



OPEN LEARNING

TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th Floor
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Kamloops, British Columbia
Canada V2C 5N3

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Email student@tru.ca

Phone 250.852.7000
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THOMPSON RIVERS UNIVERSITY Open Learning Calendar 2008|2009 www.truopen.ca



Open Learning
Unlock the possibilities

Online and Distance Programs and Courses
Calendar 2008|2009



OPEN LEARNING

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.



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Email
student@tru.ca

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

Fax
250.852.6405

Disability Services

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

TRU Distance, Regional and Open Learning Library Services

Email distancelib@tru.ca
Phone 1.800.663.1699 (toll-free in Canada)
250.852.6402 (Kamloops and International)
Fax 250.852.6410

OPEN LEARNING

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 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. The unique advantages TRU offers are open access and the ability to enrol at any time, as well as the way 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 couple of 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 meaning that students 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.

As Vice President of Open Learning at Thompson Rivers University, I invite you to review the more than 52 programs and 400 courses we currently offer and continue to expand. Whether you are looking to complete a degree, certificate or diploma program, add to your current education through single courses, or simply take the opportunity to participate in higher education for the first time, 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.

At TRU-OL we pride ourselves on making higher education available to anyone, anytime and anywhere. Therefore we ensure students 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 education achieved through prior work and learning experiences
- Transfer and gain recognition for credits from other recognized institutions



Judith Murray
*Vice President
Thompson Rivers University,
Open Learning*

Our mission is to be the institution of choice for open, distance and online education. We intend to get there by providing exceptional service to our learners. So challenge the norm and give Open Learning through TRU a try. We will be happy to serve you and your learning needs.

2008–09 TRU-OL CALENDAR

Calendar Notice

The *2008–09 Thompson Rivers University, Open Learning (TRU-OL) Calendar* is effective as of July 1, 2008, and describes courses and programs offered through TRU-OL at the time of publication. Refer to the HTML version of the TRU-OL calendar on the web at www.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 HTML version of the TRU-OL calendar is the official version of the calendar and takes precedence over information published in the print calendar.

Student Notice

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

Freedom of Information and Protection of Privacy

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

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

Contact TRU's Office of the Associate Vice-President, Legal Affairs (phone 250.828.5002) 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.ca or write to the Post-Secondary Section, Centre for Education Statistics, 17 Floor, R. H. Coats Building, Tunney's Pasture, Ottawa, Ontario K1A 0T6.

Disclaimer

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

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

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

Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, regulations and policies or schedules.

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

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

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

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FORM/END OF CALENDAR

Program Admission/Transfer Credit



THOMPSON RIVERS
UNIVERSITY

OPEN LEARNING

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Thanks to the TRU-OL Calendar Teams

TRU OPEN LEARNING/TRU-OL

Programs and Courses Overview

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

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

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

TRU-OL delivers over 200 distance courses of its own. Consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic) deliver over 200 courses on behalf of TRU-OL.

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/by a pre-determined date. Labs, clinicals and specific classroom offerings also 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. Students complete courses by studying on their own and receive instructional support from highly qualified tutors.

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

Varied Course Delivery Formats

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

- **Print-based**—Course is print-based. Some print-based courses may have optional web content and/or web interaction. Internet access is not required to complete the course.
- **Web-based**—Course is web-based. Most web-based courses have some printed materials such as texts. All web-based courses have mandatory web content and most have web student-to-student interaction. Internet access with email is required to complete the course.
- **In Person**—Course is delivered 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 88–90 for more information.

SERVICES FOR STUDENTS

Educational Advising and Planning

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

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

General Educational Advising Services

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

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

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

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 through to program graduation.

In some cases, students may use certificate, diploma, or associate degree studies toward a university degree. Prior learning assessment and recognition (PLAR), including course challenge and portfolio assessment credit, is also an option. Refer to PLAR information on page 6. 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 can take courses at other post-secondary institutions with a Letter of Permission to complete program requirements. Refer to program plans information on page 5.

English and Mathematics Assessments

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

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

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

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 16-17 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 Adult Basic Education (ABE) upgrading courses and programs, 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 start and continue successfully as distance learners. A self-test is included that prospective students can take to assist in determining if distance learning fits their lifestyle.

TRU-OL Services Provided in English

The language of business at TRU-OL is English and therefore services are provided in English. Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. Refer to page 7 regarding Proficiency in English requirements.

SERVICES FOR STUDENTS

Disability Services

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

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

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

Acceptable documentation must be obtained from a certified health care professional who has specific training, the appropriate professional designation and expertise in the diagnosis of conditions for which the accommodation(s) is being requested. The documentation must address the "functional impact" of the disability. Students 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

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

The main library collection is housed at the Kamloops campus; a smaller collection exists in Williams Lake. TRU's Library collection is an important educational resource which offers over: 250,000 books; 30,000 e-books; 11,000 videos; 24,000 periodicals; 85 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 Library website including the online guides: *Research at a Distance* and *How Do I . . . ?* The website also offers research tips, citation style guides as well as subject-specific research guides for recommended article databases, reference books and websites.
- Research and reference assistance, as well as help learning to utilize library tools (such as the article databases) more effectively.
- Access to the provincial *AskAway* online chat reference service (hours of services listed at www.tru.ca/library/askaway.html).
- Access to the TRU Library catalogue to locate books, e-books, e-journals, government documents, pamphlets and videos.
- Loan of all circulating items (e.g., books and videos) in the TRU Library collection.*
- Access to the TRU Library's e-books and online article databases to find journal, magazine or newspaper articles. A TRU Library account (based on the student number and six-digit birth date: YYMMDD) is required to access online resources.
- Photocopies of articles from journals, magazines or newspapers in the TRU Library collection.
- Delivery of library materials (e.g., articles, books and videos) to the student's home or workplace.*
- Interlibrary loans of journal/magazine articles, books and videos not in the Library's collection.*
- 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 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 page 7).

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, provided at the end of this calendar and on the TRU-OL website. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca. Applicants should familiarize themselves with TRU-OL program choices as well as particular TRU-OL-specific 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.

Students who 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 above. 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 11 for course registration information.

Program status is considered active if a student engages in either program-based courses, PLAR or transfer of credits within a two year time span. Inactive students must re-apply for program admission.

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 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 (page 13).

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 (page 13).

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 policy section on page 30 for more information regarding graduation application processes.

Note: 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)

Prior learning assessment varies by program. PLAR policy and related procedures are currently under review and subject to alteration or amendment without prior notice. Refer to the TRU-OL website or contact Student Services for updates.

Students who have applied for or been admitted to a program offered through TRU-OL may be eligible for credit based on an assessment of their non-formal or prior learning. Prior learning assessment and recognition (PLAR) credit may be used to complete their credential. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study and work experience. (Students who have completed formal courses and programs must apply for transfer credit assessment before having their non-formal learning assessed.) Normally, TRU-OL assesses prior learning by challenge examination or a process that includes a portfolio. Refer to PLAR policies on pages 20-21.

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 196). The amount of credit awarded is the same as completing the course as a registered student and PLAR grading applies (PLAR policy 3.8). Program students are required to complete and submit the Course Registration form and pay the tuition, course administration and technology fees to be considered for a course challenge examination. Contact Student Services for more information.

Portfolio-Assisted Assessment

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

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

Note

- Normally, PLAR credit awarded by TRU-OL toward a TRU credential cannot be transferred to other post-secondary institutions.
- PLAR credit may not be accepted for admission to post-degree programs.
- Students are advised to confirm the transferability and acceptance of PLAR credit to another institution prior to applying for PLAR. Transfer credit and program planning fees may apply.
- 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, 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 198). 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.

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

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

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

TRU-OL

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

- Post-secondary courses require post-secondary English reading and writing skills.
- Students registering for courses that do not specify prerequisites beyond English 12, must have sufficient English proficiency.

English competency is considered adequate if one of the following requirements (provided as a guideline) are met:

- Canadian Academic English Language (CAEL) Assessment with a minimum overall score of 70 and no part below 60
- International English Language Testing System (IELTS) with a minimum score of 6.5
- Language Proficiency Index (LPI) (see LPI Chart on Page 8) Level 5 with a minimum score of 30/40 on the essay section

For Grade 12-level courses:

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

For university-level courses:

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

REGISTRATION

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.

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

LPI score levels and the corresponding levels of post-secondary English recommended are listed below.

Level 6

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

Level 5

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

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

Level 4

Enrol in ENGL 106 or (ABE) ENGL 028 or ENGL 030.

Level 3 and Below

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

Language Testing Resources

LPI, a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC) Applied Research and Evaluation Services. Refer to www.lpi.ubc.ca/LPI/index.html or email: LpiOffice@ares.ubc.ca or phone: 604.822.4146. More information about English language testing is provided on the following website:

- www.ielts.org

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 for more information regarding English proficiency requirement.

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 for more information regarding English proficiency requirement.

Course Packages

TRU-OL

TRU-OL course packages include all the required texts and course materials unless otherwise noted. Students also receive information about their course tutor. Tutors contact students registered in courses or students may choose to contact their tutor first. Students normally receive their course package by courier within two weeks of registering in TRU-OL courses with continuous registration. For courses with fixed start dates, students normally receive their packages by courier no later than two weeks before the course start date.

SFU

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

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.
- The maximum course completion time for these courses is 30 weeks from the date of registration (completion time for some ABE courses may be 36 weeks, as indicated on the TRU-OL website). The 30-week period includes course package processing and delivery, study time, assignment and marks delivery and final examination writing.
- 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.
- Students normally have six examination sessions to choose from over the 30-week period from the date of registration. The schedule of eligible examination session dates, within the maximum course completion time, is listed on the TRU-OL website and is included in the student's confirmation of registration package.

Note

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

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 198).

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 27-28. TRU-OL does not record assignment grades for courses delivered by SFU or UVIC, only final grades.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 21-25.

SFU-designated W, Q, B Courses

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

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 25-26.

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 page 27.

UVIC

UVic arranges examinations. Refer to UVic examination policies on page 27.

TRU-OL Supervised Examinations

Examination Session	Application Deadline
September 6–9, 2008	August 6, 2008
October 4–7, 2008	September 4, 2008
November 1–4, 2008	October 1, 2008
December 6–9, 2008	November 6, 2008
January 10–13, 2009	December 10, 2008
February 7–10, 2009	January 7, 2009
March 7–10, 2009	February 7, 2009
April 4–7, 2009	March 4, 2009
May 9–12, 2009	April 9, 2009
June 13–16, 2009	May 13, 2009
July 11–14, 2009	June 8, 2009
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

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 at myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

SFU and UVIC

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

- 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 met and declare when registering that the necessary prerequisites have been met. 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 21-25) 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 3) 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.tru.ca/distance

With American Express, MasterCard, VISA or approved student loan

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

Register by Phone

1.866.581.3694 (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 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 studies by the institution delivering the course.

As of fall 2006, SFU introduced new admission and curriculum requirements. Students who take SFU-delivered courses that are designated W, Q or B and apply to SFU and receive an offer of admission will receive credit under the new W, Q, B curriculum requirements, subject to transfer credit regulations.

Students considering transferring to SFU should refer to admission requirements information on the SFU website at <http://students.sfu.ca/admission/requirements/wq/wqbrequirements.html>.

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

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

CVU-UVC

www.cvu-uvc.ca

TRU-OL is a member of Canadian Virtual University/ Université Virtuelle Canadienne (CVU-UVC), a collaboration of 12 Canadian universities that offers distance and online programs. When students enrol in a distance program listed on the CVU-UVC website, they may take courses at any member university without paying additional admission fees and are not required to pay the Letter of Permission fee. Students can select from among 2,500 courses in English or French to meet their schedule, interests and learning style. The credit earned at a member university can be transferred to the CVU-UVC distance program a student is enrolled in, provided the course meets the program requirements.

Advanced Placement

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

International Baccalaureate

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

More Information

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

Career Planning

The TRU-OL website at www.tru.ca/distance/services/resources/careers.html provides links to various websites in the following categories to assist with career planning:

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

TUITION AND FEES

Tuition and Fees

Courses Delivered by TRU-OL

Canadian Residents and Landed Immigrants

Course tuition varies with an average cost per credit of \$95.90 (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 \$23.97 (Please see individual courses for specific fees)

International Students

\$311.30 per credit

Credit-free Courses

Applicable tuition per credit + \$78.03 course administration fee + \$5.20 technology fee + texts + course materials

Course Extensions—All Students

\$83.23 per course eligible for extension

Repeat Registrations

Refer to policy on page 24-25.

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

Formal Grade Appeals—All Students

\$104.04 per course. Refer to policy on page 29.

Transfer Credit Assessments

\$41.62 BC documents only

\$78.03 Non-BC or combined documents

Program Plans

\$52.02 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan \$130.05 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

Course Materials Return: Restocking Fee

\$26.01 per return instance. Refer to pages 23.

Library Service Fees

Some courses require students to access TRU Library Services. Refer to page 3 for additional information.

- 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 2007/2008 academic year.

TUITION AND FEES

TRU-OL Courses Delivered by SFU

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

\$154.20 tuition per credit + \$72.82 course administration fee + texts + course materials

Seniors (60 years +)

No reduced fees

International Students

\$487.60 tuition per credit + \$72.82 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 197 for contact information.

TRU-OL Courses Delivered by UVic

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

\$152.70 tuition per credit + \$36.40 course administration fee (varies by course) + texts + course materials

Seniors

No reduced fees

International Students

\$487.6 tuition per credit + \$36.40 course administration fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to page 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 to the TRU-OL Office of the Registrar, Box 3010, 900 McGill Road, Kamloops, BC V2C 5N3, Canada or fax 250.852.6405.

Note: As an alternative, 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).

Tax Receipts

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

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

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

TUITION AND FEES

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 198).

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 198).

Assignment Submissions

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 AID AND AWARDS

Applying for Financial Assistance

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

- Applicants may submit part-time application forms to the TRU-OL Financial Aid and Awards office. Faxed copies are not accepted.
- Applicants may submit full-time application forms online at www.studentaidbc.ca or paper forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution or TRU division, including on-campus courses at TRU Kamloops or Williams Lake (split-enrolled), must inform each institution's or TRU division's financial aid office before registering.
- Financial Aid and Awards
www.tru.ca/distance/services/resources/financial.html
OLfinancial@tru.ca
1.866.581.3694 (toll-free in Canada)
250.852.7000 (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.

Comprehensive Financial Planning for Education

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

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

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

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

Adult Basic Education Student Assistance Program (ABESAP)

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

Canada Study Grant for High-Need Students

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

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

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

Barbara Guttmann-Gee Bursary Endowment

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

Preference is given to older females in financial need.

Open Learning Bursary Endowment Fund

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

FINANCIAL AID 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 must be submitted a minimum of six weeks before the funding is required.

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

StudentAid BC

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

The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$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 2).

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

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

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

This may result in a portion of the loan being placed in “over award” and becoming immediately repayable (“over award” portions of a grant are retroactively converted to an interest-bearing loan). Eligibility for further funds, interest-free status and other privileges associated with full-time status may be affected.

Interest-Free Status

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

Full-time Single Parents Bursary Endowment

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

TRU-OL Emergency Bridging Loan

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to \$700, interest-free, are provided for a period of up to 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.

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.

2. Formal Transfer Credit

2.1 Certificate, Diploma, and Degree Programs

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

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

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

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

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

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

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

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

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

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

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

J. Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over seven 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.

REGULATIONS AND POLICIES

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. (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.

REGULATIONS AND POLICIES

3. Prior Learning Assessment and Recognition (PLAR)

This policy and related procedures are currently under review and subject to alteration or amendment without prior notice. Refer to the TRU-OL website or contact Student Services for updates. See page 6 for more information on PLAR.

3.1 General Information

A. TRU-OL recognizes that adults acquire skills and knowledge through their life experience, beyond the learning acquired through formal education. TRU-OL offers methods to assess this non-formal or prior learning.

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

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

3.2 Course Challenge

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

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

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

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

3.3 Portfolio-Assisted Assessment

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

3.4 Eligibility and Scope

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

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

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

3.5 Residency Requirement

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

3.6 Credit Transfer

A. TRU-OL accepts credits earned through PLAR from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of requirements of programs offered through TRU-OL.

B. TRU-OL reserves the right to reassess credit awarded by other institutions through PLAR on an individual basis.

C. It is the responsibility of applicants planning to transfer TRU-OL PLAR credits to another institution to check with the receiving institution to ensure that PLAR credits are acceptable.

3.7 Transcription

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

REGULATIONS AND POLICIES

3.8 Grading

A. Program areas of TRU-OL determine what is a passing grade for a challenge examination.

B. An “S” (Satisfactory) grade is recorded on the transcripts of students who satisfactorily complete the PLAR process and are awarded credit.

3.9 Challenge Restrictions

A. Students must be admitted to a program offered through TRU-OL to be eligible for the course challenge method of PLAR.

B. Students who are registered in a course and want to obtain credit for the course by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines and submit a separate application with the required fees to write the challenge examination.

C. Students who are registered in a course and have submitted one or more assignments or have written the final examination are not permitted to write a challenge examination for the course.

D. Students who want to challenge a language course may do so only at the third- or fourth-year university level if the language course coincides with their first language and they have received their secondary education in that language. This restriction does not apply to lower-level literature courses.

E. Applicants may not register for course challenge for any course that they have previously challenged unsuccessfully through TRU-OL.

3.10 Fees and Expenses

A. Course challenge fees include tuition, course administration, and technology fees.

B. The fees vary for portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods, excluding challenge; are dependent on the program; and are provided at the time of application for PLAR.

C. All costs associated with PLAR for a course or program of study are the responsibility of the applicant. Such costs may include long-distance phone calls to an assessor, travel to an assessment site, and submitting a portfolio to an assessor.

3.11 Cancellation and Withdrawal

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

4. Registration

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 at the time of course registration.

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

C. Students who do not complete course requirements receive a final grade as per 6.2.

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

4.2 Cancellations—TRU-OL

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

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

C. A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

D. Registration cancellation deadlines for clinical courses and courses in the Home Support Attendant Certificate program and Management Studies programs are available from the program areas.

REGULATIONS AND POLICIES

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

Procedures

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

Tuition Refunds

G. Students who submit their request to cancel their registration within five weeks (for most courses) 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 cancel their registration in a lab course as per 4.2.B. 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.

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

4.3 Cancellations—SFU, UVic

Students may request to cancel their registration in a TRU-OL course delivered by SFU or UVic by accessing forms on the TRU-OL website and via myTRU, by regular mail, email, or fax. Students must notify TRU-OL Student Records within five 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 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 who do not formally withdraw within 13 weeks of their course start date and who do not complete all mandatory coursework by the course completion date receive a final grade of “I” (Incomplete) as per 6.2.B.

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

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

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

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

Procedures

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

Tuition Refunds

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

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

4.5 Withdrawals—SFU, UVic

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

Procedures

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

REGULATIONS AND POLICIES

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, 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.) less the restocking fee.

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

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

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

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

H. It is not necessary to return course materials to receive a tuition refund for a course.

Students may keep any course materials they have purchased.

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

4.7 Returning Course Materials—SFU, UVic

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

4.8 Extensions—TRU-OL

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

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

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

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

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

Procedures for Paid Extensions

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

REGULATIONS AND POLICIES

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

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

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

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

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

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

Procedures for Fee-Waived Extensions

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

All applications should be directed to the TRU-OL Office of the Registrar.

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

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

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

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

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

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

4.9 Extensions—SFU, UVic

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

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

4.10 Repeat Registrations—TRU-OL

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

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

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

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

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

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

REGULATIONS AND POLICIES

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

4.11 Repeat Registrations—SFU, UVic

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

5. Examinations

Examination 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.

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

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

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

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

Courses without final examinations may have other evaluation tools that require successful completion for students to receive a passing grade in the course.

5.1 Eligibility—TRU-OL

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

B. It is strongly recommended that students contact their tutor to discuss preparedness for an examination before they apply to TRU-OL to write the examination.

5.2 Examination Centres—TRU-OL

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

B. Students may be permitted to change their examination centre provided they make the request of TRU-OL a minimum of 14 days prior to the scheduled start date of the examination session.

5.3 Examination Schedule—TRU-OL

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

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

5.4 Examination Supervision—TRU-OL

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

5.5 Examination Time—TRU-OL

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

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

5.6 Admission to the Examination—TRU-OL

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

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

REGULATIONS AND POLICIES

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

D. A student who arrives after the first half-hour is permitted to write the examination.

The invigilator is required to prepare and submit a report stating the time of admission and the reason given by the student for lateness. TRU-OL reserves the right to refuse to accept the script submitted by such a student.

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

5.7 Examination Special Arrangements — TRU-OL

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

5.8 Examination Accommodations—TRU-OL

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

5.9 Students Outside BC or Outside Canada—TRU-OL

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

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

C. Students residing outside Canada or students residing in Canada but outside BC and more than 100 km from one of the centres on TRU-OL's Canadian Invigilator Network must contact TRU-OL Student Services, Examinations a minimum of six-weeks prior to the examination session of their choice to arrange for an examination supervisor (invigilator) to preside over their final examination. These students submit the Statement of Presiding Supervisor form to Student Services, Examinations, by the examination application deadline date. The form is available on the TRU-OL website and from Student Services.

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

5.10 Illness During an Examination—TRU-OL

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

The student must submit, within seven days, to TRU-OL, Examinations, the documentation supporting the illness.

5.11 Misconduct Related to Evaluation — TRU-OL

In instances where TRU-OL has reason to believe that the integrity of an essay, project, assignment, or examination has been violated by misconduct on the part of a student or group of students, or by failure of the invigilator or by any other person associated with the course and/or evaluation process to follow proper procedures, TRU-OL has the discretion to declare the evaluation results void for the student or group of students in question and to require the(se) student(s) to rewrite the work. This does not preclude disciplinary action if deemed appropriate. Refer to student conduct policies 1.1 through 1.5.

REGULATIONS AND POLICIES

5.12 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 subject to approval, and a fee is charged. The examination schedule is provided with each student's letter of registration confirmation.

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

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

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

5.13 University of Victoria

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

6. Final Grades

The following 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.

6.1 General Information

A. Only the TRU-OL Office of the Registrar is empowered to release final grades.

B. When a final grade is entered on a student's permanent record and the grade appeal period has expired, no changes are made to the grade.

C. Definitions in 6.4 show the grades and numerical equivalents that are used and included when calculating the grade point average (GPA) (6.5).

6.2 Assignment of Final Grade

Courses Delivered by TRU-OL

A. Students who have formally withdrawn from a course as per 4.4.A. are assigned a "W" (Withdrawal) grade.

B. Students who complete some coursework but do not complete all mandatory coursework by the course completion date are assigned an "I" (Incomplete) grade.

C. Students who do not complete any coursework (assignments and final examination) by the course completion date and who do not submit a course withdrawal request with 13 weeks of the start of the course, as per 4.4 (B), are considered to have not started the course. These students are assigned a "W" (Institutional Withdrawal) grade 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 mark assessed for all coursework outstanding.

TRU-OL Courses Delivered by SFU, UVic

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

6.3 Procedures

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

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

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

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

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

REGULATIONS AND POLICIES

6.4 Grade/Numerical Equivalent/Definition

Courses Delivered by TRU-OL

A+ 4.33

A 4.00

A- 3.67

Consistently distinguished performance in assignments and examinations.

B+ 3.33

B 3.00

B- 2.67

Above-average achievement, with the student exhibiting consistent mastery of the subject material.

C+ 2.33

C 2.00

C- 1.67

Average performance, with the student demonstrating sufficient mastery of the subject to indicate success in the next higher course in the same field.

D 1.00

Bare passing grade. A student receiving such a grade would be advised not to proceed to the next higher course in the same field without additional preparation.

F 0.00

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

6.5 Grade Point Average (GPA)

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

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

6.6 Other Grades

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

AG Aegrotat

Credit granted. Awarded in exceptional circumstances, though course requirements not met.

I Incomplete

No credit granted. Mandatory course component(s) not completed.

J Non-credit Course

Course requirements met.

K Non-credit Course

Course requirements not met.

M Credit-free Option

Assignments completed. Examination not required.

S Satisfactory

Credit granted. Course requirements met.

U Unsatisfactory

No credit granted. Course requirements not met.

W Withdrawal

No credit granted. Withdrawn from course according to established policy.

XT Extension

No credit granted. Grade deferred.

6.7 Transcripts (Official and Unofficial)

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

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

REGULATIONS AND POLICIES

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 delivery or designate. If the student is still dissatisfied, she/he should consult with the associate vice-president of Open Learning or the Office of Student Affairs.

7.2 Policy

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

7.3 Procedures: Formal Reviews (Academic Appeals)

A. Students may request a formal review of a TRU-OL academic decision 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 and supporting information provided. If the manager of Student Affairs decides there is a reasonable basis for a formal review, she/he forwards the request to the Standing Committee on Academic Reviews.

C. The manager of Student Affairs does not proceed with a request made more than 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.

REGULATIONS AND POLICIES

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

8.5 Parchments

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

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

TRU issues one duplicate parchment on request.

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

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

9. Release of Student Information

9.1 Disclosure to Students of Their Own Records

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

A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to the TRU-OL Office of the Registrar. Access is determined on an individual basis.

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

C. No partial transcripts of a record are issued.

REGULATIONS AND POLICIES

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

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

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

9.2 Disclosure to Tutors and Administrative Officers of TRU

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

9.3 Disclosure to Third Parties

A. Personal information is disclosed without student consent for the purpose of complying with a subpoena, warrant, or order issued, or made by a court, person, or body with jurisdiction to compel the production of information.

B. Necessary personal information may be released without student consent in an emergency if the knowledge of that information is required to protect the health or safety of the student or other persons.

C. Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This is done only under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon *Freedom of Information and Protection of Privacy Act* standards.

D. Information may be shared with those educational institutions that offer programs in association, in partnership, or in collaboration with TRU-OL.

E. TRU-OL provides the TRU Alumni Association with graduates' names, programs, and contact information, unless students request otherwise.

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

TRU OPEN AND DISTANCE PROGRAMS

Adult Basic Education (ABE)

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

TRU-OL offers the following:

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

Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who want to register in courses for the BC Adult Graduation Diploma do not necessarily need all the ABE Advanced Certificate courses. However, certain skills are needed to succeed in a course. Assessments are available for English and mathematics placement. Refer to page 2.
- Prior to applying for an ABE program, refer to the TRU-OL website or contact Student Services for availability of courses outside Canada and for program updates.

- Courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward the BC Adult Graduation Diploma. To obtain the diploma, students are normally required to complete a minimum of three courses they have taken as an adult [at minimum be 19 years of age, or be 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.
- Most ABE courses should be completed in seven and a half or nine months (30 or 36 weeks). Students have the option to finish sooner.

ADULT BASIC EDUCATION

ABE Fundamental Courses

(Grade 6–9 equivalency)

English

ENGL 009, *Basic English Skills*

Mathematics

MATH 010, *Practical Mathematics*

ABE Intermediate Certificate

(Grade 10 equivalency)

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

Certificate Requirements

Four courses are required as follows:

English

ENGL 013, *Studying English*

Mathematics

MATH 014, *Intermediate Mathematics*

Science

SCIE 010, *General Science*

Elective (one required)

EDCP 010, *Intermediate Education and Career Planning*

EDCP 030, *Provincial Education and Career Planning*

Residency Requirement

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

ABE Advanced Certificate

(Grade 11 equivalency)

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

Certificate Requirements

Four courses are required as follows:

English

ENGL 028, *Advanced English Skills*

Mathematics

MATH 024, *Advanced Mathematics*

Science (one required)

BISC 023, *General Biology*

CHEM 024, *Principles of Chemistry*

PHYS 024, *Introductory Physics*

Elective (one required)

BISC 023, *General Biology* *

CHEM 024, *Principles of Chemistry* *

MATH 024, *Advanced Mathematics* *

PHYS 024, *Introductory Physics* *

SOST 024, *Exploring Canadian Issues*

SOST 028, *Canada and the Contemporary World*

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

Residency Requirement

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

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

ADULT BASIC EDUCATION

BC Adult Graduation Diploma (Grade 12 equivalency)

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

Diploma Requirements

The BC Ministry of Advanced Education credential parallels the requirements of the Ministry of Education's BC Adult Graduation Diploma. Five courses, a minimum three of which are normally completed as an adult [at minimum be 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*

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

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

FNST 030, *First Nations Studies I*

FNST 040, *First Nations Studies II*

GEOG 030, *Physical and Human Geography*

MATH 034, *Provincial Mathematics*

PHYS 034, *Senior Physics*

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

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

Residency Requirement

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

Note

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

Prior completion of all ABE Advanced Certificate requirements (page 33) 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 33) and/or the BC Adult Graduation Diploma. A completed Program Admission/Transfer Credit form, provided at the end of this calendar and on the TRU-OL website, official transcripts from all schools and institutions attended, and the appropriate fee are required for an assessment. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs, or TRU-OL. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca.

Some non-formal courses and qualifications have also been assessed as providing transferable credit. Credit can also be earned for some ABE requirements by demonstrating knowledge through challenge examinations (page 6).

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

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

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

ARTS

Advanced Certificate in Liberal Arts

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

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

Certificate Requirements

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

6 upper-level credits in humanities (including English)

6 upper-level credits in social science

3 upper-level credits in science

15 credits of liberal arts electives (6 credits of which may be lower level, e.g., first-year and/or second-year courses) Note: One TRU-OL 399 course must be included.



Distance learning course delivery reduces our environmental impact as it minimizes energy expenditure and produces fewer carbon dioxide emissions.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

ARTS

Associate of Arts

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

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

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

Degree Requirements

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

6 credits in English (university-level composition and literature). 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-year or second-year university-level courses

Note

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course. The first-year science requirement includes a 1-credit hands-on lab component (e.g., TRU-OL's BISC 120/125, 121/126; CHEM 110/115, 111/116; GEOG 110; GEOL 120; PHYS 110/115, 111/116). Additional credits (if any) earned in first-year lab courses do not count toward the 60 credits required. No course may be used to meet more than one of the specific requirements.

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

ARTS

Bachelor of Arts, General Program

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

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

Degree Requirements

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

General Education Requirements (24 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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 specialization for a total of 30 credits

15 upper-level elective credits

Elective Requirements

Number of credits varies depending on the area of specialization

May be lower-level or upper-level credit

Note

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

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

Refer to pages 6 and 20-21 for more information.

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

ARTS

Bachelor of Arts, General Studies

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

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

Degree Requirements

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

General Education Requirements (24 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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-level or upper-level credit

Note

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

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

Refer to pages 6 and 20-21 for more information.

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

Bachelor of Arts, Major Program

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

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

Admission Requirements—All Majors

Open admission (page 4).

Residency Requirements—All Majors

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

Directed Studies—All Majors

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

Note—All Majors

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

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

Refer to pages 6 and 20 for more information.

Degree Requirements—English Major

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

General Education Requirements (24 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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 TRU-OL's ENGL 432) 3 credits in twentieth-century poetry and/or drama (may be TRU-OL's ENGL 435)

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

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

15 credits of other upper-level English courses (may include TRU-OL's ENGL 424, 442)

3 credits of *Directed Studies* (ENGL 499)

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

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

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

ARTS

Degree Requirements—History Major

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

General Education Requirements (24 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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 TRU-OL's HIST 225, 241)

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

Upper-level History Requirements (30 credits)

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

3 credits of *Directed Studies* (HIST 499)

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

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

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

Degree Requirements—Psychology Major

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

General Education Requirements (24 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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 TRU-OL's PSYC 245 or 255) C average is required in lower-level PSYC courses (including introductory psychology and statistics courses).

Upper-level Psychology Requirements (30 credits)

27 credits of upper-level psychology courses (may include TRU-OL's PSYC 344, 345, 346, 361, 399)

3 credits of *Directed Studies* (PSYC 499)

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

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

Elective Requirements (60 credits)

15 credits of upper-level elective courses

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

ARTS

Degree Requirements—Sociology Major

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

General Education Requirements (24 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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 TRU-OL's SOCI 222)

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

Upper-level Sociology Requirements (30 credits)

27 credits of upper-level sociology courses (may include TRU-OL's POLI 399, SOCI 399, 422, 430, 431; or CNST, CRIM, HIST, WOST courses with approval of the program area)

3 credits of *Directed Studies* (SOCI 499)

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

Elective Requirements (57 credits)

15 credits of upper-level elective courses

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

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

General Education Requirements—Arts and Science Degree Programs

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

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

Humanities

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

Mathematics and/or Sciences

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

Mathematics
Microbiology
Ocean Science
Physical Anthropology
Physical Geography
Physics
Physiology
Statistics
Zoology

Social Sciences

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

Interdisciplinary Fields

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

ARTS

Bachelor of Design

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

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

Admission Requirements

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 4-5). Contact a TRU-OL Enrolment Services advisor via Student Services to determine eligibility.

Residency Requirements

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

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

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

Degree Requirements

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

General Education Requirements (27 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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 TRU-OL's FINA 104, 105, 399)

Studio Requirements (75 credits)

75 credits in studio work, 36 at upper level

Note

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

Refer to pages 6 and 20-21 for more information.

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

ARTS

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-level and upper-level degree requirements. However, students who have not previously taken art or design studio courses or who are not currently working as an artist or designer may need to complete most studio credits through classroom courses from other recognized post-secondary institutions and transfer the credit to the degree program.

