.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: January 4, 2010. Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

GEST 495 **UVIC HA 488G**
WEB-BASED 3 UNIV

Public Programming

This distance education course examines the critical role of interpretation and public programming in helping museums and heritage organizations to engage their communities in meaningful and long-term ways. You will explore how organizations create memorable learning experiences for visitors, develop community outreach approaches, and plan for the delivery, staffing, management and evaluation of programs. You will explore and consider how museums and heritage organizations embrace learning as a valued outcome and develop effective, long-term community partnerships.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site or related institution.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September 9, 2009. Registration deadline applies. Refer to [page 11](#).

Completion: 14 weeks.

GREK 110 **SFU GRK 110**
WEB-BASED 3 UNIV

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.

GREK 160 **SFU GRK 160**
WEB-BASED 3 UNIV

Modern Greek for Beginners II

This course aims to give a better understanding of basic Greek grammar to those who have acquired the basic language skills and to develop speaking and comprehension skills to carry on short conversations. Reading comprehension and the ability to write small paragraphs are also emphasized.

Prerequisites: GREK 110 or permission from the instructor.

Note: Students with credit for SFU LANG 160 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

HEAL Courses

Before registering in HEAL 310, 350, 401, and 402, note the following information.

English Proficiency Requirement: Students whose first language is not English must meet TRU-OL's proficiency in English requirements. Such requirements are very important determinants of student success in the HEAL courses.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Note: Participation in online discussions is mandatory. Students are required to participate regularly and may do so at any time of day within the posted schedule. Participation is mandatory in teleconferences (audio conferences) at scheduled times that may not be convenient outside the Pacific Time zone. Students outside Canada are responsible for the cost of teleconferences.

Start Date: Refer to the TRU-OL website or contact Students Services.

HEAL 310
WEB-BASED 3 UNIV

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 bioethical principles, the balancing of autonomy and risk, the legal context of care management, and system barriers to client-directed service delivery. Using both teleconferences and online 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 project exam must be completed within 20 weeks.

HEAL 350
WEB-BASED 3 UNIV

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, they use due diligence and established standards for generalizing research findings to other settings and population groups. With the research knowledge and skills from this course, students can provide their clients with evidence-based care, which is a requirement for professional practice in all the health and human service professions.

Prerequisites: A recent statistics course is highly recommended, graduation with a Health Care diploma, experience in a health setting and recent upper-level HEAL course work are also recommended.

Start Date: Contact Student Services.

Completion: 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.



**HEAL 401**

WEB-BASED 3 UNIV

Health Policy

This seminar style online course will introduce you to concepts, elements, policy analysis processes and outcomes of public 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 health care 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 experience 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, 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 402

WEB-BASED 3 UNIV

Issues in Health Care

Welcome to HEAL 402, Issues in Health Care, offered through TRU. This is a seminar-style online course. It explores current issues in health, health care, 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 350 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: CD 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](#).

HIST 121

PRINT- OR WEB-BASED 3 UNIV

Post-Confederation Canadian History

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

Prerequisites: None.

Note: Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

Equipment: CD player is required. Computer with Internet is required for the web-based version of this course. Refer to [page 97](#).

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. The thirteen units of the course provide an overview of the major historical events in BC, analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts.

Prerequisites: You need not have previously studied history to succeed in this course; however, successful completion of secondary school history coursework, or equivalent skills and knowledge, is recommended.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

HIST 241

PRINT-BASED 3 UNIV

Modern European History: 1450 - 1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in Eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisites: None.

Note: Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

HIST 277

WEB-BASED 3 UNIV

SFU HIST 277**History of Greek Civilization**

This course introduces the history of Greek civilization which dates back more than 3000 years, from the early Aegean civilizations to modern Greece. Greek civilization has influenced and been influenced by, centuries of migrations and shifting empires, from the Bronze Age, through the classical era of ancient Greece to Byzantium and the revival of Hellenism to the present. Greek civilization has influenced laws, languages, architecture, religion, politics and culture. Topics include the evolution of Greek civilization and the unique social and political structures that have emerged and remerged in the territory of the Greek state and the eastern Mediterranean. Students will gain an appreciation of the periods in Greek history and how this history has influenced present-day Greece and contemporary civilization. This introductory course will familiarize students with Greek culture and history in preparation for more advanced courses in History and Hellenic studies.

Prerequisites: 45 credit hours, including 9 hours of lower division history credits.

Note: Students who have taken HIST 307 (SFU HIST 307 ST) may not take HIST 277 (SFU HIST 277) 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.

HIST 334

WEB-BASED

SFU HIST 338

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 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or equivalent) prior to registering in any upper-level history course.

Note: This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

HIST 336

PRINT-BASED

SFU HIST 339

4 UNIV

The British Empire and Commonwealth

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the "Westminster Model" of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 45 credits including 9 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

HIST 499

PRINT-BASED

3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, history major ([page 44](#)) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts ([page 41](#)). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Note: As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**HLSC 159**

WEB-BASED 3 UNIV

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

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks.
Refer to [page 14](#).

HLSC 169

WEB-BASED 3 UNIV

Anatomy and Physiology II

HLSC 169 is the second of two comprehensive courses covering the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. HLSC 169 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: HLSC 159.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.
Refer to [page 14](#).

HLTH 100

WEB-BASED NC

Math Review for Medication Administration

This course reviews the mathematical concepts of whole numbers, fractions, decimals, percents, measurements, ratios and proportions in order to demonstrate

the application of these concepts to medication administration. To verify their understanding of course content, students may choose to complete a pre-test at the beginning of the course. A tutor is available to review the pre-test with the student. The course contains seven assignments illustrating the application of mathematical concepts to practice. A minimum overall grade of 80% is required on the final exam to successfully complete the course.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Maximum 30 weeks.
Refer to [page 14](#).

HLTH 212

WEB-BASED 3 UNIV

Pharmacology Principles and Applications

This course explores basic concepts of pharmacology required to safely administer medications to a diversity of clients across the lifespan in a variety of health care contexts. It provides students with a working knowledge of drug therapy and prepares them to use a comprehensive, systematic, and evidence-based approach to drug therapy when treating clients with various health challenges. Drug therapy is presented within a framework of body systems, using client care situations to enhance the integration of content learned in human anatomy and physiology. The major drug classes are discussed using prototype drugs.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.
Refer to [page 14](#).

HLTH 291

WEB-BASED 3 UNIV

Perinatal Nursing: Foundational Concepts

This course is designed to provide participants with the opportunity to gain a solid foundation in the basic knowledge required in

perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical, and cultural influences on the childbearing family, the health care resources available to support families, and of the entry-level nursing competencies and standards of care required in perinatal practice.

Prerequisites: Second year standing in nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course or permission of the Academic Director or delegate. Evidence of having met the CRNBC English requirements is essential when English is a second language.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.
Refer to [page 14](#).

HLTH 293

WEB-BASED 3 UNIV

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 practice.

Prerequisites: Either second year standing in a nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course, or permission of the Academic Director or delegate.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.
Refer to [page 14](#).

HLTH 361

WEB-BASED 3 UNIV

Professional Growth

This course is designed to reacquaint health practitioners with the standards that govern professional practice; update participants' awareness of Canadian health care system trends and perspectives; and advance participants' understanding of disciplinary inquiry emerging from multiple ways of knowing.

Prerequisites: Admission to the Return to Registered Nurse Practice Program -or- Current CRNBC Registration -or- permission of Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: January, May, and September.

Completion: 20 weeks

HLTH 362

WEB-BASED 3 UNIV

Relational Practice

This course is designed to advance the relational knowledge and skill of health professionals. It emphasizes concepts such as communication; leadership; interprofessional practice; teaching and learning; diversity; power; and the client as a person, family and community.

Prerequisites: Admission to the Return to Registered Nurse Practice Program -or- Current CRNBC Registration -or- permission of Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 20 weeks.

HLTH 363

WEB-BASED 3 UNIV

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, participants 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.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 20 weeks.

HOME 179

IN-PERSON 1.5 UNIV

Practicum

This practical course is designed to explore the roles and responsibilities of a home support attendant and to provide 60 hours of experience as a Level I home support attendant under the guidance of a home support agency mentor and supervisor.

Prerequisites: Admission to the Home Support Attendant program; HOME 143, HOME144, HOME 150, HOME170, HOME 181, HOME187, and HOME 190 are required.

Texts: The Practicum includes a Course Manual with Assignments, Mid-Point and End-Point Evaluations. Evaluation forms and manuals are on file with Practicum sponsors.

Start Date: Continuous registration.

Completion: 30 weeks.

HOME 199

IN-PERSON 1.5 UNIV

Preceptorship

This final course focuses on the application and integration of the knowledge and skills developed in the other courses. It allows consolidation of the theory and skills from the whole Home Support Attendant program through selected, supervised clinical experiences in long-term care and in a home support agency, 75 hours and 50 hours respectively.

Prerequisites: Admission to the Home Support Attendant program; Successful completion of HOME 140 (or 143 144), 150, 170, 179, 181, 187, 190. Recommended order: HOME 140 (or HOME 143 and HOME 144), HOME 150, HOME 160, HOME 170, HOME 179, HOME 181, HOME 187, HOME 190, HOME 199.

Start Date: Continuous registration.

Completion: 30 weeks.

HSDA 400 **UVIC CYC-HSD 400**
WEB-BASED 3 UNIV**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 stage has been examined in various countries; and to develop an appreciation of the interdisciplinary nature of social policy as a field of academic and applied activity.

Prerequisites: Second-year standing or permission of the instructor.

Equipment: Computer with Internet is required.

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.





HUMN 102 SFU HUM 102W

WEB-BASED 3 UNIV

Classical Mythology

SFU-designated Writing-Intensive (W) and Breadth (B) course.
Refer to [Page 14](#).

This course is an introduction to the central myths of the Greeks and Romans. It investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

HUMN 230 SFU HUM 130

WEB-BASED 3 UNIV

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 relevant methodologies. It provides a framework for understanding the many ways in which humans experience the phenomenon of the sacred through symbol, ritual, doctrine and experience in a variety of religious traditions and cultures.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HUMN 230 (SFU HUM 230) prior to 2007 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.

HUMN 301

PRINT- OR WEB-BASED 3 UNIV

The History of Science

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time, and how these changes have impacted our world. The discussion addresses issues such as societal attitudes toward science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions include: What and who, is science for? How has science changed over time? How does and should, society use science?

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended. University-level studies in history, science, or social sciences are recommended.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

HUMN 398

WEB-BASED 3 UNIV

Issues in Latin American Studies

This online seminar course explores the social aspects of the economic, political, and cultural issues facing Latin American countries. After an introduction to the basic issues for understanding Latin America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education, and general studies. This course is one in a series of upper-level critical analysis and research courses offered by TRU-Open Learning.