Admission Requirements

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

Other applicants are admitted on a case-by-case basis according to TRU-OL admission policies (pages 4-5). Contact a TRU-OL Enrolment Services advisor via Student Services to determine eligibility.

Residency Requirements

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

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

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

Degree Requirements

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

General Education Requirements (27 credits)

(May be met with lower-level or upper-level university courses; refer to page 41 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-level or upper-level university credits in any approved academic discipline (may include art history)

Other Applicants

6 credits in English (university-level composition and literature). 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 TRU-OL's FINA 104, 105, 399)

Studio Requirements (75 credits)

75 credits in studio work, 36 at upper level

Note

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

Refer to pages 6 and 20-21 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)

ARTS

Bachelor of Music (Performance)

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

This degree program balances and integrates academic and performance requirements in music with general education requirements. The program is open only to: graduates 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

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

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

- For information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music:
1270 Chestnut Street, Vancouver, BC V6J 4R9
604.734.2301
- For information on The Glenn Gould School 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
- Students are responsible for consulting with their TRU-OL program advisor to ensure courses selected are appropriate for their program of study or to meet future educational goals. Students require a Letter of Permission before registering in a course (not listed in this calendar or on the TRU-OL website) at any other post-secondary institution to complete the credential. Students who proceed without approval may find that a course does not meet requirements and may be subject to transfer credit assessment fees.

Degree Requirements

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-level or upper-level university courses; refer to page 41 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 page 6 and 20-21 for more information.

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

ARTS

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 41 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

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

Directed Studies

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

Certificate Requirements

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

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

3 credits TRU-OL 499, *Directed Studies*

3 credits of upper-level liberal arts electives

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

BUSINESS AND MANAGEMENT STUDIES

Selected Business and Management Studies Programs

Numerous TRU-OL programs are designed to develop supervision, business and management skills. This chart illustrates the flexible structure of these business programs.

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

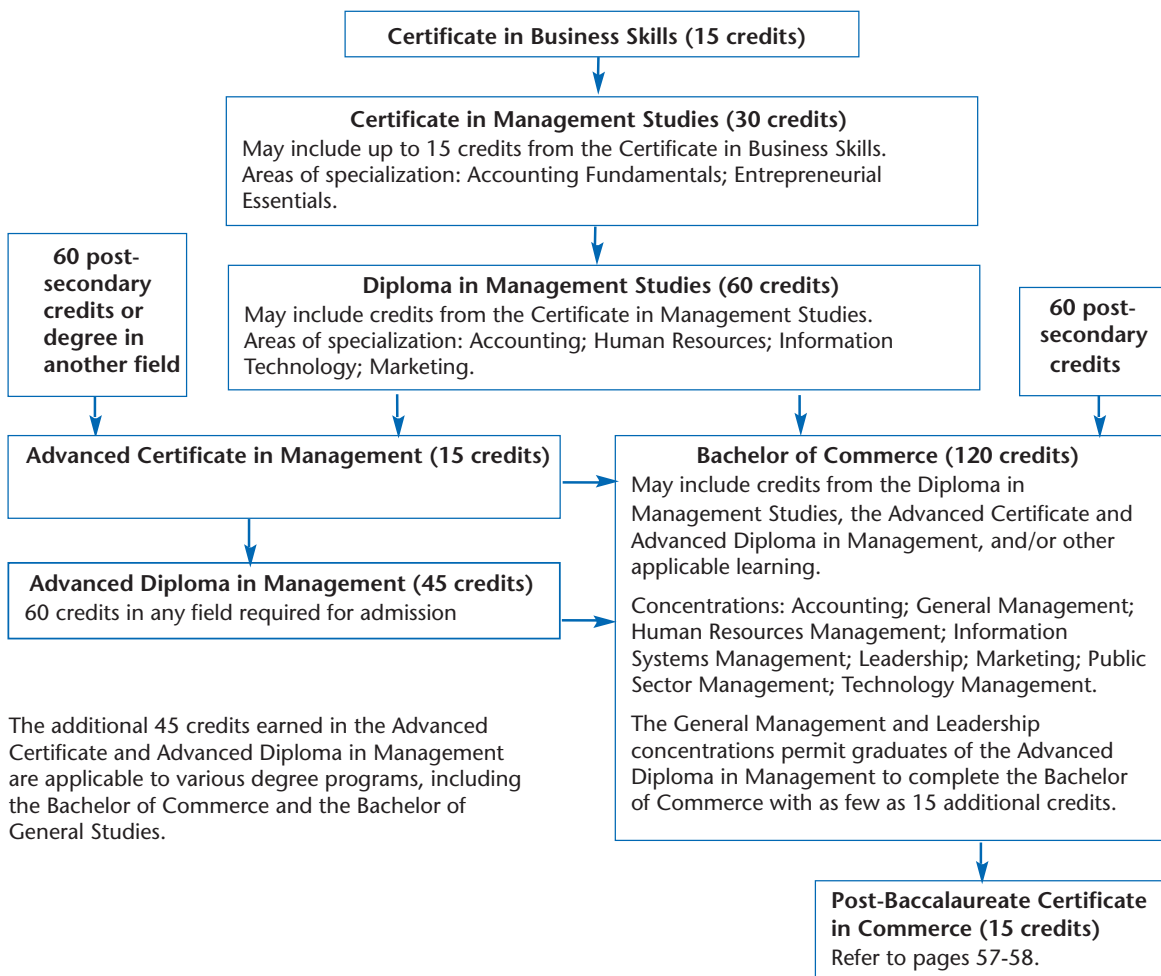
- Students may earn a certificate, diploma, or degree by fulfilling individual program requirements.
- Upon completion of a credential, students may receive a block transfer of credits toward a higher credential, from certificate to diploma to degree.
- For the Certificate and Diploma in Management Studies,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

**Note: Information regarding PLAR policy and related procedures is currently under review. Refer to www.truopen.ca or contact Student Services for updates on PLAR.



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

BUSINESS AND MANAGEMENT STUDIES

Certificate in Business Skills

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

Certificate Requirements

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

Core Requirements (6 credits)

ENGL 106, *Written Communication* (3)

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

Elective Requirements (9 credits)

9 credits of 100- or 200-level courses to suit career goals, normally selected from ADMN, BUSM, ECON, ENGL 107, MATH 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 (page 48) or by completing 30 credits of coursework specified below.

Admission Requirements

Open admission (page 4). Students should have a 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 2). The assessment form is available on the TRU-OL website and from Student Services.

Residency Requirements

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

Certificate Requirements

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

Core Requirements (minimum 12 credits)

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

Minimum one of MATH 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 CMPT 118 or 119 (formerly CMPT 108 and 109), or CMPT 150 or equivalent] Substitution of similar courses meeting the intent of these core requirements is considered on an individual basis.

BUSINESS AND MANAGEMENT STUDIES

Elective Requirements (up to 18 credits)

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

Note

Students who started their studies in this certificate program prior to September 2007 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)

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 54-57).

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

Diploma in Management Studies

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

This diploma is awarded to students who complete 60 credits of coursework, the equivalent of a two year full-time program. The diploma recognizes a student's achievement in completing a broad program of management studies. It is 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 48), and then add other credentials. Many students complete the Certificate in Management Studies (pages 48-49) or an equivalent one-year program from another institution and then complete 30 credits primarily at the second-year level with TRU to earn the diploma. This diploma ladders into the Bachelor of Commerce (pages 54-57).

Admission Requirements

Open admission (page 4). Students should have a grounding in quantitative courses such as Mathematics 11 (Principles), MATH 024, or equivalent. A voluntary, free Mathematics Self Assessment is available to help students select a mathematics course at the appropriate level.

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

Residency Requirements

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

Diploma Requirements

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

Core Requirements (minimum 30 credits)

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

Minimum one of MATH 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)

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

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

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

ADMN 250, *Introduction to Marketing* (3)

ECON 200, *Principles of Microeconomics* (3)

Substitution of similar courses may be considered.

Elective Requirements (up to 30 credits)

Courses in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses) with 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.

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 54-57) 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)

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)

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

BUSINESS AND MANAGEMENT STUDIES

Advanced Certificate in Management

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

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

The program's 15 credits can be applied to the Advanced Diploma in Management (page 51) and other programs offered through TRU-OL.

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

Courses in the program are web-based, paced (delivered on the web, with specific start and end dates), and competency-based (minimum 70% average on assignments and final project is required). Refer to the TRU-OL website for computer requirements.

Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition (refer to pages 6 and 20-21), is strongly recommended. Those employed or volunteering in capacities where the skills can be readily applied gain the maximum benefit from this program.

Residency Requirements

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

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

Certificate Requirements

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

Core Requirements (15 credits)

ADMN 361, *Open Thinking* (3)

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

ADMN 363, *Open Communication* (3)

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

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

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

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

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

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

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

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

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

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

BUSINESS AND MANAGEMENT STUDIES

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 54-57) and the Bachelor of General Studies (page 65).

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

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

Most courses in the program are web-based, paced (delivered on the web, with specific start and end dates), and competency-based (minimum 70% average on assignments and final project is required). Refer to the TRU-OL website for computer requirements.

Admission Requirements

Minimum of 60 credits of post-secondary studies and two years of relevant work or volunteer experience. Applicants without 60 formal postsecondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR) (pages 6 and 20-21). Courses in introductory financial accounting (ADMN 231) and introductory marketing (ADMN 250) are prerequisites for the program courses in these areas. Students whose post-secondary studies have not included such courses may be admitted to the program but are required to take approved marketing and accounting courses concurrently with their initial Advanced Diploma in Management courses.

Residency Requirements

While a minimum of 6 credits in the program must be completed through TRU (distance or on-campus), normally all 45 credits are completed through the program's required specific courses or through equivalent competency-based learning.

Diploma Requirements

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

Core Requirements (minimum 39 credits)

ADMN 233, *Management Accounting* (3)

ADMN 336, *Financial Management* (3)

ADMN 361, *Open Thinking* (3)

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

ADMN 363, *Open Communication* (3)

ADMN 364, *Leadership Fundamentals* (3)

ADMN 365, *Marketing for Managers* (3)

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

ADMN 367, *Contemporary Leadership* (3)

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

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

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

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

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

Elective Requirements (up to 6 credits)

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

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

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

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

ADMN 483, *Effective Leadership* (3)

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

BUSINESS AND MANAGEMENT STUDIES

Bachelor of Business in Real Estate

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

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

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

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

Admission Requirements

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

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

Residency Requirements

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

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

TRU Degree Requirements

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

General Education Requirements (18 credits)

(May be met with lower-level or upper-level university courses; refer to page 53 for disciplines)

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

3 credits in humanities or social science (excluding English)

3 credits in urban geography (normally UBC's GEOG 350)

3 credits in natural science (excluding mathematics or computing)

6 credits in general education electives (humanities, social science, or science)

Core Business and Administrative Studies Requirements (45 credits)

ADMN 231, *Introduction to Financial Accounting* (3) or BUSM 132, *Accounting II* (3) or UBC BUSI 293 (3)

ADMN 233, *Management Accounting* (3)

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

ADMN 320, *Organizational Behaviour I* (3)

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

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

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

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

ADMN 460, *Business and Society* (3)

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

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

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

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

MATH 109, *Business Mathematics* (3) (exempt if UBC BUSI 121 taken)

STAT 102, *Introduction to Probability and Statistics* (3) (exempt if UBC BUSI 121 taken)

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Core Real Estate Requirements (24 credits) (delivered by UBC)

BUSI 111, *BC Real Property Law and Real Estate Ethics* (3) or BUSI 112, *Canadian Real Property Law and Real Estate Ethics* (3)

BUSI 221, *Real Estate Finance in a Canadian Context* (3)

BUSI 300, *Urban and Real Estate Economics* (3)

BUSI 330, *Foundations of Real Estate Appraisal I* (3)

BUSI 331, *Real Estate Investment Analysis and Advanced Income Appraisal* (3)

BUSI 400, *Residential Property Analysis* (3)

BUSI 401, *Commercial Property Analysis* (3)

BUSI 425, *Land Use Regulation: Local Government Law and Planning* (3) or approved substitute, e.g., real estate specialty/elective course

Real Estate Specialty Courses (12 credits)

Additional 400-level UBC courses selected in consultation with an advisor

Students have the option of four areas of specialty: real estate appraisal, property management, real estate development, and property assessment.

Electives (21 credits)

Courses in any discipline at any level

Additional Degree Requirement

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

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

- For information on the UBC Diploma in ULE or UBC's Real Estate Division courses, contact UBC:
www.realestate.ubc.ca
info@realestate.sauder.ubc.ca
604.822.8444
1.888.776.7733 (toll-free)
- Refer to the TRU-OL website or contact Student Services for updates on the degree program.

General Education Requirements—Business and Related Degree Programs

Some degree programs in business offered through TRU-OL require 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/ Humanities

Social Science

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

Humanities

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

Natural Science

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

Arts and Science Electives

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

BUSINESS AND MANAGEMENT STUDIES

Bachelor of Commerce

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

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

Admission Requirements

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

Note the following points:

- Those with a recognized two-year college business diploma receive a block transfer of up to 60 credits toward the degree. Other recognized diplomas are also eligible but may receive a reduced block transfer.
- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 72 credits toward the degree.
- Those with the Certified General Accountants' Association (CGA) foundation, advanced, and PACE levels receive block transfers of up to 90 credits, based on compulsory courses taken in their accounting programs and the association's mandatory practical experience requirements.
- Those 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 program are eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.
- Those that completed diplomas prior to 2001 are required to provide documentation of their recent business experience and evidence of their current knowledge of the use of computers in the workplace.

Degree Requirements

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

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

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

Up to 50% of the credits required for the degree may be earned through prior learning assessment and recognition (PLAR) (pages 6 and 20-21).

Residency Requirements (6 credits)

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

General Education Requirements (18 credits)

(May be met with lower-level or upper-level university courses; refer to page 53 for disciplines)

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

3 credits in natural science

6 credits in social science/humanities

6 credits in arts and science electives

Core Knowledge Requirements (54 credits)

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

MATH 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)

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

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

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

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

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

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

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

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

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

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

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

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

Concentration Requirements (15 credits)

Students must complete one of the following concentrations: accounting; general management; human resources; information systems management; leadership; marketing; public sector management; technology management. Required courses for each concentration are listed on pages 55-57.

Elective Requirements (normally 33 credits)

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

Accounting Concentration

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

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

Required Courses (15 credits)

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

ADMN 333, *Intermediate Management Accounting* (3)

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

ADMN 351, *Taxation* (3)

One course from the following:

ADMN 402, *Advanced Financial Accounting* (3)

ADMN 461, *Accounting Theory* (3)

ADMN 463, *Assurance (Auditing)* (3)

General Management Concentration

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

Required Courses (15 credits)

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

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Human Resources Management Concentration

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

Required Courses (15 credits)

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

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

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

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

ADMN 325, *Labour Relations* (3)

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

Information Systems Management Concentration

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

Required Courses (15 credits)

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

CMPT 407, *Project Management* (3)

Three courses from the following:

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

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

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

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

CMPT 425, *IT Security* (3)

Leadership Concentration

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

Required Courses (15 credits)

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

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

ADMN 466, *Managing Change* (3)

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

Marketing Concentration

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

Required Courses (15 credits)

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

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

ADMN 491, *Service Marketing* (3)

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Public Sector Management Concentration

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

Required Courses (15 credits)

Minimum of two courses from the following:

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

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

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

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

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

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

ADMN 407, *Managing Service Delivery* (3)

ADMN 421, *Financial Management* (3) (may not be used to satisfy the core financial management requirement)

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

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

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

Approved 300- or 400-level course

Technology Management Concentration

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

Required Courses (15 credits)

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

9 credits from a technology area (normally, transfer credits from a diploma in technology)

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

Post-Baccalaureate Certificate in Commerce

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

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

Admission Requirements

Recognized baccalaureate degree in the field of business.

Certificate Requirements

Residency requirements and concentration requirements must be completed as listed.

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

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

Residency Requirements

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

Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations.

Accounting Concentration

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

ADMN 333, *Intermediate Management Accounting* (3)

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

ADMN 351, *Taxation* (3)

ADMN 463, *Assurance (Auditing)* (3)

Human Resources Management Concentration

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

ADMN 325, *Labour Relations* (3)

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

BUSINESS AND MANAGEMENT STUDIES

Information Systems Management

CMPT 315, *Relational Database Management Systems* (3) or CMPT 350, *Systems Analysis and Design II* (3)
CMPT 407, *Project Management* (3)

Three courses from the following:

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

Leadership Concentration

ADMN 364, *Leadership Fundamentals* (3)
ADMN 367, *Contemporary Leadership* (3)
ADMN 483, *Effective Leadership* (3)

Six credits from the following:

ADMN 369, *Transition and New Beginnings* (3)
ADMN 466, *Managing Change* (3)
ADMN 468, *Leading Projects to Success* (6)

Marketing Concentration

ADMN 348, *Marketing Research* (3)

Four courses from the following:

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

* Course in development

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

Public Sector Management Concentration

Minimum of two courses from the following:

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

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

ADMN 316, *Local Government in Canada: Administration and History* (3)
ADMN 407, *Managing Service Delivery* (3)
ADMN 421, *Financial Management* (3)
ADMN 434, *Serving Citizens: Managing Information and Engagement* (3) ADMN 437, *Program Evaluation*
ADMN 437, *Program Evaluation and Performance Measurement* (3)
ADMN 446, *Local Government Land Use Planning* (3)
Approved 300- or 400-level course

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

Professional Associations Recognize TRU-OL Credits

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

Many TRU-OL course descriptions in this calendar indicate which associations recognize a particular course (refer to the chart on pages 62-63). In some cases, a program requires students to select from among several recognized courses. It is important to note that this course transfer information is subject to ongoing evaluation by the associations and that certain minimum grade requirements may apply. In some cases, certification is based on association examinations/assessments, and course transfer is not applicable, though some TRU-OL courses are suggested. Contact the specific professional association for more information (refer to page 61 for contact information).

BUSINESS AND MANAGEMENT STUDIES

Post-Baccalaureate Certificate in Business Skills

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

The Post-Baccalaureate Certificate in Business Skills prepares students possessing a Bachelors degree in a non business area for admission to 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.

Residency Requirements

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

NOTE

* MATH 150 and MATH 109 will be replaced with a revised MATH 107 (currently under development).

** CMPT 118 and CMPT 119 will be replaced with ADMN 137, Management Information Systems 1 (currently under development).

Please contact your program advisor if you require clarification.

Program Requirements

36 - 42 credits (see NOTE)

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)

CMPT 118: *Introduction to Information Technology* (3)

CMPT 119: *Computer Applications in Business*** (3)

ECON 200: *Principles of Microeconomics* (3)

ECON 201: *Principles of Macroeconomics* (3)

ECON 310: *Economic and Business Statistics*

MATH 109: *Business Mathematics* (3)

MATH 150: *Finite Mathematics* (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 Skills courses, must complete alternative coursework as approved by TRU-OL.

BUSINESS AND MANAGEMENT STUDIES

Post-Baccalaureate Diploma in Commerce

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

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

Admission Requirements

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

Diploma Requirements

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

30 credits, with a minimum 15 credits at the upper (300 or 400) level, minimum graduating grade point average (GPA) of 2.0, and a minimum grade of C+ in each course in the concentration, are required. Students cannot use coursework from a previous credential to meet any of the diploma's 30 credits. Students with credit as part of their prior credential(s) for courses equivalent or similar to some of the diploma courses are required to complete alternative coursework approved by TRU-OL.

Residency Requirements

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

Core Requirements (3 credits)

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

Elective Requirements (12 credits)

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

Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

Accounting Concentration

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

General Management Concentration

ADMN 222, *Introduction to Human Resource Management* (3)
ADMN 250, *Introduction to Marketing* (3)
ADMN 320, *Organizational Behaviour I* (3)
ADMN 336, *Financial Management* (3)

One additional approved 300- or 400-level ADMN or ECON course. Students selecting this concentration are encouraged to select courses from the following list to complete their elective requirements: ADMN 233, *Management Accounting* (3); ADMN 362, *Analytical Decision Making* (3); ADMN 390, *Business Law* (3);

ADMN 460, *Business and Society* (3); BUSM 121, *Management Principles and Practices* (3); ECON 200, *Principles of Microeconomics* (3).

Human Resources Management Concentration

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

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

Information Systems Management

CMPT 315, *Relational Database Management Systems* (3) or CMPT 350, *Systems Analysis and Design II* (3)
CMPT 407, *Project Management* (3)

Three courses from the following:

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

BUSINESS AND MANAGEMENT STUDIES

Leadership Concentration

ADMN 364, *Leadership Fundamentals* (3)

ADMN 367, *Contemporary Leadership* (3)

ADMN 483, *Effective Leadership* (3)

Six credits from the following:

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

ADMN 466, *Managing Change* (3)

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

Marketing Concentration

ADMN 348, *Marketing Research* (3)

Four courses from the following:

ADMN 345, *Professional Selling* (3)

ADMN 347, *Consumer Behaviour* (3)

ADMN 365, *Marketing for Managers* (3)

ADMN 380, *International Business* (3)

ADMN 403, *Retail Marketing* (3)

ADMN 487, *International Marketing* (3)

ADMN 488, *Integrated Marketing Communication* (3)

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

ADMN 491, *Service Marketing* (3) *

Public Sector Management Concentration

Minimum of two courses from the following:

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

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

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

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

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

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

ADMN 407, *Managing Service Delivery* (3)

ADMN 421, *Financial Management* (3)

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

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

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

Approved 300- or 400-level course

* Course in development

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

Business Courses Chart Guide

The chart on pages 62-63 shows some of the business and management studies courses delivered by TRU-OL and professional associations granting exemptions.

Refer to page 58 for more information about professional associations.

AI Appraisal Institute of Canada (BC)
www.appraisal.bc.ca
info@appraisal.bc.ca
604.266.8287

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

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

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

CHRP Certified Human Resource Professional
www.bchrma.org
1.800.665.1961

CIM Canadian Institute of Management
www.cim.ca
1.800.387.5774

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

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

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

ICB Institute of Canadian Bankers
www.icb.org
514.282.9480 or 1.800.361.7339

IIC Insurance Institute of Canada
www.insuranceinstitute.ca
416.362.8586
(TRU-OL-delivered courses only, upon approval)

LGMA Local Government Management Association
www.lgma.ca
250.383.7032

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

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

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

BUSINESS AND MANAGEMENT STUDIES

Business Courses Chart

Refer to page 61 for more information.

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

M Credit-free option. Refer to page 21.

✓ Course exemption granted by association.

◆ Course exemption only—required to write CGA examination.

* Combination of courses meets professional association requirement.

◇ No exemption—challenge examination granted.

EDUCATION

Graduate Certificate in Online Teaching and Learning

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

The Graduate 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.

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

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 can 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, rather than being subject to specific school districts. 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.

GENERAL STUDIES

Certificate or Diploma in General Studies

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

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

Those with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult a TRU-OL program advisor regarding the possibility of receiving credit for these programs or recognition for prior learning.

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

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 4).

Residency Requirements

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

PLAR

Certificate, diploma and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) (pages 6 and 20).

HEALTH AND HUMAN SERVICES

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, a two-day phlebotomy workshop and a clinical practicum which is provided by hospital or private laboratories under criteria developed by Thompson Rivers University. 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. Students are however encouraged to complete the program in under a year. No extensions will be granted to the program time frame.

This entire program is equivalent to 16 to 20 weeks of full-time study and leads to rewarding employment in the health care setting. Currently the job market appears to be very active for qualified Medical Laboratory Assistants.

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 two-day Phlebotomy Workshop (MLAP 051) at TRU 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)

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 exhibit typing skills that meet TRU standards)
- Criminal Record Check
- Confirmation of a practicum-training site

Residency Requirements

3 credits of TRU coursework

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

HEALTH AND HUMAN SERVICES

Polysomnography Certificate Program

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

This certificate program is designed for EEG Technologists, Nurses and Respiratory Therapists pursuing careers in sleep medicine and polysomnography. It also covers didactic material that is required to challenge the American Board of Registered Polysomnographic Technologists certification examination.

Note

Students intending to complete the clinical component of this program are encouraged to look into ASHS 304, *Polysomnography Clinical Component* (3)

Admission Requirements

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

Residency Requirements

3 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)

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.

Practical Nurse Access Certificate

This program is currently under redevelopment and is not accepting admissions.* Refer to the TRU-OL website or contact Student Services for program updates.

- Generally, this program is available only to applicants residing in BC and the Yukon.

*This program is under revision to ensure that students are provided with the quality of education necessary to achieve the entry-level requirements of professional licensed practical nurses in BC, as well as to meet the competencies required by the College of Licensed Practical Nurses of BC.

Note

HLTH 100, *Math Review for Medication Administration* is open for registration for professional development purposes. Registration in HLTH 100 however, does not imply or guarantee admission into the Practical Nurse Access Certificate Program.

- Courses with practice activities are held in various BC locations and are available only to students residing in BC and the Yukon. Students must travel to the locale of the labs and practicums and are responsible for their own travel and accommodation costs. Applicants residing outside BC who want to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Punctual attendance with active participation in all in-person labs and practice activities is required. Students are responsible for all costs associated with labs and practice activities. Labs and practice activities may be limited by geographic location, time of year, space and enrolment.

HEALTH AND HUMAN SERVICES

Return to Registered Nurse Practice Certificate

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

The 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 substantive knowledge, values and skills 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' situatedness 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 have been away for Canadian nursing practice for more than 10 years, can apply for an individual assessment by the nursing Program Coordinator. Prior to program admission, these individuals may be required to complete additional course work or individualized pre-requisites before registering into a course. In such cases and where feasible an individual learning plan is to be developed in consultation with the Program Coordinator as this will aid student advising and success.

The essential supplies and skills required to complete the program include: appropriate nursing attire; access to a stethoscope; regular access to a computer; and the ability to engage in online learning using a learning management system. Access to a DVD player and TV is also important. A portable tape recorder and a blank audio tape may be required.

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 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.

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

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 (WHIMS) training and CPR-HPC 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
- TRU Grading System Policy ED 3 using Academic/Career/Development Grading System. 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%)

HEALTH AND HUMAN SERVICES

Certificate Requirements

The minimum credits for the certificate is 17.

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), may be required for nurses opting to transition in nursing practice they are 're-entering'

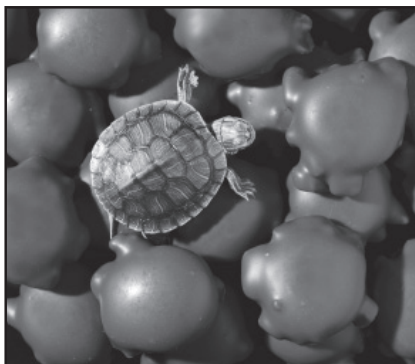
Residency Requirements

8 credits of TRU coursework, specifically NURS 364 and NURS 365

Note

Courses with practicum activities 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 resident area.

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



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- Receive credits for knowledge gained through prior work experience

HEALTH AND HUMAN SERVICES

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 for the theory courses as an elective or find a course suitable for transfer credit towards a course in 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 1*

HLSC 169, *Anatomy and Physiology 2*

HLTH 100, *Math Review for Medication Administration*

HLTH 107, *Interprofessional Relational Practice, Foundations*

HLTH 112, *Foundational Human Anatomy-Physiology for Health Promotion*

HLTH 123, *Cognitive Changes and Caregiving*

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**

PNAP 114, *Health and Healing A*

* Registration Requirements for Practice-Based Courses

These practice courses are designated for Internationally Educated Nurses seeking CRNBC licensure. In order to take these practice courses applicants must supply: a 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.bchealthguide.org/healthfiles/hfile66.stm); satisfactory current criminal records search; and a letter of assessment from CRNBC indicating eligibility for nurse licensure. 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

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

HEALTH AND HUMAN SERVICES

Social Service Worker Certificate

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

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

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

This program offers courses in social work theory and practice, counselling skills, lifespan development, and social sciences. Program students also attend a practicum in a social service setting and complete a workshop, normally held on the TRU Kamloops campus. Students are responsible for all costs to attend workshops. The SSWP 110 workshop is held once a year. Distance options for these courses are in development, refer to www.truopen.ca for updates.

Students who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Note

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

Students who do not intend to complete the program may register in SSWP courses, except the practicum course. Courses other than the field practicum are available to applicants residing outside Canada.

Bachelor of Social Work

Requirements for application to Bachelor of Social Work degree programs include the completion of introductory courses such as SSWP 200 and 212. Completing courses in the Social Service Worker Certificate program is a way to acquire new skills and transfer credits toward a Bachelor of Social Work degree program. Refer to admissions and transfer information on the web at www.bccat.bc.ca.

Admission Requirements

ENGL 106, *Written Communication* or equivalent PSYC 102, *Introductory Psychology II* or equivalent

Sixty (60) documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years; satisfactory current criminal records search (page 67); personal statement (minimum three typed pages); completion of a situational questionnaire; phone interview with program coordinator. Completion of a Grade 12 program or the BC Adult Graduation Diploma (page 34) is recommended.

Students who have completed Grade 12 English with a B average may complete the voluntary English Language and Writing Assessment (available on the TRU-OL website and from Student Services) or the Language Proficiency Index and be exempted from ENGL 106 if they obtain a writing level score of 5 (pages 7-8).

Certificate Requirements

Specific Course Requirements (29 credits)

ENGL 107, *Business Communication* (3)

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

SSWP 109, *Introductory Counselling Skills* (4)

SSWP 110, *Weekend Workshop for Introductory Counselling Skills* (1)

SSWP 200, *An Introduction to Social Work Practice* (3)

SSWP 212, *Social Welfare in Canada* (3)

SSWP 355, *Human Development* (3)

SSWP 215, *Social Service Field Practicum* (6)

One 3-credit elective (generally a liberal arts/science course at any level) approved by program coordinator. TRU-OL may accept transfer credit for similar courses offered at other recognized Canadian post-secondary educational institutions.

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

HEALTH AND HUMAN SERVICES

Anaesthesia Assistant Post-Diploma Program

- 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 Anesthesiologists' Society.

The program consists of a didactic portion and a clinical practicum. The didactic portion of the program is offered through a tutor supported distance study format.

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 6 and 20).

Residency Requirements

3 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, with at least one year of post-graduate clinical experience. In addition, an anaesthesiologist must provide a letter recommending the candidates suitability.

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

Diploma Requirements

A pre-entrance exam determines the student's course of studies. Students passing all subject areas of the pre-entrance exam can directly enter and complete the program's core courses prior to their clinical practicum, whereas students not passing all pre-entrance exam subject areas must take a support course relating to each subject area which they failed to successfully pass.

Candidates must complete this program in under two years. Following successful completion of all didactic components, a full-time clinical practicum of 12 to 16 weeks is required. This practicum is modeled on traditional medical residency training and will be guided by a list of skill acquisition objectives. Practicum areas include:

1. Equipment maintenance
2. Clinical anaesthesia
3. Specialties in adult anaesthesia
4. Neonatal/Pediatric anaesthesia

* Students must have current Advanced Cardiovascular Life Support (ACLS) certification in order to proceed to 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)

Note: Students wishing to take the didactic program may exit a certificate of completion

Clinical

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

* Current ACLS certificate required

HEALTH AND HUMAN SERVICES

Bachelor of Health Science

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

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

Health professionals who are not working toward a degree may register in health-related or health-issues courses, provided they meet other course prerequisites and admission requirements.

Admission Requirements

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

Residency Requirements

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

Degree Requirements

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

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

Specific Requirements

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

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

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

3 credits in humanities (other than English)

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

Minimum of 15 credits of academic electives approved by a TRU-OL program advisor (minimum 6 credits at the upper level)

Academic Elective Credits

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

Exemptions without credit may be granted for appropriate courses taken within the diploma program (excluding courses needed to fulfill the residency requirements). This may increase the number of elective credits required to complete the degree program.

Health Science Degree Programs

The Bachelor of Health Science degree programs have been designed to:

- Provide academic recognition for advanced-level training in selected health disciplines and specialties.
- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options, and academic credentials without having to leave the workforce for an extended period.
- Make advanced studies available to professionals in selected health occupations at a convenient time and place.

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

Note

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

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

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

HEALTH AND HUMAN SERVICES

Bachelor of Health Science (Physiotherapy)

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

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

This degree program is available to physiotherapists in the following two groups. Students may complete most of the academic requirements of the degree program at any time, with TRU-OL courses or their equivalents.

Group 1

Physiotherapists in BC who are fully licensed members of the College of Physical Therapists of BC (CPTBC) and want to develop the skills and knowledge necessary to progress to senior practice positions or apply to graduate school.

Group 2

Physiotherapists seeking licensure in Canada whose qualifications have been reviewed by the Canadian Alliance of Physiotherapy Regulators (the Alliance), who are required to complete a degree program and then pass the Physiotherapy National Examination in order to obtain full licensure as physiotherapists, and who are recommended to the program by the Alliance. Applicants may be admitted to the program only if no other requirements are to be met prior to full licensure being granted by a regulatory body affiliated with the Alliance.

Note

Practising physiotherapists who meet requirements of the Alliance and other health professionals who are not working toward a degree may register in health-related or health-issues courses, provided they meet other course prerequisites and admission requirements.

Admission Requirements

Students in both groups are subject to the academic policies of TRU-OL and are required to submit full documentation of their academic history, including documentation of graduation from a three-year diploma program (or equivalent) in physiotherapy at a recognized institution. In addition, the following admission requirements apply:

Group 1—Students are required to provide a copy of a current full licence with the CPTBC.

Group 2—Students referred by the Alliance are required to provide documentation showing that the only requirements they need to obtain full licensure in a jurisdiction affiliated with the Alliance are completion of a degree program and a pass grade on the Physiotherapy National Examination. All other licensure requirements, set by the CPTBC and the Alliance, including completion of a program with sufficient physiotherapy content and successful completion of TOEFL or equivalent English language tests, are to be completed prior to admission to the program.

Residency Requirements

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

Degree Requirements

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

Diploma in physiotherapy from a recognized institution and documentation of full licensure, or progression to full licensure as outlined, are required.

Typically, up to 90 credits are granted for a three year diploma in physiotherapy.

6 credits in first-year English (university-level composition and literature, e.g., TRU-OL's ENGL 100 or 102, and ENGL 101 or 103) (if not taken in the diploma) are required.

Additional University Requirements (30 credits)

(15 upper-level credits; 6 credits through TRU-OL)

3 credits in introductory statistics

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

3 credits in humanities (other than English)

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

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

HEALTH AND HUMAN SERVICES

Bachelor of Health Science (Psychiatric Nursing)

Offered in collaboration with Douglas College (BC)

- Program is available only to applicants residing in Canada.

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

Admission Requirements

Open to students who are enrolled in or have completed the Advanced Diploma program in Psychiatric Nursing at Douglas College, who are (1) psychiatric nursing graduates registered in British Columbia, Alberta, Saskatchewan, or Manitoba; or (2) registered nurses working in psychiatric nursing.

Students applying for admission to the degree program are required to provide documentation of admission to or completion of the Advanced Diploma program at Douglas College.

Entry to the Advanced Diploma program requires that the student possess current active practising registration as an RPN or RN and recent appropriate psychiatric nursing experience. Graduates of general nursing programs are required to demonstrate knowledge and skills comparable to current psychiatric nursing diploma programs.

Residency Requirements

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

- For information on the Douglas College Advanced Diploma program in Psychiatric Nursing, contact Douglas College: www.douglas.bc.ca 604.527.5025
- Refer to the TRU-OL website or contact Student Services for updates on the degree program.

Degree Requirements

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

Diploma in psychiatric nursing or nursing from a recognized institution and completion of the Douglas College Advanced Diploma in Psychiatric Nursing are required.

Additional University Requirements (30 credits)

(15 upper-level credits; 6 credits through TRU-OL)

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

3 credits in mathematics or computing science (introductory statistics course recommended)

3 credits in research methods (upper level)

6 credits in social science

3 credits in humanities (other than English)

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

3 credits in administrative studies

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

- 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.

HEALTH AND HUMAN SERVICES

Graduate Certificate in Child and Youth Mental Health

- Program is available only to applicants residing in Canada.

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

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

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

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

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

Admission Requirements

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

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

Graduate Certificate Requirements

Specific Course Requirements (15)

CYMH 551, *Mental Health Practice* (3)

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

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

CYMH 554, *Clinical Internship and Capstone* (5)

Notes on Clinical Internship (CYMH 554)

- The program coordinator arranges an appropriate internship with input from the student. The internship is based on availability and resources in the student's community.
- A successful criminal record check may be required by the agencies sponsoring students in internships. It is incumbent on the student to meet this requirement prior to placement.
- A total of 210 hours must be completed for an internship, which can be completed on a part-time or full-time basis.
- Some students may need to relocate at their own expense to complete an internship if suitable service agencies are unavailable in their home 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 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)

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

Water Treatment Technology Program

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

This program is designed to address educational requirements for operators working in the water treatments industry. The program supports a progressive credential structure (certificates, a diploma and a degree) as well as a flexible distance education and on-site block practicum delivery format. The main program objective is to provide a comprehensive educational opportunity for immediate and future plant operators and managers. The target student audience would typically fall into general categories including both plant operators meeting or improving their certification level through attainment of continuing education unit (CEU) and/or the laddering of their education to the Water Treatment Technology Program, as well as entry level students interested in entering the water treatment technology field.

An optional coop term will be available to entry level students, ensuring they have the opportunity to gain valuable hands-on experience in a working plant. Students are expected to then be able to write the Environmental Operators Certification Program (EOCP) accredited Operator Level 1 Certification Exam.

The majority of program training can be done at home or at work, leading to reductions to cost and scheduling concerns for both students and employers. Scheduled on-site practicums at the Kamloops River Street Plant will expose students to the plant's advanced technology and ensure the program's applied nature is maintained.

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 EOCP accredited certificate. Although the Water Treatment Technology Program and associated courses received the approval of the EOCP for appropriate technical training for Continuing Education Units (CEU), the TRU certificates are not to be confused with the accredited EOCP certificates.

General Education Requirements

The program, if taken on a full time basis, is two academic years in length, or four semesters. Each semester consists of courses representing the educational requirement for the four levels required for operator certification. Students receive a TRU certificate in Water Treatment Operations for each semester they have completed. Upon completion of all four semesters, the student will receive a diploma in Water Treatment Technology. The program allows individuals to enter and exit the program in relation to the level of credential they are aspiring to. Additionally, graduates are expected to be able to ladder into Bachelor Degree programs in the near future.

Each course currently available represents three credits or nine continuing education units (CEUs).

Level One Certificate Requirements

WTTP 170, *Water Sources* (3)

WTTP 171, *Water Treatment I* (3)

WTTP 172, *Applied Math and Science* (3)

WTTP 173, *Mechanical Systems I* (3)

WTTP 174, *Environmental Safety and Communications* (3)

Level Two Certificate Requirements

WTTP 180, *Electrical Fundamentals I* (3)

WTTP 182, *Instrumentation I* (3)

WTTP 183, *Mechanical Systems II* (3)

WTTP 185, *Water Treatment II* (3)

WTTP 189, *Practicum I* (2) (See Note page 78)

Level Three Certificate Requirements

WTTP 270, *Electrical Fundamentals II* (3)

WTTP 271, *Water Chemistry* (3)

WTTP 272, *Advanced Coagulation and Particle Removal* (3)

WTTP 273, *Filtration* (3)

WTTP 274, *Disinfection* (3)

Level Four Certificate Requirements

WTTP 280, *Microbiology and Toxicology* (3)

WTTP 281, *Limnology for Water Treatment* (3)

WTTP 282, *Instrumentation II* (3)

WTTP 283, *Management and Leadership Skills* (3)

WTTP 289, *Practicum II* (See Note page 78)

SCIENCE

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

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

Note

Due to the distance of the facility location, some students will be unable to attend the on-site practicum (specifically for the Water Treatment Technology Program) held in Kamloops. The program is designed to be flexible so an operator working in a plant can apply to have the practicum performed at a more convenient location. The details of the practicum would be organized between the operator, employer and program facilitator. The program will also recognize past educational and work experience through a Prior Learning Assessment. In this way a student could be granted credit for specific courses or portions of the program.

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

6 credits in arts other than English, mathematics, or lab-based science courses

18 credits in first-year natural science, mathematics (including statistics), or engineering science, of which no more than 6 credits may be in one subject area

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

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

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

Note

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

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

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

Students planning to transfer to a science program at another post-secondary institution are advised to choose courses that meet the requirements of that program.

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

SCIENCE

Bachelor of Science, General Program

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

This degree program concentrates study in one subject to the level required for a minor (18 upper-level credits). No labs are required.

TRU-OL offers many courses that fulfill the specific lower-level requirements of the degree. Because TRU-OL's offering of upper-level science courses is limited, students should expect to complete a significant number of courses through other institutions. 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 4).

Residency Requirements

6 credits of upper-level 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 41 for disciplines)

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

6 credits in humanities other than English

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

6 credits in social science

- 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.

Lower-level Requirements (24 credits)

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

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

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

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

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

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

Mathematics (including statistics, e.g., TRU-OL's MATH 150, 210, 230)

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

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

Upper-level Requirements (45 credits)

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

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

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

Elective Requirements (27 credits)

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

Note

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

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to pages 6 and 20-21 for more information.

SCIENCE

Bachelor of Science, Major Program

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

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

Admission Requirements

Open admission (page 4).

Residency Requirements

6 credits of upper-level 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 41 for disciplines)

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

6 credits in humanities other than English

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

6 credits in social science

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

Refer to pages 6 and 20-21 for more information.

Lower-level Requirements (27 credits)

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

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

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

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

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

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

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

Mathematics (including statistics, e.g., TRU-OL's MATH 150, 210, 230)

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

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

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

Upper-level Requirements (45 credits)

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

3 credits of *Directed Studies*

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

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

General Elective Requirements (24 credits)

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

Note

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

TECHNOLOGY

Certificate in Information Technology

- Program is available only to applicants residing in Canada.

This flexible certificate program allows students the freedom to pursue a wide variety of complementary courses within information technology (IT)-related courses delivered by TRU-OL, offered by university consortium institutions (SFU's CPSC courses and UVic's CMPT courses), and through other consortia such as the Canadian Virtual University (page 12). This "generalist" certificate also provides a path for students who choose to redirect their focus midstream or seek recognition for mixed IT skills from recognized sources.

The Certificate in Business Skills program (page 47) may be undertaken as a laddering goal in pursuit of this certificate. On completion of the Certificate in Information Technology, students may continue on to the Diploma in Information Technology and Management or the Diploma in Management Studies (page 48-49).

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

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

Certificate Requirements

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

BUSM 100, *Doing Business in Canada* (3) or approved equivalent

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

3–6 credits in introductory IT and computer application courses (e.g., CMPT 118 and 119, or CMPT 150); students with Microsoft MOUS certification and/or other IT vendor certifications may be exempted from this requirement

15–18 credits in approved TRU-OL IT-related courses, transfer credit courses, or PLAR credit (pages 6 and 20-21); courses may include TRU-OL CMPT or CPSC courses and ADMN 477 (6), subject to appropriate prerequisites

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

Diploma in Information Technology and Management

- Program is available only to applicants residing in Canada.

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

Admission Requirements

Successful completion of one of the following:

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

Residency Requirements

6 credits of TRU coursework (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, subject to appropriate prerequisites and TRU-OL approval. Suggested business and management studies electives include ADMN 231, *Introduction to Financial Accounting*; ADMN 233, *Management Accounting*; ADMN 250, *Introduction to Marketing*; ADMN 362, *Analytical Decision Making*.

The overall 60 credits for the certificate and diploma must include a minimum of 18 credits at the 200 level and 30 credits in IT subjects.

TECHNOLOGY

Bachelor of Technology (Computing)

- Program is available only to applicants residing in Canada.

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

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

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

The term "computing" primarily refers to computer science (CPSC) courses. Most CMPT (computer studies) courses in this calendar or on the TRU-OL website do not satisfy requirements in this program.

Admission Requirements

Completion of a recognized diploma in computing science, computer information, or related fields (not available through TRU-OL). Normally, Mathematics and English 12 are prerequisites.

Residency Requirements

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

- 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.

Degree Requirements

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

General Education Requirements

(minimum 33 credits)

(may be met with lower-level or upper-level university courses at TRU-OL or elsewhere; refer to page 53 for disciplines)

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

3 credits in applied communication (normally ENGL 107)

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

3 credits in social science

6 credits in liberal arts

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

3 credits in humanities

Core Lower-level Requirements (30 credits)

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

Core Upper-level Requirements (45 credits)

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

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

Other Elective Requirements (12 credits)

Approved electives (upper or lower level)

Note

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

TECHNOLOGY

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

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

Degree Requirements

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

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

(may be met with lower-level or upper-level university courses; refer to page 53 for disciplines)

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

3 credits in humanities (generally upper level)

3 credits in economics (generally ECON 200)

3 credits in natural science (generally upper level)

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

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

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

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

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

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

6–9 credits of approved business and management electives

Advanced Technical Requirements (15 upper-level credits)

Appropriate courses currently offered by TRU-OL include some courses in computer studies (CMPT). Transfer of advanced technical courses offered on campus by TRU and other recognized institutions is also considered.

Applied Projects (9 upper-level credits)

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

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

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

TECHNOLOGY

Bachelor of Technology (Trades and Technology Leadership)

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

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

Admission Requirements

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

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

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

Those with experiential or non-traditional learning (not eligible for automatic transfer credit) applicable to the program may consider prior learning assessment and recognition (PLAR) to reduce the number of credits they are required to take to complete the degree. Course challenge and/or portfolio assisted PLAR (PDF) methods can be used as deemed appropriate by TRU (See pages 6 and 20-21).

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

Degree Requirements

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

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

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

Foundation (60 credits)

Upon admission, TRU-OL will determine the number of credits attributable to this program from the applicant's trade qualification (typically between 24 and 60) or technology diploma (typically 60 or more). Should additional lower-level credits be required to meet program requirements, a wide variety of courses are available, including TRU-OL's 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 that enables students to select from a broader range of courses later.

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

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

(refer to page 53 for disciplines)

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

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

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

3 credits in natural science (may be upper level)

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

TECHNOLOGY

Required Courses (30 credits)

Core Leadership (18 credits)

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

LEAD 310, *Foundations of Leadership* (3) (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.

Bachelor of Technology (Technology Management)

Bachelor of Technology (Trades and Leadership)

www.tru.ca/distance/programs/bus_mgmt.html

Offered through Open Learning, these technology programs provide business and leadership skills for both technologists and tradespersons respectively. The programs are designed to provide students with a degree that will enable them to grow their positions and enter supervisory or managerial roles either within an organization or of their own business.

The majority of required coursework represents business and administration courses and as such program information can be found online under the Business and Management stream.

- 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.

TOURISM

Bachelor of Tourism Management

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

This degree program is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration, and outdoor recreation, and for those with related programs and educational backgrounds. Industry experience is assumed. The degree forms an integral part of the BC Tourism Learning System.

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

Note

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

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

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

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

Residency Requirements (under review)

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

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

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

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

General Education Requirements (21 credits)

(may be met with lower-level or upper-level university courses; refer to page 53 for disciplines)

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

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

3 credits in humanities (other than English)

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

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

3 credits in natural science

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

Tourism Management Stream

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

Accounting (e.g., ADMN 231)

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

Marketing (e.g., ADMN 250)

Entrepreneurship I

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

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

Organizational Behaviour (e.g., ADMN 320)

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

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

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

Co-op or Practicum (may be completed through PLAR; refer to pages 6 and 20-21)

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

Environmental Stewardship (ENST 399)

TOURISM

Hospitality Administration Stream

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

Accounting (e.g., ADMN 231)

Computer Applications (e.g., CMPT 118, 119, or 150)
Marketing (e.g., ADMN 250)

Accommodations

Hospitality Marketing

Co-op or Practicum (may be completed through PLAR; refer to pages 6 and 20-21)

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

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

Organizational Behaviour (e.g., ADMN 320)

Food and Beverage Service

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

Upper-level Requirements (minimum 24 credits)

Minimum of one course from each of the following areas:

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

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

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

Community and Cultural Issues II (e.g., ADMN 460 or TMGT 301 from TRU School of Tourism)

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

Organizational Leadership (e.g., ADMN 483)

Advanced Communication (e.g., ADMN 363)

Graduating Seminar

- 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., TRU's TMGT 417)

Consumer Behaviour (e.g., ADMN 347)

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

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

Other Elective Requirements (27–30 credits)

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

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

TRU-OL Courses

ADMN 233, *Management Accounting* (recommended)

ADMN 380, *International Business*

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 Malaspina University-College Courses:

CONV 102, *Introduction to Special Events Management*

CONV 104, *Event Volunteer Management*

CONV 105, *Legal Liability and Risk Management*

CONV 106, *Event Marketing*

Malaspina University-College Courses:

TRMT 359, *Management of Parks and Protected Areas*

TRMT 390B, *Special Topics: Seniors*

TRMT 430, *Resort Management*

TRMT 450, *Volunteer Management*

TRMT 475, *Lifestyle Management*

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*

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 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*

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*

- 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*

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*

TRU DISTANCE EDUCATION PROGRAMS AND COURSES

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*

Asthma Educators' Certificate

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

ASHS 461, *Client-Centred Approach to Asthma*
ASHS 462, *Concepts in Asthma*
ASHS 463, *Asthma Management Planning*

COPD Educators' Program

This post-graduate program is for health professionals who work with clients with COPD (chronic obstructive pulmonary disease) and want to further their understanding of the disease and current management strategies. The two program 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*

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)*

- 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 250.828.5211, abtonline@tru.ca or visit www.tru.ca/business.html.

Business Fundamentals Certificate

This online learning program provides the basic office skills needed to secure entry-level employment and is ideal for those students who can only spend a short time in school. Ten additional courses can be applied towards the Administrative Assistant Certificate.

ABTS 110, *Word Processing I*
ABTS 111, *Word Processing II*
ABTS 112, *Desktop Publishing*
ABTS 114, *Keyboarding II*
ABTS 120, *Introduction to Computers*
ABTS 121, *Spreadsheets I*
ABTS 122, *Spreadsheet II*
ABTS 123, *Databases*
ABTS 124, *Presentation Software*
ABTS 125, *Integrated Project*
ABTS 130, *Business Communications I*
ABTS 131, *Business Communications II*
ABTS 141, *Computerized Accounting—Simply*
ABTS 142, *Computerized Accounting—ACCPAC*
ABTS 143, *Accounting I*
ABTS 144, *Accounting II*
ABTS 145, *Business Math and Calculators*
ABTS 150, *Human Relations*
ABTS 151, *Job Search*
ABTS 153, *Administration Procedures*

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, tourism@tru.ca or visit www.tru.ca/tourism/home.html.

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)

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 a 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/culinary/online_courses.html or www.tru.ca/tourism/management/programoutlines/certificates/eventcertif.html for more information about courses and programs offered through distance learning through the School of Tourism.

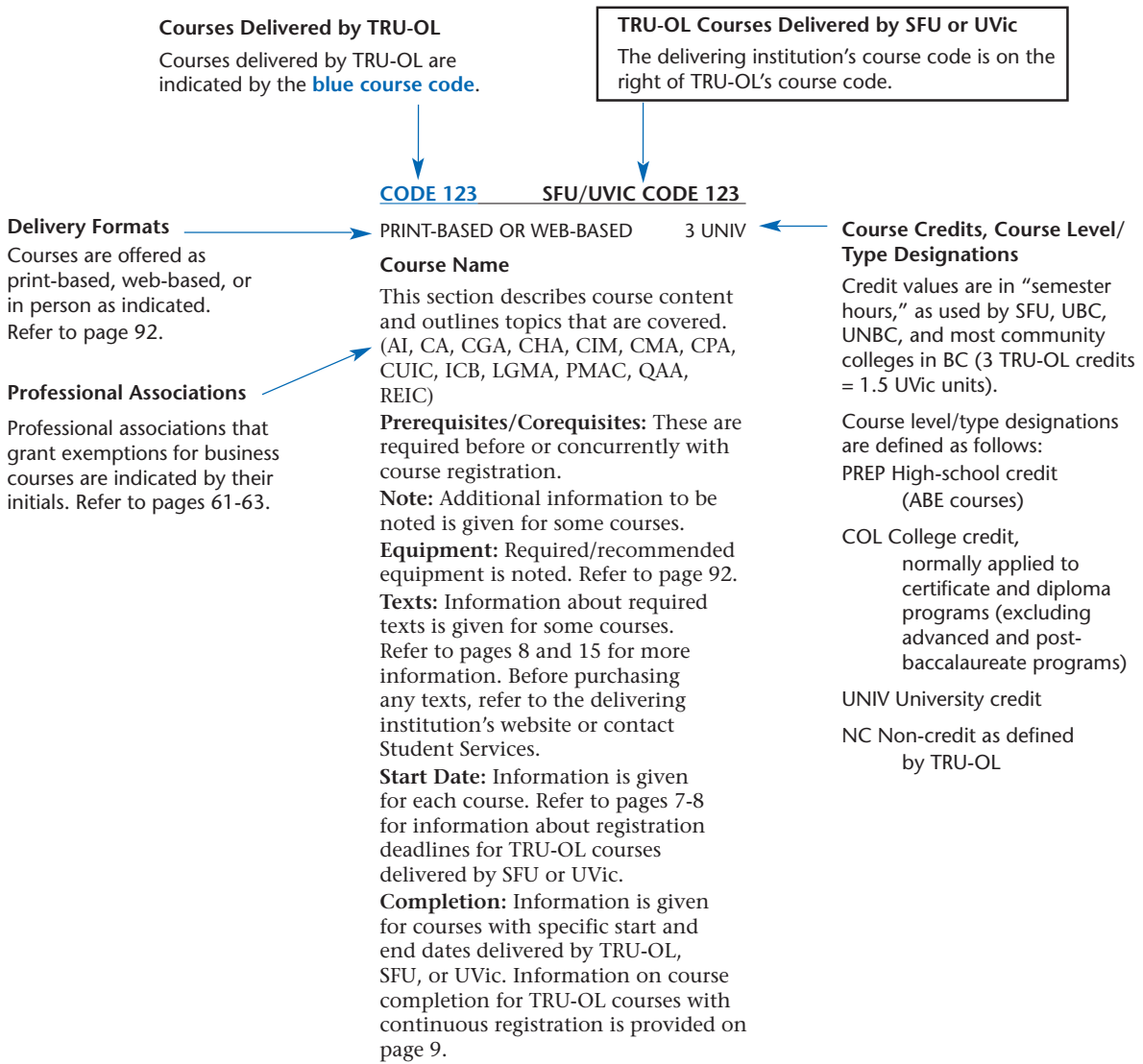
COURSES

Reading a Course Description

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

- Three-digit course numbers beginning with 0 indicate high-school level.
- 100-level courses are generally taken in the first year of a program and usually have no prerequisites.

- 200-level courses are generally taken in the second year of a program. Some 200-level courses may have prerequisites.
- 300-level courses are generally taken in the third year of a degree program and are considered upper level. Most 300-level courses have specific or recommended prerequisites.
- 400-level courses are considered upper level and are taken in the third or fourth year of a degree program. Most 400-level courses have specific or recommended prerequisites.



COURSES

Self-paced and Paced Courses

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

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

Delivery Formats

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

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

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

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

Equipment

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

Computer—Some courses require access to a computer and may also 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 audiocassettes, CDs, DVDs, videos, teleconferencing or TV broadcasts, which require access to equipment as specified in the course descriptions including: audiocassette player/recorder; CD player; DVD player; VCR; phone and/or a television. CDs, DVDs, or videos are included in course packages for some courses; for others, videos are loaned to students by the TRU Library or are rented to students through Student Services. Refer to materials rental and purchase policies on pages 15 and 23.

Web-based Courses Delivered by TRU-OL

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

Hardware Requirements (subject to change)

Window users must have:

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

Macintosh users must have:

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

Software Requirements

- Word-processing program—compatibility with Office 2000 or XP, or RTF-compatible word processor is recommended unless otherwise specified in the course description.
- Email account that supports file attachments.
- 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 different file formats.
- Use an email program, including sending and saving attachments, and upload and download files as email message attachments.
- Use a graphical web browser and Adobe Acrobat Reader (current version).

COURSES

Course Descriptions

ADMN 137

WEB-BASED

3 UNIV

Introduction to Information Technology

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. **Prerequisites:** Students should have a basic understanding of, and functionality with, computers. **Note:** Students may not receive credit for ADMN137 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, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: Continuous.

Completion: 30 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)

Prerequisites: Introductory course in business, management, or supervisory skills is recommended.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 231

PRINT-BASED OR WEB-BASED

3 UNIV

Introduction to Financial Accounting

This course is designed to introduce students to the principles, concepts, and applications of financial accounting. It aims to address such questions as what is financial accounting, what are financial statements, how and why are they prepared, and what are some of the elementary rules governing their preparation. Students are exposed to the process by which financial transactions and events are recorded and learn how to compile and interpret rudimentary financial statements. The course provides an accelerated alternative to BUSM 131 and 132. (AI, CGA, CMA, CPA, CUIC, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Some basic accounting and mathematics (Grade 11) is recommended.

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

Equipment: Calculator is required.

Occasional access to a computer with Internet is strongly recommended for the print-based version of this course. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

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

Start Date: Continuous registration.

Completion: Refer to page 9.

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 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 62-63.

COURSES

ADMN 250

WEB-BASED

3 UNIV

Introduction to Marketing

In this course, students assume the role of a marketing manager and learn how to make effective marketing decisions. Marketing permeates our lives, from the advertising that we are exposed to on a daily basis to the product decisions we make as consumers to our needs to communicate with and persuade others in order to accomplish personal and professional goals. Students go behind the scenes played out in retail, manufacturing, and other marketing organizations to learn how key marketing decisions are made. Students also learn how key marketing concepts, principles, and theories help marketers make effective decisions. (CA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)
Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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

Equipment: Computer with Internet is required. CD-ROM drive is recommended. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 62-63.

ADMN 310

WEB-BASED

UVIC ADMN 310

3 UNIV

Public Sector Economics

This is an introduction to the principles of microeconomics for public-sector policy analysis and management. Students are introduced to economic principles, including supply and demand, household behaviour and consumer choice, production, labour and capital markets, competition policy and regulation, market failures and government intervention, income distribution, and taxation. Topics also include the national income and expenditure accounts, and unemployment and inflation.

Prerequisites: Third-year university standing is recommended.

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

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

Start Date: January. Registration deadline applies. Refer to page 7.

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 7.

Completion: 4 months.

ADMN 312

WEB-BASED

UVIC ADMN 312

3 UNIV

Managing in Public and Non-Profit Sector Organizations

This course focuses on the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs, and services.

Management topics include managerial work; interpersonal and leadership skills; power and influence; conflict resolution; formal and informal communications; motivation and teamwork. Managing organizational change is used as a way to connect manager behaviours and organizational processes. (CUIC, ICB, PMAC)

Prerequisites: Third-year university standing is recommended.

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

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 4 months.

COURSES

ADMN 314 **UVIC ADMN 314**
WEB-BASED 3 UNIV

Public Sector Research and Analysis

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

Prerequisites: Third-year university standing is recommended.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 315
PRINT-BASED 3 UNIV

Production and Operations Management

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

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

Start Date: Continuous registration.

Completion: Refer to page 9.

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 7.

Completion: 4 months.

ADMN 320
PRINT- or WEB-BASED 3 UNIV

Organizational Behaviour I: The Individual and Work Groups

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

Prerequisites: BUSM 121 is strongly recommended. Some work experience is also recommended.

Note: This course was formerly numbered ADMN 420. Students with credit for ADMN 420 may not repeat this course for further credit. Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 325
WEB-BASED 3 UNIV

Labour Relations

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

Prerequisites: Minimum 30 credits applicable to a business or management program offered through TRU-OL. Business law course (ADMN 390) is helpful. **Note:** Students with credit for ADMN 324, 424, or 447 may not take this course for further credit.

Equipment: VCR and computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

ADMN 331

WEB-BASED

3 UNIV

Intermediate Financial Accounting I

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

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

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 333

WEB-BASED

3 UNIV

Intermediate Management Accounting

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

Prerequisites: ADMN 233 or equivalent course in introduction to managerial accounting.

MATH 150 or alternative course providing exposure to linear programming is recommended.

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 336

PRINT-BASED OR WEB-BASED

3 UNIV

Financial Management

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

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

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

Equipment: Hand-held business/ financial calculator is required.

Computer with Internet is required for the web-based version of this course and recommended for the print-based version. Excel software is recommended. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 341

WEB-BASED

3 UNIV

Intermediate Financial Accounting II

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

Prerequisites: ADMN 231 (or BUSM 131 and 132) and ADMN 331 or equivalent.

MATH 109 or a similar introduction to the mathematics of finance is also recommended.

Equipment: Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

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 & Sales Management, Designing Sales Territories, Sales Human Resource Management, Social, Ethical & 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.

ADMN 347

WEB-BASED 3 UNIV

Consumer Behaviour

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

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

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 348

WEB-BASED 3 UNIV

Marketing Research

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

Prerequisites: ADMN 250 and STAT 102 or equivalents.

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

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 351

WEB-BASED 3 UNIV

Taxation

This course covers fundamental principles, concepts, and application of Canadian federal income tax legislation. Topics include the concepts of income and liability for tax; income from employment, business, and property; shareholder benefits; deductions; capital gains and losses; computation of taxable income for individuals and corporations; an introduction to tax planning; and international taxation. The course emphasizes understanding of the conceptual structure of the *Income Tax Act* and the application of its rules to practical cases. The course also integrates the use of tax preparation software. (CA, CGA, CMA)

Prerequisites: ADMN 331 and 341, or recognized equivalents.

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

Equipment: Computer with Internet, CD-ROM drive, QuickTime (free download), and MS Office 2000 or higher is required (course software is not available in Mac format). Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 361

WEB-BASED 3 UNIV

Open Thinking

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

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 362

WEB-BASED 3 UNIV

Analytical Decision Making

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

Upon completion of the course, students have a portfolio of decision-making tools effective in their work environment.

Prerequisites: First-year university standing. Generally, this course is not open to students who have completed a business/management diploma or ADMN 313 and 314.

Note: Students with credit for ADMN 262 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

COURSES

ADMN 363

WEB-BASED

3 UNIV

Open Communication

This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills. It provides students with the professional skills and knowledge to communicate successfully on many levels, including writing, speaking, conducting meetings, giving presentations and interpersonal dialogues, and using electronic media. Students are given the opportunity to work with various techniques to learn valuable communication tools to successfully support them in their managerial careers and personal lives. (CA)

Prerequisites: Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 364

WEB-BASED

3 UNIV

Leadership Fundamentals

This competency-based, paced course provides students with essential knowledge, skills, and competencies to work with and manage people in the workplace. Students develop strategies for building and maintaining trust, practise skills for developing successful interactions and dealing with difficult situations, and develop techniques for creating learning conversations to coach their peers and employees.

Students are required to apply theoretical concepts to workplace, community, or volunteer experiences. (CUIC)

Prerequisites: Third-year university standing is recommended.

Equipment: VCR and computer with Internet are required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 365

WEB-BASED

3 UNIV

Marketing for Managers

This competency-based, paced course provides a framework that students may use to access marketing possibilities, analyze all aspects of a marketing plan, and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. Students read research articles on key aspects of marketing in today's world, play a marketing simulation game in which they make key marketing decisions, and examine the marketing practices that are relevant to their work and interests.

Prerequisites: Introductory marketing course (e.g., ADMN 250 or 350 or BUSM 151), or approval of the program area. Students are required to apply course content to a real-life situation. Third-year university standing is recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 366

WEB-BASED

3 UNIV

Strategic Human Resource Management

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

Prerequisites: Two years' managerial work experience and current position to apply context of course, or approval of the program area. Third-year university standing is recommended. ADMN 361 and 363, familiarity with information technology concepts, and experience using the web are strongly recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

COURSES

ADMN 367

WEB-BASED

3 UNIV

Contemporary Leadership

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

Prerequisites: ADMN 364 is recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 369

WEB-BASED

3 UNIV

Transition and New Beginnings

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

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

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 380

WEB-BASED

3 UNIV

International Business

In this course, students learn the terminology of international business and the process that managers go through to internationalize businesses. The various levels of involvement in foreign markets and how uncontrollable forces in these markets, such as culture, economics, and politics, are studied. The increasing importance of international organizations, such as the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund, is stressed. These organizations provide information that can help companies planning to enter the global economy. The course combines historical, theoretical, and current perspectives from the text and a number of websites. A major component of this course is linking to international business websites and conducting research on business and business-related materials. The web provides new kinds of information on business not available elsewhere. (CMA)

Prerequisites: Minimum 60 credits of post-secondary education or equivalent, as approved by TRU-OL. ADMN 250 (formerly ADMN 350 or BUSM 151) and BUSM 121 or equivalents are strongly recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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

Prerequisites: At minimum, second-year university standing is recommended.

Note: This course was formerly numbered BUSM 241. Students with credit for BUSM 241 or a similar business law course may not repeat this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 402

WEB-BASED

3 UNIV

Advanced Financial Accounting

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

Prerequisites: ADMN 331 and 341 or equivalents. Sound understanding of basic mathematics and its application to the business context (MATH 109 or similar recommended) and of MS Word and Excel (CMPT 119 or similar suggested).

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

ADMN 403

WEB-BASED

3 UNIV

Retail Marketing

This course offers an in-depth examination of the retail industry for students interested in the field of retail marketing management—whether employed with a large organization or in their own business. Covering planning, management, and execution of activities taking place in the buying and selling of goods and services for the end consumer, the course addresses the challenges of this dynamic industry. Through analysis of the retail marketing mix, the course looks at branding in the retail industry, product placing and development, pricing alternatives, location options, and the promotion of goods and/or services. Because of their importance in today's competitive environment, the course covers matters such as the application of technology to retail marketing management, e-commerce, international retailing, and customer relationship management.

Prerequisites: ADMN 250.

Completion of ADMN 347, 365, and 60 credits is also beneficial.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 405

WEB-BASED

3 UNIV

Advanced Management Accounting

This is an advanced course in strategic management accounting. The course examines the integrative and interdisciplinary role of management accounting and its contribution in the strategic management process. The course focuses on cases that deal with management's need for information for planning, control, and decision making using both quantitative and qualitative information. (CGA, CMA)

Prerequisites: ADMN 333 or equivalent. ADMN 336 (or BUSM 236) is also strongly recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 407

WEB-BASED

UVIC ADMN 407

3 UNIV

Managing Service Delivery

This course explores the challenges facing public sector managers who develop or transform public services with a strong focus on service recipients. The course examines the drivers of the service transformation movement, surveys the ways that public services can be reformed, and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability.