Other courses offered in the 399 series are; ENST 399: Sustainability, FINA 399: Cultural Theory and Images, GEOG 399: Global Climate Change and Regional Impacts, HUMN 399: Issues in Science and Society, POLI 399: Globalization and Its Discontents, PSYC 399: Psychology of Human Resilience, and SOCI 399: Sociology of Diversity.

Prerequisites: 60 credits

Equipment: DVD player is required. Computer with Internet and QuickTime player (version 5 or later) are required. Refer to [page 97](#) or the TRU-OL website.

Texts: Students can order required texts through the TRU bookstore, at [www.thebookstore.tru.ca](#).

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

HUMN 399

WEB-BASED 3 UNIV

Issues in Science and Society

This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and/or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does-and how should-society use science? This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business and general studies.

Prerequisites: 60 credits. It is recommended that you have previous university-level courses in history, science, or social science to enroll in this course.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

HUMS 154

WEB-BASED 3 UNIV

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. Students will also be introduced to knowledge and skills that increase effectiveness in helping relationships with client populations. Topics such as group dynamics, assertive behaviour and conflict management will be covered.

Prerequisites: None.

Note: This course is part of the Social Service Certificate Program and may also be taken as an independent course if not accepted into the program. Once available, HUMS 154 will replace SSWP 109. However SSWP 109 will be accepted in the Social Service Program until HUMS 154 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 UNIV

Introduction to Professional Human Service Practice

This course orients students in the field of human services. Sessions will introduce students to professional values, ethics, conduct and self renewal. Strategies for effective observation and record keeping skills will be covered. This course includes a one week field work experience for students.

Prerequisites: None.

Note: This course is part of

the Social Service Certificate Program and may also be taken independently if not accepted into the program.

Equipment: Computer with Internet is required. Refer to [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 UNIV

Interviewing Human Service Practice

This course introduces students to the skill of interviewing. Students will develop the skills to complete informational and referral interviews as well as facilitate problem-solving interviews. Students will learn a variety of interviewing skills including attending, questioning, paraphrasing, summarizing, encouraging and influencing. Client observation skills, the ability to demonstrate empathy and the ability respond to multicultural encounters are also reviewed.

Prerequisites: None.

Note: This course is part of the Social Service Certificate Program and may also be taken if not accepted into the program. Once available, this will replace part of SSWP 109 and SSWP 110. However SSWP 109 and SSWP 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 177**

WEB-BASED 3 UNIV

Introduction to First Nations Studies and Human Service Practice

This course will introduce students to the historical process of colonization in Canada, and the resulting societal, political, linguistic, spiritual and cultural impacts that are challenging First Nations people today. Attention will be paid to understanding the past and working with the present and future within a context of self-government, healing and empowerment. A focus will include an introduction to the knowledge, skills and attitudes towards the development of culture and competence and decolonizing practice in the Human Service field.

Prerequisites: None.

Note: This course is part of the Social Service Certificate Program and may also be taken as an independent course, if not accepted into the program.

Equipment: Computer with Internet is required. Refer to [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](#).

JAPN 100 SFU JAPN 100

WEB-BASED 3 UNIV

Introduction to Japanese

This course is a comprehensive introduction to the Japanese language, providing basic oral and written communication skills through an emphasis on vocabulary, grammar, and culture. The three Japanese writing systems are also introduced (hiragana and katakana for production; some kanji for recognition only).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students with knowledge or experience in Japanese beyond the level of this course may not register in this course. Students with some previous knowledge of Japanese should consult with the instructor for course placement.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

KINE 105 SFU KIN 105

WEB-BASED 3 UNIV

Fundamentals of Human Structure and Function

This course focuses on the basic anatomy and physiology of the skeletal, muscular, nervous, endocrine, cardio-respiratory, urinary, digestive, immune and reproductive systems.

Prerequisites: Grade 11 biology, chemistry and physics (recommended).

Note: Kinesiology majors and honours students may not take this course for credit. SFU KIN 205 or 208 may be used as a substitute for KIN 105 by students in the Kinesiology Minor and Certificate programs. No student may take both KIN 105 and KIN 208 for credit. 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.

KINE 110 SFU KIN 110

WEB-BASED 3 UNIV

Human Nutrition: Current Issues SFU-designated Breadth (B) course. Refer to page 14.

This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability

to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent assumed.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

KINE 111 SFU KIN 111

WEB-BASED 3 UNIV

Food and Food Safety

This course includes basic information on food, the safety of the food supply, and current issues around production, storage, and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science, and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations, and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 chemistry is recommended.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

KINE 140 SFU KIN 140

PRINT- BASED 3 UNIV

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/admission/requirements/wq/wqbrequirements.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 142 SFU KIN 142

WEB-BASED 3 UNIV

Introduction to Kinesiology 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 KIN 143

WEB-BASED 3 UNIV

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 212 SFU KIN 212

WEB-BASED 3 UNIV

Food and Society

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 310 SFU KIN 310

WEB-BASED 3 UNIV

Exercise/Work Physiology

This course is the study of human physiological responses and adaptations to acute and chronic exercise or work, with particular focus on cardiorespiratory, cellular, and metabolic adaptations. Topics cover how the body accommodates the increased demands associated with exercise or work training, how the body's responses to exercise or work require a coordinated integration of physiological systems, the effects of environmental factors on the physiological responses to exercise or work, and how to assess the physical demands of exercise or work.

Prerequisites: SFU KIN 205, SFU MBB 201 (or MBB 231). 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 311	SFU KIN 311
WEB-BASED	3 UNIV

Applied Human Nutrition

In this course, the principles of nutritional biochemistry are applied to nutrition in life cycle—pregnancy, lactation, infancy, childhood, adolescence, and aging. The second part of the course deals with common disease conditions where nutrition plays an important role in prevention or treatment or both. The course is presented in the Canadian context and features sources of help on Canadian practice, standards and regulations.

Prerequisites: KINE 105 (or SFU KIN 205) and 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.

KINE 312	SFU KIN 312
WEB-BASED	3 UNIV

Nutrition for Fitness and Sport

This course examines the theory and application of nutrition for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks and regulations. Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small-group projects investigating specific nutrition issues and products.

Prerequisites: KINE 105 (or SFU KIN 205) and 110.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

KINE 325	SFU KIN 325
WEB-BASED	3 UNIV

Basic Human Anatomy

This course is for students interested in physical education, health science professions, and liberal arts. It includes brief discussions on applied anatomy, aging, and common dysfunctions and diseases, to enable students to appreciate the relationship between structure and function.

Prerequisites: KINE 142 and 105 with grade of C or higher or SFU KIN 205.

Note: This course is intended for those wishing to teach physical education. Students with credit for SFU KIN 326 may not take this course for further credit. This course was formerly numbered KINE 425. Students with credit for KINE 425 may not repeat this course for further credit. Available only through distance, this course will not be counted as an upper-level optional course for a major in kinesiology.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

KINE 342	SFU KIN 342
WEB-BASED	3 UNIV

Active Health

An extension of KIN 143, Exercise Management; this course parallels the on-campus course SFU KIN 343. This course is designed for students completing the Health and Fitness Certificate and/or a Kinesiology minor. The goal of the course is to provide students with an opportunity to appreciate the principles of exercise leadership, assess individual fitness needs, design programs and monitor effects of prescribed exercise.

Prerequisites: KINE 105 (or SFU KIN 205) and KINE 142 and 143.

Note: The course is designed for students completing SFU's Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 342 and SFU KIN 343 may be

taken for credit. Kinesiology major and honours students may not receive credit for KINE 342.

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.

KINE 375	SFU KIN 375
WEB-BASED	3 UNIV

Human Growth and Development

This course focuses on the fundamentals of physiological growth and development from conception to maturity. Topics included form a strong foundation for those interested in designing appropriate activity programs for children of all ages.

Prerequisites: KINE 105 (or SFU KIN 205) and 142.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

KINE 444	SFU KIN 444
WEB-BASED	3 UNIV

Cardiac Disease: Pathology and Assessment

This course examines the etiology, prevention and rehabilitation of cardiovascular disease. Students will learn patient risk factor and non-invasive cardiovascular assessment techniques. Particular emphasis will be placed upon the recording and interpretation of the electrocardiogram in health and disease.

Prerequisites: SFU KIN 305. KINE 110, SFU KIN 306 and 343 are 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 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 (formerly KIN 100) 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.

LEAD 310	
WEB-BASED	3 UNIV

Foundations of Leadership

This course is designed to provide learners with applied leadership skills and knowledge. Participants will have opportunities to learn more about current theory, trends and best practices in the field of leadership. The key elements of people, interaction, workplace environment, community and social external factors which affect leadership will be examined.

Prerequisites: TBA. Refer to the TRU-OL website for updates.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

LEAD 351	
WEB-BASED	3 UNIV

Occupational Health and Safety Legislation and Standards

This course sets the foundation for occupational health and safety in Canada, within an industrial context. By clearly establishing the rights and responsibilities of the various workplace parties within the workplace, students will be

able to interpret and apply statute and best practices to the workplace in a manner that will provide for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

Prerequisites: The prerequisite for LEAD 351, Occupational Health and Safety Legislation and Standards, is third-year standing, or by permission (contact business_ol@tru.ca). Completion of at least one of ADMN 222, BUSM 111, or BUSM 121 is strongly recommended.

Equipment: Computer with Internet and Windows Media Player or QuickTime, is required. Refer to [page 92](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

LEAD 390	
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 coursework. The focus for this capstone experience is the development and presentation of a strategic plan for an organization/organizational unit of their choice.

Prerequisites: TBA. Refer to the TRU-OL website for updates.

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

LING 360	SFU LING 360
WEB-BASED	3 UNIV

Linguistics and Language Teaching

This course considers the theoretical and practical aspects of second-language learning.

Prerequisites: SFU LING 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.

MACM 101	SFU MACM 101
PRINT-BASED	3 UNIV

Discrete Mathematics I
SFU-designated Breadth (B) and Quantitative (Q) course. Refer to [Page 14](#).

This course is an introduction to counting, induction, automata theory, formal reasoning and modular arithmetic.

Prerequisites: BC Math 12 or SFU MATH 100 or equivalent, SFU MATH 151 or 152.

Note: Although not a requirement, taking a prior introductory course at the university level, such as SFU MATH 151, enhances students' logical reasoning skills and is beneficial in the successful completion of this course.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

MATH 014	
PRINT-BASED	PREP

ABE Intermediate Mathematics

This ABE intermediate-level math course is equivalent to Grade 10 Algebra. Once you have mastered the mathematics found in MATH 014, you will be well prepared for the ABE advanced-level course, MATH 024 or Algebra 11. MATH 014 is also good preparation for studies in a variety of technical, business and scientific fields requiring an understanding of this level of mathematics.

Prerequisites: Grade 9 Math is recommended. Mathematics Self-Assessment Tests are available from Student Services.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Students Services ([page 6](#)).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).