Prerequisites: ADMN 311 or equivalent.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 409

WEB-BASED

UVIC ADMN 409

3 UNIV

Leading and Managing in the Non-Profit Sector

This course provides an overview of management in Canada's non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences among the non-profit, public, and private sectors. Topics include leadership; board governance; strategic analysis; volunteer management; and partnering. Students analyze how management concepts, models, principles, and techniques have validity as applied in the context of non-profit and voluntary-sector organizations.

Prerequisites: Third-year university standing is recommended.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 413

PRINT-BASED

3 UNIV

Motivation and Productivity

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation. Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CMA, CPA, CUIC, ICB)

Prerequisites: At minimum, third-year university standing is recommended. It is to the student's advantage to have completed a course of training in business management. Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job. **Note:** Students with credit for BUSM 213 or ADMN 411, 412, or 413 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

ADMN 422 UVIC ADMN 422
WEB-BASED 3 UNIV

Ethical Public Management

This course is an exploration of value and ethical dilemmas that confront public and quasi-public-sector officials in the workplace. The course focuses on process dilemmas related to political neutrality, confidentiality, privacy, fairness, and accountability as well as issues related to good, just, and legitimate public policy. Students have an opportunity to develop their own moral reasoning skills and apply them in case studies.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 422 and UVIC ADMN 554 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

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 7.

Completion: 4 months.

ADMN 431 UVIC ADMN 431
WEB-BASED 3 UNIV

Public Sector Human Resources and Labour Relations

This course examines various aspects of the human resource function within public-sector organizations and compares current theory and practice in human resource planning; recruitment and selection; performance appraisals; compensation, benefits, and promotions; career planning and staff development. In addition the course covers aspects of public-sector labour relations including discipline and grievances, collective bargaining, and managing in a unionized workplace.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 431 and UVIC ADMN 425, 447, 531, or TRU-OL ADMN 366 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 437 UVIC ADMN 437
WEB-BASED 3 UNIV

Program Evaluation and Performance Measurement

This is an intensive introduction to organizational, methodological, and professional issues involved in evaluating programs and measuring performance in public and non-profit organizations. The course offers a practical understanding of the evaluation process, including identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation.

Performance measurement is treated as a complementary set of skills for measuring and reporting program and organizational results. Included are modules on conceptual issues, implementation requirements, and uses of performance measurement.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 437 and UVIC ADMN 537 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 445 UVIC ADMN 445
WEB-BASED 3 UNIV

Urban and Regional Economics

This course examines economic forces influencing settlement patterns, growth, and other characteristics of towns, cities, and regions. It provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how public policies may affect patterns of growth and change. Topics include regional economics, economic development, growth policy, urban land use patterns, how land and housing markets function, how land use regulation affects these markets, urban environmental problems, urban transportation, and emerging spatial patterns.

Prerequisites: Third-year university standing, ADMN 310 or UVIC ECON 103 (formerly ECON 201) or equivalent.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 4 months.

COURSES

ADMN 446 **UVIC ADMN 446**
WEB-BASED 3 UNIV

Local Government Land Use Planning

Focusing on small and mid-sized 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; neighborhood, local area 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.

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

Start Date: September. Registration deadline applies. Refer to page 7.

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 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.

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 452 **UVIC ADMN 452**
WEB-BASED 3 UNIV

Local Government Law

This course analyzes legislation and court decisions applicable to local governments in BC, including the Community Charter.

The course is designed to familiarize non-lawyers with local government law and legal issues that arise in relation to local government activities and how to read case law and legislation.

Prerequisites: Third-year university standing. Work experience in a local government setting is an asset.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 454 **UVIC ADMN 420**
WEB-BASED 3 UNIV

The Public Policy Process

This course is an introduction to the policy process in the public sector. The course includes analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include policy formation, the policy communication process, the structural aspects of policy execution, and the human dimensions of implementation and coordination of policies in public-sector organizations.

Prerequisites: ADMN 311 and third-year university standing, or permission of the UVic program manager. ADMN 310 and/or 314 are recommended.

Note: Only one of ADMN 454 (UVIC ADMN 420) and UVIC ADMN 465 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 460 3 UNIV
WEB-BASED

Business and Society

In this course, students explore the role of primary and secondary stakeholders, both within and associated with organizations. Students investigate ethics and social responsibility and look at where organizational activities fall within different continuums.

Students also examine broad forces in business, society, and globalization, and look at how stakeholders can influence the destiny of both business and society. (CA, CUIC, ICB)

Prerequisites: 75 credits applicable to the Bachelor of Commerce (pages 54-56), or approval of the program area.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 461 3 UNIV
WEB-BASED

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 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

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, reporting, and recent developments in auditing. (CGA, CMA)

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

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 465

WEB-BASED

UVIC ADMN 465

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 4245 and ADMN 452.

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 466

WEB-BASED

3 UNIV

Managing Change

This course aims to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change. Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. (CPA)

Prerequisites: 60 credits. ADMN 320 and 369 are recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 468

WEB-BASED

6 UNIV

Leading Projects to Success

This competency-based, paced course provides students with essential knowledge, skills, and competencies to lead a project to successful completion. The course combines the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Attention is given to analyzing project feasibility, developing processes to accomplish the work, applying strategies to lead people and motivate teams, and creating contingency plans to reduce risks. The course challenges students to apply their knowledge directly to a course project. Students must select and analyze the feasibility of their proposed project. As part of the competency assessment,

students are assessed on their ability to lead a project through all project phases: planning, implementing, controlling/ managing, and closing out. Students are supported throughout the course by a student support team (project triad), course facilitator, and project sponsor.

Prerequisites: ADMN 364 and third-year university standing, or permission from the Academic Director or designate.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 21 weeks (online participation required).

ADMN 470

PRINT-BASED

3 UNIV

Business Policy and Strategy

This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CA, CIM, CMA, CUIC, ICB, PMAC)

Prerequisites: 90 credits, including other core requirements of the Bachelor of Commerce (pages 54-56), or approval of the program area.

Note: Students should take only one of ADMN 470 and 479.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

ADMN 477

WEB-BASED

6 UNIV

E-Business in a Competitive Environment

This competency-based course explores the realities of doing business in the fast-moving and rapidly changing world of the Internet. Ways of determining viability of ideas are required in order to launch a totally “virtual” business, add aspects of e-commerce to an existing business operation, or use the new technologies to streamline and add value to dedicated bricks-and-mortar business. By studying existing e-business models, analyzing industry realities, and examining the implications of the Internet on start-up and incumbent businesses, students develop an understanding of how and where to seek competitive advantage for business ideas and plans. The development of an e-business plan is a major focus of this course.

Prerequisites: Experience using the Internet, or approval of the program area. Third-year university standing and familiarity with information technology concepts are recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: 21 weeks (online participation required).

ADMN 483

WEB-BASED

3 UNIV

Effective Leadership

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

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

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 14 weeks (online participation required).

ADMN 484

WEB-BASED

UVIC ADMN 477

3 UNIV

Strategic Planning and Project Management

This course examines strategic planning processes and project management for public-sector organizations. Strategic planning topics include environmental scanning; transforming strategic plans into policies and programs; linking plans to policy development; management tactics; and assessing organizational performance. Project management is conceptualized as a part of implementing strategic plans and includes defining project scope, project life cycle, planning, quality control, scheduling and critical path analysis, budgeting, team building, problem solving, progress assessment, completion, and project evaluation.

Prerequisites: Third-year university standing is recommended.

Note: Only one of ADMN 484 and UVIC ADMN 577 and UVIC ADMN 411, 412, or 470 with these topics may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 4 months.

ADMN 487

WEB-BASED

3 UNIV

International Marketing

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

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

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

ADMN 488

WEB-BASED 3 UNIV

Integrated Marketing Communication

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

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

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

ADMN 489

WEB-BASED 3 UNIV

Business to Business Marketing

This course focuses on the importance of micro-markets and the decision-making process and decision-making units in the organization. It further introduces students to the growing importance of e-commerce in business to business marketing. The marketing of products and services to business, organizations, and institutions is a major component of the marketing activity in the economy.

Prerequisites: ADMN 250.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 posting 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.

Successful completion of ADMN 347 and 348, or equivalents, is recommended.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

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: Admission to the Anaesthesia Assistant Program.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.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 the 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: Admission to the Anaesthesia Assistant Program.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.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 IV's, arterial line insertion, patient monitoring and operation of anaesthetic machines.

Prerequisites: Completion of ANES 420, 421 and 450

Start Date: Continuous registration.

Completion: 30 weeks.

COURSES

ANES 450

WEB-BASED/OPTIONAL PRINT 3 UNIV

Hemodynamic and Physiological Monitoring

This course is designed for the 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: Admission to the Anaesthesia Assistant Program.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 30 weeks.

ANTH 101

WEB-BASED

SFU SA 101

4 UNIV

Introduction to Anthropology (A) SFU-designated Breadth (B) course.

Refer to page 9.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

ANTH 201

WEB-BASED

SFU SA 201 W

4 UNIV

Anthropology of Contemporary Life (A)

SFU-designated Writing-Intensive (W) course. Refer to page 9.

This course introduces the anthropological perspective as applied to contemporary social and cultural issues and settings. Topics may include urban anthropology, work and leisure, belief systems, medical anthropology, and problems of policy-relevant research.

Prerequisites: SFU SA 101 is recommended.

Note: Students with credit for SFU SA 291 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

ARCH 100

PRINT-BASED

SFU ARCH 100

3 UNIV

Ancient Peoples and Places

SFU-designated Breadth (B) course. Refer to page 7.

This course is a broad survey of human cultural development from the late paleolithic/paleo-Indian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

ARCH 226

PRINT-BASED

SFU ARCH 226

3 UNIV

The Prehistory of Religion: Shamans, Sorcerers, and Saints SFU-designated Breadth (B) course.

Refer to page 9.

This course deals primarily with early forms of religion. It covers the earliest rituals of the paleolithic, the importance of fertility cults, ancestor cults, alliance rituals, shamans, witchcraft, and monotheism. The course requires students to adopt, at minimum, a modest experiential approach to understanding traditional religion by doing several exercises. Upon course completion, students should have a good basic understanding of what traditional religions are, what shamanism is, and the kinds of explanations that are commonly proposed for why humans have such strong affinities for religion.

Prerequisites: Any lower-level archaeology or anthropology course.

Equipment: CD player is required.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

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 recommended.

Texts: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.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 a 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: Health professional diploma recommended.

Texts: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.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: Health professional diploma recommended.

Texts: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

ASHS 304

PRINT-BASED

Polysomnography Clinical Component

This course is currently under development. Please refer to www.truopen.ca or Student Services for updates.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

BISC 023

PRINT-BASED OR WEB-BASED PREP

General Biology

This course is equivalent to Biology 11. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips, as well as from the textbook and CD-ROMs. Finally, they apply their biology skills to ecology.

Prerequisites: Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.

Equipment: Computer with CD-ROM drive (Apple QuickTime 6.5, Macromedia, FlashPlayer 7) is required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 030

PRINT-BASED OR WEB-BASED PREP

Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics.

Prerequisites: SCIE 010. BISC 023 or equivalent and English reading skills at Grade 11 level are also recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

BISC 100

PRINT-BASED OR WEB-BASED 3 UNIV

Understanding Biology

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The aim is to provide students who do not intend to major in science with a scientific perspective. Students who plan to proceed to more advanced courses in biology should take BISC 120 and 121 rather than BISC 100.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: BISC 101 (SFU BISC 100), 110, 111, 120 or 121 are excluded combinations.

Equipment: VCR and TV are required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 101

WEB-BASED

SFU BISC 10

4 UNIV

Introduction to Biology

SFU-designated Breadth (B) course.

Refer to page 9.

This course emphasizes evolution and scientific inquiry as unifying themes. The diversity and the unity of all living organisms and the methods by which biologists answer questions about the living world are presented in this context. Topics covered include the characteristics of living organisms, reproduction, metabolism, and ecology.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students with a grade of C or higher in Biology 12 who are considering a major in biology may proceed directly to SFU BISC 101 or 102. Students with credit for SFU BISC 101 or 102 or succeeding biology courses may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

BISC 120

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Biology

This course is designed as the first of a pair of introductory courses in biological sciences and deals with cell biology, genetics, and the classification of organisms. It interprets the theory of evolution in the light of current knowledge of genetics and ecology and investigates how organisms behave as parts of natural systems interacting with an environment. Additional topics include animal behaviour and human evolution. Students majoring in science or intending to take second-year biology courses should take BISC 120, its companion course BISC 121, and the two laboratory courses BISC 125 and 126.

Prerequisites: Biology 11 or BISC 023.

Note: BISC 100, 101 (SFU BISC 100), 110, 111 are excluded combinations.

Equipment: VCR is required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

BISC 121

PRINT-BASED OR WEB-BASED 3 UNIV

Exploring Biology

This course examines, in detail, cell biology, molecular genetics, structure and function of plants and animals, and the physiology of the human body. BISC 126 is the laboratory component.

Prerequisites: Grade 12 chemistry or equivalent. BISC 023 or equivalent is recommended. **Note:** BISC 100, 110, 111 are excluded combinations.

Equipment: VCR is required.

Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 125

IN PERSON

1 UNIV

Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BISC 120.

Prerequisites: Prior or concurrent registration in BISC 120 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

COURSES

BISC 126

IN PERSON 1 UNIV

Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BISC 121.

Prerequisites: Prior or concurrent registration in BISC 121 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

BISC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Genetics

An introduction to a fascinating and controversial area of contemporary science, this course presents basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information, and how it functions and is maintained in populations.

Prerequisites: CHEM 111, BISC 120, 121, MATH 034 or 100, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 220

PRINT-BASED OR WEB-BASED 3 UNIV

Cell and Molecular Biology

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology and are shown how to critically examine data and interpretations presented by researchers.

Prerequisites: CHEM 110/111 and BISC 120/121, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 230

PRINT-BASED 3 UNIV

Humans in the Ecosystem

The goal of this course is to develop an understanding of ecosystems, how they work, and how humans fit into them. The course begins with a review of ecological systems, including the central principles of “niche” and “interrelatedness.” The course then examines the relationship between humans and the environment and how humans are affecting environmental systems through population levels, resource use, waste production, and economic practices. The course should help students to critically evaluate environmental issues, giving an awareness of the problems and some idea of what needs to be done to address them. The approach of the course is scientific rather than sociological.

Prerequisites: BISC 100 or 120 or equivalent.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 260

WEB-BASED 3 UNIV

Discovering Biodiversity through Taxonomy

This course brings biodiversity studies and applied taxonomy together in a modern context. The elements of species, genetic, and ecosystem diversity are considered in detail, followed by a comprehensive study of biological nomenclature, familiarity with taxonomic keys, and the use of voucher specimens and reference collections. The ethics of conservation are considered, as are global conservation issues. Students are required to submit a final project assessing the management challenges to conserving viable populations, globally and in BC, of a rare and endangered species in a taxonomic group of their choice. The exercises and assignments are designed to build learning and communication skills, awareness of resources, and knowledge of biodiversity to prepare an adequate foundation for this project. Extensive use of the Internet is required.

Prerequisites: BISC 100 or 120, or equivalent.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

BISC 350

PRINT-BASED OR WEB-BASED 3 UNIV

Community and Ecosystem Ecology

This course introduces the fundamental principles of the science of ecology and gives a basic understanding of ecosystems and communities. Major topics discussed include the historical development of ecology as a science, physiological ecology, nutrient cycling, ecosystem theory, community energetics, aquatic ecosystems, processes that organize communities, the biogeoclimatic zones of BC, and biogeochemical cycles. Human ecology and emerging insights into managing ecosystems are also discussed.

Prerequisites: BISC 120 or equivalent.

Equipment: VCR is required.

Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 360

PRINT-BASED OR WEB-BASED 3 UNIV

Animal Behaviour

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide students with a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: One semester of university-level introductory biology. University-level introductory ecology course, such as BISC 350, is also strongly recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 399

WEB-BASED 3 UNIV

Plants and Society

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BISC 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Science (biology/life science major) (page 77) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature in their particular area of study, offer critical assessment of that literature, and submit a 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: Refer to page 9.



Distance learning course delivery reduces our environmental impact as it minimizes energy expenditure and produces fewer carbon dioxide emissions.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

COURSES

BUSM 100

WEB-BASED

3 COL/UNIV

Doing Business in Canada

This is an introductory course about business with an entrepreneurial perspective. The course is for those who want to learn about businesses and the environment in which they operate. Each module is designed to guide students in the application of business theory to a selected business idea of their own choosing. Students read about business trends and the business environment; investigate forms of business ownership and issues of corporate governance; analyze functional areas of business such as marketing, accounting, financial management, human resource management, operations and information systems; and examine the management process, including organizational structure, leadership and motivation. (CIM, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent and strong reading, writing, and basic mathematics skills are assumed.

Note: Students with credit for BUSM 101 or 104 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

BUSINESS AND MANAGEMENT STUDIES COURSES

Refer also to ADMN, CMPT, and ECON courses; ENGL 106, 107; MATH 109; and the Business Courses Chart on pages 62-63.

BUSM 111

PRINT-BASED OR WEB-BASED

3 COL/UNIV

Supervision

This course is an introduction to front-line supervisory management and the functions and responsibilities supervisors perform. Students explore supervisory functions that include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counselling, and appraising employee performance.

The course material stresses the link between theory and practice and the principle that effective supervisors know the theory behind their supervisory actions. Students gain practical knowledge and techniques that can be applied to their present or future positions as a supervisor. (CPA, CUIC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for BUSM 113 or CYCA 361 or WKPL 110 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

BUSM 121

WEB-BASED

3 COL/UNIV

Management Principles and Practices

This course is designed to give a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used by managers in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise. Specific topics include planning, decision making, organizing, leading, controlling, and innovating. Students are taught how to analyze issues or problems and how to formulate realistic, practical plans to resolve them. (CPA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. BUSM 100 or 101 or business experience is recommended.

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

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

BUSM 131

PRINT-BASED OR WEB-BASED 3 COL

Accounting I

This introductory course provides an understanding of the total accounting process, from recording business transactions to preparing simple financial statements.

Students also learn how to apply accounting principles to business situations. By teaching manual accounting methods, this course is an ideal foundation for those intending to use a computerized accounting package in the future. During the course, students learn concrete skills that can be applied in operating or establishing a small business while they gain a solid foundation for further study. The course is ideal for those who need to understand two critical reports—the balance sheet and income statement—and how these are constructed. Upon successful completion of this course, students are able to interpret and record business transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship.

(AI, CIM, CPA, LGMA, QAA; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: Provincial Grade 12 Diploma or equivalent is assumed. Basic mathematics skills are required. Basic computer and Internet skills are required for the web-based version of this course. **Note:** Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Excel software is recommended. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 9.

BUSM 132

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Accounting II

This course is designed to teach financial accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (AI, CIM, CPA, LGMA, QAA, REIC; BUSM 131 and 132 together: CGA, CMA, CUIC, ICB, PMAC)

Prerequisites: BUSM 131 or equivalent.

Note: Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Excel software is recommended. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 9.

BUSM 132

PRINT-BASED 3 COL

Motivation and Productivity

This applied course focuses on the supervisory aspects of management. Students study the effects of supervisory practices on employee motivation and productivity and actively participate in developing case studies based on their own work experiences. As current management practices and theories are introduced, students obtain a “real world” perspective by being able to relate the topics to their own management style and to performance problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. (CMA, CPA, CUIC, ICB)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Completion of a course in business management and sufficient job knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications are recommended. **Note:** Students with credit for

ADMN 411, 412, or 413 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

CEHS 169

WEB-BASED

Pulmonary Physiology and Introduction to Ventilation

Course is currently under development. Please refer to www.truopen.ca for information.

Prerequisites: None.

CEHS 198

PRINT 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: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.
Completion: 30 weeks.

COURSES

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: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 30 weeks.

CEHS 202

WEB-BASED/OPTIONAL PRINT 4 UNIV

Pathophysiology

Course is currently under redevelopment. Please refer to www.truopen.ca for information.

CEHS 204

WEB-BASED/OPTIONAL PRINT 3 UNIV

Pharmacology (for Health Sciences)

This course provides specific information regarding drugs related to the cardiorespiratory care of patients. Topics include the effects, side effects, route of administration and general clinical uses of pharmaceuticals. The possible benefits and hazards that these drugs impose upon a patient receiving respiratory care are also covered.

Prerequisites: None. This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of human anatomy and physiology.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 30 weeks.

CEHS 214

WEB-BASED/OPTIONAL PRINT 6 UNIV

Respiratory Therapy 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: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.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 human anatomy and physiology.

Texts: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 024

PRINT-BASED OR WEB-BASED PREP

Principles of Chemistry

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds. The course includes videos and a lab kit.

Prerequisites: Science 10 or SCIE 010, and Math 10 or MATH 014. Math 11 or MATH 024 and English reading skills at Grade 11 level are recommended or may be taken concurrently.

Equipment: VCR is required.

Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.



Distance learning reduces our environmental impact as it minimizes personal dependency on fuel and energy consumption.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

COURSES

CHEM 110

PRINT-BASED 3 UNIV

Chemistry I

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its sequel, CHEM 111, and the laboratory courses CHEM 115 and CHEM 116. It introduces the basic principles of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules. The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111. (CHEM 115, the laboratory component of CHEM 110, is held in June or July at Thompson Rivers University, Kamloops, BC.)

Prerequisites: Chemistry 12. MATH 100 or MATH 034 or equivalent is strongly recommended.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

CHEM 111

PRINT-BASED 3 UNIV

Chemistry II

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its prerequisite, CHEM 110, and the laboratory courses CHEM 115 and CHEM 116. It introduces the topics of chemical thermodynamics, chemical kinetics, and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions, and acid and base reactions. The course also gives an introduction to organic chemistry as well as an overview of the properties of selected metals and transition metal coordination complexes. Working through this course, students are expected to apply the knowledge obtained to solving problems. Students continue to study the relationships within chemistry and between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or deeper understanding of the chemical principles in biology, geology, physics, and other sciences. (CHEM 116, the laboratory component of CHEM 111, is held in June or July at Thompson Rivers University, Kamloops, BC.)

Prerequisites: Completion of CHEM 110 or equivalent.

Equipment: Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

CHEM 115

IN PERSON 1 UNIV

Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 110.

Prerequisites: Prior or concurrent registration in CHEM 110 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

CHEM 116

IN PERSON 1 UNIV

Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 111.

Prerequisites: Prior or concurrent registration in CHEM 111 or equivalent and completion of CHEM 110 and 115 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

COURSES

CHEM 240

PRINT-BASED

3 UNIV

Organic Chemistry I

This course reviews the basic principles of chemical bonding as they apply to organic molecules and introduces the concepts of functional groups, nomenclature, stereochemistry, and reaction mechanisms. It also covers the systematic chemistry of alkanes, alkenes, alkynes, alkyl halides, alcohols, and ethers. The theory and use of spectroscopy in identifying organic compounds is included. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. The relationships between organic chemistry and other disciplines are noted. CHEM 245 is the lab component to accompany this course. Students who intend to complete a full year of university or college organic chemistry are required to register for CHEM 240 and 241 and the two laboratory courses, CHEM 245 and 246.

Prerequisites: CHEM 111 and 116, or equivalent.

Start Date: Continuous registration.

Completion: Refer to page 9.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

CHEM 241

PRINT-BASED

3 UNIV

Organic Chemistry II

This course continues the study of organic chemistry by discussing aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and organic nitrogen compounds. Synthesis using carbanion and enolate ion methods are emphasized. The course also covers the chemistry of various organic compounds found in biological systems: carbohydrates, amino acids, proteins and peptides, and nucleic acids. Working through this course, students are expected to apply their knowledge to solving problems, deducing structures, and synthesizing simple organic molecules using the reactions studied. Relationships between organic chemistry and other disciplines are noted. CHEM 246 is the lab component to accompany this course.

Prerequisites: CHEM 240 or equivalent. CHEM 245 is strongly recommended.

Start Date: Continuous registration.

Completion: Refer to page 9.

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

PRINT-BASED

SFU CMNS 110

3 UNIV

Introduction to

Communication Studies

SFU-designated Breadth (B) course.

Refer to page 9.

This course is an introduction to selected theories about human communication. It is required for a major, honours or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

CMNS 130 **SFU CMNS 130W**
WEB-BASED 3 UNIV

Explorations in Mass Communication

SFU-designated Writing-Intensive (W) course. Refer to page 9.

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, honours or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CMNS 259 **SFU CMNS 259**
WEB-BASED 3 UNIV

Acoustic Dimensions of Communication I

This course is designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media, and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media, and sonic environments. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CMNS 261 **SFU CMNS 261**
WEB-BASED 3 UNIV

Documentary Research in Communication

This course introduces the techniques necessary to analyze the primary source documents—historical, governmental, and corporate records—often used by media and communication studies.

Prerequisites: CMNS 110 or 130.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

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 foundations and criteria for book selection marketing. It includes examination of both commercial and educational publishing. The industry is analyzed within the framework of Canadian cultural and other government policies affecting the industry.

Prerequisites: Minimum 60 credits, including CMNS 110 and 130.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

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 book publishing, as well as on current developments.

Prerequisites: Minimum 60 credits, including CMNS 110 and 130.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

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, 362.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

CMPT 118

WEB-BASED

3 COL

Introduction to Information Technology

This course introduces information technology, computers, and computer networks and their application in the workplace. By the end of the course, students have a sound and basic understanding of information technology, how computers are used in the workplace, how communications systems can help boost productivity, and how the World Wide Web can influence the workplace. Using a computer and the Internet, students learn about information technology and online conferencing by interacting with other students and their course tutor. The first module in the course teaches the basics of information technology, the business role of computers, and how to understand computers. In the second module, students learn about the various computer operating systems, applications software, and hardware add-ons to make computers more effective. The third module deals with communication systems, computer networks, and the Internet. The final module discusses workplace implications and issues associated with the World Wide Web. (LGMA, PMAC, QAA; CMPT 118 and 119 together: CGA, CMA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for CMPT 108, 110, 150, or CPSC 101 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

CMPT 119

WEB-BASED

3 COL

Computer Applications in Business

This course provides an overview of the integrated software packages most often used in the workplace. By the end of the course, students have a sound understanding of the basic features and business applications for the word processor, spreadsheet, database, and presentation software in their choice of either Microsoft Works Suite or Microsoft Office Professional packages. This course teaches the basics in how to use computers to communicate. Students also learn how to problem-solve and use the “help” function and online tutorial assistance for their software. As this is a web-based course, students learn about using the Internet and email. (CPA, LGMA, PMAC, QAA; CMPT 118 and 119 together: CGA, CMA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for CMPT 109, 110, 150, or TOUR 102 may not take this course for further credit.

Equipment: Computer with Internet and MS Office Professional (XP preferred) or MS Works is required (2002 or newer Works Suite with Word included is preferred). Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

CMPT 150

WEB-BASED

UVIC TECJ 100

3 UNIV

Computer Concepts

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office Professional or OpenOffice.org on an IBM or compatible personal computer for word processing, spreadsheets, databases, and presentations. Students participate in the course over the Internet. (CGA, CPA, ICB, LGMA, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Ability to launch a program, save and load documents in MS Office or OpenOffice.org, access a website, send email, and navigate in Windows Explorer is required.

Note: This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, e.g., CMPT 108, 109, or CMPT 119, may not repeat this course for further credit.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca. **Start Dates:** September, January, May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

COURSES

CMPT 180 **UVIC TETS 315**
WEB-BASED 1.5 UNIV

Programming Concepts with Java

This course examines the program development life cycle and object-oriented programming concepts. Students almost immediately get hands-on experience on a simple Java application and applet. The fundamentals of programming concepts, such as manipulating data values, creating variables, arrays, expressions, methods, and control structures, are covered. Each of the six units includes practical examples of application and applet development in hands-on exercises and assignments.

Prerequisites: CMPT 150 or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September. Registration deadline applies. Refer to page 7.

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 databases using Java Database Connectivity (JDBC), and create a web application using Java Servlets. Each of the six units includes practical examples of application and applet development in hands-on exercises and assignments.

Prerequisites: CMPT 150 and 180, or equivalent experience.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 6 weeks.

CMPT 212 **UVIC TECJ 432**
WEB-BASED 3 UNIV

Database Concepts

This course stresses the importance of information as a resource of the total enterprise and shows how information is stored and manipulated. The course covers the historical development of data files and databases; modelling of data; and database implications on operations, control, and planning for the organization. Students also gain experience in designing, building, and using a database on a microcomputer using Microsoft Access or OpenOffice.org. (ICB)

Prerequisites: CMPT 150 or 110, or equivalent.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 214 **UVIC TECJ 431**
WEB-BASED 1 UNIV

Decision Support Applications

This course introduces 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 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)

Note: Students are required to attend clinicals.

Prerequisites: CMPT 110 or 150 or equivalent. CMPT 212 is recommended.

Equipment: Computer with Internet and specified software is required. Refer to www.cbis.ca.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 215 **UVIC TECB 401**
WEB-BASED 3 UNIV

Systems Analysis and Design I

This course introduces students to the process of, and the tools required for, developing computerized information systems in today's organizations. The course covers the functions of systems planning, analysis, design, and implementation and includes an overview of current methodologies and tools, such as information engineering, data modelling, and object-oriented analysis. Upon completion of the course, students are expected to be able to design and manage a systems development process to fit a particular organization and system's size, complexity, scope, and organizational climate. (CGA, CMA)

Prerequisites: CMPT 110 or 150, or equivalent. CMPT 212 is recommended.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, January, May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 231 **UVIC TECJ 230**
WEB-BASED 3 UNIV

Web Design and Management I

This course covers the core technologies of websites in depth, while introducing web design theory and management issues related to running a large website. Some of the many tools and services at the web designer's disposal are investigated.

Prerequisites: CMPT 110 or 150, or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca. Students are expected to be comfortable downloading and installing software.

Start Date: September, January, May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

COURSES

CMPT 300 **UVIC TECJ 420**
WEB-BASED 3 UNIV

Networks and Network Management

This course focuses on local area networks (LANs), including LAN technology and architecture, interconnectivity, and LAN management issues in the context of implementation, management, and day-to-day operation.

Prerequisites: CMPT 110 or 150, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 315 **UVIC TECJ 315**
WEB-BASED 3 UNIV

Relational Database Management Systems

This course provides an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS). 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 Postgre SQL

Prerequisites: CMPT 150 and 212, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: September, May. Registration deadline applies. Refer to page 7.

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 (PJs). Students are introduced to the basic configuration files used for Forms application deployment to an Oracle 10g Application Server. The course incorporates extensive hands-on work.

Prerequisites: CMPT 150 (UVIC TECJ 100), 212 (UVIC TECJ 432), and 315 (UVIC TECJ 315), or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 340 **UVIC TECJ 340**
WEB-BASED 3 UNIV

Web Design and Management II

This course introduces students to planning, designing, and managing dynamic websites. The course complements CMPT 231 (*Web Design and Management I*) by exploring the business aspects of and examining the technologies used for e-commerce dynamically driven websites. Topics covered are audience-centred web design, cost, production, and ongoing maintenance. Students also examine the security risks and solutions for websites requiring credit card transactions as well as the role of database connectivity methods employed by commercial and government service sites. Many of these topics are developed through the use of case studies and a student workbook website.

Prerequisites: CMPT 150 and 231, or equivalents.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 350 **UVIC TECJ 450**
WEB-BASED 3 UNIV

Systems Analysis and Design II

This course explores the changing nature of information systems. Object-oriented methods are discussed and students get experience using CASE tools to gain a more in-depth understanding of systems development. Students develop and enhance their analytical and critical skills, which can then be applied to systems problems.

Prerequisites: CMPT 215 or equivalent experience.

Equipment: Computer with Internet is required. Refer to www.cbis.ca. Students purchase Ascent CASE tool software from www.knowledgebase.com.au/ (with credit card).

Start Date: May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

COURSES

CMPT 407 **UVIC TECJ 410**
WEB-BASED 3 UNIV

Project Management

This course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

Prerequisites: CMPT 110 or 150, or equivalent.

Equipment: Computer with Internet and CD-ROM drive is required. Text includes an evaluation copy of MS-Project. Students are not to install software prior to the course start date to prevent software expiration during the course. Refer to www.cbis.ca.

Start Date: September, January. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

CMPT 412 **UVIC TECB 402**
WEB-BASED 3 UNIV

Human Side of Information Systems

This course addresses the impact of computer-based systems on our culture and looks at the sensitive issues raised by the introduction of information technology and systems in society. The course includes discussions on privacy, security, confidentiality, human factors, and issues in education. (ICB)

Prerequisites: CMPT 110 or 150, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: January, May. Registration deadline applies. Refer to page 7.

Completion: 12 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 system and network communications security in a way that supports business requirements. Students also learn about security policies, procedures, user awareness, disaster recovery, and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course.

Prerequisites: CMPT 150 and 300, or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

CNST 160 **SFU CNS 160**
WEB-BASED 3 UNIV

The Social Background of Canada

This course analyses the foundations and attributes of modern Canadian society using an interdisciplinary approach. As an introduction to Canadian studies, the major themes of the course are social conflict and social change. Topics include French-English relations, Canada and the United States, ethnicity and multiculturalism, industrialism, regional conflict, social movements, nationalism, and Canada's social structure, classes and elites.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

CNST 210 **SFU CNS 210**
PRINT-BASED 3 UNIV

Foundations of Canadian Culture

This course is an introductory study of Canada that uses a variety of disciplinary methods to understand and assess Canada's unique culture. The course draws on material from history, law, literature, politics, sociology, and the fine arts in order to explore regional diversity, national needs, and the nature of Canada as a bilingual and multicultural state.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Proficiency in English is required for the extensive reading in the course.

Equipment: Computer with Internet is required to submit assignments electronically. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

CNST 280 **SFU CNS 280**
 WEB-BASED 3 UNIV

Canadian Political Economy

This course is an introductory study of Canada's political economy that stresses the interrelated nature of Canada's economic and political life. It focuses on current economic problems and policies, taking into account geographical, historical, and political environments.

Topics include resource and industrial structures, research and development, the public sector, fiscal and monetary policy, the role of the state, trade and foreign ownership, energy, regional disparity, corporate concentration, and the political economy of federalism.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Note: This course is the same as SFU POL 223. Students with credit for SFU POL 223 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

CNST 390 **SFU CNS 390**
 PRINT-BASED 3 UNIV

Hockey in Canadian Popular Culture

This course explores the cultural, social, and economic aspects of Canada's national sport.

Specifically, the course looks at hockey as popular culture, hockey cartels, marketing and media, labour-management issues, communities and participation, violence and masculinity, and national symbols and myths.

Prerequisites: Minimum 60 credits.

Note: Students with credit for SFU CNS 390, *Topics in Canadian Popular Culture* may not take this course for further credit.

Equipment: Computer with Internet is required to submit assignments electronically. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CNST 490 **SFU CNS 490**
 PRINT-BASED 5 UNIV

The Canadian Intellectual Tradition

This course examines some of the major forces that have shaped and continue to shape Canadian thought, expression, and society. Materials and theories are drawn from historiography, history, philosophy, religion, politics, political economy, policy studies, literature, art, and sport.

Prerequisites: Minimum 60 credits.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 ##.

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 CMPT110 for further credit except with permission of the school of computing science.

Equipment: Computer with Internet, CD-ROM drive, and email account is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

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 9.

In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works, how web pages are created, and begin to learn how to program. Topics include the World Wide Web, markup and HTML, graphics and text, style sheets (CSS), web programming, Internet internals, programming in Python.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Background in computer science is not assumed. **Note:** Students with credit for or currently registered in a computing science course at the 200 level or higher or ITEC 240, 241, or 242 may not take this course for further credit. Students who have taken CMPT 118 may not take CMPT 165 for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 101 **SFU CRIM 101**
 WEB-BASED 3 UNIV

Introduction to Criminology
SFU-designated Breadth (B) course.
Refer to page 9.

Course topics include examinations of different terms and concepts commonly used in criminology such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of criminality; levels of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 103 **SFU CRIM 103**
 WEB-BASED 3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour

This course is an introduction to and critical examination of biogenetic, psychiatric, and psychological explanations of criminal and deviant behaviour. Special attention is given to the hypothesized links between criminality and genetics, physiology, the endocrine system, mental disorders, personality, moral development, and other forms of social learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SFU PSYC 100 and 102 are recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 104 **SFU CRIM 104**
 WEB-BASED 3 UNIV

Sociological Explanations of Criminal and Deviant Behaviour

This course is a survey of some major sociological perspectives on crime and deviance that include both mainstream and critical theories. These include anomie, neutralization, control, group conflict, subcultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 150 (SFU SA 150) is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.



Distance learning course delivery reduces our environmental impact as it minimizes energy expenditure and produces fewer carbon dioxide emissions.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

COURSES

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 9.

This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines patterns of crime and victimization; police operations, discretion, and decision making; the criminal courts, including sentencing; the corrections system, including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 9.

This course is a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation; introduces the fields of contract, torts, administrative law, and family law; and examines the process of law reform in Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 213 **SFU CRIM 213**
 PRINT-BASED 3 UNIV

Introduction to Women and Criminal Justice

This course offers an 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 220 **SFU CRIM 220**
 WEB-BASED 3 UNIV

Research Methods in Criminology SFU-designated Quantitative (Q) course. Refer to page 9.

This course is designed as an introduction to criminological research and is intended to develop the student's research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

Prerequisites: Any CRIM 100-level course is recommended.

Note: Students with credit for SFU CRIM 120 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

CRIM 230 **SFU CRIM 230**
PRINT-BASED 3 UNIV

Criminal Law

This course examines the nature, purpose, scope, sources, and basic principles of criminal law. It includes the study of certain fundamental legal concepts such as mens rea, negligence, and strict liability; analysis of the concept of criminal responsibility in Canada; critical examination of the legislative policies expressed in the Criminal Code; study of the basic elements of a criminal offence; an examination of the legal principles relating to specific crimes and to major defences; impact of the Canadian Charter of Rights and Freedoms on criminal law.

Prerequisites: CRIM 135.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 241 **SFU CRIM 241**
PRINT-BASED 3 UNIV

Introduction to Corrections

This course is an examination of the organization, structure, and operation of contemporary Canadian corrections. It considers the history and development of provincial and federal correctional systems; the role of sentencing in the correctional process and alternatives to confinement; the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff, and administrators; parole board decision making and the issues surrounding the re-entry of offenders into the community; community-based corrections programs and outcomes.

Prerequisites: CRIM 131.

Note: Students may be required to participate in scheduled tele-tutorials.

Equipment: CD and DVD players are required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 9.

This course is a detailed examination of current theories and perspectives in criminology. The content of the course changes with developments in the area. Students can expect to study biological, psychological, and sociological theories and perspectives, as well as those from other relevant disciplines and fields of inquiry (e.g., geography, political science, and cultural studies).

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

[Blue course code indicates that TRU-OL delivers the course.](#)

[Refer to pages 13–14 for tuition and fees information.](#)

[Refer to page 11 for information on how to register.](#)

CRIM 312 **SFU CRIM 312**
WEB-BASED 3 UNIV

Criminological Perspectives on Social Problems

This course involves detailed study of forms of deviance that have been commonly defined as constituting “social problems.” Consideration is given to drug abuse (alcohol, nicotine, heroin, and others), suicide, prostitution, obscenity, gambling, and abortion. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

Prerequisites: SFU CRIM 101.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 314 **SFU CRIM 314**
WEB-BASED 3 UNIV

Mental Disorder, Criminality, and the Law

This course is a critical examination of the impact of psychiatry and related clinical professions on the criminal justice system. Topics include the relationship between institutions of mental health and legal control; the relevance of psychiatric theory and decision making for the processing of mentally disordered offenders; the role of forensic clinicians in the courts, prisons, mental hospitals, and related agencies. Specific issues addressed include psychiatric assessment, criminal responsibility, fitness to stand trial, prediction of dangerousness, treatment of mentally ill criminals, and the penal and therapeutic commitment of the insane.

Prerequisites: SFU CRIM 101. CRIM 131 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

CRIM 315 **SFU CRIM 315**
PRINT-BASED 3 UNIV

Restorative Justice

SFU-designated Breadth (B) course.
Refer to page 9.

This course is an examination and analysis of the principles, assumptions, key concepts, and applications of restorative (transformative) justice. The course contrasts restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging expressions of restorative justice, including victim/offender reconciliation programs, family/group conferencing, and circle remedies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD and DVD players are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 9.

This course is a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics explored include advantages and shortcomings of each method and the appropriateness of each technique for criminological research; problems of pure and applied research; specific issues of interdisciplinary research; critical evaluation of the quantitative methods used in certain major criminological studies.

Prerequisites: 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 322 **SFU CRIM 321**
WEB-BASED 3 UNIV

Qualitative Research Methods in Criminology

This course is a detailed examination and application of qualitative research methods and techniques most frequently used in criminological research. Topics explored include advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; critical evaluation of qualitative methods used in certain major criminological studies.

Prerequisites: 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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: Computer with Internet required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

CRIM 332 **SFU CRIM 332**
WEB-BASED 3 UNIV

Sociology of Law

This course is an introduction to the theory of sociology of law. Areas examined include law and social structure; law as a product of a social system and as an instrument of social change; social functions of the law; relationship between law and the structure and function of various other social institutions; the process of law making; process by which various interests become translated into legal rules; social reality of the law; law in action; social sciences findings into the operation and practice of the law; critical and feminist perspectives on law; public knowledge, public awareness, public opinions, and attitudes to the law, sanctions, and the criminal justice system.

Prerequisites: SFU CRIM 101, 135.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

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 Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

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: CRIM 101.

CRIM 241 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

CRIM 355 **SFU CRIM 355**
WEB-BASED 3 UNIV

The Forensic Sciences

SFU-designated Breadth (B) course.

Refer to page 7.

This course examines the use and interpretation of physical forensic evidence in court. It critically examines and evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects examined include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

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. Mixed problems of skill and ethics are explored in controlled laboratory settings

Prerequisites: SFU CRIM 101.

Note: Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs and is a prerequisite for SFU CRIM 462.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

CRIM 402 **SFU CRIM 402**
WEB-BASED 3 UNIV

Biological Explanations of Crime

In this course, biological factors that could predispose a person to criminogenic behaviour are critically considered, including the empirical evidence and the ethical issues involved. Behaviour is a complex mixture of biology (the genotype) and the environment. Many other biological factors, such as diet, head trauma, etc., may also affect behaviour. Courses frequently consider the sociological, psychological, or environmental aspects of crime, but rarely are the equally important possible biological aspects of crime considered. This course explores the considerable evidence that biological factors can have a strong impact on criminogenic behaviour.

Prerequisites: SFU CRIM 101.

Note: Students with credit for SFU CRIM 416 in the 2000 or 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 413 **SFU CRIM 413**
WEB-BASED 3 UNIV

Terrorism

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

Prerequisites: SFU CRIM 101.

Equipment: CD player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CRIM 432 **SFU CRIM 432**
WEB-BASED 3 UNIV

Gender in the Courts and the Legal Profession

This course examines women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment, and pay equity, and compensatory schemes for personal injuries are also examined.

Prerequisites: CRIM 330.

Equipment: Computer with Internet is required. Phone for teleconference may be required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

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 Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

CYCA 100 **UVIC CYC 100**
WEB-BASED 6 UNIV

Introduction to Professional Child and Youth Care Practice

This course invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course introduces students to strength-based practice, inclusiveness, caring in context, normative development, and critical reflection. Emphasis is given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation, and understanding theory in everyday practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 100 (UVIC CYC 100) or CYCA 200 (UVIC CYC 200) may be taken for credit. CYCA 100 (UVIC CYC 100) and any two of UVIC CYC 200A, 200B, or 201 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 26 weeks.

COURSES

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 7.

Completion: 13 weeks.

CYCA 166 **UVIC CYC 166A**
 WEB-BASED 3 UNIV

Lifespan Development—Conception to Late Childhood

This course introduces students to concepts and models of how human behaviour is acquired, maintained, and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth, and families.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 166 (UVIC 166A) or CYCA 386 (UVIC CYC 366A) or UVIC CYC 366 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CYCA 167 **UVIC CYC 166 B**
 WEB-BASED 3 UNIV

Lifespan Development—Adolescence to Late Adulthood

This course introduces students to concepts and models of how human behaviour is acquired, maintained, and modified. The course focuses on human developmental from adolescence to late adulthood as a knowledge base for practice with children, youth, and families.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 167 (UVIC 166B) or CYCA 387 (UVIC CYC 366B) or UVIC CYC 366 may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CYCA 171 **UVIC CYC 171**
 WEB-BASED 3 UNIV

Introduction to Families: Issues, Patterns, and Processes

This course covers conceptual frameworks and theories for understanding a variety of family challenges and difficulties. The course takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal of the course is to help students to understand the diversity and complexity of family issues, patterns, and processes in local and international contexts.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of CYCA 171 (UVIC CYC 171) or CYCA 373 (UVIC CYC 373) may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 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. The main course focus is on how change occurs and how helping professionals can facilitate such change. By critically reflecting on fundamental assumptions embedded in certain theories students can learn to integrate and synthesize knowledge into their counselling perspectives.

Prerequisites: 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 3, 2008 to April 3, 2009

Completion: 24 weeks.

CYCA 230 **UVIC CYC 230**
 WEB-BASED 3 UNIV

Introduction Child and Youth Care Practice in Relation to Aboriginal Contexts

This introductory course explores Indigenous perspectives and contexts, in relation to practice with Indigenous children, youth, families and communities. The course readings, activities and assignments provide a historical overview of colonization and describe various strategies for supporting decolonization and culturally relevant practice.

Prerequisites: Second-year standing or permission of the instructor.

Note: Only one of CYCA 230 (UVIC CYC 230) or CYCA 380 (UVIC CYC 360) may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

CYCA 240 **UVIC CYC 240**
 WEB-BASED 3 UNIV

Ethical Decision Making in the Human Services

This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

Prerequisites: Second-year standing.

Note: Only one of CYCA 240 (UVIC CYC 240) or CYCA 340 (UVIC CYC 340) may be taken for credit.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

CYCA 250 **UVIC CYC 250**
 WEB-BASED 3 UNIV

Introduction to Law in Child and Youth Care Contexts

This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

Prerequisites: Second-year standing or permission of the instructor.

Note: Only one of CYCA 250 (UVIC CYC 250) or CYCA 385 (UVIC CYC 350A) or UVIC SOCW 350A may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CYCA 265 **UVIC CYC 265**
 WEB-BASED 3 UNIV

Introduction to Groups in Child and Youth Care Practice

This course presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and to facilitate groups in a participatory, skill-building, experiential learning format.

Prerequisites: First-year CYCA/ CYC required courses or equivalent.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CYCA 266 **UVIC CYC 266**
 WEB-BASED 3 UNIV

Child and Youth Care Practice with Families

This course focuses on the various kinds of strategies used when working with families in a variety of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of interventions used to work collaboratively with family when changes are needed.

Prerequisites: First-year CYCA/ CYC required courses or equivalent. **Note:** Only one of CYCA 266 (UVIC CYC 266) or UVIC CYC 466 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CYCA 337 **UVIC CYC 364**
 WEB-BASED 3 UNIV

Disability and Child and Youth Care Practice

This course is an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions, and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy, and ethical issues relating to persons with disabilities and their families are examined.

Prerequisites: Second-year standing.

Note: Only one of CYCA 377 (UVIC CYC 364) or UVIC HSD 464 may be taken for credit.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

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 7.

Completion: 13 weeks.



Distance learning reduces our environmental impact as it minimizes personal dependency on fuel and energy consumption.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

CYCA 388 **UVIC CYC 380**
 WEB-BASED 3 UNIV

Practices for Young Children and Families: Historical and Contemporary Perspectives

This foundational course for the early years specialization examines the historical and philosophical trends that influence and shape services and policies for young children and their families.

Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national, and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

Prerequisites: Third-year standing.

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

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

CYCA 389 **UVIC CYC 381**
 WEB-BASED 3 UNIV

Leadership, Advocacy, and Policy for the Early Years

This course explores leadership, advocacy, and policy within the context of key political debates and controversies affecting early-years services. Key areas of study include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural, and economic contexts; policy development; and the role practitioners play as advocates engaged in a global context.

Prerequisites: Third-year standing.

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

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 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 field is developed. 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 7.

Completion: 13 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 learn to interpret, analyze, code, and write about qualitative data. They analyze quantitative descriptive data to interpret relationships between variables and are introduced to inferential statistics.

Prerequisites: CYCA 426 (UVIC CYC 423).

Note: Only one of CYCA 424 (UVIC CYC 424) or CYCA 466 (UVIC CYC 466) 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 7.

Completion: 13 weeks.

COURSES

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 7.

Completion: 13 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 7.

Completion: 13 weeks.

CYCA 480 **UVIC CYC 480**
WEB-BASED 3 UNIV

Advanced Applied Capacity Building for the Early Years

This course focuses on the practitioner's roles in strengthening community capacity for early-years care and development. Local, national, and international case examples are employed to explore the relationships between theory, practice, and supportive policies. Students 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: September. Registration deadline applies. Refer to page 7.

Completion: 13 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 contexts; 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: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

COURSES

CYMH 551

WEB-BASED

3 UNIV

Context and Theory in Child and Youth Mental Health Practice

This group-based course is designed to orient students to the child and youth mental health curriculum and to help students become better prepared to serve as child and youth mental health clinicians by developing an understanding of the issues and service delivery systems in the field. The course assists students to design their own personal learning plan.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 74). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 16 weeks.

CYMH 552

WEB-BASED

3 UNIV

Assessment for Intervention in Child and Youth Mental Health

This group-based course provides an understanding of assessment issues and approaches relevant to the support of children and youth with mental health concerns and their families. Students are introduced to a range of issues and considerations that guide evaluations and classifications of mental health disorders (according to the DSMIV) and develop an understanding of specific assessment processes and instruments associated with specific conditions.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 76). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Refer to the TRU-OL website or contact Student Services.
Completion: 16 weeks.

CYMH 553

WEB-BASED

4 UNIV

Intervention in Child and Youth Mental Health

This group-based course prepares students to develop a comprehensive intervention plan based on the unique strengths and needs of the child and family. Students review evidence-based interventions, essential components of treatment plans, and the principles and steps of intervention planning.

Prerequisites: Admission to the Graduate Certificate in Child and Youth Mental Health program (page 76). Course registration for professional development (without admission to the certificate program) is permitted with approval of the program area.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

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

Completion: 16 weeks.

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 the agency. Included in this course is a capstone project which will integrate theory, practice and research in a final assignment.

Prerequisites: CYMH 551, 552, 553.

Equipment: Computer with Internet is required. Telephone.

Start Date: Continuous registration.

Completion: 210 hours, may be completed on a full- or part-time basis.

EASC 024

WEB-BASED

PREP

Earth Science

This course is equivalent to Grade 11 Earth Science. It introduces geology, oceanography, atmospheric science, and astronomy. Using the web, students explore galaxies, storm fronts, and earthquakes.

Prerequisites: Science 10 or SCIE 010 is recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ECON 103

WEB-BASED

SFU ECON 103

3 UNIV

Principles of Microeconomics SFU-designated Breadth (B) and Quantitative (Q) course. Refer to page 10.

This course examines the principle elements of theory concerning utility and value, price and costs, factor analysis, and productivity, labour organization, competition and monopoly, and the theory of the firm.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for ECON 200 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

ECON 200

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Microeconomics

This course, which is paired with ECON 201, demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focuses on individual economic units— consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, collective bargaining, poverty, and income inequality. (AI, CA, CGA, CHA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA, REIC)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Only one of ECON 103, ECON 200, or ADMN 310 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ECON 201

PRINT-BASED OR WEB-BASED 3 UNIV

Principles of Macroeconomics

This course builds on the principles of economics taught in ECON 200 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focuses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments. (AI, CA, CGA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. ECON 200, or equivalent skills and knowledge, is recommended.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ECON 310

WEB-BASED

3 UNIV

Economic and Business Statistics

This course emphasizes the application of statistical methods to problems in economics and business. The topics covered include hypothesis testing, regression and correlation analysis, time-series analysis, and decision theory. (CGA, CMA, ICB, PMAC)

Prerequisites: MATH 104 and STAT 102, or equivalent skills and knowledge.

Note: This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ECON 350

PRINT-BASED OR WEB-BASED

3 UNIV

Managerial Economics

This course is designed to provide the theory, concepts, tools, and techniques for economic decision making by managers under the conditions of risk and uncertainty faced by business firms and other institutions. Demand, cost, and pricing decisions are emphasized. Topics include decision-making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products, and competitive bids and price quotes. (ICB, PMAC)

Prerequisites: ECON 200 and MATH 104, or equivalent skills and knowledge.

Note: This course was formerly numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.

Equipment: Calculator is required, preferably one 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: Refer to page 9.



Distance learning course delivery reduces our environmental impact as it minimizes energy expenditure and produces fewer carbon dioxide emissions.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

COURSES

EDCP 030

PRINT-BASED

PREP

Provincial Education and Career Planning

This provincial-level course emphasizes communication skills, time management, study skills and education planning, and career exploration skills.

Prerequisites: ENGL 028 or English 11, or equivalent skills

Note: Students should register in only one of EDCP 010 or 030, as course content is similar.

Start Date: Continuous registration.

Completion: Refer to page 9.

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: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.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: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.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: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

COURSES

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.

EDUC 220

WEB-BASED

SFU EDUC 220

3 UNIV

Introduction to Educational Psychology

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 222

PRINT-BASED

SFU EDUC 222

3 UNIV

Research Methods in Educational Psychology

SFU-designated Quantitative (Q) course. Refer to page 9.

This course is an introductory survey of research methods used in developing and testing theories in educational psychology. Illustrations are drawn from published research in educational psychology.

Corequisites: EDUC 220.

Equipment: Computer with Internet required.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 230

WEB-BASED

SFU EDUC 230

3 UNIV

Introduction to Philosophy of Education

SFU-designated Breadth (B) course. Refer to page 9.

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Note: This course may be applied toward SFU's Certificate in Liberal Arts.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

EDUC 315 **SFU EDUC 315**
 WEB-BASED 3 UNIV

Individual and Developmental Differences in Language Acquisition

This course is a review of theories of language acquisition and their relationship to child communication disorders. Topics include theories of language acquisition; individual and developmental differences in language acquisition; language structure and use in children with diverse disabilities, autism spectrum disorder, sensory disabilities and emotional and behavioural disabilities; interdisciplinary approaches to early intervention in the home, school, and community.

Prerequisites: EDUC 220 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 322 **SFU EDUC 322**
 WEB-BASED 3 UNIV

The Social Lives of School Children

This course is an overview of theory, research, and practice concerning social emotional development and social interactions and relationships in the school context. Emphasis is on the role of peer relationships in development and the role of the school in supporting positive interactions.

Prerequisites: EDUC 220 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 325 **SFU EDUC 325**
 PRINT-BASED 3 UNIV

Assessment for Classroom Teaching

This course is a survey of assessment methods that contribute to improving teaching and learning and for making judgements and decisions about qualities of teaching, the classroom environment, and student achievement and growth.

Topics include goal and task analysis, validity and reliability, observing and assessing classroom processes and environments, self-reporting methods, assessing student achievements, published tests of achievement and aptitude, marking, and reporting.

Prerequisites: EDUC 220.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 326 **SFU EDUC 326**
 WEB-BASED 3 UNIV

Classroom Management and Discipline

This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational, and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

Prerequisites: SFU EDUC 401/402 or one of SFU EDUC 100, 220, 230, or 240.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 351 **SFU EDUC 351**
 WEB-BASED 3 UNIV

Teaching the Older Adult

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting the needs of an aging population through education.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 383 **SFU EDUC 383**
 WEB-BASED 3 UNIV

Innovative Approaches to Teaching Literacy

This course focuses on new approaches to engaging students' imaginations in learning the tools of literacy as it draws on recent developments in literacy theory and research. The course is designed for in-service and pre-service teachers and focuses on literacy teaching practices.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

EDUC 412 **SFU EDUC 412W**
 WEB-BASED 4 UNIV

Designs for Learning: Secondary Language Arts

SFU-designated Writing-Intensive (W) course. Refer to page 9.

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve the student's chances for having an educated imagination and passing on this gift to their students. Students are required to do extensive reading, writing, and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers—anyone involved in the teaching of language arts at the secondary level.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for EDUC 472 prior to summer 2001 semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 414 **SFU EDUC 414**
 WEB-BASED 4 UNIV

Designs for Learning: Secondary Social Sciences

This course focuses on teaching secondary school social studies and addresses aspects of the theory and practice of social studies education. Students examine their own thinking about social studies education through critical reflection, work with the prescribed curriculum, and explore various ways to develop engaging learning experiences for young adults within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for SFU EDUC 474 may not take this course for further credit.

Equipment: DVD player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 422 **SFU EDUC 422**
 WEB-BASED 4 UNIV

Learning Disabilities

This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and learning disabilities.

Prerequisites: SFU EDUC 315 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 433 **SFU EDUC 433**
 PRINT-BASED 4 UNIV

Philosophical Issues in Curriculum

This course examines fundamental philosophical issues involved in designing, evaluating, or changing educational curricula. Topics include the nature and justification of educational curriculum; the components of a rational curriculum; the nature of knowledge and its differentiation; curriculum integration; and the education of the emotions. It also deals with such current issues as the place of “behavioural objectives” in education, the “hidden curriculum,” and the sociology of knowledge.

Prerequisites: 60 credits with 6 credits in EDUC courses or SFU EDUC 401/402.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

COURSES

EDUC 441 **SFU EDUC 441**
WEB-BASED 4 UNIV

Multicultural and Anti-Racist Education

This course focuses on developing approaches for multicultural and anti-racist teaching. Topics include diversity of race, language, and culture among learners; identifying the operation of racism, prejudice, and discrimination in classrooms and schools; becoming familiar with a variety of approaches such as co-operative learning, culturally appropriate assessment, and community involvement to counteract and prevent negative classroom and school dynamics; identifying bias in curriculum resources; and locating entry points in selected curriculum areas (e.g. language arts, social studies, art, music, etc.) for integrating approaches that employ a range of multicultural/anti-racist curriculum resources.

Prerequisites: EDUC 401/402. 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 443 **UVIC EDCI 446**
WEB-BASED 6 UNIV

Literacy Strategies for Supporting Struggling Learners

This course covers classroom diagnosis and treatment of reading difficulties and prevention of reading disabilities. Students become familiar with materials and procedures for the correction of various types of reading disabilities. The course is useful to the classroom teacher and to the reading specialist. A portion of the course involves a practicum model, working with a student outside school hours to apply the procedures and materials presented in the course.

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-B 442.

Equipment: CD and DVD players and computer with Internet and email account are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 26 weeks.

EDUC 444 **UVIC EDCI 458**
PRINT-BASED 3 UNIV

Mathematics Instruction in the Elementary School

This course examines teaching strategies that contribute to the development of the components of numeracy—number sense, spatial and measurement sense, sense of relation, statistical sense—with an emphasis on conceptual and well-defined procedural knowledge. It provides suggestions for meaningful activities, practice, and appropriate assessment techniques. The components of this course accommodate the framework and goals of the BC Mathematics K–7 Integrated Resource Package 1995, which is based on The Common Curriculum Framework for the territories and provinces in Western Canada.

Prerequisites: Professional year.

Note: This course was formerly numbered UVIC ED-E 444.

Equipment: DVD player, phone for teleconference are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 445 **SFU EDUC 445**
WEB-BASED 4 UNIV

Legal Context of Teaching

This course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours, and the AIDS controversy.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 446 **SFU EDUC 446**
WEB-BASED 4 UNIV

Law for the Classroom Teacher

This course provides teachers with the necessary background understanding of the law and legal practices required to teach the law-related dimensions of the BC curricula. The major focus is on the areas of law and legal concepts and procedures included in the secondary social studies and Law 12 curricula.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. DVD player is optional. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

EDUC 447 **UVIC ED-D 446A**
WEB-BASED 3 UNIV

Career Awareness and Exploration

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth. The course focuses on the foundations of lifelong career education and awareness, skill development, and the planning process. It examines approaches to facilitating personal planning and career exploration with children and youth, issues of personal responsibility, and current perspectives on the labour market.

Prerequisites: Professional year or permission of the instructor.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 448 **UVIC ED-D 446B**
WEB-BASED 3 UNIV

Career Development and Planning

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth. The course explores the practical aspects of providing programs for career and life planning. It covers developmental issues and applications, resources and activities to support career development, preparation for employment, work search strategies, work experience, and career technologies as well as career education program planning.

Prerequisites: Professional year or permission of the instructor. EDUC 447 (UVIC ED-D 446A) is recommended.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 449 **UVIC ED-D 444**
WEB-BASED 6 UNIV

Personal Development K–12

This course focuses on the content areas of personal development, K–12: healthy living, mental well-being, family life education, child abuse prevention, substance abuse prevention, and safety and injury prevention. Related topics include values-awareness education, sensitive issues, and community resources. The course is valuable to teachers, counsellors, child and youth care workers, and anyone else who works in a supporting role with children and youth.

Prerequisites: Professional year or permission of the instructor.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 26 weeks.

EDUC 451 **SFU EDUC 448**
WEB-BASED 4 UNIV

Teaching about Justice, Law, and Citizenship

This methodology course explores the justification and practice of law-related education in the K–12 curriculum. Students examine the place of law in the curriculum, existing resources, and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials.

Emphasis is on developing and implementing law-related programs in the classroom.

Prerequisites: 60 credits, including 6 credits in education courses.

Teaching experience is recommended.

Equipment: Computer with Internet is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 452 **UVIC EDCI 447**
WEB-BASED 3 UNIV

Principles of Teaching English to Second Language Learners

This course looks at the principles and theories of teaching English as a second language (ESL) and examines the curriculum and methodology used in ESL language programs in elementary, middle, and secondary schools. Students learn to identify the ways that a learner's culture and first language impact learning of a second language, develop skills for analyzing student progress in learning the second language, and learn how to select effective principles and strategies for teaching students who have English as a second language.

Prerequisites: Professional year or permission of the UVic department.

Equipment: VCR and computer with Internet and email account are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

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 practise and share strategies for successful ESL teaching at the elementary, middle, and secondary school levels.

The integration of language and content instruction is emphasized.

Prerequisites: Professional year or permission of the UVic department.

Equipment: Computer with Internet and email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

EDUC 461 **SFU EDUC 474**
WEB-BASED 4 UNIV

Designs for Learning: Elementary Social Studies

This course focuses on teaching elementary school social studies and addresses aspects of the theory and practice of social studies education. Students examine their own thinking about social studies education through critical reflection, work with the prescribed curriculum, and explore various ways to develop engaging learning experiences for children within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401/402.

Note: Students with credit for this course prior to SFU's 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 463 **SFU EDUC 463**
WEB-BASED 4 UNIV

Multimedia for Curriculum Design

This course focuses primarily on the evaluation of the use of multimedia software packages in relation to important curricular and instructional issues. A secondary focus is on student design and production of a multimedia package for use in an educational setting.

Prerequisites: SFU EDUC 260 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 464 **SFU EDUC 464**
WEB-BASED 4 UNIV

Early Childhood Education

This course is concerned with current trends, issues, and research relating to the education of young children.

Prerequisites: SFU EDUC 401/402 or SFU PSYC 250.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 467 **SFU EDUC 467**
WEB-BASED 4 UNIV

Curriculum and Instruction in Teaching English as a Second Language

In this course, students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analysis, and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

Prerequisites: 60 credits and SFU ENGL 370 or a linguistics course.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 469 **SFU EDUC 469**
PRINT-BASED 4 UNIV

Music Education as Thinking in Sound

This course focuses on understanding the language of music, both historical and contemporary, and the use of electronic and acoustic instruments in the general music classroom.

Prerequisites: 60 credits.

Equipment: CD and DVD players are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

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. Students with credit for this course prior to SFU's 2001 summer semester may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 475 **SFU EDUC 475**
 WEB-BASED 4 UNIV

Designs for Learning: Elementary Science

SFU-designated Quantitative (Q) course. Refer to page 9.

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 is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 482 **SFU EDUC 482**
 WEB-BASED 4 UNIV

Designs for Learning: Information Technology

In this course, students develop a critical understanding of information technologies in education and learn how to integrate these technologies into classroom settings. An emphasis is on teaching strategies and methods as they complement the guidelines set forth in the BC information technology curriculum.

Prerequisites: SFU EDUC 260 and 60 credits.

Equipment: Computer with Internet is required. The course combines in-person delivery and web-supported distance learning. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

EDUC 484 **UVIC EDCI 459**
 PRINT-BASED 3 UNIV

Diagnosis and Intervention in Mathematics

This course examines essential information for "math recovery" or for proactive intervention. It covers effective and efficient questioning techniques for collecting information about conceptual knowledge and well-defined procedural knowledge, and information for planning appropriate IEPs (Individual Educational Plans).

Prerequisites: Professional year. **Note:** This course was formerly numbered UVIC ED-E 484.

Equipment: DVD player, phone for teleconference are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 490 **UVIC ED-D 480**
 WEB-BASED 3 UNIV

Student Assessment, Evaluation, and Reporting: A Criteria-Referenced Approach

This course covers the major traditional evaluation topics from the criteria-referenced approach currently required by the BC Ministry of Education. The course examines paper-and-pencil tests, performance testing, products, portfolios, essays, criteria writing, assessment, and grading.

Prerequisites: Professional year.

Equipment: CD player and computer with Internet and email account are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

EDUC 491 **SFU EDUC 471**
 WEB-BASED 4 UNIV

Curriculum Development: Theory and Practice

This course is an exploration of curriculum theory and processes of development with applications at different levels and in several subject areas.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

EDUC 495 **SFU EDUC 485W**
WEB-BASED 8 UNIV

Designs for Learning: Writing SFU-designated Writing-Intensive (W) course. Refer to page 7.

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practised. Students observe, use, and evaluate these techniques.

Prerequisites: SFU EDUC 401/402.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

ENGL 009 **PREP**
PRINT-BASED

Basic English Skills

This is a fundamental-level (Grades 6–9) English course for students who want to improve their reading and writing skills. The course focuses on spelling, grammar, punctuation, writing sequences and paragraphs, and reading articles and short stories. The course has been designed so that all materials are contained in a workbook, which students use to complete practice exercises.