**MATH 024**

PRINT-BASED PREP

Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 algebra. The course includes an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

Prerequisites: MATH 014, Grade 10 algebra or equivalent is required. Self-Assessment Tests are available online at www.truopen.ca.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Students Services. See [page 6](#) for more information.

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

MATH 034

PRINT-BASED PREP

Provincial Mathematics

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series. MATH 034 fulfils the requirement for Provincial Level Math.

Prerequisites: MATH 024 or Grade 11 mathematics, or equivalent. Some basic algebra is required.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Students Services. See [page 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

Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Prerequisites: Principles of grade Math 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 mathematic 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 101

PRINT-BASED 3 UNIV

Calculus for Biological and Social Sciences

The emphasis of this course is on applications rather than on theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima. Throughout the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory, and criminology.

Prerequisites: Algebra 11. Algebra 12, MATH 100, or MATH 034, or equivalent skills as established by assessment, are strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for the Associate of Science or Bachelor of Science program offered through TRU-OL.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

MATH 104

PRINT-BASED 3 UNIV

Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra 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. (CA)

Prerequisites: One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for the Associate of Science or Bachelor of Science program offered through TRU-OL.

Equipment: Good-quality scientific calculator with scientific notation and logarithmic, exponential, and trigonometric functions including inverse functions is required.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 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-car loans, mortgage payments, 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, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks.

Each of these topics assumes no prior knowledge of the mathematics of finance. Students 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. (AI)

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 only one of 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 120

PRINT-BASED 3 UNIV

Calculus I

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

Prerequisites: One of the Principles of MATH 12, or MATH 034, 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.

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 121

PRINT- BASED 3 UNIV

Calculus II

This is a second-semester course in calculus, intended for students who have already completed a solid first-semester course in differential and integral calculus and need to extend their skills in this subject.

Prerequisites: MATH 120 or equivalent.

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.

Texts: Students can order required texts from Students Services.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).



**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, 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 established 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 107 or MATH 150 for credit.

Equipment: Good-quality scientific calculator is required. Calculators or computing devices that do symbolic calculations are not permitted.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

MATH 151

WEB-BASED

SFU MATH 150

4 UNIV

Calculus I with Review**SFU-designated Quantitative (Q) course. Refer to [Page 14](#).**

This course is designed for students specializing in mathematics, physics, chemistry, computing science and engineering. Topics prepare for MATH 151 which has more extensive review of functions, their properties and their graphs. Recommended for students with no previous knowledge of Calculus.

Prerequisites: BC principles of mathematics 12 (or equivalent) with a grade of at least B+ (75%); or MATH 100 with a grade of at least B-, or achieving a satisfactory grade on the SFU Calculus Readiness Test. Students with credit for either MATH 151, 154 or 157, may not take MATH 150 for further credit. **Note:** Students enrolled in this course are encouraged to come for assistance to the Calculus Workshop (Burnaby, BC), or the Math Open Lab (Surrey, BC).

Equipment: Computer with Internet, are required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to [page 11](#).

Completion: 13 weeks.

MATH 190

WEB-BASED

SFU MATH 190

4 UNIV

Principles of Mathematics for Teachers**SFU-designated Quantitative (Q) course. Refer to [Page 14](#).**

This course covers mathematical ideas involved in number systems and geometry in the elementary and middle school curriculum. It includes an overview of the historical development of these ideas, and their place in contemporary mathematics; language and notation of mathematics; problem solving; whole number, fractional number, and rational number systems; plane geometry, solid geometry, metric geometry, and geometry of the motion; and an introduction to probability and statistics.

Prerequisites: BC Principles of Mathematics 11 (or equivalent) with a grade of at least B- or SFU FAN 099 with a grade of at least C, or achieving a satisfactory grade on the SFU Quantitative Placement Test.

Note: this course may not be counted towards an SFU Mathematics minor, major or honours degree requirement. Students who have either taken, have received transfer credit for, or are currently taking SFU MATH 150, 151, 154, or 157 may not take MATH 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/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Refer to [page 11](#).

Completion: 13 weeks.

MATH 191

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 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 next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized co-ordinate systems, as well as Cartesian, are used to calculate volumes and other physical quantities. In the last unit, Green's Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

Prerequisites: Two semesters in differential and integral calculus, such as MATH 120 and 121.

Students should have done well in these courses in order to succeed in this difficult course.

Equipment: Good programmable scientific calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

MATH 230

PRINT-BASED

3 UNIV

Linear Algebra

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors, and diagonalization.

Prerequisites: One of 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 051

IN-PERSON

PREP

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. Exemption may be made for students who have completed at least half of MLAP 131. Completion of MLAP 051 is required before starting MLAP 141, the practicum course.

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 (MPLA 141).

Start Date: Offered monthly.

Completion: Weekend workshop. All components of the workshop must be completed successfully during the workshop.

MLAP 112

WEB-BASED/OPTIONAL PRINT

2 UNIV

Anatomy, Physiology and Medical Terminology for Phlebotomists

By using a consistent, systematic 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.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

MLAP 113

WEB-BASED/OPTIONAL PRINT

1 UNIV

The Electrocardiogram

This introductory course covers the theory behind the specific anatomy of the heart, the conduction system, and the electrocardiogram, as well as some diagnostic aspects of the heart as related to the medical laboratory assistant.

Prerequisites: 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 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 assistants role in specimen collection, specimen handling and distribution, body fluid analysis, and culture media preparation. General record keeping and office procedures are also discussed.

Prerequisites: Admission to the Medical Laboratory Assistant Program

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration.

Completion: 30 weeks.

Refer to [page 14](#).

MLAP 141
PRINT AND IN-PERSON 3 UNIV**Evaluation and Competencies**

This practicum course is designed to evaluate specific technical and non-technical aspects of the medical laboratory assistant's work, according to criteria and curriculum developed by the British Columbia Society of Medical Laboratory Science (BCSMLS). The evaluation is normally conducted by a medical laboratory technologist in a supervisory position at the clinical facility in which the medical laboratory assistant is training. The practical skills associated with electrocardiography are included in this course.

Prerequisites: Admission to the Medical Laboratory Assistant Program and completion of MLAP 112, 113, 121, and 131.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Four to eight weeks, full-time, requiring a minimum of 200 venipunctures.

MLAP 151
WEB-BASED AND IN-PERSON 3 UNIV
(OPTIONAL PRINT PACKAGE)**General Pre-Analytical Specimen Preparation**

This course is designed for the working Medical Laboratory Assistant covers the basic concepts of pre-analytical specimen preparation including microbiology, serum separation, loading specimens on automated instruments, and urinalysis.

Prerequisites: Admission to the 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](#).

MLAP 161
WEB-BASED AND IN-PERSON 3 UNIV
(OPTIONAL PRINT PACKAGE)**Pre-Analytical Histo-Pathology**

This course is designed for the working Medical Laboratory Assistant and the basic concepts of pre-analytical histopathology including: anatomic pathology / histology specimens, preparation for cutting, processing and accessioning. It also includes a cytology component covering specimen preparation, processing and accessioning.

Prerequisites: This course requires proof of graduation from a recognized Medical Laboratory Assistant Program (previous TRU students do not need to supply this); current employment in a clinical laboratory environment or admission to the Medical Laboratory Assistant Program and a letter from a qualified employer stating they are willing to support the training required for this course.

Equipment: Computer with Internet is required.

Start Date: Continuous registration

Completion: 30 weeks.

Refer to [page 14](#).

MUSC 310 **UVIC ME 310**
WEB-BASED 3 UNIV**Learning to Listen to Music**

This course explores what to listen for and how to listen to music of diverse styles and genres. 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/csie/.

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/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 perinatal nursing and develop participants practice of foundational perinatal competencies expected of entry-level nurses by providing meaningful practice-based learning experiences, guided practice and self-reflection. The majority of your clinical experience in perinatal nursing will take place in a hospital. You will develop nursing competencies in antepartal assessment and care, nursing care during labour and delivery and postpartal care of women and stable newborns. You will also spend some time in an outpatient setting developing skills in assessing and providing nursing care and support for pregnant women and their families in the antepartal period.

Prerequisites: HLTH 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 or another provincial Registered Nurse association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in perinatal practice, OR permission of the TRU-OL Nursing Academic Director or delegate.

Note: NURS 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 Clinical**

This course is the clinical counterpart to NURS 293 Psychiatric/Mental Health Nursing Qualifying Theory. These courses are part of the Transition to Canadian Nursing Series, which is designed to meet the educational needs of internationally educated nurses making a transition to nursing practice in BC. The series helps nurses from other countries enter the Canadian health care system with confidence and validated competence. In this course you 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 developing clinical competencies in the following areas: therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies, and common mental health interventions.

Prerequisites: You need to complete NURS 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 **UVIC NURS 325**
WEB-BASED 3 UNIV**Explorations of Nursing Knowledge and Practice**

This introductory course focuses on socio-historical context and philosophical underpinnings informing nursing practice. Students explore how they know about practice and how they enact their practice.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 341 **UVIC NURS 341**
WEB-BASED 3 UNIV**Professional Growth III: Nursing Inquiry**

This course addresses various modes of nursing inquiry, 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.





NURS 345 UVIC NURS 345

WEB-BASED 6 UNIV

Family Nursing

This course provides the opportunity for students to build on their existing knowledge and experience as registered nurses and develop an understanding of health-promoting family nursing. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practice and ethics.

Prerequisites: Registered nurse qualification.

Equipment: CD player, audio recorder and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 360 UVIC NURS 360

WEB-BASED 3 UNIV

Professional Growth IV: Research

This course is intended to enhance a students' ability to comprehend, critique 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 is required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 364

WEB-BASED AND IN-PERSON 3 UNIV

Principles and Skillfulness

This course focuses on daily technical skills required for safe nursing practice common to diverse settings. Participants must demonstrate an understanding of principles behind various nursing skills as well as the ability to perform skills safely. The course requires the self-directed study of select nursing skills and attendance at a laboratory-workshop to demonstrate safe nursing practice in a simulated environment.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration, or permission of the Academic Director or designate.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Maximum 30 weeks. Refer to [page 14](#).

NURS 365

WEB-BASED AND IN-PERSON 5 UNIV

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 resume the responsibilities of a Registered Nurse within a familiar yet evolving, client (individuals, families, groups, or communities) context. The course is designed to support the participant's capacity to practice nursing according to the Health Professions Act. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats, or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning and implementation of nursing interventions and in health service coordination.

Prerequisites: Either admission to the Return to Registered Nursing Practice Program, current CRNBC Registration in addition to completion of HLTH 361, 362, 363 and NURS 364 within two years of commencing NURS 365 or Permission of 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. HSPnet 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 student. 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

WEB-BASED 3 UNIV

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 or sufficient experience and require theoretical updating.

Prerequisites: Admission to the Return to Registered Nurse Practice Program, completion of HLTH 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 specialty courses acquired at other institutions.