Prerequisites: None.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 010 **PREP**
PRINT-BASED

Reading and Writing English

This intermediate-level (Grade 10 equivalent) course is designed to develop skills as a writer by practising the stages of writing from rough draft, draft revision, editing, and final draft and practising correct grammar and sentence structure. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes.

Prerequisites: Students are recommended to successfully complete ENGL 009 (or Grade 9 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 013 **PREP**
PRINT-BASED

Studying English

This intermediate-level (Grade 10 equivalent) course emphasizes vocabulary, grammar, sentence and paragraph skills, reading comprehension, and various forms of writing. The course is intended for students who are still refining their ability to write the English language and also for students whose first language is not English.

Prerequisites: Students are recommended to successfully complete ENGL 009 (or a Grade 9 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 028 **PREP**
PRINT-BASED OR WEB-BASED

Advanced English Skills

This advanced-level (Grade 11 equivalent) course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary works.

Prerequisites: Students are recommended to successfully complete ENGL 010, 013 (or a Grade 10 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

ENGL 030

PRINT-BASED OR WEB-BASED PREP

Introduction to Literature

This provincial-level (Grade 12 equivalent) course introduces Canadian and other writers in English and the different forms of fiction (narrative prose and poetry). Students learn to think critically about literature. (This course meets the Grade 12 and BC Adult Graduation Diploma English requirement.)

Prerequisites: Students are recommended to successfully complete ENGL 028 (or a Grade 11 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.
Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 9.

ENGL 034

PRINT-BASED PREP

Survey of British Literature

Through this provincial-level (Grade 12 equivalent) course, students gain an overview of British literature by following its development from the time of the Anglo-Saxons to the modern age. (This course meets the Grade 12 and BC Adult Graduation Diploma English requirement.)

Prerequisites: Students are recommended to successfully complete ENGL 028 (or a Grade 11 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

Equipment: Audiocassette player is required.

Start Date: Continuous registration.
Completion: Refer to page 9.

ENGL 036

PRINT-BASED PREP

Written Communications

This provincial-level (Grade 12 equivalent) course is an introduction to writing clear, positive messages and understanding basic writing strategies. The course shows students some typical techniques for effective writing and provides practice for writing various types of email messages, memos, letters, college essays, and workplace reports.

Prerequisites: Students are recommended to successfully complete ENGL 028 (or a Grade 11 equivalent course) before beginning this course.

Note: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services. This course meets the elective requirement but not the English requirement (Grade 12) for the BC Adult Graduation Diploma. Students wanting to use this course as transfer credit are advised to consult with the institution they plan to attend.

Start Date: Continuous registration.
Completion: Refer to page 9.

ENGL 100

PRINT-BASED OR WEB-BASED 3 UNIV

Literature and Composition I

This course introduces short stories and the novel. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories, especially those written over the past hundred years, and a novel. This course also provides a review of basic grammar, common punctuation, and instruction in composing critical essays. (ENGL 101, *Literature and Composition II* is the continuation of ENGL 100 and focuses on drama and poetry.)

Prerequisites: English 12 or equivalent.

Note: This course satisfies the first half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 102 or 104 may not take this course for further credit. Students with credit for ENGL 100 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.
Start Date: Continuous registration
Completion: Refer to page 9.

ENGL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Literature and Composition II

This course is an introduction to poetry and drama through examples drawn primarily from the twentieth century. The first half considers the major features of poetry (figurative language, sounds, rhythm, etc.) and then examines how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. The second half studies three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

Prerequisites: English 12 or equivalent. An English 100-level course, e.g., TRU-OL ENGL 100, that includes the study of fiction and composition is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 103 or 105 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audio CD player 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: Refer to page 9.

COURSES

ENGL 102

PRINT-BASED

3 UNIV

Composition and Native Indian Literature I

This course provides an alternative to traditional literature and composition courses; it covers the essentials of grammar, mechanics, and sentence structure, as well as the basic elements of university-level essay writing and literary analysis. The literature studied in the course draws on a wide variety of writings by First Nations authors: stories from oral tradition, autobiographies, speeches and essays, and contemporary short stories. Also included are audiotaped readings and interviews with many of the authors studied in the course. This course may be of interest to anyone concerned about First Nations issues and literature.

Prerequisites: English 12 or equivalent.

Note: This course satisfies the first half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 100 or 104 may not take this course for further credit. Students with credit for ENGL 102 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audiocassette player is recommended.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 103

PRINT-BASED

3 UNIV

Composition and Native Indian Literature II

Concentrating on literature written in English by First Nations writers, this course provides an introduction to three major genres of literature: novels, plays, and poetry. Students read short and long novels, one-act and full-length plays, and a wide range of poetry. The course also includes some non-Native literature for comparative purposes. Students listen to taped readings from some of the works and tape-record an oral reading as part of each assignment.

Prerequisites: English 12 or equivalent. ENGL 100 or 102 or equivalent is strongly recommended.

Note: This course satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 101 or 105 may not take this course for further credit. Students with credit for ENGL 103 may not take ENGL 106 or 199 for further credit in some programs.

Equipment: Audiocassette player/recorder is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 104

WEB-BASED

SFU ENGL 101W

3 UNIV

Introduction to Fiction

SFU-designated Writing-Intensive (W) and Breadth (B) course.
Refer to page 9.

This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course satisfies the first half of the introductory English literature and composition requirement at TRU-OL. Students with credit for ENGL 101 or 102 or equivalent may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

ENGL 105

WEB-BASED

SFU ENGL 102W

3 UNIV

Introduction to Poetry SFU-designated Writing-Intensive (W) and Breadth (B) course.
Refer to page 9.

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 analytical discussion skills. 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 first half of the introductory English literature and composition requirement at TRU-OL. Students with credit for ENGL 100 or 102 or equivalent may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

ENGL 106

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Written Communication

This course provides an introduction to writing clear, positive messages and to developing effective writing strategies. It is designed to help students be more proficient at the types of writing they need to do— at home, at school, and in the workplace. Students review spelling and mechanics and write various types of email messages, memos, letters, college essays, and workplace reports. (CHA, CIM)

Prerequisites: BC English 11 or ENGL 028 or equivalent.

Note: Students with credit for ENGL 036, 100, 102, 107, or 199 should consult with a TRU-OL program advisor before taking this course.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 107

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Business Communication

This course provides practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters, and persuasive messages. The second half of the course focuses on report preparation, with practice in writing descriptions, instructions, progress reports, and proposals. (AI, CGA, CIM, CPA, CUIC, LGMA, PMAC, QAA)

Prerequisites: Completion of ENGL 100, 106, 199, or equivalent skills and knowledge, as demonstrated by an English Language and Writing Assessment (page 2).

Note: Only one of ADMN 317 (UVIC ADMN 316) and ENGL 107 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 112

WEB-BASED

SFU ENGL 104W

3 UNIV

Introduction to Prose Genres

SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to page 9.

This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative, and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside the course materials.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students should consult a TRU-OL program advisor about the applicability of this course to programs offered through TRU-OL.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.



Distance learning reduces our environmental impact as it minimizes personal dependency on fuel and energy consumption.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

ENGL 199

WEB-BASED

SFU ENGL 199W

3 UNIV

Introduction to University Writing SFU-designated Writing-Intensive (W) course. Refer to page 9.

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 Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

ENGL 205

WEB-BASED

SFU ENGL 205

3 UNIV

Restoration and Eighteenth-Century Literature

SFU-designated Breadth (B) course. Refer to page 9.

This course is a survey of the literature of the period from 1660 to 1800, and may include some writing from North America.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

ENGL 207 **SFU ENGL 207**
WEB-BASED 3 UNIV

Twentieth-Century Literatures in English

SFU-designated Breadth (B) course.

Refer to page 9.

This course is intended as an introduction to the rich literary cultures in Britain, the United States, and Canada. It explores these literatures through the key narratives of belonging and not belonging, of home and away, of place and placelessness. Students are exposed to many of the master writers of English letters in the past century, including Joseph Conrad, D. H. Lawrence, Virginia Woolf, William Faulkner, Ernest Hemingway, Salman Rushdie, Sara Suleri, Michael Ondaatje, and A. F. Moritz.

Prerequisites: Two 100-level English courses.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

ENGL 210 **SFU ENGL 210 W**
WEB-BASED 3 UNIV

Writing and Critical Thinking

SFU-designated Breadth (B) course.

Refer to page 9.

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

Prerequisites: Two 100-level English courses, one of which must be ENGL 199 or 3 transfer credits in English writing.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

ENGL 220
PRINT-BASED OR WEB-BASED 3 UNIV

English Literature from Chaucer to Milton

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, and Milton's *Paradise Lost* (selections).

Prerequisites: ENGL 100 and 101 or equivalents.

Note: Students with credit for UBC ENGL 204 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

ENGL 221
PRINT-BASED OR WEB-BASED 3 UNIV

English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 220). The reading list is drawn from a list that may include Pope, Blake, Coleridge, Wordsworth, Keats, Emily Brontë, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious background.

Prerequisites: ENGL 100 and 101 or equivalents.

Note: Students with credit for UBC ENGL 204 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Texts: If required, students can order texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

ENGL 311 **SFU ENGL 311**
WEB-BASED 4 UNIV

Early Shakespeare

This course is the study of Shakespeare's works performed before 1601.

Prerequisites: Two 100-level English courses and two 200-level English courses.

Note: Students may take both ENGL 311 and SFU ENGL 313 for credit toward the English major.

Students with credit for SFU ENGL 312 require permission of the department to take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

ENGL 327 **SFU ENGL 327**
WEB-BASED 4 UNIV

Studies in Romantic Literature
SFU-designated Breadth (B) course.
Refer to page 9.

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 Shelley, though a number of other romantic writers will also be studied. The Romantic Manifesto is the organizing principle that serves as both a key to poetic orientation and to 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

ENGL 330 **SFU ENGL 330**
PRINT-BASED 4 UNIV

Studies in Victorian Literature
SFU-designated Breadth (B) course.
Refer to page 9.

This course studies five novels from the second half of the nineteenth century. Students 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. In seeking answers to these questions, students focus on the depiction of Victorian gender ideology, class stratification, the developments in the novel genre, and the commodification of the literary text.

Prerequisites: Two 100 division English courses and two 200 division English courses. Students with credit in ENGL 329 or 333 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

ENGL 424

PRINT-BASED OR WEB-BASED 3 UNIV

Modern British Fiction

This course provides a survey of modern British fiction from its development early in this century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.
Start Date: Continuous registration
Completion: Refer to page 9.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

ENGL 432

PRINT-BASED OR WEB-BASED 3 UNIV

Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Students with credit for UBC ENGL 420 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website. Audiocassette player is recommended.

Start Date: Continuous registration
Completion: Refer to page 9.

ENGL 435

PRINT-BASED 3 UNIV

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

Prerequisites: ENGL 100 and 101, or equivalents.

Note: Required coursework includes the viewing of twelve one-hour video programs.

Equipment: VCR is required.

Start Date: Continuous registration
Completion: Refer to page 9.

ENGL 442

PRINT-BASED OR WEB-BASED 3 UNIV

Modern American Fiction

This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there is a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

Prerequisites: ENGL 100 and 101, or equivalents.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.
Start Date: Continuous registration
Completion: Refer to page 9.

COURSES

ENGL 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, English major (page 39) and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.

Completion: Refer to page 9.

ENST 399

WEB-BASED 3 UNIV

Environmental Studies: Sustainability

This web seminar course offers special topics in environmental studies for in-depth study. Topics explored are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting Canada's natural resources. Particular emphasis is placed on water, energy, biodiversity, and the attempt to balance the impact of society's activities with the environment's capacity to absorb them. The course is suitable for students completing degrees in various disciplines, including science, engineering, humanities, social science, business, or general studies.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 characteristics of ecosystems and processes and the need to maintain and restore them. The emphasis is on examples from BC, but the approach is applicable to issues around the globe. It examines natural and human-caused changes at ecosystem to species levels; discusses ecosystems and biodiversity; considers the philosophy and ethics of restoration; and introduces legal and policy frameworks. The course introduces process and techniques of assessing the ecosystems and developing recommendations through field visits.

Prerequisites: 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 7.

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 7.

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 7.

Completion: 4 months.

COURSES

FINA 104

PRINT-BASED OR WEB-BASED 3 UNIV

A Survey of Western Art I

This course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

FINA 105

PRINT-BASED OR WEB-BASED 3 UNIV

A Survey of Western Art II

This course, a continuation of FINA 104, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

FINA 106

WEB-BASED

SFU FPA 104

3 UNIV

Music Fundamentals

This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation.

An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature are accompanied by practical exercises. The course is designed for students with no formal music training.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

FINA 110

PRINT-BASED

3 UNIV

Colour: An Introduction

This studio course in art, with nine half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively.

The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes.

Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme.

Each program concludes with an exhibition of students' work.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Additional common items may be required to complete assignments. Refer to the detailed course description on the TRU-OL website or contact Student Services.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

FINA 120

PRINT-BASED

3 UNIV

Mark and Image

This studio course in art, with ten one-hour video programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: The course package includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

FINA 130

PRINT-BASED

3 UNIV

Material and Form

This studio course in art, with ten one-hour video programs, is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, fibre, particles, earth, stone, liquids, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animations. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students are required to document their work with photography or videotaping and submit a working notebook to their tutor.

Equipment: VCR and camera or video recorder are required.

Start Date: Continuous registration.

Completion: Refer to page 9.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

FINA 147

WEB-BASED

SFU FPA 147

3 UNIV

Introduction to Electroacoustic Music

SFU-designated Breadth (B) course.

Refer to page 9.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

FINA 399

WEB-BASED

3 UNIV

Cultural Theory and Images

This web-based interdisciplinary seminar course offers special topics and images for in-depth study. The course examines the ways different theories of culture inform the processes and practices of visual production, circulation, and reception. It focuses on the ideas of major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall, and Said, whose work on the intersection/interaction of power and meaning has influenced much current research on representation.

Students work individually or with a partner to select issues or research problems of personal interest, conduct literature research, assess sources of information, and present findings. Learning activities are interactive and designed to take advantage of the image-rich environment of the web.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

FNST 030

PRINT-BASED PREP

First Nations Studies I

This is a provincial-level social science course, equivalent to Grade 12 social studies. The course examines issues facing First Nations communities. It explores the particular strengths of First Nations communities and significant contributions to the world by the aboriginal peoples of the Americas. Traditional cultures and aboriginal rights and the law are also studied. **Prerequisites:** ENGL 028 or English 11 or equivalent skills.

Equipment: Audiocassette player and VCR are required.

Start Date: Continuous registration.

Completion: Refer to page 9.

FNST 040

PRINT-BASED PREP

First Nations Studies II

This is a provincial-level social science course, equivalent to Grade 12 social studies. The course examines various issues facing BC First Nations, including land claims and the right to self-determination. It enables students to evaluate events in the context of history, geography, and politics and encourages a balanced and systematic approach to forming opinions.

Prerequisites: ENGL 028 or English 11 or equivalent skills.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

FNST 101

PRINT-BASED

SFU FNST 101

3 UNIV

The Cultures, Languages, and Origins of Canada's First Peoples SFU-designated Breadth (B) course. Refer to page 9.

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player is required. DVD player is optional. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

FNST 201

PRINT-BASED

SFU FNST 201

3 UNIV

Canadian Aboriginal Peoples' Perspectives on History

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European people. It also addresses questions of research methodologies in studying Aboriginal/European relations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

FREN 020

PRINT-BASED OR WEB-BASED PREP

French I

This basic introductory course emphasizes spoken French through the use of CDs, DVDs, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills.

Prerequisites: None. Grade 10 or equivalent is assumed.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: CD and DVD players and phone are required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

FREN 021

PRINT-BASED PREP

French II

This basic introductory course is a continuation of the work of FREN 020 and emphasizes spoken French through the use of CDs, DVDs, phone conversations with the tutor, and visual illustrations. The course is a useful tool for developing or refreshing basic French skills.

Prerequisites: FREN 020. Grade 10 or equivalent is assumed.

Note: This course does not meet requirements for an ABE certificate or diploma.

Equipment: CD and DVD players and phone are required.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

FREN 100

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to French I

Based on the highly praised multimedia program *French in Action*, this course is designed for students with little knowledge of the language to begin their study of French at the university level. The course is also for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course covers basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation. Throughout the course, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by phone.

Prerequisites: French 10 or equivalent.

Note: Students who speak French as their first language or have taken either the French immersion program or programme cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: CD and DVD players and phone are required. VCR is required for the print-based version of this course. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 9.

FREN 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to French II

This course is a continuation of the work of FREN 100 and is based on the highly praised multimedia program *French in Action*. The course enables students to increase their speaking and writing abilities in a range of everyday situations. The course is also for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

Additional materials highlight French in the Canadian context. Several assignments are completed by phone.

Prerequisites: FREN 100 or equivalent.

Note: Students who speak French as their first language or have taken either the French immersion program or programme cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

Equipment: CD and DVD players and phone are required. VCR is required for the print-based version of this course. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

FRST 305

PRINT- and 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 I parallels, but is not identical to, Forestry 305, which is currently offered by the Faculty of Forestry at the University of British Columbia and each conforms to the ABCPF Silviculture Academic Standards.

Prerequisites: FRST 112/122, 210, 211 and 220.

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 30 weeks.

COURSES

FRST 307

PRINT- and 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.

Equipment: Computer with Internet is required.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 30 weeks.

GEOG 030

PRINT-BASED PREP

Physical and Human Geography

This provincial-level course is equivalent to Grade 12 geography. It covers topics in physical geography such as rocks, erosion, and weather, as well as topics in human geography such as population distribution, uses of natural resources, and the effects of natural hazards.

Prerequisites: SOST 024 or 028 or equivalent is recommended.

Equipment: Audiocassette player is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

GEOG 110

PRINT-BASED OR WEB-BASED 4 UNIV

Introduction to Physical Geography

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle, and vegetation. The first part of the course examines the interactions of solar energy with the Earth’s atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The second part of the course covers the cycling of water and other Earth resources within the living zone—the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course includes a lab component with a value of 1 credit (of the total 4 credits).

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

GEOG 200

PRINT-BASED OR WEB-BASED 3 UNIV

Regional Geography of Canada

This course examines the physical, human, and economic geography of Canada in a regional context.

It focuses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students’ skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for GEOG 470, 471, or 475 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

GEOG 230

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both “determinist” and “possibilist” views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR is required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

GEOG 264

WEB-BASED

SFU GEOG 264

3 UNIV

Canadian Cities

This course provides a systematic introduction to urbanization in Canada. Topics addressed include Canadian urbanization as compared with other nations, especially the United States; metropolitan centres; resource towns; and the internal structure of cities.

Prerequisites: SFU GEOG 100 or 162 or permission of the instructor.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GEOG 270

PRINT-BASED OR WEB-BASED 3 UNIV

Geography of British Columbia

This course uses the concepts and methods of regional geography to enable students to explore the character of BC’s diverse physical and human landscapes.

Students focus particularly on geographic patterns and on the interaction of physiography, climate, settlement and resettlement, resource utilization, and economic activity, and also examine how the province itself fits into a variety of regions (including Canada, the Pacific Northwest, and the Pacific Rim).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

GEOG 399

WEB-BASED

3 UNIV

Global Climate Change and Regional Impacts

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of various perspectives on the issues. Students study how natural processes and human activities alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop knowledge of systems of energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activities within the context of natural climate change and the environment’s capacity to absorb anthropogenic impacts.

This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business, and general studies.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

GEOG 469

PRINT-BASED

SFU GEOG 469

4 UNIV

The Canadian North and Middle North

Special attention is given to resource appraisal and utilization, spatial organization, and the consideration of future development; comparisons are made with experience of sub-Arctic development in other parts of the world.

Prerequisites: Minimum 60 credits, including 8 hours of upper-level geography courses.

Equipment: DVD player is optional. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

GEOL 101

PRINT-BASED

3 UNIV

Introduction to Geoscience

This is a one-semester non-lab course that studies the nature of the Earth and its development through time. It examines the Earth’s origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: GEOL 120 is an excluded combination.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

GEOL 120

PRINT-BASED OR WEB-BASED 4 UNIV

Introduction to Earth Science

This is a one-semester lab course that studies the nature of the Earth and its development through time. It examines the Earth's origins and composition, in addition to volcanoes, earthquakes, and development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: GEOL 101 is an excluded combination.

Equipment: The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home. TV and VCR are required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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.

Equipment: Computer with Internet and CD-ROM drive is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GERO 300 SFU GERO 300

WEB-BASED 3 UNIV

Introduction to Gerontology

SFU-designated Breadth (B) course.

Refer to page 9.

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 Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GERO 301 SFU GERO 301

WEB-BASED 3 UNIV

Research Methods in Gerontology

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors' programs; and elementary data analyses.

Prerequisites: 60 credits. SFU STAT 203 (formerly STAT 103) or equivalent is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

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 Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

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 Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GERO 404 **SFU GERO 404**
 PRINT-BASED 3 UNIV

Health and Illness in Later Life

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings.

Prerequisites: 60 credits and GERO 300.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GERO 406 **SFU GERO 406**
 WEB-BASED 3 UNIV

Death and Dying

This course focuses on providing students with an in-depth understanding of the process of dying. By examining their own personal response to death as well as society's reaction and responsibilities toward dying, students gain new insights in caring for the dying person.

Prerequisites: 60 credits.

GERO 300 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GERO 407 **SFU GERO 407**
 PRINT-BASED 3 UNIV

Nutrition and Aging

This course examines specific nutritional conditions and concerns of the aging population.

It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases, and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological, and physical factors that influence food choice and ultimately nutritional status in aging.

Prerequisites: 60 credits.

GERO 300 is recommended.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GERO 408 **SFU GERO 408**
 PRINT-BASED 4 UNIV

Families over the Life Course

This course entails a comprehensive interdisciplinary study of families and aging. In addition to providing an overview of theory and research on this topic, this course critically examines a variety of substantive issues, including families in mid-life, sibling relationships, divorce and remarriage, dating in later life, care giving, poverty, elder abuse, and policy development.

Prerequisites: 60 credits.

GERO 300 is recommended.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GEST 482 **UVIC HA 486A**
 WEB-BASED 3 UNIV

Museum Principles and Practices I: Communities, Curatorship, and Collections

This course explores the purpose and functions of museums with particular emphasis on relationships with communities and the ways in which knowledge is created and preserved through collections and research. Museums, their collections, and the knowledge they convey play a unique role in contemporary society. Course topics include history and organization of museums and collections curatorship, research, documentation, and care.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local museum, gallery, historic site, or related institution.

Note: Students with credit for UVIC HA 486 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 14 weeks.

COURSES

GEST 483 **UVIC HA 486B**
WEB-BASED 3 UNIV

Museum Principles and Practices II: Programming, Exhibitions, and Management

This course explores the role and development of exhibitions and programs, with particular emphasis on public partnerships, audience development, and principles of design, implementation and evaluation. Exhibitions and public programs are the primary means by which museums share their collections and knowledge with communities. Topics in museum management are also addressed in the course.

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 7.

Completion: 14 weeks.

GEST 484 **UVIC HA 487A**
WEB-BASED 3 UNIV

Heritage Resource Management

This course explores the nature and value of heritage resources worldwide and the management approaches that support their preservation and presentation. Topics include principles of heritage conservation; heritage value and significance; organizational and legal frameworks; approaches to the planning and management of heritage places that respond to community needs; heritage economics and sustainability; urban revitalization, cultural tourism, and appreciation.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local historic site or related institution.

Note: Students with credit for UVIC HA 487 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 14 weeks.

GEST 485 **UVIC HA 487B**
WEB-BASED 3 UNIV

Heritage Resource Conservation

This course provides a detailed survey of the philosophical, ethical, and practical aspects of physical conservation of heritage resources and strengthens the heritage conservationist's capacity to recommend appropriate approaches to conservation treatments. Topics include principles and history of heritage conservation; understanding heritage value and significance; types of heritage resources and their materials; levels of intervention; research and investigation; the conservation process; maintenance and disaster planning.

Prerequisites: Permission of UVic's Cultural Resource Management program. Students should work in or have access to a local historic site or related institution.

Note: This course, combined with GEST 484 (UVIC HA 487A), can be used in lieu of UVIC HA 487 as core credit in the Cultural Resource Management program. Students with credit for UVIC HA 487 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.uvcs.uvic.ca/crmp/distance.aspx#computers.

Start Date: January. Registration deadline applies. Refer to page 7.

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 that helps beginners develop survival skills in the most frequently encountered communicative situations.

Prerequisites: Permission of the instructor.

Note: Students with credit for SFU LANG 110 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

GREK 160 **SFU GRK 160**
WEB-BASED 3 UNIV

Modern Greek for Beginners II

This course aims to give a better understanding of basic Greek grammar to those who have acquired the basic language skills and to develop speaking and comprehension skills to carry on short conversations. Reading comprehension and the ability to write small paragraphs are also emphasized.

Prerequisites: GREK 110 or permission of the instructor.

Note: Students with credit for SFU LANG 160 when offered with the same title may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

HEAL COURSES

Before registering in HEAL 310, 350, 401, and 402, note the following information.

English Proficiency Requirement: Students whose first language is not English must meet the TRU-OL proficiency in English requirement (pages 7, 8) or provide proof of English competency from the Canadian Alliance of Physiotherapy.

Equipment: Computer with Internet is required. Refer to page 92 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 Student Services.

HEAL 310

WEB-BASED 3 UNIV

Client-Directed Care Management

This course is intended for professionals working in the health system, and/or upper-level students in degree programs who want to develop their knowledge and skill in care management. The course deals with the theory of care management within a client-directed service philosophy. It includes discussion of ethical decision making, using bioethical principles, the balancing of autonomy and risk, the legal context of care management, and system barriers to client-directed service delivery. Using both teleconferences and online discussion in small groups, the course is delivered in the context of current and emerging health policy and organizational structures.

Prerequisites: HEAL 101 or equivalent skills, HEAL 210 or equivalent skills, professional credential in a health or human service program.

Completion: Maximum 20 weeks.

HEAL 350

WEB-BASED 3 UNIV

Understanding Research in Health Sciences

This course is for undergraduate students in health and human service professions (also called health sciences). It enables students to acquire knowledge and skills about the research process and prepares them to use these in their professional practice. Students learn how to locate, analyze, and critique peer-reviewed qualitative and quantitative research articles in their own disciplines. They then determine whether they can adopt particular current published research for use in their clinical practice. To this end, they use due diligence and established standards for generalizing research findings to other settings and population groups. With the research knowledge and skills from this course, students can provide their clients with evidence-based care, which is a requirement for professional practice in all the health and human service professions.

Prerequisites: HEAL 101 or equivalent skills, HEAL 210 or equivalent skills, professional credential in a health or human service program.

Completion: Maximum 20 weeks.

HEAL 401

WEB-BASED 3 UNIV

Health Policy

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

This seminar-style course explores health policy in Canada from a range of perspectives. Students use current resources, knowledge of the Canadian health care system, and policy analysis models and skills to analyze a range of Canadian health policies. By achieving the course outcomes, students are better prepared to analyze policies in ways that help them to succeed as health care professionals and ongoing students of health policy.

Prerequisites: HEAL 402.

Completion: Maximum 20 weeks.

HEAL 402

WEB-BASED 3 UNIV

Issues in Health Care

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

This seminar-style course explores current issues in health, health care, and the Canadian health care system from a range of perspectives.

Students develop critical thinking skills and knowledge of the Canadian health care system and use current resources to investigate, analyze, discuss, and evaluate relevant issues.

Prerequisites: HEAL 350 or equivalent.

Completion: Maximum 20 weeks.

HIST 120

PRINT-BASED OR WEB-BASED 3 UNIV

Canadian History to 1867

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

HIST 121

PRINT-BASED OR WEB-BASED 3 UNIV

Post-Confederation Canadian History

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit. **Equipment:** CD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration. **Completion:** Refer to page 9.

HIST 225

PRINT-BASED 3 UNIV

History of British Columbia

This course surveys the two centuries since Europeans first arrived in BC. The fifteen units of the course provide an overview of the major historical events in BC, analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts. It is mandatory for students to view the videos in this course.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

HIST 241

PRINT-BASED 3 UNIV

Modern European History: 1450–1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

HIST 307 **SFU HIST 307 B**
WEB-BASED 4 UNIV

ST: History of Greek Civilization

This course introduces the history of Greek civilizations, from the early Aegean civilizations to modern Greece. Focus will be placed on the Greek civilizations influence on laws, languages, architecture, religion, politics, and culture. Topics include the evolution of Greek civilization including its social and political structures, and how this has influenced present-day Greece and contemporary civilization.

Prerequisites: 45 credit hours, including 9 lower-level history credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

HIST 334 **SFU HIST 338**

WEB-BASED 4 UNIV

World War II

This course introduces the history of the origins and the course of the Second World War. Particular attention is paid to the main campaigns of the war in Europe and Asia and to the domestic history of the belligerent powers. The social, economic, and political consequences of the war are also discussed, as are the moral issues of genocide and the use of the atomic bomb.

Prerequisites: 45 credits, including 9 lower-level history credits. SFU HIST 225 is recommended.

Note: This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

HIST 336 **SFU HIST 339**
PRINT-BASED 4 UNIV

The British Empire and Commonwealth

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the "Westminster Model" of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

Prerequisites: 45 credits, including 9 lower-level history credits.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

HIST 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, history major (page 391) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 45). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.

Completion: Refer to page 9.

HLSC 159

WEB-BASED 3 UNIV

Anatomy and Physiology I

This is the first of two comprehensive courses covering the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. 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, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

HLSC 169

WEB-BASED 3 UNIV

Anatomy and Physiology II

This 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, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 100

PRINT- and 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: Refer to the TRU-OL website (Courses) for course schedule or contact Student Services.

Completion: 20 weeks.

HLTH 107

PRINT- and WEB-BASED 3 UNIV

Interprofessional Relational Practice: Foundations

This course is intended to introduce the communication knowledge and skills central to beginning competency in interprofessional health practice within the Canadian health care context. The emphasis of this course is on the development of an effective professional relationship with colleagues and enhancing participant capacity to respond therapeutically to individuals and families. Communication knowledge, skill and development central to the beginning competency of interprofessional health practice are critical to effective interactions with clients, families and colleagues.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Refer to the TRU-OL website (Courses) for course schedule or contact Student Services.

Completion: Refer to page 9.

HLTH 112

WEB-BASED 3 UNIV

Foundational Human Anatomy Physiology for Health Promotion

This course is designed to promote the entry-level health professional's understanding, communication and application of foundational anatomy and physiology knowledge for the promotion of continuing physical health for people of all ages from birth to older adult. Foundational to the practice of health is awareness of body systems, recognition of body system changes across the lifespan, knowledge of appropriate interventions to maintain physical health and reduce the chances of disease from physiological dysfunction and the ability to communicate this knowledge to others.

Prerequisites: Provincial Grade 12 Biology C+ grade or equivalent is assumed.

Equipment: Computer with Internet is required.

Start Date: Refer to the TRU-OL website (Courses) for course schedule or contact Student Services.

Completion: Refer to page 9.

COURSES

HLTH 123

PRINT- and WEB-BASED 2 COL

Cognitive Changes and Caregiving

This course addresses caring for clients with sensory losses, aphasia, affective and cognitive changes, responsive behaviours, and addictions. It also deals with the impact that these issues have on family members and caregivers. The student will also explore the basic concepts relating to mental health challenges and their role in care planning and care giving to individuals and families affected by mental health challenges.

Prerequisites: None.

Equipment: Computer with Internet is required.

Start Date: Refer to the TRU-OL website (Courses) for course schedule or contact Student Services.

Completion: Refer to page 9.

HLTH 122

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: Refer to page 9.

HLTH 291

PRINT- and 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 maternal-newborn practice. The course focuses on facilitating participant understanding of key concepts related to the antepartum and intrapartum experience, assessment and care of the newborn, the postpartum and community experience. Learning activities are designed to foster understanding of social, ethical and cultural influences on the childbearing family and the entry-level nursing competencies and standards of care required in perinatal practice.

Prerequisites: Second year standing in a nursing program, A letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as 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.

Completion: Refer to page 9.

[Blue course code indicates that TRU-OL delivers the course.](#)

[Refer to pages 13–14 for tuition and fees information.](#)

[Refer to page 11 for information on how to register.](#)

HLTH 293

PRINT- and 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 qualifying course, or permission of the Academic Director or delegate.

Equipment: Computer with Internet is required.

Start Date: Continuous.

Completion: 20 weeks.

HLTH 361

PRINT- and WEB-BASED 3 UNIV

Professional Growth

This course is designed to acquaint health practitioners with standards governing professional practice; update participants' awareness of trends and perspectives in Canada's health care system; and advance participants' understanding of disciplinary inquiry.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, Current CRNBC Registration or permission of

Texts: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 30 weeks.

COURSES

HLTH 362

PRINT- and 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; inter-professional practice; teaching and learning; diversity; power; and the client as a person, family and community.

Prerequisites: Either admission to the Return to Registered Nurse Practice Program, Current CRNBC Registration or permission of Academic Director or designate.

Texts: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

Completion: 20 weeks.