NURS 424 UVIC NURS 425

WEB-BASED 3 UNIV

Qualitative and Quantitative Analysis

This course provides students with a grounding in the techniques involved in the analysis of both quantitative and qualitative data. Students will engage in the process of qualitative analysis through examining qualitative data, data coding and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis are examined using a computer-based system.

Prerequisites: None.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 450 UVIC NURS 450

WEB-BASED 3 UNIV

Nursing 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 UNIV

Nursing with Aboriginal Peoples in Canada

This course is an introduction to nursing with Aboriginal peoples in Canada. Through the use of storytelling, self-reflection and critical framework, students are invited to enter into a "dialogue" with Aboriginal and non-Aboriginal individuals, community members and nurses. Together, we will explore the essential concepts of relationship and power as related to working with Aboriginal people and communities. Major themes covered in the course materials and through course interactions include an examination of colonialism in Canada and its impacts, particularly on Aboriginal people; cultural safety; ethical relationships; and the responsibilities of nurses working in this context. While primarily focused on nursing, all human service professionals are invited to participate in this course.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 481 UVIC NURS 481C

WEB-BASED 3 UNIV

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 guidance for nursing practice. Central to this exploration is a growing understanding of the human experience of persons living their dying and how nurses choose to engage with and serve hospice palliative care patients. Through examination of these various dimensions, students are guided to practice with persons living their dying in ways that uphold human dignity and honour human uniqueness.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 486 UVIC NURS 486

WEB-BASED 3 UNIV

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 attitudes conducive to effecting positive changes in the workplace.

Prerequisites: Registered nurse or registered practical nurse qualification.

Equipment: Audio player and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.





NURS 487 **UVIC NURS 487**
IN-PERSON 3 UNIV

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.

NURS 488 **UVIC NURS 488**
WEB-BASED AND IN-PERSON 3UNIV

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 critically explore a broad array of women's health concerns from various philosophical perspectives including feminist, critical and phenomenological perspectives. Women's health issues may include topics such as reproductive health, menopause, violence, aging, breast cancer, depression and sexuality. The class is taught in an interactive format through group discussion, presentations and the participation of guest speakers. The course focuses on the consideration and critique of current influences on women's health including the effect of the health care system, the impact of the social and cultural context and the influence of evolving technology.

Prerequisites: Registered nurse or registered practical nurse qualification.

Note: Completion of readings and online assignments are required prior to the start of the onsite portion of the course.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: August. Registration deadline applies. Refer to [page 11](#).

Completion: 1 week, full-time; prior online participation required.

NURS 489 **UVIC NURS 489**
WEB-BASED AND IN-PERSON 3 UNIV

Culture and Health

This course provides a critical examination of the relationship between culture and health as well as the impact of immigration, colonialism and racialization. The course explores approaches to take in order to foster cultural safety when working within a diverse social environment. Emphasis is placed on health care for First Nations and immigrant people.

Prerequisites: Registered nurse or registered practical nurse qualification.

Note: Completion of readings and online assignments are required prior to the start of the condensed, one week, on-site portion of this course offered through the University of Victoria.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: August. Registration deadline applies. Refer to [page 11](#).

Completion: 1 week, full-time; prior online participation required.

NURS 493 **UVIC NURS 493A**
WEB-BASED 3 UNIV

Community Health Nursing

This course focuses on the theoretical and conceptual foundations of community health nursing practice. Students explore and critique nurses' roles in community health nursing, particularly in public health and in primary health care settings. The course provides opportunities for students to advance and/or to add to their nursing knowledge and experience. Community health assessment, individual health assessment, population-focused practice, epidemiology, communicable disease control and health-promoting practice with specific populations and in relation to specific health issues are explored and critiqued.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

NURS 495 **UVIC NURS 493C**
WEB-BASED 3 UNIV

Lived Experience of Health in Aging

This course emphasizes the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice and environments that support healthy aging are integral to this course.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

PHED 143 **UVIC EPHE 143**
WEB-BASED 3 UNIV

Multidisciplinary Foundations of Physical Activity

This course discusses the relationship of physical activity to education, kinesiology, athletics, health, recreation, and leisure. The contributions made by the sciences of physiology, motor learning, and biomechanics are discussed. Students gain an understanding of the historical, philosophical, and psycho-sociological foundations of physical activity 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.

Note: This course is a prerequisite for admission to UVic's School of Physical Education programs (B. Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration).

Equipment: Computer with Internet and email account is required. Refer to www.continuingstudies.uvic.ca/csie/.

Start Date: September, January. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

PHED 243 **UVIC EPHE 243**
WEB-BASED 3 UNIV

Foundations of Recreation and Leisure

This course is an introduction to the nature and scope of recreation; a consideration of past influences and future trends; the role of the recreational professional. The course appeals to practitioners in recreation and leisure services and to undergraduate and graduate-level students in physical education and recreation and leisure services.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and an email account is required. Refer to www.continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

PHED 252 **UVIC EPHE 252**
WEB-BASED 3 UNIV

Leadership Methods for Recreation and Health Education

This course provides a theoretical and practical introduction to leadership, teaching, communication, and decision-making skills in recreation and leisure services, sport, and fitness. Field experience is required as part of this course. The course appeals to practitioners in recreation and leisure services, and to undergraduate and graduate-level students in physical education and recreation and leisure services.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet and an email account is required. Refer to www.continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

PHIL 101
PRINT- OR WEB-BASED 3 UNIV

Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology (theories of knowledge) and metaphysics (theories of reality). What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining The Euthyphro, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

Prerequisites: There are no prerequisites for PHIL 101.

Note: Students with credit for PHIL 100 or UBC's PHIL 100 or 410 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to [page 14](#).



**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 central questions explored using tools and theories developed by philosophers seeking answers to them. Canadian philosopher Wil Waluchow's introductory text takes the student through the various models or theories proven throughout the history of philosophy to help guide and justify ways of life. Plato's dialogues *The Crito* and *The Apology* will assist the student in examining theories of political governance. Finally, readings in the *Philosophy of Art* will challenge the student to reconsider familiar assumptions about the nature of art and role of the artist in society.

Prerequisites: There are no prerequisites for PHIL 102.

Note: Students with credit for PHIL 100 or UBC'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 97](#) or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks.

Refer to [page 14](#).

PHIL 210 SFU PHIL 210

WEB-BASED 3 UNIV

Natural Deductive Logic

SFU-designated Quantitative (Q) course. Refer to [Page 14](#).

This course studies a natural deductive system of propositional and quantificational logic, the first-order theory of identity, and the first-order of relations. Topics include the metatheory of propositional logic and the

application of formal theory to the assessment of natural languages arguments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course may be applied toward the Certificate in Liberal Arts.

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.

PHYS 024

PRINT- OR WEB-BASED PREP

Introductory Physics

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.

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments and scientific notation (10x) logarithms, ex, yx and trigonometric functions including inverse functions, are required. The calculator must be capable of working in radians as well as degrees. Programmable scientific calculator is strongly recommended but not essential.

Start Date: Continuous registration

Completion: 30 weeks.

Refer to [page 14](#).

PHYS 111

PRINT-BASED 3 UNIV

General Physics II

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

Prerequisites: PHYS 110 and a calculus course (such as MATH 101, 104, or 120).

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Texts: Students can order required texts from Student Services.

Equipment: Scientific calculator and a set of simple drawing instruments and scientific notation (10x) logarithms, ex, yx and trigonometric functions including inverse functions, are required. The calculator must be capable of working in radians as well as degrees. Programmable scientific calculator is strongly recommended but not essential.

Start Date: Continuous registration

Completion: 30 weeks.

Refer to [page 14](#).

PHYS 115

IN-PERSON 1 UNIV

Physics Laboratory I

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 110.

Prerequisites: PHYS 110 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Students Services to confirm course availability and the registration deadline.

Completion: 1 week.

PHYS 116

IN-PERSON 1 UNIV

Physics Laboratory II

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 111. Prerequisites: PHYS 110, 111, 115 or equivalents.

Note: Labs are held in 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 Students Services to confirm course availability and the registration deadline.

Completion: 1 week.

POLI 101

WEB-BASED

SFU POL 101W

3 UNIV

Introduction to Politics and Government

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to [Page 14](#).

This course provides a comprehensive introduction to the study of politics and government for both political science majors and students specializing in other disciplines. The course will explore the major concepts, methods, approaches and issues in political science, as well as the primary components of government structure and the political process.

Prerequisites: None.

Note: This course is identical to POL 100-3 and students may not take both courses for 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.

POLI 151

PRINT-BASED

SFU POLI 151

3 UNIV

The Administration of Justice

SFU-designated Breadth (B) course. Refer to [Page 14](#).

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

POLI 200

PRINT- OR WEB-BASED 3 UNIV

Canadian Government and Politics

This course investigates Canada's system of government and central questions in this country's political life. Students will learn about our constitutional arrangements, the structure and processes of our national government, and the relationship between politics and society. You will explore such issues as Quebec's relationship with Canada and the political impact of the Charter of Rights and Freedoms. Students also examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power, and the ideology of limited government.

Prerequisites: None

Note: Students with credit for SFU POL 221 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration

Completion: 30 weeks. Refer to [page 14](#).

POLI 221

WEB-BASED

SFU POL 221

3 UNIV

Introduction to Canadian Government

This course is an introduction to the institutional order and political structure of the Canadian state. The course includes topics such as the constitution, parliament, cabinet, judiciary, public service and federal-provincial relations.

Prerequisites: SFU POL 100, 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 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 historic dimensions that define the democratic experience in 21st century Canada. By starting off with discussing the role of national identity and political culture in Canada, the course sets the stage for an examination of the various divisions, differences, debates, and issues that influence Canadian political life. Serving as a backdrop to the discussion will be some focus on the nature of political parties and democratic participation, but it will also feature important topics such as regionalism, linguistic tensions, multiculturalism, gender issues, globalization interest groups and new social movements.

Prerequisites: SFU POL 100, 101W, 151, or permission of department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

POLI 232 **SFU POL 232**
WEB-BASED 3 UNIV**US Politics**

This course is an examination of the American political system, including the presidency, the congress, the courts, the bureaucracy, and the party system.

Prerequisites: SFU POL 100, 101W or permission of the department. Students with credit for SFU POL 332 may not take this course for further credit.

Note: Students with credit for SFU POL 332 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to 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, hot war, cold war, alliances, and the role of leaders.

Prerequisites: SFU POL 100, 101W or permission of the department.

Equipment: Computer with Internet is required. Refer to 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 for the Canadian political system. In an era of globalization, what scope remains for national politics? Does globalization lead to a deficit of democracy? Emphasis is placed on globalization's impact on the organization, activities, and role of the Canadian state.

Prerequisites: 6 lower-level credits in political science or permission of the department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

POLI 399
WEB-BASED 3 UNIV**Globalization and Discontents**

This is a Web seminar course that examines three economic institutions that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund, and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political origins and current social consequences of these organizations and examining related issues of global governance, corporate accountability, and global justice.

Prerequisites: This course requires 60 credits.

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Texts: Textbooks can be ordered locally or through the TRU bookstore, at www.thebookstore.tru.ca.

Start Date: Continuous registration

Completion: 30 weeks. Refer to [page 14](#).

PREP 001
PRINT-BASED NC**Planning Your Future**

In this non-credit course, exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.

Prerequisites: None.

Note: Course materials are supplied.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

PSYC 101
PRINT- OR WEB-BASED 3 UNIV**Introductory Psychology I**

This companion course to PSYC 102 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion, and motivation.

Prerequisites: None.

Note: Students with credit for PSYC 106 (SFU PSYC 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to [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 social 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 107 (SFU 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.

Texts: If required, students can order texts from Student Services.

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 220
PRINT-BASED 3 UNIV**Statistics in the Social Sciences**

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. The student becomes familiar with ways to organize and analyze data, communicate research results, translate statistical jargon into meaningful English, and understand basic theories underlying statistics, e.g., elementary probability theory.

Prerequisites: Principles of Mathematics 12 or MATH 034 or 100. It is recommended that psychology majors take PSYC 210 before taking PSYC 220.

Note: Only one of PSYC 220, SFU STAT 101, and STAT 102 (formerly MATH 102) may be taken for credit in a program offered through TRU-OL.

Equipment: Calculator is required.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

PSYC 245
PRINT-BASED 3 UNIV**Abnormal Psychology**

This course is based on the telecourse The World of Abnormal Psychology, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

Prerequisites: None. 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**

PRINT- OR WEB-BASED 3 UNIV

Introduction to Childhood and Adolescence

This introductory course in developmental psychology will expose you to the key issues, methods, theories, and research findings in this field. The course content is organized chronologically-beginning at the point of conception and following the trajectory of human development through to the teen years. A key theme in the course is the interconnectedness of developmental processes. Interrelations between the child's physical, cognitive, social, and emotional development are explored along with the intricate relation between the child and the contexts-family life, peers, and culture-that support his/her development.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Note: Students with credit for PSYC 344, 345, SFU PSYC 250, 351, 355, UBC PSYC 301, 315, OR SSWP 355 may not take this course for further credit.

Equipment: DVD player is required. Computer with Internet, Windows Media Player and CD-ROM drive, is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 14](#).

PSYC 280 **SFU PSYC 280**
WEB-BASED 3 UNIV

Introduction to Biological Psychology

SFU-designated Breadth (B) course. Refer to [page 14](#).

This course surveys a variety of biological approaches to understanding behaviour, including research from allied disciplines relevant to the biopsychological analysis of behaviour. Topics include genetic basis of normal and abnormal behaviour, psychobiology of development, intelligence,

aggression, biological approaches to mental illness, learning disabilities and the behavioural effects of drugs, hormones, biorhythms, brain damage and environmental enrichment.

Prerequisites: PSYC 100 (or PSYC 101). SFU BISC 101 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.

PSYC 344

PRINT-BASED 3 UNIV

Developmental Psychology of Children

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, family, and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

Prerequisites: PSYC 101 and 102 or PSYC 106 and 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 SFU PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit. Students with credit for PSYC 344 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

PSYC 345

PRINT-BASED 3 UNIV

Adolescent Development

This course covers the adolescent years, continuing from where PSYC 344 finished. In addition to presenting the general theoretical issues and methods of studying development, the course covers physical, cognitive, personality, and social development during adolescence, in the contexts of family, peer group, school, work, and culture. Specific topics covered in depth are identity, autonomy, sexuality, and moral development. Although the focus is on normal development, there is some discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders. This course has been designed to highlight cross-cultural research.

Prerequisites: PSYC 101 and 102 or PSYC 106 (SFU PSYC 106) and 107 (SFU 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 SFU PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445. Students with credit for PSYC 445 may not repeat this course for further credit. Students with credit for PSYC 345 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

PSYC 346

PRINT-BASED 3 UNIV

Psychology of Adulthood and Aging

This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics covered are research techniques, theoretical approaches, memory, intelligence, personality, social forces, and psychopathology. The course covers the adult lifespan: young and middle adulthood and old age.

Prerequisites: PSYC 101 and 102 or PSYC 106 (SFU PSYC 106) and 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 SFU PSYC 357 may not take this course for further credit. Students with credit for PSYC 346 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

PSYC 361

PRINT-BASED 3 UNIV

Social Psychology I

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and PSYC 102 (Introductory Psychology I and II) or PSYC 106 and PSYC 107, or equivalent skills and knowledge. PSYC 210 (Introduction to Research in Experimental Psychology) is also recommended to facilitate the understanding of research methodology.

Note: Students with credit for PSYC 260, 308, or SFU PSYC 360 may not take this course for further credit.

Equipment: Access to a DVD player.

Start Date: Continuous registration

Completion: 30 weeks. Refer to [page 14](#).

PSYC 362

PRINT-BASED 3 UNIV

Social Psychology II

This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity - the elements of social identity; conformity, compliance, and obedience - processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision making and leadership. At the end of the course, students examine applications of social psychology principles in six areas - population control, health promotion, the environment, law, politics, and the workplace.

Prerequisites: 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.

Texts: Students who did not take PSYC 361 will need to order textbooks locally or through the TRU bookstore, at [www.thebookstore.tru.ca](#).

Equipment: DVD player is required.

Start Date: Continuous registration.
Completion: 30 weeks. Refer to [page 14](#).

PSYC 399

WEB-BASED 3 UNIV

Psychology of Human Resilience

This web based seminar course focuses on the study of human resilience. Students examine research evidence on individual, family, and community factors that have been found to promote resilience in at-risk children, adolescents, and adults.

Students also explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

Prerequisites: This course requires 60 credits.

Texts: You will be consulting a variety of resources throughout the course, including peer-reviewed journal articles, selected web resources, and video clips of interviews.

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

PSYC 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the TRU-OL Bachelor of Arts, psychology major ([page 45](#)) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts ([page 48](#)). Students are required to review the literature, 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](#).





SCDE 201	SFU SCD 201
WEB-BASED	3 UNIV

Introduction to Sustainable Community Development

This course builds on understanding of strengths and weaknesses of conventional approaches to development; rationale for alternative approaches; varying interpretations of community and of development; and essential components for creating local economic development strategies. Sustainable community development is introduced as a framework to meet current social and economic needs, while ensuring adequate resources are available for future generations.

Prerequisites: 30 credits. SFU's Sustainable Community Development (SCD) certificate program approval or permission of SFU's Director of SCD.

Note: Students may not take this course for credit toward SFU's SCD post-baccalaureate diploma. Students with credit for SFU CED 201 may not take this course for further credit. Students may not take this course concurrently with upper-level SFU SCD courses.

Equipment: Computer with Internet is required. Refer to 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 UNIV

Sustainable Community Development Theory and Practice

This course is a theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic and social aspects of development. The course emphasizes economic and policy instruments and planning tools for engaging in and implementing sustainable community development.

Prerequisites: SFU's Sustainable Community Development (SCD) certificate program approval and SFU CED or SCD 201; or SCD diploma program approval; or 60 credits; or permission of SFU's Director of SCD.

Note: Students with credit for SFU CED 301 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SCDE 401	SFU SCD 401
WEB-BASED	4 UNIV

Social Enterprise for Sustainable Community Development

This course is an introduction to the theory and practice of social enterprise within a sustainable community development context, including the appropriate form of social enterprise for a particular purpose, essential elements of business planning, fundamental skills, such as market research, and operating within a dynamic environment and organizational development and change.

Prerequisites: SFU CED 301 or SCD 301 or permission of the Director of SCD.

Note: Students with credit for SFU CED 401 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to 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 UNIV

Leadership in Sustainable Community Development

This course is concerned with approaches sustainable community development leaders require as agents of change, including tackling complex community issues in addition to offering innovative tools for engaging others in a meaningful collaborative process.

Prerequisites: SFU CED 301 or permission of the SFU Director of SCD.

Note: Students with credit for SFU CED 403 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SCDE 410	SFU SCD 410
WEB-BASED	4 UNIV

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 301 or permission of SFU's Director of SCD.

Note: Students with credit for SFU CED 410 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SCIE 010	PREP
PRINT-BASED	

General Science

This course is equivalent to a Grade 10 science course. Students are introduced to the three main branches of science (physics, chemistry, and biology) and the Scientific Method. The content of this course covers the human body, nutrition, and the five senses. It also introduces the SI (metric) system, energy, and radioactivity and nuclear power. For added interest, a unit on astronomy is included. The intention is to give a general understanding of what science is about and to provide training in the basic skills of science. Students develop skills of observation, analysis, and calculation as they work through the course.

Prerequisites: None

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SOCI 101	3 UNIV
PRINT- OR WEB-BASED	

Introduction to Sociology I

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

Prerequisites: None. 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	3 UNIV
PRINT- OR WEB-BASED	

Introduction to Sociology II

Together with SOCI 101, this course is an introduction to the discipline of sociology. By means of a systematic analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 101, this course examines issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

Note: The required texts as listed in 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: None. 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](#) or the TRU-OL website.

Texts: If required, students can order texts from Students Services.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SOCI 103	SFU SA 100W
PRINT-BASED	4 UNIV

Perspectives on Canadian Society (S or A)

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to [Page 14](#).

This course is an examination of Canadian society from the perspective of the social sciences an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society, and also to those who may be considering further work in sociology and anthropology. Topics considered include class structure, the nature of Canada's population, regional variation, gender relations, multiculturalism and Native issues.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SOCI 150	SFU SA 150
PRINT-BASED	4 UNIV

Introduction to Sociology (S)

SFU-designated Breadth (B) course. Refer to [Page 14](#).

This course is the study of basic concerns of sociology, such as social order, social change, social conflict and social inequality.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 101 or 102 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SOCI 222	3 UNIV
PRINT-BASED	

Sociology of Crime

This course adopts a radically sociological view of crime that focuses on the ways that crime is socially constructed, and in so doing, it challenges many of our assumptions about the criminal justice system. It focuses on the creation of law, police work, activities of the courts, and the experience of incarceration, and it provides an excellent introduction to the application of social theory.

Prerequisites: None.

Note: Students who take this course may not take SOCI 422 for further credit. Students with credit for SOCI 422 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course for further credit. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**SOCI 250** **SFU SA 250**
WEB-BASED 4 UNIV**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**
WEB-BASED 4 UNIV**Tourism and Social Policy (S or A)**

This course examines tourism from the perspective of sociology and anthropology, focusing primarily on the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

Prerequisites: 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**
PRINT-BASED 4 UNIV**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**
WEB-BASED 4 UNIV**Ethnography and Qualitative Methods (S or A)**

SFU-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: SA255.