Distance learning reduces our environmental impact as it minimizes personal dependency on fuel and energy consumption.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

HLTH 363

PRINT- and WEB-BASED 3 UNIV

Clinical Decision Making

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: Students can order required texts through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: January, May and September.

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 state 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. Refer to www.cyc.uvic.ca.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

HSDA 465

WEB-BASED

UVIC CYC 467

3 UNIV

Interdisciplinary Practice with Children and Families

This course provides opportunities for applying the skills, knowledge and beliefs essential for effective interdisciplinary practice with children and families. The course explores the rationale for and a critical analysis of, interdisciplinary practice. The contributions of different disciplines to addressing issues in child and family work are featured.

Prerequisites: Second-year standing, completed college diploma, or permission of the instructor.

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

Start Date: Varies. Registration deadline applies. Refer to page 7.

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 9.

This course is an introduction to the central myths of the Greeks and Romans. It investigates the nature, function, and meaning of myths in the classical world and their considerable influence on Western civilization.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

HUMN 230 **SFU HUM 130**
WEB-BASED 3 UNIV

Introduction to Religious Studies **SFU-designated Breadth (B) course.** **Refer to page 9.**

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

HUMN 301
PRINT-BASED OR WEB-BASED 3 UNIV

The History of Science

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time and how these changes have impacted our world. The discussion addresses issues such as societal attitudes to science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions asked include: What is science for? Whom is it for? How has science changed over time? How does—and how should—society use science?

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. University-level studies in history, science, or social sciences are recommended. **Note:** Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

HUMN 398
WEB-BASED 3 UNIV

Issues in Latin American Studies

This web-based seminar course is about the social aspects of the economic, political, and cultural issues facing Latin American countries. After an introduction to the basic issues for understanding Latin America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education, and general studies.

Prerequisites: 60 credits.

Equipment: DVD player and computer with Internet are required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

HUMN 399
WEB-BASED 3 UNIV

Issues in Science and Society

This course examines the effect of science in society through the use of sample readings and websites and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and/or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does—and how should—society use science? This upper-level course requires a significant amount of reading, web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business, and general studies.

Prerequisites: 60 credits.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

JAPN 100 **SFU JAPN 100**
WEB-BASED 3 UNIV

Introduction to Japanese I

This course is a comprehensive introduction to the Japanese language, providing basic oral and written communication skills through an emphasis on vocabulary, grammar, and culture. The three Japanese writing systems are also introduced (hiragana and katakana for production; some kanji for recognition only).

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Students with prior knowledge or experience in Japanese beyond the level of this course may not register in this course. Students with some knowledge of Japanese should consult with the instructor for course placement.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.



Distance learning reduces our environmental impact as it minimizes personal dependency on fuel and energy consumption.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

KINE 105 **SFU KIN 105**
WEB-BASED 3 UNIV

Fundamentals of Human Structure and Function

This course focuses on the basic anatomy and physiology of the skeletal, muscular, nervous, endocrine, cardio-respiratory, urinary, digestive, immune, and reproductive systems.

Prerequisites: Grade 11 biology, chemistry, physics (recommended).

Note: Kinesiology majors and honours students may not take this course for further credit. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 110 **SFU KIN 110**
WEB-BASED 3 UNIV

Human Nutrition: Current Issues

This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 111 **SFU KIN 111**
WEB-BASED 3 UNIV

Food and Food Safety

This course includes basic information on food, the safety of the food supply, and current issues around production, storage, and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science, and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations, and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 chemistry is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 140 **SFU KIN 140**
PRINT-BASED 3 UNIV

Contemporary Health Issues SFU-designated Breadth (B) course. Refer to page 9.

This course explores health from a holistic perspective, in which health is viewed as physical, psychological, and social well-being. It considers genetics, environment, personal health behaviours (such as diet, exercise, stress management, and drug use), socioeconomic status, health care delivery systems, and aging, with the intent to improve students' abilities to evaluate health information.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

KINE 142 **SFU KIN 142**
 WEB-BASED 3 UNIV

Introduction to Kinesiology
SFU-designated Breadth (B) course.
Refer to page 9.

This course examines the basic procedures for the assessment of the status and performance of the individual according to principles of anthropometry, functional anatomy, biomechanics, exercise physiology, and motor learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 biology, chemistry, physics are recommended.

Equipment: DVD player is required. Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 143 **SFU KIN 143**
 WEB-BASED 3 UNIV

Exercise: Health and Performance
SFU-designated Breadth (B) course.
Refer to page 9.

This course introduces students to the field exercise physiology. Focus is placed on personal exercise prescription to improve aerobic capacity, muscular strength and endurance and flexibility. Also discusses 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 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 212 **SFU KIN 212**
 WEB-BASED 3 UNIV

Food and Society

This course deals with the cultural, social, agricultural, and economic factors that influence food selection and nutrition. Students explore traditional diets of various ethnic groups and diet modifications as immigrants adjust to life in a new country or to an urban setting. The course also examines domestic and global food security, hunger in the developing and developed world, and sustainable methods of meeting the increasing world food demand.

Prerequisites: KINE 110.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 310 **SFU KIN 310**
 WEB-BASED 3 UNIV

Exercise/Work Physiology

This course is the study of human physiological responses and adaptations to acute and chronic exercise/work. Cardiorespiratory, cellular, and metabolic adaptations are studied and discussed in detail.

Prerequisites: SFU KIN 205. SFU KIN 201 and 207 are recommended.

Note: Students with credit for SFU KIN 410 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 311 **SFU KIN 311**
 WEB-BASED 3 UNIV

Applied Human Nutrition

In this course, the principles of nutritional biochemistry are applied to nutrition in life cycle—pregnancy, lactation, infancy, childhood, adolescence, and aging. The second part of the course deals with common disease conditions where nutrition plays an important role in prevention or treatment or both. The course is presented in the Canadian context and features sources of help on Canadian practice, standards, and regulations.

Prerequisites: KINE 105 (or SFU KIN 205) and 110. Students with credit for SFU KIN 220 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

KINE 312 **SFU KIN 312**
 WEB-BASED 3 UNIV

Nutrition for Fitness and Sport

This course examines the theory and application of nutrition for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks, and regulations. Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small group projects investigating specific nutrition issues and products.

Prerequisites: KINE 105 (or SFU KIN 205) and 110.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

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 or SFU KIN 205 with grade of C or higher.

Note: Students with credit for SFU KIN 326 may not take this course for further credit. This course was formerly numbered KINE 425.

Students with credit for KINE 425 may not repeat this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

KINE 342 **SFU KIN 342**
 WEB-BASED 3 UNIV

Active Health

This course is an extension of KINE 143 and parallels SFU's on-campus course SFU KIN 343. The goal of the course is to provide students with an opportunity to appreciate principles of exercise leadership, assess individual fitness needs, design programs, and monitor effects of prescribed exercise.

Prerequisites: KINE 105 or SFU KIN 205 and KINE 142 and 143.

Note: The course is designed for students completing SFU's Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 342 and SFU KIN 343 may be taken for credit. Kinesiology major and honors students may not receive credit for KINE 342.

Equipment: CD player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

KINE 375 **SFU KIN 375**
 WEB-BASED 3 UNIV

Human Growth and Development

This course focuses on the fundamentals of physiological growth and development from conception to maturity. Topics included form a strong foundation for those interested in designing appropriate activity programs for children of all ages.

Prerequisites: KINE 105 (or SFU KIN 205) and 142.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

KINE 444 **SFU KIN 444**
 WEB-BASED 3 UNIV

Cardiac Disease: Prevention and Rehabilitation

This course examines the etiology, prevention, and rehabilitation of cardiovascular disease. Students learn to assess patient risk factors, interpret ECG recordings, and prescribe exercise to cardiac patients, which provides the foundation for students to participate in community or hospital-based cardiac rehabilitation programs.

Prerequisites: SFU KIN 305, KINE 110, 310 as well as SFU KIN 306, and 343 are recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

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 the course materials.

Prerequisites: KINE 105 or SFU KIN 205 (formerly KIN 100), KINE 142, and minimum 90 credits.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

LANG 118 **SFU PERS 118**
 WEB-BASED 3 UNIV

Introduction to Persian I

This course introduces the Persian alphabet, phonology, morphology and basic syntax in relation to reading, writing and translating basic sentences. Students with any prior knowledge or experience in Persian beyond the level of this course may not register in this course.

Prerequisites: None. Students who have taken SFU LANG 118 with this topic may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

LANG 168 **SFU PERS 168**
WEB-BASED 3 UNIV

Introduction to Persian II

This course is the study of the vocabulary and syntax of standard Persian in preparation for reading, writing and conversation. Students with any prior knowledge or experience in Persian beyond the level of this course may not register in this course.

Prerequisites: LANG 118 (or SFU PERS 118) or permission from the instructor. Students who have taken SFU LANG 168 with this topic may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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: Refer to page 9.

LEAD 351
WEB-BASED 3 UNIV

Occupational Health and Safety Legislation and Standards

This course sets the foundation for occupational health and safety in Canada, within an industrial context. By clearly establishing the rights and responsibilities of the various workplace parties, students are able to interpret and apply statutes and best practices to the workplace in a manner that provides for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

Prerequisites: Third year standing or permission from Academic Director (business_ol@tru.ca). Completion of one of ADMN 222, BUSM 111 or BUSM 121 is strongly recommended.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

LEAD 490
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 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

LSYS 210 **UVIC TECJ 310**
WEB-BASED 3 UNIV

Information Technology for Teaching and Learning

By creating teaching projects and presentations, students learn how to assess both the usability of different technological teaching aids and their ability to communicate to an audience. Students discover that technology-based learning does not need to be complex—simple tools are often most effective.

Prerequisites: CMPT 150 or 110 or equivalent.

Equipment: Computer with Internet is required. Refer to www.cbis.ca.

Start Date: May. Registration deadline applies. Refer to page 7.

Completion: 12 weeks.

MACM 101 **SFU MACM 101**
PRINT-BASED 3 UNIV

Discrete Mathematics I SFU-designated Breadth (B) and Quantitative (Q) course. Refer to page 9.

This course is an introduction to counting, induction, automata theory, formal reasoning, modular arithmetic.

Prerequisites: BC Math 12 or SFU MATH 100, SFU MATH 151 or SFU MATH 152.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

MATH 010

PRINT-BASED PREP

Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Math 9.

Prerequisites: None.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 2).

Equipment: Calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 014

PRINT-BASED PREP

Intermediate Mathematics

Topics include arithmetic and measurement, statistics, geometry, trigonometry, and algebra. The course is equivalent to Math 10, and it provides a good preparation for students in technical, business, and scientific fields.

Prerequisites: None.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 2).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 024

PRINT-BASED PREP

Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 algebra. The course includes an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry. **Prerequisites:** MATH 014 or Math 10 or equivalent.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 2).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 026

PRINT-BASED PREP

Industrial Mathematics

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of occupations. The course is designed for those who have difficulty with mathematics, or those starting a new career and requiring a review of basic mathematics.

Prerequisites: MATH 014 or Math 10 or equivalent is recommended.

Note: This course was formerly numbered MATH 106. Students with credit for MATH 106 may not repeat this course for further credit. Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 2).

Equipment: Calculator with a square root key, a per cent key, and a memory key is required (a parenthesis key is convenient but not essential).

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 034

PRINT-BASED PREP

Provincial Mathematics

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series.

Prerequisites: MATH 024 or Principles of Math 11 or equivalent.

Note: Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 2).

Equipment: Scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 100

PRINT-BASED OR WEB-BASED 3 UNIV

Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Prerequisites: Principles of Grade 12 Math are strongly 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. If you require math for teaching, liberal arts, humanities or social sciences, this may not be the appropriate course. Visit www.truopen.ca for the mathematic self-assessment test.

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: Refer to page 9.

COURSES

MATH 101

PRINT-BASED

3 UNIV

Calculus for Biological and Social Sciences

The emphasis of this course is on applications rather than on theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. Throughout the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory, and criminology.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for the Associate of Science or Bachelor of Science program offered through TRU-OL.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 104

PRINT-BASED

3 UNIV

Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra to ensure students have the necessary mathematical skills to succeed in the course. The review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment is strongly recommended.

Note: Only one of MATH 101, 104, 110, 111, and 120 may be taken for credit. This course does not meet the calculus requirement for the Associate of Science or Bachelor of Science program offered through TRU-OL.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 109

PRINT-BASED

3 COL/UNIV

Business Mathematics

This course is designed to introduce the mathematics of management. Students learn such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. Each of these topics assumes no prior knowledge of the mathematics of finance. Students are introduced to each of the topics in a step-by-step manner with many examples provided. (AI)
Prerequisites: Basic arithmetic and algebra (Grade 11).

Note: 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 is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 120

PRINT-BASED

3 UNIV

Calculus I

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment. Students should have done well in the prerequisite course in order to succeed in this course.

Note: Only one of MATH 101, 104, and 120 may be taken for credit.

Equipment: Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 121

PRINT-BASED

3 UNIV

Calculus II

This is a second-semester course in calculus, intended for students who have already completed a solid first-semester course in differential and integral calculus and need to extend their skills in this subject.

Prerequisites: MATH 120 or equivalent.

Equipment: Good-quality scientific calculator is required.

Graphing calculator is not essential but is strongly recommended.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

MATH 150

PRINT-BASED

3 UNIV

Finite Mathematics

This course provides first-year university students with an opportunity to develop mathematical skills in areas other than calculus. It has a numerical leaning tied to solving problems that have direct relevance in the "real world." The topics covered are systems of linear equations, linear programming, finite probability, and descriptive statistics.

Prerequisites: One of Principles of Math 11, Applications of Math 12, or MATH 024. Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment is strongly recommended.

Note: Students with credit for MATH 109 or equivalent may not be required to take this course in business programs offered through TRU-OL.

Equipment: Good-quality scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 190

WEB-BASED

SFU MATH 190

4 UNIV

Principles of Math for Teachers

This course studies mathematical ideals involved in number systems and geometry in the elementary school curriculum. Number systems studied include: whole number; fractional number; and rational number systems. Geometrical systems studied include: plane geometry; solid geometry; metric geometry; and motion geometry.

Prerequisites: BC Principles of Mathematics 11 (or equivalent) with a grade of at least 70% or SFU FAN X99 with a grade of at least C, or the achievement of a satisfactory grade on the SFU Quantitative Placement Test.

Note: 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. Intended to be particularly accessible to students who are not specializing in Mathematics. Quantitative (Q).

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

MATH 210

PRINT-BASED

3 UNIV

Calculus III: Multivariable Calculus

In this course, the elementary calculus of first year is extended to three and more dimensions. The theory is put into practice in the modelling and resolution of situations in the multidimensional real world. There are eight units. The course begins by introducing the concept of vectors and vector functions in three dimensions.

In the next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized coordinate systems, as well as Cartesian, are used to calculate volumes and other physical quantities. In the last unit, Green's Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

Prerequisites: Two semesters in differential and integral calculus such as MATH 120 and 121.

Students should have done well in these courses in order to succeed in this difficult course.

Equipment: Good programmable scientific calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

MATH 230

PRINT-BASED

3 UNIV

Linear Algebra

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors, and diagonalization.

Prerequisites: One of Principles of Math 12, MATH 034, 100, or equivalent skills as established by assessment. MATH 120 or equivalent skills as established by assessment is strongly recommended.

Equipment: Calculator may be used during the course.

Start Date: Continuous registration.

Completion: Refer to page 9.

MLAP 112

WEB-BASED/OPTIONAL PRINT

2 UNIV

Anatomy, Physiology and Medical Terminology for Phlebotomists

This course uses a consistent, systematic approach that not only provides students with a system for analyzing medical terminology, but also gives the student a basic understanding of body systems, anatomical structures, medical processes and procedures and diseases.

Prerequisites: Admission to the Medical Laboratory Assistant Program (MLAP). See page 66.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required. CD-ROM drive is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

COURSES

MLAP 113

WEB-BASED/OPTIONAL PRINT 3 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 (MLAP). See page 66.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

MLAP 121

WEB-BASED/OPTIONAL PRINT 3 UNIV

Professional and Safety Issues

This in-depth course is designed to examine the basic principles of professional and safety issues. The main objectives are to: clarify the medical lab assistant's role in health care; 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 (MLAP). See page 66.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

MLAP 131

WEB-BASED/OPTIONAL PRINT 3 UNIV

Laboratory Procedures and Protocols

This course is designed to clarify the medical laboratory assistant's role in specimen collection, specimen handling and distribution, body fluid analysis and culture media preparation. General record keeping and office procedures are also discussed.

Prerequisites: Admission to the Medical Laboratory Assistant Program (MLAP). See page 66.

Equipment: Computer with Internet is required.

Start Date: Continuous registration.

Completion: 30 weeks.

MLAP 051

IN-PERSON

Phlebotomy Workshop

This two-day workshop, offered in Kamloops, BC, provides basic venipuncture training.

Prerequisites: Completion of MLAP 112, 113, 121 and 131

Note: All areas of the province of British Columbia now require that students complete the two-day Workshop (MLAP 051) prior to beginning the practical skills component of the program (MLAP 141).

Start Date: Offered monthly.

Completion: Two-day workshop.

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 Laboratory Science (BCSLS). 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: 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 and covers the basic concepts of pre-analytical specimen preparation including microbiology, serum separation, loading specimens on automated instruments and urinalysis.

Prerequisites: Proof of graduation from a recognized Medical Laboratory Assistant program as well as current employment in a clinical laboratory. 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.

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 covers the basic concepts of pre-analytical histopathology including: anatomic pathology/histology specimens, preparation for cutting, processing and accessioning. It will also include a cytology component covering specimen preparation, processing and accessioning.

Prerequisites: Proof of graduation from a recognized Medical Laboratory Assistant program as well as current employment in a clinical laboratory. 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.

COURSES

MUSC 310 **UVIC ME 310**
WEB-BASED 3 UNIV

Learning to Listen to Music

This course explores what to listen for and how to listen to music of diverse styles and genres through a survey of the growth and historical development of Western European and North American classical music from the time of the ancient Greeks to the twentieth century.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: CD player and computer with Internet and email account are required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

NURS 292
WEB-BASED 3 UNIV

Perinatal Nursing Practice: Developing Competence

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.

Prerequisites: One of either HLTH 291 or equivalent course completed within two years and a letter of Assessment from 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 clinical course in perinatal practice, or permission of the OL Nursing Academic Director or delegate.

Equipment: Computer with Internet is required.

Start Date: Continuous.

Completion: Refer to page 9.

NURS 293
PRINT-BASED 3 UNIV

Psychiatric/Mental Health Nursing Practice: 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 realational-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 qualifying course, or permission of the Academic Director or delegate.

Equipment: Computer with Internet is required.

Start Date: Continuous.

Completion: Refer to page 9.

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 7.

Completion: 13 weeks.

NURS 341 **UVIC NURS 341**
WEB-BASED 3 UNIV

Professional Growth III: Nursing Inquiry

This course addresses various modes of nursing inquiry.

Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

NURS 345 **UVIC NURS 345**
WEB-BASED 6 UNIV

Family Nursing

This course provides the opportunity for students to build on their existing knowledge and experience as registered nurses and develop an understanding of health-promoting family nursing. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practices, and ethics.

Prerequisites: Registered nurse qualification.

Equipment: CD player and computer with Internet are required. Refer to <http://nursing.uvic.ca>.

Start Date: September, January, May. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

NURS 360 **UVIC NURS 360**
WEB-BASED 3 UNIV

Professional Growth IV: Research

This course is intended to enhance 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 7.

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: Students can order required texts through the TRU bookstore, Bookies at <http://bookies.tru.ca>.

Equipment: Computer with Internet is required.

Start Date: January, February, March, May and June.

Completion: 20 weeks.

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 Nurse 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-HCP 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.

Text: 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.

Completion: 30 weeks.

NURS 366
PRINT- and WEB-BASED 3 UNIV

Nursing Knowledge for Practice Transition

This course is designed to facilitate nurses' knowledge preparatory to returning to Registered Nurse practice. Through self-directed and tutor-guided study, participants focus on enhancing the foundational knowledge that is essential for providing professional nursing care in a particular context.

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.

COURSES

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 7.

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. The essential concepts of relationship and power as related to working with Aboriginal people and communities are explored. 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.

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 7.

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 practise 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 7.

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: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: September. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

NURS 493 **UVIC NURS 493A**
WEB-BASED 3 UNIV

Community Health Nursing

This course focuses on the theoretical and conceptual foundations of community health nursing practice. Students explore and critique nurses' roles in community health nursing, particularly in public health and in primary health care settings. The course provides opportunities for students to advance and/or to add to their nursing knowledge and experience. Community health assessment, individual health assessment, population-focused practice, epidemiology, communicable disease control, and health-promoting practice with specific populations and in relation to specific health issues are explored and critiqued.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

NURS 495 **UVIC NURS 493C**
WEB-BASED 3 UNIV

Lived Experience of Health in Aging

This course emphasizes the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion and nursing practice and environments that support healthy aging are integral to this course.

Prerequisites: Registered nurse qualification.

Equipment: Computer with Internet is required. Refer to <http://nursing.uvic.ca>.

Start Date: May. Registration deadline applies. Refer to page 7.

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 education and discuss a wide range of contemporary issues as they affect physical activity and active living. The course provides basic knowledge of the foundations of physical activity and explores its subdisciplines (kinesiology, leisure service administration, physical education), unifying features, contemporary issues, and possible career opportunities.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: This course is a prerequisite for admission to UVic's School of Physical Education programs (B.Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration).

Equipment: Computer with Internet and an email account is required. Refer to

continuingstudies.uvic.ca/csie/.

Start Date: September, January.

Registration deadline applies.

Refer to page 7.

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 email account is required. Refer to

continuingstudies.uvic.ca/csie/.

Start Date: September. Registration deadline applies. Refer to page 7.

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 email account is required. Refer to continuingstudies.uvic.ca/csie/.

Start Date: January. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

COURSES

PHIL 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology or theories of knowledge and metaphysics or theories of reality. What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining *The Euthyphro*, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PHIL 100 or UBC PHIL 100 or 410 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration

Completion: Refer to page 9.

PHIL 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Ethics, Political Philosophy, and Aesthetics

This course engages students in philosophical study of ethics or theories of right and wrong, political philosophy or theories of justifiable social organization and aesthetics or theories of beauty, and specifically philosophy of art. What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft? These are some of the central questions explored, using tools and theories developed by philosophers seeking answers to them. Canadian philosopher Wil Waluchow's introductory text takes students through the various models or theories proven throughout the history of philosophy to help guide and justify ways of life. Plato's dialogues *The Crito* and *The Apology* assist students in examining theories of political governance. Readings in the philosophy of art challenge students to reconsider familiar assumptions about the nature of art and role of the artist in society.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PHIL 100 or UBC PHIL 100 or 400 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

PHIL 210

WEB-BASED

SFU PHIL 210

3 UNIV

Natural Deductive Logic SFU-designated Quantitative (Q) course. Refer to page 9.

This course studies a natural deductive system of propositional and quantificational logic, the first-order theory of identity, and the first-order theory of relations. Topics include the metatheory of propositional logic and the application of formal theory to the assessment of natural language arguments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: SFU PHIL 210 may be applied toward the Certificate in Liberal Arts.

Equipment: Computer with Internet is required.

Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.



Distance learning reduces our environmental impact as it minimizes personal dependency on fuel and energy consumption.

- Roy, R., Potter, Yarrow, K., and Smith, M. (March 2005). *Towards Sustainable Higher Education: Environmental impacts of campus-based and distance higher education systems*. Design Innovation Group, Factor 10 Visions project: Higher Education Sector.

COURSES

PHYS 024

PRINT-BASED OR WEB-BASED PREP

Introductory Physics

This advanced-level course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

Prerequisites: MATH 024 or Principles of Math 11 or Applications of Math 12 (may be taken concurrently).

Equipment: TV and VCR are required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

PHYS 034

PRINT-BASED OR WEB-BASED PREP

Senior Physics

This provincial-level course, with nine videos, is equivalent to Physics 12. The main topics include kinematics, dynamics, energy, electricity, magnetism, and quantum physics.

Prerequisites: PHYS 024 (or Physics 11) and demonstrated mathematics skills, preferably MATH 034 (or Mathematics 12); alternatively, either registration in MATH 034 with minimum grade of B average on several assignments or recent completion of MATH 024 or equivalent with minimum grade of B, plus completion of PHYS 024 or Physics 11.

Equipment: TV and VCR are required. Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

PHYS 110

PRINT-BASED 3 UNIV

General Physics I

This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level. (PHYS 115, the laboratory component of PHYS 110, is held in June or July at Thompson Rivers University, Kamloops, BC.)

Prerequisites: One of Principles of Math 12, MATH 034, and 100.

Physics 11 or PHYS 024 and a calculus course (such as MATH 101, 104, or 120) are strongly recommended. Physics 12 or PHYS 034 is also recommended.

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments are required.

Programmable scientific calculator is strongly recommended but not essential.

Start Date: Continuous registration.

Completion: Refer to page 9.

PHYS 111

PRINT-BASED 3 UNIV

General Physics II

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level. (PHYS 116, the laboratory component of PHYS 111, is held in June or July at Thompson Rivers University, Kamloops, BC.)

Prerequisites: PHYS 110 and a calculus course (such as MATH 101, 104, or 120).

Note: The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of university-level physics.

Equipment: Scientific calculator and a set of simple drawing instruments are required.

Programmable scientific calculator is strongly recommended but not essential.

Texts: Students can order required texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

PHYS 115

IN PERSON 1 UNIV

Physics Laboratory I

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 110.

Prerequisites: PHYS 110 or equivalent.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

COURSES

PHYS 116

IN PERSON 1 UNIV

Physics Laboratory II

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 111.

Prerequisites: PHYS 110, 111, 115, or equivalents.

Note: Labs are held in June or July at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

Texts: Students are provided with a laboratory manual and other supplies used in the lab.

Start Date: Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

Completion: 1 week.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

PNAP 110

PRINT- and WEB-BASED 3 COL

Foundations and Human Relationships

This course is designed to facilitate the transition from resident care attendant to practical nurse.

Students explore the changes in health care in Canada, the evolution of practical nursing, and the role of the licensed practical nurse. Students also examine basic attitudes and philosophies that form the core concepts of self-directed and self-reflective learning, the change process, and the caring curriculum. This course is designed to help students apply critical thinking skills to their nursing practice, using the nursing process as a tool. Students also learn how to use assertive, caring strategies when communicating with clients and coworkers.

Prerequisites: Students must be preparing for the licensed practical nurse qualification in Canada. Students must also have successfully completed PNAP 100, Pre-Nursing Mathematics, be admitted to the Practical Nurse Access Certificate program, and complete or be concurrently registered in PNAP 112, Human Anatomy and Physiology.

Note: This course can be taken concurrently with, but not before, PNAP 112.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Start Date: Continuous registration.

Completion: 16 weeks.

PNAP 114

PRINT- and WEB-BASED 5 COL

Health and Healing A

This course gives students a basic background in the Canadian health care system, alternative/complementary medicine, stages of growth and development, and the disease process for chronic diseases, pharmacology, and gerontology. At the end of this course, students will have the knowledge base to administer medications with confidence. This course will encourage students to rely on their invaluable wealth of experience as Resident Care Attendants. Students will be constantly encouraged to think of past or current clients as examples while studying.

Prerequisites: PNAP 110 and 112.

Equipment: Access to a TV and DVD player is required. Computer with Internet is recommended.

Start Date: Continuous registration.

Completion: 20 weeks.

PNRP 120

WEB-BASED 3 COL

Professionalism in Practical Nursing

This course provides students with an overview of the changing role of licensed practical nurses in BC. Students review the evolution of practical nursing as a profession and examine its current position and role within the Canadian health care system. Within a caring context and using the Standards of Practice and Competencies of their profession, students examine the legal and ethical basis of their professional practice. Concepts, such as critical thinking and reflection, nursing process, lifelong learning, and evidence-based practice, are emphasized, as well as knowledge and skills of collaboration, delegation, and leadership for professional practice.

Prerequisites: Provincial Grade 12 Diploma or equivalent.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

POLI 151 **SFU POL 151**
 PRINT-BASED 3 UNIV

The Administration of Justice
SFU-designated Breadth (B) course.
Refer to page 7.

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

POLI 200

PRINT-BASED OR WEB-BASED 3 UNIV

Canadian Government and Politics

This course investigates Canada's system of government and central questions in this country's political life. Students learn about Canada's constitutional arrangements, the structure and processes of Canada's national government, and the relationship between politics and society. Students explore such issues as Quebec's relationship with Canada and the political impact of the Charter of Rights and Freedoms. Students also examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power, and the ideology of limited government.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU POL 221 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.
Completion: Refer to page 9.

POLI 221 **SFU POL 221**
 WEB-BASED 3 UNIV

Introduction to Canadian Government

This course is an introduction to the institutional order and political structure of the Canadian state.

The course includes topics such as the constitution, parliament, cabinet, judiciary, public service, and federal-provincial relations

Prerequisites: SFU POL 100, 101W or 151 or permission of the department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

POLI 222 **SFU POL 222**
 WEB-BASED 3 UNIV

Introduction to Canadian Politics

This course introduces the social and participatory basis of Canadian politics, covering topics such as political culture, regionalism and other political divisions, political parties, elections, interest groups and new social movements.

Prerequisites: SFU POL 100, SFU 101W or POLI 151.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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.

Note: Students with credit for SFU POL 332 may not take this course for further credit.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

POLI 241 **SFU POL 241**
 WEB-BASED 3 UNIV

Introduction to International Politics
SFU-designated Breadth (B) course.
Refer to page 9.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

POLI 252 **SFU POL 252**
WEB-BASED 3 UNIV

Local Democracy and Governance
SFU-designated Breadth (B) course.
Refer to page 9.

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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

POLI 327 **SFU POL 327**
WEB-BASED 4 UNIV

Globalization and the Canadian State

This course examines the challenge that globalization poses for the Canadian political system. In an era of globalization, what scope remains for national politics? Does globalization lead to a deficit of democracy? Emphasis is placed on globalization's impact on the organization, activities, and role of the Canadian state.

Prerequisites: 6 lower-level credits in political science or permission of the department.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

POLI 399
WEB-BASED 3 UNIV

Globalization and Its Discontents: The Politics of Economic Change

This seminar course examines three economic institutions that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund, and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political and current social consequences of these organizations and examining related issues of global governance, corporate accountability, and global justice.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

PREP 001
PRINT-BASED NC

Planning Your Future

In this non-credit course, exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.

Prerequisites: None.

Note: Course materials are supplied.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 101
PRINT-BASED OR WEB-BASED 3 UNIV

Introductory Psychology I

This companion course to PSYC 102 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion, and motivation.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 107 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.
Start Date: Continuous registration.
Completion: Refer to page 9.

PSYC 102
PRINT-BASED OR WEB-BASED 3 UNIV

Introductory Psychology II

This companion course to PSYC 101 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods; human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity, and group behaviour.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 107 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.
Texts: If required, students can order texts from Student Services.
Start Date: Continuous registration.
Completion: Refer to page 9.

COURSES

PSYC 210

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Research in Experimental Psychology

This course provides an introduction to the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. Students read and analyze examples of research studies chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide an appreciation for the type of knowledge psychological research has produced. Students also develop their own research, which uses some of these tools to scientifically investigate a phenomenon they have selected.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

Note: Only one of PSYC 210 and 201 may be taken for credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 220

PRINT-BASED 3 UNIV

Statistics in the Social Sciences

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. Students become familiar with ways to organize and analyze data, communicate research results, translate statistical jargon into meaningful English, and understand basic theories underlying statistics, e.g., elementary probability theory.

Prerequisites: Principles of Math 12 or MATH 034 or 100. It is recommended that psychology majors take PSYC 210 before taking PSYC 220.

Note: Only one of PSYC 220, SFU STAT 101, and STAT 102 (formerly MATH 102) may be taken for credit in a program offered through TRU-OL.

Equipment: Calculator is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 245

PRINT-BASED 3 UNIV

Abnormal Psychology

This course is based on the telecourse *The World of Abnormal Psychology*, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

Note: Students with credit for PSYC 241, 300, or SFU PSYC 340 may not take this course for further credit.

Equipment: DVD player is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 255

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Childhood and Adolescence

This introductory course in developmental psychology exposes the student to the key issues, methods, theories, and research findings in this field. The course content is organized chronologically—beginning at the point of conception and following the trajectory of human development through to the teen years. A key theme in the course is the interconnectedness of developmental processes. Interrelations between the child's physical, cognitive, social, and emotional development are explored, along with the intricate relation between the child and the contexts—family life, peers, and culture—that support her or his development.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 344, 345, SFU PSYC 250, 351, 355, UBC PSYC 301, 315, or SSWP 355 may not take this course for further credit.

Equipment: DVD player 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: Refer to page 9.

PSYC 280 SFU PSYC 280
WEB-BASED 3 UNIV

Introduction to Biological Psychology

SFU-designated Breadth (B) course.
Refer to page ##.

This course surveys the major areas in biological psychology. Topics include: the basics of neuroanatomy and nerve cell function; the behavioural and physiological effects of drugs and hormones in the nervous system; evolutionary perspectives on the brain and behaviour; the biopsychology of vision; the chemical senses; hearing; movement; biological rhythms; sex; and cognitive processes.