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**
WEB-BASED 4 UNIV**The Philosophy of the Social Sciences (S or A)**

This course analyzes the nature of explanation in the social sciences: 'mind' and action; positivist and interpretive modes of explanation; sociological and historical explanation; objectivity; forms of relativism; and the concept of rationality.

Prerequisites: 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
WEB-BASED 3 UNIV**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-nation and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status?

This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business, or general studies. Please note that you will need to obtain your textbooks prior to registering for the course.

Prerequisites: 60 Credits

Note: This course meets the upper-level requirement for the Bachelor of Arts, sociology major ([page 45](#)).

Equipment: Computer with Internet is required. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SOCI 420 **SFU SA 420**
WEB-BASED 4 UNIV**Sociology of Aging (S or A)**

This course looks at the structural and behavioural implications of aging. Topics included are demographic aspects of aging; the relationship of aging to political, economic, familial and other social institutions; and the psychological significance of aging.

Prerequisites: Minimum 72 credits, including SOCI 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 422
PRINT-BASED 3 UNIV**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 perspectives of structural conflict theory, symbolic interactionism, and ethnomethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences.

Prerequisites: SOCI 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 430
PRINT-BASED 3 UNIV**Sociology of Families: Modern Family Life in Global Perspective**

Using a comparative and historical approach, this course examines the Canadian family, both on its own and in relation to family structures in other parts of the world. Sociological constructs are used to explain the causes and consequences of the transformations of family life -- those that have already occurred and those that continue to take place worldwide, including changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict.

Prerequisites: 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 431
PRINT-BASED 3 UNIV**Sociology of Families: Families in a Multicultural World**

This is an exploration of cultural diversity among the world's family systems. The course compares families from Asia, Africa, and North America to show how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand some of the reasons why different family forms occur and how they have been shaped by their social context.

Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning about and understanding these differences, students are helped to distinguish between legitimate critique and ethnocentric bias.

Prerequisites: SOCI 101, or equivalent skills and knowledge.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SOCI 499
PRINT-BASED 3 UNIV**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](#).



**SPAN 100**

PRINT-BASED 3 UNIV

Introduction to Spanish I

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 Destinos: An Introduction to Spanish produced by WCBH/ Boston, the course emphasizes the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

Prerequisites: None. Basic knowledge of Spanish is 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.

Equipment: Video recorder, CD and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration
Completion: 30 weeks. Refer to [page 14](#).

SPAN 101

PRINT-BASED 3 UNIV

Introduction to Spanish II

This humanities course is the continuation of SPAN 100. Based on the highly praised Spanish language series Destinos: An Introduction to Spanish produced by WCBH/ Boston, this course continues the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

Prerequisites: SPAN 100 or the equivalent.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Texts: Students can order the required text from Students Services.

Equipment: Video recorder, CD and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SPAN 102

WEB-BASED 3 UNIV

SFU SPAN 102W**Introductory Spanish I**

This course introduces the fundamentals of the Spanish language, while developing basic communicative proficiency in the four language skills: listening, speaking, reading, and writing. The course also includes grammar explanations, readings, vocabulary building, and listening comprehension activities. Finally, it attempts to promote cultural awareness by exploring Hispanic culture, history and geography. Each lesson forms a coherent set of activities that build upon each other. The syllabus is organized according to topics, functions of the language and grammatical goals.

Prerequisites: None.

Note: Students with secondary school Spanish 12 will not normally be allowed to take SPAN 102 for credit. Contact advisor for placement.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SPAN 103

WEB-BASED 3 UNIV

SFU SPAN 103**Introductory Spanish II**

This course is the second-half of first year Spanish. As in SPAN 102, the course emphasizes oral skills and grammar while continuing to develop reading and writing proficiency. By the end of the semester, students will be able to communicate in Spanish using a wide range of grammatical structures and vocabulary. SPAN 103 should be taken in the semester immediately following SPAN 102.

Prerequisites: SPAN 102, grade 12 Spanish, or equivalent.

Note: Students with Grade 12 Spanish will need to get clearance from the department before registering at this level. Please call 778-782-4790.

Equipment: Computer with Internet, are required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SSWP 109

PRINT-BASED 4 COL

Introductory Counseling Skills

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to identify issues and through role playing, practice and demonstrate new skills. Before completing the final assignment, students are required to complete SSWP 110 (Introductory Counseling Skills). This course begins with an exploration of the concept of relationship as the critical ingredient to effective helping. The course ends with the opportunity to acquire basic communication and interviewing skills in working with clients to resolve issues using the problem-solving model, empowering and relationship building. You will be required to demonstrate personal integration of the helping skills covered in this course in simulated practice sessions using learning partners, teleconferencing, video viewing, and the production of a video with critique.

Prerequisites: No prerequisites, but you are required to work with a self-selected volunteer learning partner to complete some of your assignments.

Corequisites: SSWP 110.

Note: This course will be accepted in the Social Service Program until the replacement courses are available. The replacement courses will be HUMS 154 and 161. Check the SSWP webpage for updates.

Equipment: Video camera to record an interview assignment is required.

Start Date: Continuous registration

Completion: 30 weeks. Refer to [page 14](#).

SSWP 110

WEB-BASED OR IN-PERSON 1 COL

Introduction to Counselling Skills

Taken concurrently with SSWP 109, is designed to give students the opportunity to practice and receive feedback on their core communication, interviewing, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. **Prerequisites/Corequisites:** SSWP 109 including the completion of three SSWP 109 course assignments or approval of the program area.

Note: This course is offered through distance. If the student is attending the in-person course, travel costs to attend the weekend workshop are the student's responsibility. Enrolment may be limited in the workshop. This course will be accepted in the Social Service Program until the replacement course is available. The replacement course will be HUMS 161. Check the SSWP webpage for updates. **Equipment:** Webcam or Video Camera.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SSWP 200

PRINT-BASED 3 COL/UNIV

Introduction to Social Work Practice

The purpose of this course is to introduce students to social work practice through an exploration of the history, philosophical foundation, and theoretical perspectives of the profession of social work. This exploration will include a review of the relevant codes of ethics and practice standards that guide practitioners. This course will also provide an overview of the roles in which social workers become involved, for example, as advocates, policy analysts, administrators, activists, educators, counselors, facilitators, mediators, organizers and researchers. Since social workers are committed to working for social justice, the course will also examine the social structures that influence people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

Prerequisites: None.

Note: This course is the equivalent of Social Work 200a and is the entrance requirement for the TRU-OL Social Service and Social Work programs.

Equipment: DVD player is required. Computer with Internet is recommended but not required for the print-based version of this course. Computer with Internet is required for the web-based version of this course (print materials are also supplied). Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

SSWP 212

PRINT- OR WEB-BASED 3 COL/UNIV

Social Welfare in Canada

This course provides an overview of the income security system in Canada - its development, programs and the major policy debates. It is intended for those seeking an understanding of the many income security programs and policies, how they reflect ideologies and how they work (or fail to work) in practice.

Prerequisites: None. It is recommended, though not necessary, that students take SSWP 200 before taking SSWP 212, as some of the theoretical concepts in SSWP 200 provide a foundation for the material in SSWP 212.

Note: SSWP 212 is a core course in the TRU-OL Social Service Worker Certificate Program. It is also one of two prerequisite courses for all students seeking admission to the School of Social Work. This course was formerly numbered SSWP 112. This course is the equivalent of Social Work 200b.

Equipment: DVD player is required. Computer with Internet is recommended but not required for the print-based version of this course. Computer with Internet is required for the web-based version of this course (print materials are also supplied). Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**SSWP 215**

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 great variety of problem situations in the course of their duties. This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice.

Prerequisites: This course is only available to students who have been admitted to the Social Service Worker Certificate program, and who have successfully completed the entrance requirements for admission to the program and all other required courses in the program.

Note: It is expected that students will complete the practicum hours in a social service agency other than their present place of employment. This course was formerly numbered SSWP 107 and 207.

Equipment: Access to a video camera is required. Computer with Internet is required for the web-based version of this course. Refer to [page 14](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 15 weeks. Maximum completion: 30 weeks. Varies.

SSWP 355

PRINT- OR WEB-BASED 3 COL/UNIV

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 a life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and

models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups. Human development and behaviour will be viewed through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice.

Prerequisites: None.

Note: This course is required for the TRU-OL Social Service Certificate Program. Students with credit for PSYC 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	SFU STAT 101
WEB-BASED	3 UNIV

Introduction to Statistics
SFU-designated Quantitative (Q) course. Refer to Page 14.

This course looks at the collection, description, analysis and summary of data, including the concepts of frequency distribution, parameter estimation and hypothesis testing.

Prerequisites: BC Math 11 (or equivalent) or basic algebra (see beginning-level requirements in the SFU calendar).

Note: To receive credit for both STAT 100 and STAT 101, STAT 100 must be taken first. The course is intended to be accessible to students who are not specializing in Statistics. Students with credit for ARCH 376, BUEC 232 (formerly 332) or STAT 270 (formerly MATH 272 and 371), may not subsequently receive credit for STAT 101-3. Students with credit for STAT 102, 201, 203 (formerly STAT 103), 301, MATH 101 or 102, may not take STAT 101 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.

STAT 102

PRINT-BASED 3 UNIV

Introduction to Probability and Statistics

This is an introductory course on the concepts and methods of statistics, covering topics such as variability, 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: TI-83 ®, TI-83 Plus ®, or a TI-84 Plus ® calculator for assignments and the final exam. Computer with Internet and CD-ROM drive, is required for the print-based and the web-based version of this course. Software for the course can only be used in a Windows environment and not on Macintosh computers. Refer to [page 97](#) or the TRU-OL website.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

STAT 201

WEB-BASED 3 UNIV

Statistics for the Life Sciences
SFU-designated Quantitative (Q) course. Refer to Page 14.

This course provides an introduction into research methodology and associated statistical analysis techniques for students with training in the life sciences.

Prerequisites: 30 credits.

Note: Students with credit for SFU STAT 101, 102, 203 (formerly 103), 270 (formerly MATH 272) or 301 may not take SFU STAT 201 for further credit. Intended to be particularly accessible to students who are not specializing in Statistics.

Equipment: Computer with Internet, are required. Refer to [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**SFU-designated Quantitative (Q) course. Refer to Page 14.**

This course is an introduction to statistical inference and applications. Topics include basic laws of probability and sample distribution. Students are encouraged to attend workshops for assistance during posted times.

Corequisites: SFU MATH 152 or 155 or 158. Students wanting an intuitive appreciation of a broad range of statistical strategies may want to initially take SFU STAT 100, 101, 201, 203, 270, and 302.

Equipment: Computer with Internet is required. Refer to [www.sfu.ca/cde](#).

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

SFU STAT 201

3 UNIV

WOST 102

WEB-BASED 3 UNIV

Introduction to Western Feminism
SFU-designated Breadth (B) course. Refer to Page 14.

This course is a historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WS 100 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

WOST 103

WEB-BASED 3 UNIV

Introduction to Women's Issues in Canada**SFU-designated Breadth (B) course. Refer to Page 14.**

This course is an interdisciplinary study of current issues related to women's experiences in Canada. The focus is on women's interaction with social structures and public policy and how these differ for different women's circumstances.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WOST 100 or 101 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies. Refer to [page 11](#).

Completion: 13 weeks.

WTPP 117

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 due diligence, standards of care and liability while looking at torts and case law.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

WTPP 118

WEB-BASED 1 UNIV

Occupational Health and Safety

This course covers the issues and responsibility of health and safety as it applies to operators in water and wastewater treatment operations. General course topics include occupational health safety regulations, construction/plant safety procedures and occupational hygiene.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

WTPP 119

WEB-BASED 1 UNIV

Communications

The intent of the course is to introduce an operator to the practice of good community relations and the communications skills that are necessary to effectively provide timely, concise and accurate information to the public and to the media. Some of the topics covered will be risk and media communications, interpersonal skills as it applied to oral and written communications and correct system documentation.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 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 the treatment facility. Topics include hydraulic profile, overflow and spill protection, process and instrumentation drawings and formula calculation. Pump identification, selection and maintenance are also covered in this course.

Prerequisites: 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 Process Equipment

This course covers different types of equipment used in the treatment of water including: mixing; flocculation; solid separation; filtration; water conditioners; disinfection; and various filter systems. Flow charts and the ability to analyze historical data are also covered.

Prerequisites: 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 131

WEB-BASED 1 UNIV

Secondary Process Equipment

This course covers support systems typical in treatment facilities such as high pressure air systems, blowers, compressors, vacuum pumps, pneumatic valve operator systems and process air systems. It is also designed to teach the student about chemicals used in water treatment, along with the associated hazards. Additionally, topics such as sludge and residual handling, building mechanical systems, maintenance and associated responsibilities will be discussed.

Prerequisites: 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 hydrology, groundwater sources, surface water sources, emergency and alternate water sources, source water conservation, source water quality and source water protection.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

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

PRINT- AND WEB-BASED 3 UNIV

Water Treatment I

This is a basic water treatment course with emphasis on environmental applications focusing on past, present and future technologies concerned with water treatment. The major emphasis will cover: operator responsibilities, water sources, reservoir management, coagulation and flocculation processes, sedimentation, filtration, disinfection, corrosion control and basic water treatment sampling procedures.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

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 students to be successful in the program. In mathematics, the concepts of fractions, ratios and proportion, scientific notation, percent, algebra, calculation of areas and volumes, graphs, and the conversion of units are covered. The science component of the course is divided into two areas: hydraulics and chemistry. In hydraulics, the concepts of pressure, hydraulic grade lines, calculation of head loss, pumping and flow rate problems are discussed in details. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology Program.

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 3 UNIV

Mechanical Systems I

This course covers principles of piping, pumps and valves as they apply to the support systems in water treatment facilities. The principles of Cross Connection control will also be covered.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

WTTP 180

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.

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 182

PRINT- AND WEB-BASED 3 UNIV

Instrumentation I

This course offers an introduction to the instrumentation trade as it applies to the day to day operation of water/waste water treatment plants. Topics discussed include process control principles, terminology, and troubleshooting techniques. It is important to note that this course is not designed to create tradespersons, but is designed from the viewpoint of plant operators, so they can develop more awareness of the trades and allow them to function more effectively.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).

WTTP 185

PRINT- AND WEB-BASED 3 UNIV

Water Treatment II

This course is a continuation of Water Treatment 1. More advanced topics such as water softening, ph control, pre-oxidation and dissolved metals removal will be covered. An overview of chemical feed systems as well as chemical dosage calculations will also be covered.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

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 189

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 will be organized between the operator, employer and program facilitator. The program also recognizes past education and work experience through Prior Learning Assessment.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to [page 14](#).



**WTTP 205**

PRINT- AND WEB-BASED 1 UNIV

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, equilibriums, acid base theory and buffering capacity.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTTP 213

WEB-BASED 1 UNIV

Concepts of Filtration

There are many filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements. This course expands on the basic building blocks of filtration as taught in part of WTTP 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.

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 214

WEB-BASED 1 UNIV

Slow and Rapid Sand Filtration

This course covers in detail, the process of slow and rapid sand filtration as introduced in part of WTTP 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.

WTTP 215

WEB-BASED 1 UNIV

Membrane and Alternative Filtration Techniques

There are many other filtration processes available in the water treatment apart from the conventional media processes. Alternative and membrane filtration techniques have recently become more widely used in the water treatment industry. Each of these processes has its advantages and disadvantages depending on source water and finished water requirements. This course covers alternative and membrane filtration as introduced in part of WTTP 171, Basic Principles of Sedimentation and Filtration. Topics include Pressure filtration, iron and manganese removal, activated carbon, Diatomaceous earth, cartridge filters and membrane filtration.

Prerequisites: Industry experience or completion of level two portion of the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.

WTTP 217

WEB-BASED 1 UNIV

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.

WTTP 229

WEB-BASED 1 UNIV

Computers in Industry

This course will introduce the student to the components of a computerized system. The understanding of the personal computer will help the student understand other micro processed-based control equipment as well as how to use the personal computer more effectively. The course topics will cover the personal computer hardware, operating system and typical software applications found in industry.

Prerequisites: Industry experience or completion of level three portion of the Water Treatment Technology program.

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.

WTTP 230

WEB-BASED 1 UNIV

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.

WTTP 231

WEB-BASED 1 UNIV

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.

WTTP 233

WEB-BASED 1 UNIV

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 matter ranges 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.

WTTP 234

WEB-BASED 1 UNIV

Asset and Operations Management

The course is designed for personnel who need a basis in plant management for water and wastewater facilities. Subject matter ranges from the fundamentals of management and asset maintenance to record keeping.

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.

WTTP 235

WEB-BASED 1 UNIV

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.

WTTP 270

WEB-BASED 3 UNIV

Electrical Fundamentals II

This course is a continuation of Electrical Fundamentals 1 which looks beyond the basic electricity fundamentals and motor control towards the utilization of electrical theory in practical applications. While further fundamental theory is to be covered, such as solid-state electronics and numbering systems, the majority of the information covered in these modules will reference practical applications.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Equipment: Computer with Internet required. Self-organized field trips may be required for gathering of data for various assignments.

Start Date: Continuous registration.

Completion: 30 weeks. Refer to page 14.





WTTP 272

PRINT- AND WEB-BASED 3 UNIV

Advanced Coagulation and Particle Removal

This course is a continuation of Water Treatment 2 where coagulation in general terms was introduced. This course takes an in-depth look at coagulation and particle removal. Topics discussed include the advanced principles of coagulation, emerging technologies, jar testing, and clarification methods and equipment. The course aims to provide operators with information that will improve their ability to assess conditions in the water treatment plant and make decisions to ensure the smooth operation of their treatment process.

Prerequisites: Industry experience or completion of the Level 1 portion of the program.

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 assignments.

Additional Requirements: Web CT, internet capability.

Start Date: Continuous registration

Completion: 30 weeks. Refer to page 14.

WTTP 280

PRINT- AND WEB-BASED 3 UNIV

Microbiology and Toxicology

The goal of this course is to introduce you to some of the unifying concepts of biology, microbiology, and toxicology relating to water, the most common and significant source of infectious diseases caused by microbial contamination. The course will explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

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.

WTTP 289

IN-PERSON 3 UNIV

Practicum II

This course will represent the second onsite practicum. The intent of this course is to provide hands-on activities, as students enter the final phase of the program. The students will be led through a series of topics covered in terms three and four, such as advanced process control concepts, SCADA systems and Microbiological laboratory procedures.

Note: Due to the facility location some students are unable to attend the on-site practicum in Kamloops. However, due to the flexible program format, plant operators can apply to have the practicum performed at a more convenient location. The details of the practicum will be organized between the operator, employer and program facilitator. The program also recognize past educational and work experience through Prior Learning Assessment.

Start Date: Continuous registration.

Completion: 30 weeks.

Canadian Virtual University

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2000 courses
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Courses

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 (pages 10 and 25-27).

For more information, contact Student Services.

CROA 300
Advanced Croatian I (3)

CROA 301
Advanced Croatian II (3)

DUCH 100
Introduction to Dutch I (3)

DUCH 300
Advanced Dutch Composition I (3)

DUCH 301
Advanced Dutch Composition II (3)

DUCH 400
Advanced Dutch Composition III (3)

DUCH 401
Advanced Dutch Composition IV (3)

FREN 100
Introduction to French I (3)

FREN 101
Introduction to French II (3)

FREN 302
Advanced French Composition I (3)

FREN 303
Advanced French Composition II (3)

GERM 100
Introduction to German I (3)

GERM 101
Introduction to German II (3)

GERM 300
Advanced German Composition I (3)

GERM 301
Advanced German Composition II (3)

GREK 300
Advanced Greek Composition I (3)

GREK 301
Advanced Greek Composition II (3)

HEBR 200
Second-Year Hebrew I (3)

HEBR 201
Second-Year Hebrew II (3)

HUNG 300
Advanced Hungarian Composition I (3)

HUNG 301
Advanced Hungarian Composition II (3)

ITAL 100
Introduction to Italian I (3)

ITAL 101
Introduction to Italian II (3)

ITAL 300
Advanced Italian Composition I (3)

ITAL 301
Advanced Italian Composition II (3)

KORE 300
Advanced Korean Composition I (3)

KORE 301
Advanced Korean Composition II (3)

MAND 300
Advanced Mandarin Composition I (3)

MAND 301
Advanced Mandarin Composition II (3)

POLS 300
Advanced Polish Composition I (3)

SPAN 100
Introduction to Spanish I (3)

SPAN 101
Introduction to Spanish II (3)

SPAN 300
Advanced Spanish Composition I (3)

SPAN 301
Advanced Spanish Composition II (3)



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 BC University Consortium. Their courses are not available for registration through TRU-OL. Contact individual institutions for more information.