Prerequisites: SFU PSYC 100 and 102 (or SFU PSYC 101). SFU BISC 101 is recommended.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

COURSES

PSYC 344

PRINT-BASED 3 UNIV

Developmental Psychology of Children

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, familial, and cultural factors that influence development in complex ways.

The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit. Students with credit for PSYC 344 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 345

PRINT-BASED 3 UNIV

Adolescent Development

This course covers the adolescent years, continuing from where PSYC 344 finished. In addition to presenting the general theoretical issues and methods of studying development, the course covers physical, cognitive, personality, and social development during adolescence, in the contexts of family, peer group, school, work, and culture. Specific topics covered in depth are identity, autonomy, sexuality, and moral development. Although the focus is on normal development, there is some discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders. This course has been designed to highlight cross-cultural research.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445.

Students with credit for PSYC 445 may not repeat this course for further credit. Students with credit for PSYC 345 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 346

PRINT-BASED 3 UNIV

Psychology of Adulthood and Aging

This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change.

Topics covered are research techniques, theoretical approaches, memory, intelligence, personality, social forces, and psychopathology.

The course covers the adult lifespan: young and middle adulthood and old age.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or SFU PSYC 357 may not take this course for further credit. Students with credit for PSYC 346 may not take SSWP 355 for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 361

PRINT-BASED 3 UNIV

Social Psychology I

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites: PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 or equivalent is recommended to facilitate the understanding of research methodology.

Note: Students with credit for PSYC 308, or SFU PSYC 360 may not take this course for further credit.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

PSYC 362

PRINT-BASED

3 UNIV

Social Psychology II

This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity—the elements of social identity; conformity, compliance, and obedience—processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision making and leadership. At the end of the course, students examine applications of social psychology principles in six areas—population control, health promotion, the environment, law, politics, and the workplace.

Prerequisites: PSYC 361 or equivalent. PSYC 210 or equivalent is recommended.

Equipment: VCR is required.

Start Date: Continuous registration.

Completion: Refer to page 9.

PSYC 399

WEB-BASED

3 UNIV

Psychology of Human Resilience

This web-based seminar course focuses on the study of human resilience. Students examine research evidence on individual, family, and community factors that have been found to promote resilience in at-risk children, adolescents, and adults. Students also explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education, and general studies.

Prerequisites: 60 credits.

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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 39) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major)

Start Date: Continuous registration.

Completion: Refer to page 9.

SCDE 201

WEB-BASED

SFU SCD 201

3 UNIV

Introduction to Sustainable Community Development

This course builds an 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 the 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 Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

SCDE 301

WEB-BASED

SFU SCD 301

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 Centre for 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 Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

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 of 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

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 meaningful collaborative processes.

Prerequisites: SFU CED 301 or permission of the SFU Centre for 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 Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

SCDE 410 **SFU SCD 410**
 WEB-BASED 4 UNIV

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 Centre for SCD.

Note: Students with credit for SFU CED 410 may not take this course for further credit.

Equipment: Computer with Internet and CD-ROM drive is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

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: MATH 010 or equivalent is recommended.

Start Date: Continuous registration.

Completion: Refer to page 9.

SOCI 101
 PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Sociology I

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system.

In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. This course or equivalent is a prerequisite to advanced sociology courses.

Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

SOCI 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Sociology II

Together with SOCI 101, this course is an introduction to the discipline of sociology. By means of a systematic analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 101, this course examines issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 101 or equivalent skills and knowledge are recommended.

Note: Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Texts: If required, students can order texts from Student Services.

Start Date: Continuous registration.

Completion: Refer to page 9.

SOCI 103 SFU SA 100 W

PRINT-BASED 4 UNIV

Perspectives on Canadian Society (S or A)

SFU-designated Breadth (B) course. Refer to page 9.

This course examines Canadian society from a social sciences perspective offering an introduction 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 also meant to appeal to those who may be considering further work in sociology or anthropology. Topics to be 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: Refer to www.sfu.ca/cde

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

SOCI 150 SFU SA 150

PRINT-BASED 4 UNIV

Introduction to Sociology

SFU-designated Breadth (B) course.

Refer to page 9.

This course is the study of basic concerns of sociology, such as social order, social change, social conflict, and social inequality. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 101 or 102 may not take this course for further credit. **Start Date:** September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

SOCI 222

PRINT-BASED OR WEB-BASED 3 UNIV

The Sociology of Crime

Using a social constructionist perspective, this course challenges many of our assumptions about the criminal justice system. The course focuses on the creation of law, police work, activities of courts, and the experience of incarceration. This course provides an excellent introduction to the application of social theory.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SOCI 422 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

SOCI 250 SFU SA 250

WEB-BASED 4 UNIV

Introduction to Sociological Theory

This course is an account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.

Prerequisites: SOCI 150.

Equipment: CD player and computer with Internet are required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

SOCI 316 SFU SA 316

PRINT-BASED 4 UNIV

Tourism and Social Policy (S or A) SFU-designated Breadth (B) course.

Refer to page 9.

This course examines tourism from the perspective of sociology and anthropology, focusing primarily on the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

Prerequisites: SOCI 150, ANTH 101 or ANTH 201.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

SOCI 345 **SFU SA 345**
PRINT-BASED 4 UNIV

Race, Immigration, and the Canadian State (S or A)
SFU-designated Breadth (B) course.
Refer to page 9.

This course is an introduction to critical perspectives on the social construction of race, nation building, and transnational migration, with an emphasis on state policies and the experiences of immigrants. The course covers a review of colonialism and the construction of a radicalized labour market. Core topics may include rationalization of space, anti-racist feminist thought, immigration policy, settlement services, multiculturalism, citizenship, racial profiling, diasporas, and refugees. Comparative material is used to complement the Canadian focus.

Prerequisites: ANTH 101 or SOCI 150 and ANTH 201.

Equipment: Access to email is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

SOCI 358 **SFU SA 358**
WEB-BASED 4 UNIV

The Philosophy of the Social Sciences (S or A)
SFU-designated Breadth (B) course.
Refer to page 9.

This course provides an analysis of the nature of explanation in the social sciences including: 'mind' and action; positivist and interpretive modes of explanation; sociological and historical explanation; objectivity; forms of relativism; and the concept of rationality.

Prerequisites: SOCI 150, ANTH 101 or ANTH 201.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

SOCI 399
WEB-BASED 3 UNIV

Sociology of Diversity: Issues for Canadians

This web seminar course offers special topics in the sociology of diversity for in-depth study. The course explores the tensions and challenges that arise from multiculturalism, the presence of multiple nations within Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Some of the questions explored include: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic country? Has the role of the citizen been diminished? Does identity politics threaten society's ability to act as citizens? Should nations within Canada have special status? The course is suitable for students completing degrees in various disciplines, including science, engineering, humanities, social science, business, or general studies.

Prerequisites: 60 credits.

Note: This course meets the upper-level requirement for the Bachelor of Arts, sociology major (page 39).

Equipment: Computer with Internet is required. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

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.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

SOCI 422
PRINT-BASED OR WEB-BASED 3 UNIV

The Social Construction of Crime and Deviance

This is an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict, symbolic interaction, and ethnomethodology. The course looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and other groups in the creation of deviance and deviants. It is delivered from a distinctly interpretive point of view and thus is not concerned with the causes of crime or recommendations for reducing crime or deviance. The course is grounded in numerous examples of real-life situations, and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences. Fieldwork or project work may be undertaken as part of the evaluation process.

Prerequisites: SOCI 101, 102, or equivalent.

Note: Students with credit for SOCI 222 may not take this course for further credit.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

SOCI 430

PRINT-BASED OR WEB-BASED 3 UNIV

Sociology of Families: Modern Family Life in Global Perspective

Using a comparative and historical approach, this course examines the Canadian family, both on its own and in relation to family structures in other parts of the world. Sociological constructs are used to explain the causes and consequences of the transformations of family life—those that have already occurred and those that continue to take place worldwide, including changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict.

Prerequisites: SOCI 101 or equivalent skills and knowledge.

Equipment: Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

SOCI 431

PRINT-BASED 3 UNIV

Sociology of Families: Families in a Multicultural World

This is an exploration of cultural diversity among the world's family systems. The course compares families from Asia, Africa, and North America to show how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand some of the reasons why different family forms occur and how they have been shaped by their social context. Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning about and understanding these differences, students are helped to distinguish between legitimate critique and ethnocentric bias.

Prerequisites: SOCI 101 or equivalent skills and knowledge.

Start Date: Continuous registration.

Completion: Refer to page 9.

SOCI 499

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, sociology major (page 42) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 46). Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education requirements of the degree (includes all lower-level credits in the major and minimum 15 upper-level credits in the major).

Start Date: Continuous registration.

Completion: Refer to page 9.

SOST 024

PRINT-BASED PREP

Exploring Canadian Issues

This is a social studies course at the Grade 11 level. It is designed to inform students about a wide range of issues facing Canadians today—and to engage students in inquiry and action on the issues that they find relevant. The course combines history with current topics.

Themes of cultural, economic, environmental, social, and political significance are presented throughout the course.

Prerequisites: Grade 10 social studies is recommended.

Start Date: Continuous registration.

Completion: Refer to page 9.

SOST 028

PRINT-BASED PREP

Canada and the Contemporary World

In this course, students examine some of the major global issues of our time, including population pressures, food shortages, urbanization, environmental damage, and technological change. (Grade 11 social studies equivalency)

Prerequisites: Grade 10 social studies is recommended.

Start Date: Continuous registration.

Completion: Refer to page 9.

SPAN 100

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Spanish I

This course is designed for students with basic knowledge of the language to begin their study of Spanish at the university level. The course is also for students who have studied Spanish previously, allowing them to refresh their language skills. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/Boston, the course emphasizes the development of both oral and written communicative abilities.

The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Students complete several oral assignments by phone.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Basic knowledge of Spanish is highly recommended.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Equipment: Audiocassette recorder, CD and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

SPAN 101

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Spanish II

This course is the continuation of SPAN 100. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/Boston, this course continues the development of both oral and written communicative abilities. The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Students complete several oral assignments by phone. **Prerequisites:** SPAN 100 or equivalent.

Note: Students who speak Spanish as their first language may not take this course for further credit.

Equipment: Audiocassette recorder, CD and DVD players, and phone are required. Computer with Internet and CD-ROM drive is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Texts: Students can order the required text from Student Services.

Start Date: Continuous registration.
Completion: Refer to page 9.

SPAN 102

WEB-BASED

SFU SPAN 102 W

3 UNIV

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. Cultural awareness is also explored through investigation of Hispanic culture, history and geography.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

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 Date: September, January, May, subject to availability.

Registration deadline applies. Refer to page 7.

Completion: 13 weeks.

SSWP 109

PRINT-BASED

4 COL

Introductory Counselling Skills

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to identify issues, and through role playing practise and demonstrate new skills. Before completing the final assignment, students are required to complete SSWP 110.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Corequisites: SSWP 110.

Equipment: VHS tape and access to a video camera to record an interview assignment are required.

Start Date: Continuous registration.

Completion: Refer to page 9.

SSWP 110

WEB-BASED OR IN PERSON

1 COL

Introductory Counselling Skills

Taken concurrently with SSWP 109, is designed to give students the opportunity to practise and receive feedback on their core communication, interviewing, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. Travel costs to attend the weekend workshop are the student's responsibility. Enrolment may be limited.

Prerequisites/Corequisites: SSWP 109 or completion of three course assignments in SSWP 109 or approval of the program area.

Equipment: Webcam or Video Camera.

Start Date: TBA.

Completion: Refer to page 9.

SSWP 200

PRINT-BASED OR WEB-BASED 3 COL/UNIV

An Introduction to Social Work Practice

Through a historical overview of social work and an introduction to its ethics, this course helps students to reflect on the basis of social work practice. Emphasis is on change, the various helping theories, and how invisible walls of racism, sexism, classism, heterosexism, and ageism produce and sustain inequalities in society.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: DVD player or VCR is required. Computer with Internet is recommended but not required for the print-based version of this course. Computer with Internet is required for the web-based version of this course (print materials are also supplied). Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

SSWP 212

PRINT-BASED OR WEB-BASED 3 COL/UNIV

Social Welfare in Canada

This course examines the social welfare state in Canada and social service work within this context and explores the impact of the media and globalization on social policy. Particular focus is given to the ideological analysis of social welfare policies on human service delivery and social problems. **Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. SSWP 200 is recommended.

Note: This course was formerly numbered SSWP 112.

Equipment: DVD player or VCR is required. Computer with Internet is recommended but not required for the print-based version of this course. Computer with Internet is required for the web-based version of this course (print materials are also supplied). Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

COURSES

SSWP 215

PRINT-BASED OR WEB-BASED 6 COL

Social Service Field Practicum Students are required to attend a practicum.

This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. As generalist social service workers are exposed to a great variety of problem situations in the course of their duties, an understanding of field practice is a crucial component of social service worker training. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice. Students are expected to complete the practicum hours in a social service agency other than their present place of employment. As the practicum placement can be scheduled part-time or full-time, the completion time varies.

Prerequisites: Admission to the Social Service Worker Certificate program (page 71), successful completion of all other courses in the program, one 3-credit elective.

Note: This course was formerly numbered SSWP 107 and 207.

Equipment: Access to a VHS video camcorder is required.

Computer with Internet is required for the web-based version of this course. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Varies.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

SSWP 355

PRINT-BASED 3 COL/UNIV

Human Development

This course integrates a lifespan development approach with a multidisciplinary perspective on the topic of human development.

An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment, using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families, and groups. Human development and behaviour are viewed through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for PSYC 255, 344, 345, or 346 may not take this course for further credit. Students may not take this course for credit in some programs offered through TRU-OL (consult the program advisor).

Equipment: Audiocassette and access to audiocassette recording equipment are required.

Start Date: Continuous registration.

Completion: Refer to page 9.

STAT 101

WEB-BASED

SFU STAT 101

3 UNIV

Introduction to Statistics SFU-designated Quantitative (Q) course. Refer to page 9.

This is an introductory course in the collection, description, analysis, and summary of data, including concepts of frequency distribution, parameter estimation, and hypothesis testing.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: SFU STAT 100 must be taken before STAT 101 to receive credit for both. Students with credit for SFU ARCH 376, BUEC 232 (formerly 332), or STAT 270 (formerly MATH 272 and 371) may not subsequently receive credit for STAT 101. Students with credit for SFU MATH 101 or 102, STAT 102, 210, 203 (formerly STAT 103), or 301 may not take STAT 101 for further credit. This course is intended to be particularly accessible to students who are not specializing in statistics.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability.

Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

COURSES

STAT 102

PRINT-BASED OR WEB-BASED 3 UNIV

Introduction to Probability and Statistics

This is an introductory course on the concepts and methods of statistics, covering topics such as variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based upon statistical data. To help with these kinds of decisions, the course shows how to collect, analyze, and interpret data correctly. The course also shows how to present data to others in ways that are clear and accurate. (AI, CA, CGA, CMA)

Prerequisites: Although this course does not involve complex mathematics, Principles of Math 11 or Applications of Math 12 or equivalent skills as established by assessment is recommended as the minimum mathematical knowledge required. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Basic computer literacy is recommended.

Note: This course was formerly numbered MATH 102. Students with credit for MATH 102 may not repeat this course for further credit. Only one of STAT 101 (SFU STAT 101), STAT 102, and PSYC 220 may be taken for credit in programs offered through TRU-OL.

Equipment: Good quality scientific calculator and computer with Internet are required for the print-based and the web-based version of this course. Software for the course can only be used in a Windows environment and not on Macintosh computers. Refer to page 92 or the TRU-OL website.

Start Date: Continuous registration.

Completion: Refer to page 9.

STAT 270

WEB-BASED

SFU STAT 270

3 UNIV

Introduction to Probability and Statistics

SFU-designated Quantitative (Q) course. Refer to page 9.

This course is an introduction to statistical inference and applications. Topics include basic laws of probability and sample distributions. Students are encouraged to attend workshops for assistance during posted times.

Corequisites: SFU MATH 152 or 155 or 158. Students wanting an intuitive appreciation of a broad range of statistical strategies may want to initially take SFU STAT 100.

Equipment: Computer with Internet is required. Refer to www.sfu.ca/cde.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

WOST 102

PRINT-BASED

SFU WS 102

3 UNIV

Introduction to Western Feminism SFU-designated Breadth (B) course. Refer to page 9.

This course is a historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WS 100 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

WOST 103

PRINT-BASED

SFU WS 101

3 UNIV

Introduction to Women's Issues in Canada

SFU-designated Breadth (B) course. Refer to page 9.

This course is an interdisciplinary study of current issues related to women's experiences in Canada.

The focus is on women's interaction with social structures and public policy and how these differ for different women's circumstances.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Note: Students with credit for SFU WOST 100 or 101 may not take this course for further credit.

Start Date: September, January, May, subject to availability. Registration deadline applies.

Refer to page 7.

Completion: 13 weeks.

WTPP 170

PRINT-BASED 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 emergency and alternate water source as well as source water conservation, quality and protection.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.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.

COURSES

WTPP 171

PRINT-BASED and WEB-BASED 3 UNIV

Water Treatment I

This basic water treatment course with emphasizes environmental applications focusing on past, present and future technologies concerned with water treatment. The major emphasis will cover: operator responsibilities; water sources; reservoir management; coagulation and flocculation processes; sedimentation; filtration; disinfection; corrosion control; and basic water treatment sampling procedures.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.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.

WTPP 172

PRINT-BASED and WEB-BASED 3 UNIV

Applied Math and Science

This course covers the essential elements of mathematics and science to enable students to be successful in the program. In mathematics, the concepts of fractions, ratios and proportion, scientific notation, percent, algebra, calculation of areas and volumes, graphs and the conversion of units are covered. The science component of the course is divided into two areas: hydraulics and chemistry. In hydraulics the concepts of pressure, hydraulic grade lines, calculation of head loss, pumping and flow rate problems are discussed in details. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.

Prerequisites: Industry experience or acceptance into the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.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.

WTPP 173

WEB-BASED

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.

WTPP 174

WEB-BASED 3 UNIV

Environmental, Safety and Communications

This course provides a foundation in the areas including: legislation; safety; and communications. Under the legislative section, students gain an understanding of the basic principles of environmental law and the legislative framework under which most water suppliers must legally operate. The safety section covers topics such as occupational health and safety as it applies to operations and management of water systems. The third section covers oral and written communication skills required for operators dealing with specific situations arising through public interaction.

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.

WTPP 180

WEB-BASED 3 UNIV

Electrical Fundamentals I

This course provides an introduction to the electrical trade as it applies to daily operations at 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 not designed to cultivate tradespersons, but is rather designed from a plant operator perspective, inciting a heightened awareness of the trades and more effective performance.

Prerequisites: Industry experience or completion of level one 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.

COURSES

WTTP 182

PRINT- and WEB-BASED 3 UNIV

Instrumentation I

This course provides an introduction to the instrumentation trade as it applies to daily operations at water/waste water treatment plants. Topics discussed include process control principles, terminology and trouble shooting techniques. It is important to note that this course is not designed to create tradespersons, but is designed from a plant operator perspective, inciting a heightened awareness of the trades and more effective performance.

Prerequisites: Industry experience or completion of level one 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.

WTTP 183

PRINT- and WEB-BASED 3 UNIV

Mechanical Systems II

This course is a continuation of Mechanical Systems I and covers in more detail the selection, operating principles, adjustment and maintenance of mechanical equipment used in water treatment processes and facilities.

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, Bookies, at <http://bookies.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.

WTTP 185

PRINT- and WEB-BASED 3 UNIV

Water Treatment II

This course is a continuation of Water Treatment I. 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 completion of level one of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.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.

WTTP 189

IN-PERSON 2 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.

Start Date: Continuous registration.
Completion: 30 weeks.

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 would be organized between the operator, employer and program facilitator. The program also recognize past educational and work experience through Prior Learning Assessment.

WTTP 270

WEB-BASED 3 UNIV

Electrical Fundamentals II

A continuation of Electrical Fundamentals I, this course moves beyond the very basic electricity fundamentals and motor control to the utilization of electrical theory in practical applications. While further fundamental theory is covered, such as solid-state electronics and numbering systems, the majority of the information addressed in these modules will reference practical applications.

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.

WTTP 271

PRINT- and WEB-BASED 3 UNIV

Water Chemistry

This course will provide an introduction to the study of water chemistry. The focus will be on chemistry fundamentals that water operators will require for problem analysis related to water treatment. Areas of study include pH, alkalinity, inorganic (metals and non-metals, anion/cations) and organic (hydrocarbons, aromatics, detergents, pesticides) species that are found in water. Practical examples of removal and treatment of chemicals found in water will be provided.

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.

COURSES

WTPP 272

PRINT- and WEB-BASED 3 UNIV

Advanced Coagulation and Particle Removal

This course is a continuation of Water Treatment II which introduced coagulation in general terms. Topics include an advanced study of coagulation and flocculation processes including chemical reactions that occur and techniques to utilize coagulants and polymers for various water treatment processes. Clarifiers, Dissolved Air Flotation (DAF's) and other emerging technologies such as Actiflo systems will also be studied. This course provides operators with a more complete understanding of the processes behind coagulation, enabling them to keep up with changing technologies.

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, Bookies, at <http://bookies.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.

WTPP 273

WEB-BASED 3 UNIV

Filtration

This course provides students with an in-depth understanding of the principles behind some of the more common water filtration systems being used today. Technologies covered include slow and rapid sand filtration, sediment filtration, membrane technologies, diatomaceous earth filters and solids separation pressure filters. Operations and maintenance procedures will also be introduced for each of the technologies covered, emphasizing the operator's perspective.

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.

WTPP 274

PRINT- and WEB-BASED 3 UNIV

Disinfection

The intent of this course is to cover the advanced concepts of water disinfection. Chlorination, ozone disinfection, mixed disinfectants and UV technologies, will be studied in addition to by-products of disinfection.

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, Bookies, at <http://bookies.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.

WTPP 280

PRINT- and WEB-BASED 3 UNIV

Microbiology and Toxicology

The goal of this course is to introduce 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 completion of level three portion of the Water Treatment Technology program.

Texts: Textbooks can be ordered locally or through the TRU bookstore, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

WTPP 281

PRINT- and WEB-BASED 3 UNIV

Limnology for Water Treatment

This course is currently under development. For updates visit www.truopen.ca or phone Student Services.

Blue course code indicates that TRU-OL delivers the course.

Refer to pages 13–14 for tuition and fees information.

Refer to page 11 for information on how to register.

COURSES

WTTP 282

PRINT- and WEB-BASED

3 UNIV

Instrumentation

This course offers a more advanced study into plant floor control and supervision, beginning with an analysis of the personal computer (PC). An understanding of computer hardware, operation systems, and common software applications will be useful in further studies and on the job.

Advanced training in plant floor control and supervision should make the operator more effective in diagnosing plant problems and directing tradespersons to the possible root cause of a failure.

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, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 283

PRINT- and WEB-BASED

3 UNIV

Management and Leadership Skills

The goal of this course is to introduce basic management and leadership skills, including the management of people, assets and finances. Management of people includes self-management (as a supervisor, manager or leader), as well as the management of others. Assets to be managed in a water treatment facility would include the buildings, plant and equipment within each building, the distribution system and the sources of water with their collection systems. Financial management includes the basic accountancy matters that one would need to be familiar with in the daily operation of the business along with some financial techniques which are used in association with operational management issues.

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, Bookies, at <http://bookies.tru.ca>.

Equipment: Computer with Internet required.

Start Date: Continuous registration.

Completion: 30 weeks.

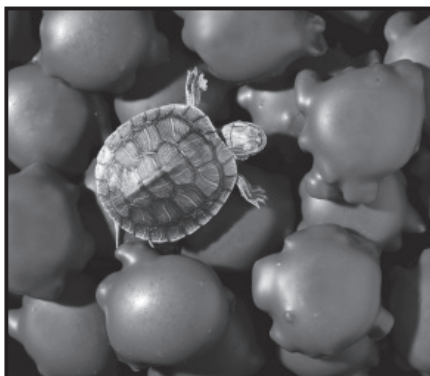
WTTP 289

IN-PERSON

Practicum II

This course is currently under development. For updates visit www.truopen.ca or phone Student Services.

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 would be organized between the operator, employer and program facilitator. The program also recognize past educational and work experience through Prior Learning Assessment.



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Speed things up with Open Learning.

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- Enrol anytime and study at a pace and place that suits your lifestyle
- Transfer previously earned credits and apply them to your TRU degree
- Receive credits for knowledge gained through prior work experience

COURSES

Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn up to 6 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 at 3.9.D on page 21.

TRU-OL currently offers the following 3-credit language course challenge examinations for program students as part of the prior learning and recognition (PLAR) option (pages 6, 20–21).

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)

CONSORTIUM PARTNERS

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 199–200) 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
250.391.2550
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, are considered transfer credit to SFU. Refer to www.reg.sfu.ca or contact the Admissions Office, email undergraduate-admissions@sfu.ca or phone 778.782.3224 for more information about transfer credit or applying for admission to SFU.

Refer to www.sfu.ca/cde or contact the Centre for Online and Distance Education by email at cde@sfu.ca or phone at 778.782.3524 or 1.800.663.1411 (toll-free in Canada) for information about program requirements.

The following programs are available in part or entirely through distance education.

**Certificate in Sustainable Community Development
General and Advanced Certificates in Criminology**

Certificate in Health and Fitness Studies

Certificate in Applied Human Nutrition

Certificate in Liberal Arts

**Post-Baccalaureate Diploma in Sustainable
Community Development**

Post-Baccalaureate Diploma in Criminology

**Post-Baccalaureate Diploma in Early Childhood
Education**

Post-Baccalaureate Diploma in Education

Post-Baccalaureate Diploma in Gerontology

Bachelor of Arts—Criminology Major

Bachelor of Arts—English Major

**Bachelor of Arts—Joint Sociology/Anthropology
and Criminology Major**

Bachelor of General Studies

Note: A minor or major program can only be awarded upon the successful completion of a bachelors degree from SFU.

CONSORTIUM DISTANCE PROGRAMS

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.

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Web: <http://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>

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Certificate in Computer Based Information Systems

www.uvcs.uvic.ca/bmt/

Email: bmt@uvcs.uvic.ca Phone: 250.721.8072

Certificate in Cultural Sector Leadership

<http://publicadmin.uvic.ca/dips/spec.htm>

Email: hkirkham@uvic.ca Phone: 250.721.8067

Certificate in Environmental and Occupational Health

www.uvcs.uvic.ca/eoh/

Email: e&oh@uvcs.uvic.ca Phone: 250.721.8558

Certificate in Local Government Management

<http://publicadmin.uvic.ca/dips/spec.htm>

Email: hkirkham@uvic.ca Phone: 250.721.8067

Certificate in Performance Management

<http://publicadmin.uvic.ca/dips/spec.htm>

Email: hkirkham@uvic.ca Phone: 250.721.8067

Certificate in Public Policy and Governance

<http://publicadmin.uvic.ca/dips/spec.htm>

Email: hkirkham@uvic.ca Phone: 250.721.8067

Certificate in Public Relations

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Certificate in Public Sector Management

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Email: hkirkham@uvic.ca Phone: 250.721.8067

Certificate in Voluntary and Nonprofit Sector Management

<http://publicadmin.uvic.ca/dips/spec.htm>

Email: hkirkham@uvic.ca Phone: 250.721.8067

Certificate or Diploma in Business Administration

www.uvcs.uvic.ca/bmt/distance.aspx

Email: bmt@uvcs.uvic.ca Phone: 250.721.8073

Certificate or Diploma in Restoration of Natural Systems

www.uvcs.uvic.ca/restore/

Email: restoration@uvcs.uvic.ca Phone: 250.721.8463

Diploma in Cultural Resource Management

www.uvcs.uvic.ca/crmp/program.aspx

Email: crmp@uvcs.uvic.ca Phone: 250.721.8462

Diploma in Local Government Management

<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

www.cyc.uvic.ca/

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/>

Email: mbrown@uvic.ca Phone: 250.472.4607

Bachelor of Social Work

<http://socialwork.uvic.ca/programs/bsw/distance.htm>

Email: osborne@uvic.ca Phone: 250.721.8047

Education

www.uvcs.uvic.ca/csie/courses.aspx#de

Email: education@uvcs.uvic.ca Phone: 250.721.8944

CONSORTIUM DISTANCE PROGRAMS AND COURSES

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 TRU-OL, register through UBC Access Studies, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Access Studies for more information at:

- <http://olt.ubc.ca> (course registration)
students.ubc.ca/accessstudies (course descriptions)
- Email: access.studies@ubc.ca
- Phone: 604.822.9836

UBC Distance Courses

Students may register through UBC Access Studies for the following distance courses delivered by UBC.

AGRO 260, Agroecology I (6)

AGRO 418, Intensive Fish Production (3)

AGRO 419, Fish Diseases (3)

AGRO 428, Integrated Pest Management (3)

AGSC 250, Land, Food, and Community I (6)

AGSC 350, Land, Food, and Community II (6)

AGSC 490A, Topics in Agricultural Sciences (3)

AUDI 402, Neuroanatomy for

Audiology and Speech Language Pathology (1.5)

AUDI 403, Introduction to Neurolinguistics (1.5)

CIVL 200, Engineering and Sustainable Development (3)

DHYG 400, Current Issues in Oral Health Sciences (6)

DHYG 401, Oral Epidemiology (5)

DHYG 402, Dental Hygiene Practice I (6)

DYHG 404, Dental Hygiene Practice II (6)

DHYG 405, Oral Microbiology and Immunology (3)

DHYG 433, Assessment and Treatment Planning for Advanced Periodontal Diseases (3)

DHYG 435, Oral Medicine and Pathology (3)

DHYG 461, Literature Review I (4)

DHYG 462, Literature Review II (4)

ENGL 301, Technical Writing (3)

ENGL 303, Intermediate Composition (6)

ENGL 304, Advanced Composition (6)

ENGL 320, History of English Language (6)

ENGL 321, English Grammar and Usage (3)

ENGL 329, The Structure of Modern English (6)

ENGL 348C, Shakespeare and the Renaissance: Shakespeare (6)

ENGL 354C, Milton and the Seventeenth Century: Milton (6)

ENGL 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 470A, Canadian Studies: Canadian Literary Genres (3)

EOSC 114, The Catastrophic Earth: Natural Disasters (3)

EOSC 310, The Earth and the Solar System (3)

EOSC 311, The Earth and Its Resources (3)

EOSC 314, The Ocean Environment (3)

EOSC 315, The Ocean Ecosystem (3)

FIST 332, Studies in Genre or Period: Irish Cinema and Culture (3)

FNH 200, Exploring Our Food (3)

FNH 250, Nutrition: Concepts and Controversies (3)

FNH 454, Fish Nutrition (3)

FOPR 262, Forest Operations I (3)

FOPR 362, Forest Operations II (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)

CONSORTIUM DISTANCE PROGRAMS AND COURSES

GEOG 350, Introduction to Urban Geography (3)	NURS 440, Nursing Care of Individuals with Mental Health Concerns (3)	PHIL 434A, Business and Professional Ethics (3)
HIST 102, World History From 1500 to the Twentieth Century (6)	NURS 450, Introduction to Research Utilization (3)	PHIL 435A, Environmental Ethics (3)
HIST 303, History of the Canadian West (6)	NURS 453, Leadership and Management in Health Care (3)	PSYC 300B, Behaviour Disorders (6)
HIST 329, Canadian Social History (6)	NURS 501, Theoretical and Critical Thinking in Nursing (3)	PSYC 304, Brain and Behaviour (6)
HIST 432, International Relations of the Great Powers of the Twentieth Century (6)	NURS 502, Ethics and Politics of Nursing (3)	PSYC 308B, Social Psychology (6)
HIST 434, Gender, Politics, and Culture in Modern Europe (6)	NURS 540, Educational Processes in Nursing (3)	PSYC 309B, Cognitive Processes (6)
HIST 444, Slave Societies in the Americas (3)	PATH 417, Bacterial Infection in Humans (3)	PSYC 314, Health Psychology (3)
HIST 451, Family and Community in Latin America (3)	PATH 427, Basic Principles of Infection Prevention and Control (3)	PSYC 315, Childhood and Adolescence (3)
HIST 480, Social History of Modern China (6)	NURS 440, Nursing Care of Individuals with Mental Health Concerns (3)	PSYC 320, Psychology of Gender (6)
HIST 481, Education and Society in Modern China (3)	NURS 441, Palliative Care (3)	RHSC 501, Evaluating Sources of Evidence (3)
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MUSC 103, Introduction to the Theory of Music (3)	NURS 447, Women's Health Issues (3)	SOCI 430, Perspectives on Global Citizenship (3)
MUSC 326, Music Appreciation (6)	PATH 467, Basic Microbiology for Infection Control (3)	SOIL 200, Introduction to Soil Science (3)
NURS 309, Contemporary Nursing Practice (3)	PATH 477, Basic Epidemiology for Infection Control (3)	SOWK 440D, Violence Across the Lifespan: Contexts, Causes, Changes (3)
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NURS 350, The Sociocultural Construction of Health and Illness (3)	PHIL 349A, Philosophy of Religion (3)	SOWK 522, Family Mediation and Conflict Resolution (3)
NURS 414, Population Health Promotion (3)	PHIL 400A, Morals, Politics, and the Individual (3)	WMST 224C, Women in Literature (6)
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