Royal Roads University (RRU)
www.royalroads.ca
250.391.2511
1.800.788.8028

University of Northern British Columbia (UNBC)
Regional Operations Office
www.unbc.ca/regops
250.960.6300
registrar-info@unbc.ca

Simon Fraser University

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 Sustainable Community Development
- General and Advanced Certificates in Criminology
- Certificate in Health and Fitness Studies
- Certificate in Applied Human Nutrition
- Certificate in Liberal Arts
- Post-Baccalaureate Diploma in Sustainable Community Development
- Post-Baccalaureate Diploma in 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 bachelors 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@uvcs.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.uvcs.uvic.ca/cace/
Email: cace@uvcs.uvic.ca
Phone: 250.721.7860

Certificate in Collection Management
<http://www.uvcs.uvic.ca/crmp/collections.aspx>
Email: crmp@uvcs.uvic.ca
Phone: 250.721.6119

Certificate in Computer Based Information Systems
<http://www.uvcs.uvic.ca/bmt/course-text.aspx?courseCode=program-cbis>
Email: bmt@uvcs.uvic.ca
Phone: 250.721.8072

Certificate in Cultural Sector Leadership
<http://publicadmin.uvic.ca/dips/specreq.htm#6>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Environmental and Occupational Health
www.uvcs.uvic.ca/eoh/
Email: eoh@uvcs.uvic.ca
Phone: 250.721.6129

Certificate in Local Government Management
<http://publicadmin.uvic.ca/dips/specreq.htm#1>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Performance Management
<http://publicadmin.uvic.ca/dips/specreq.htm#4>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Public Policy and Governance
<http://publicadmin.uvic.ca/dips/specreq.htm#5>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Public Relations
www.uvcs.uvic.ca/pr/
Email: publicrelations@uvcs.uvic.ca
Phone: 250.721.6129

Certificate in Public Sector Management
<http://publicadmin.uvic.ca/dips/specreq.htm#3>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Voluntary and Nonprofit Sector Management
<http://publicadmin.uvic.ca/dips/specreq.htm#2>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Certificate in Business Administration
<http://www.uvcs.uvic.ca/bmt/course-text.aspx?courseCode=program-cba>
Email: bmt@uvcs.uvic.ca
Phone: 250.721.8073

Certificate or Diploma in Restoration of Natural Systems
<http://www.uvcs.uvic.ca/restore/options.aspx>
Email: restoration@uvcs.uvic.ca
Phone: 250.721.8463

Diploma in Cultural Resource Management
www.uvcs.uvic.ca/crmp/program.aspx#program
Email: crmp@uvcs.uvic.ca
Phone: 250.721.8462

Diploma in Local Government Management
<http://publicadmin.uvic.ca/dips/dlgm.htm>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Diploma in Public Sector Management
<http://publicadmin.uvic.ca/dips/dpsm.htm>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Bachelor of Arts in Child and Youth Care
<http://cyc.uvic.ca/distance/>
Email: cycdistance@hsd.uvic.ca
Phone: 250.721.6278

Minor in Public Administration
<http://publicadmin.uvic.ca/dips/minor.htm>
Email: hkirkham@uvic.ca
Phone: 250.721.8067

Bachelor of Science in Nursing
<http://nursing.uvic.ca/distance/PostRNOverview.php>
Email: mbrown@uvic.ca
Phone: 250.472.4607

Bachelor of Social Work
<http://socialwork.uvic.ca/programs/bsw/distance.htm>
Email: socw@uvic.ca
Phone: 250.721.8036

Education
www.uvcs.uvic.ca/csie/courses.aspx#de
Email: libbym@uvic.ca
Phone: 250.721.8944

University of
British Columbia (UBC)

<http://olt.ubc.ca>

The University of British Columbia's (UBC's) online and print-based courses carry full credit toward degree or certificate programs in accordance with the requirements of the UBC faculty concerned. To learn more about course information, course schedules and registration information, refer to the above Office of Learning Technology website. Students may register through UBC Access Studies for most distance courses delivered by UBC. Students requiring a UBC course to complete a program offered through TRU-OL should obtain approval from TRUOL, register through UBC Access Studies, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Access Studies for more information at:
Web: http://olt.ubc.ca/distancelearning/courses/course_catalog/ (course descriptions)
<http://students.ubc.ca/nondegree> (UBC Access Studies application)
Email: non.degree@ubc.ca
• Phone: 604.822.1428
• Fax: 604-822-5945

UBC Distance Courses

Students may register through UBC Access Studies for the following distance courses delivered by UBC.

APBI 260, Agroecology I (6)
APBI 418, Intensive Fish Production (3)
APBI 419, Fish Diseases (3)
APBI 428, Integrated Pest Management (3)
APBI 250, Land, Food, and Community I (6)
APBI 350, Land, Food, and Community II (6)
LFC 490A, Topics in Agricultural Sciences (3)
AUDI 402, Neuroanatomy for Audiology and Speech Language Pathology (1.5)*
AUDI 403, Introduction to Neurolinguistics (1.5)*

BIOL 200, Cell Biology I: Structural Basis (3)
CIVL 200, Engineering and Sustainable Development (3)
DHYG 400, Current Issues in Oral Health Sciences (6)**
DHYG 401, Oral Epidemiology (6)**
DHYG 402, Dental Hygiene Practice I (6)**
DHYG 404, Dental Hygiene Practice II (6)**
DHYG 405, Oral Microbiology and Immunology (3)**
DHYG 433, Assessment and Treatment Planning for Advanced Periodontal Diseases (3)**
DHYG 435, Oral Medicine and Pathology (3)**
DHYG 461, Literature Review I (4)**
DHYG 462, Literature Review II (4)**
ENGL 112, Strategies for University Writing (3)
ENGL 222, Literature in Canada (3)
ENGL 301, Technical Writing (3)
ENGL 303, Intermediate Composition (6)
ENGL 304, Advanced Composition (6)
ENGL 320, History of English Language (6)
ENGL 321, English Grammar and Usage (3)
ENGL 322, Stylistic Variations (3)
ENGL 329, The Structure of Modern English (6)
ENGL 348A, Shakespeare and the Renaissance: Shakespeare (3)
ENGL 348C, Shakespeare and the Renaissance: Shakespeare (6)
ENGL 354C, Milton and the Seventeenth Century: Milton (6)
ENGL 358, Studies in an Eighteenth-Century Genre: The English Novel (3)
ENGL 359C, Studies in Romanticism: Romantic Poetry (6)
ENGL 364A, Nineteenth-Century Studies: The Victorian Novel (3)
ENGL 402D, Studies in Poetry: Victorian Poetry (6)
ENGL 462A, Twentieth-Century British and Irish Studies (3)
ENGL 468A, Children's Literature (3)
ENGL 470A, Canadian Studies: Canadian Literary Genres (3)
EOSC 114, The Catastrophic Earth: Natural Disasters (3)
ENGL 116, Mesozoic Earth: Time of the Dinosaurs (3)

EOSC 118, Earth's Treasures: Gold and Gems (3)
EOSC 310, The Earth and the Solar System (3)
EOSC 311, The Earth and Its Resources (3)
EOSC 314, The Ocean Environment (3)
EOSC 315, The Ocean Ecosystem (3)
FIST 332, Studies in Genre or Period: Irish Cinema and Culture (3)
FMST 316, Family Studies: Human Sexuality (3)
FNH 200, Exploring Our Food (3)
FNH 250, Nutrition: Concepts and Controversies (3)
FNH 454, Fish Nutrition (3)
FOPR 162, Basic Geomatics for Natural Resources (2)
FOPR 262, Forest Operations I (3)
FOPR 362, Forest Operations II (3)
FREN 348, French Literature in Translation I (3)
FREN 349, French Literature in Translation II (3)
FRST 202, Forest Ecology (3)
FRST 231, Introduction to Biometrics (3)
FRST 308, Forest Entomology (2)
FRST 309, Forest Pathology (2)
FRST 319, Principles of Forestry Economics (3)
FRST 421, Integrated Resources Management I (3)
FRST 449A, Directed Studies in Forestry: Wood Uses (1)
FRST 449B, Directed Studies in Forestry: Wood Properties and Identification (2)
GEOG 350, Introduction to Urban Geography (3)
HIST 102, World History from 1500 to the Twentieth Century (6)
HIST 104, Topics in World History: Cultures in Contact (3)
HIST 303, History of the Canadian West (6)
HIST 329, Canadian Social History (6)
HIST 432, International Relations of the Great Powers of the Twentieth Century (6)
HIST 434, Gender, Politics, and Culture in Modern Europe (6)
HIST 444, Slave Societies in the Americas (3)
HIST 451, Family and Community in Latin America (3)

HIST 480, Social History of Modern China (6)
HIST 481, Education and Society in Modern China (3)
IHHS 411, Violence Across the Lifespan: Contexts, Causes, Changes (3)
LIBR 500, Foundation of Information Technology (3)***
LIBR 501, Foundations of Society and Information (3)***
LIBR 526, Literature and Other Materials for Young Adults (3)***
LIBR 548F, History of the Book (3)***
LIBR 559M, Social Media for Information Professionals (3)***
LIBR 562, International Librarianship: Issues and Innovations (3)***
LIBR 575, Academic Libraries (3)***
MUSC 103, Introduction to the Theory of Music (3)
MUSC 326, Music Appreciation (6)
NURS 309, Contemporary Nursing Practice (3)
NURS 312, Supportive Environments for the Health of Families (3)
NURS 350, The Sociocultural Construction of Health and Illness (3)
NURS 414, Population Health Promotion (3)
NURS 416, Health Care Policy and the Nursing Profession (3)
NURS 450, Introduction to Research Utilization (3)
NURS 453, Leadership and Management in Health Care (3)
NURS 502, Ethics and Politics of Nursing (3)****
NURS 504, Research and Evidence-Based Practice (3)****

NURS 512 Leadership in Nursing (3)****
NURS 540, Educational Processes in Nursing (3)****
NURS 586, Advanced Understanding of and Response to Violence in Families (3) ****
NURS 440, Nursing Care of Individuals with Mental Health Concerns (3)
NURS 441, Palliative Care (3)
NURS 442, Challenge of Pain Management (3)
NURS 443, HIV/AIDS Prevention and Care (3)
NURS 444, Changing Face of Nursing Care for Older Adults (3)
NURS 447, Women's Health Issues (3)
PATH 417A, Bacterial Infection in Humans (3)*****
PATH 417B, Bacterial Infections in Humans (6) *****
PATH 427, Basic Principles of Infection Prevention and Control (3) *****
PATH 467, Basic Microbiology for Infection Control (3) *****
PATH 477, Basic Epidemiology for Infection Control (3) *****
PHIL 120, Introduction to Logic and Critical Thinking (3)
PHIL 220A, Symbolic Logic I (3)
PHIL 349A, Philosophy of Religion (3)
PHIL 400A, Morals, Politics, and the Individual (3)
PHIL 401A, Knowledge, Explanation, and the Nature of Things (3)
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PHIL 434A, Business and Professional Ethics (3)
PHIL 435A, Environmental Ethics (3)

PSYC 300B, Behaviour Disorders (6)
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SOWK 501, Theoretical Foundations of Social Work (3)
SOWK 570E, Advanced Understanding of and Response to Violence in Families (3)
SURG 510, Surgical Care in International Health (3)
WMST 224C, Women in Literature (6)
WMST 300, Introduction to Gender Relations (3)
WMST 410, Women's Health Issues (3)
WOOD 475, Wood Properties, Identification, and Uses (3)

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