# Calendar

2013 | 2014

*Unlock the possibilities*

Thompson Rivers University

Open Learning

THOMPSON RIVERS UNIVERSITY

OPEN LEARNING

Thompson Rivers University, Open Learning (TRU-OL) was created in 2005 and today, is British Columbia's leading distance education provider. Based in the 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, online and in-person as a lab, clinical, workshop or fieldwork. This calendar provides information on over 590 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

**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 in most courses so students can enrol in courses and programs at anytime, from anywhere. Once enrolled, courses can be completed online and by distance. In addition, Open Learning acknowledges students work experience, past education and training through credit transfer, educational laddering and prior learning assessment and recognition.

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


**TRU, Open Learning, Student Services**

BC Centre for Open Learning, 4th Floor
900 McGill Road
Kamloops, British Columbia
Canada V2C 0C8

**Web** *www.truopen.ca*
**Email** **student@tru.ca**

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

**Fax** 250.852.6405

**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)

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# Welcome to Thompson Rivers University, Open Learning

Alan Shaver
*President and Vice-Chancellor,*
*Thompson Rivers University*

THOMPSON RIVERS UNIVERSITY

Welcome to Thompson Rivers University (TRU). At TRU we are proud to offer students of all ages, backgrounds and professions flexible and open access to a wide variety of educational credentials. At TRU, Open Learning you will enjoy: open access to education; the ability to start at any time; academic recognition (in the form of credits) of learning achievements through your informal education and prior experience. Our transfer credit system enables you to apply past credits towards many of TRU's certificate, diploma and degree programs.

I invite you to use this Calendar to survey the wide variety of programs and courses that can be completed online and by distance education through our Open Learning Division. Several new programs have been added to the 2013-14 Calendar including a new Seniors Living Management program and a BA in Criminology. Use the Calendar to help you select the flexible learning options offered through Open Learning that best suit your needs and your schedule in order to attain the credential you want.

One of TRU's most innovative new programs includes the Master of Business Administration, which can now be completed online, on-campus or by blending a combination of the two. This new model of delivery offered by TRU is truly modern. Visit *www.tru.ca/business/mba.html* for more information and to find out how you can get started in this customized program.

TRU is an "open" institution with the flexibility to meet the needs and objectives of all learners. The online programs and courses meet the same high standards as those delivered on our campuses in Kamloops and Williams Lake, British Columbia.

Thank you for choosing TRU to create your educational opportunities.

Gordon Tarzwell
*Vice-Provost,*
*Open Learning*
*Thompson Rivers University*

Open Learning

As the Vice-Provost for Open Learning at Thompson Rivers University (TRU) I encourage you to review our many courses and programs and allow us to assist you in attaining your educational goals. We offer more than 52 programs and approximately 600 courses, which are offered in multiple formats so that you can choose the style of learning that works best for you. Study your way by choosing between online and print modes of delivery, or complete your coursework independently or study in a group cohort capacity.

We also do everything we can to ensure that you get into the program you want. At Open Learning, we have no upper limit on the number of students accepted into our program, boast low residency requirements, accept generous amounts of transfer credits from other institutions, and provide you with the opportunity to gain more credit from your prior learning than any other accredited post-secondary institution in Canada. We pride ourselves on providing you with the most open access to education available in the country.

Enrolling in a course at Open Learning is only a click away and we believe that you will be impressed with your experience. Our courses are built by a team of professionals that include subject matter experts, course designers, editors and media and production experts. We do everything we can to ensure that your learning experience exceeds expectations.

It is our hope that we can assist you in either: completing a degree, diploma or certificate; adding to your current education through single courses; or simply taking the opportunity to participate in higher education for the first time. Regardless of which learning path you engage in, we take pride in providing exceptional service to all of our learners.

We are ready and waiting to help get you started on your TRU credential, so please give us a call today at 1.866.581.3694 or email us at *student@tru.ca*.

Also, check us out on the web at *www.truopen.ca* or on Facebook (search term: Thompson-Rivers-University-Open-Learning).

## Calendar Notice

The 2013–14 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of September 1, 2013, and describes courses and programs offered through TRU-OL at the time of publication.

Refer to the official website at *www.truopen.ca* for up-to-date information about new courses and programs as well as changes to courses, programs and/or regulations and policies which may occur after publication of the print calendar.

The official TRU-OL website contains the most up-to-date information and as such takes precedence over information published in the print calendar.

## Student Notice

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

## Freedom of Information and Protection of Privacy

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

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

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

## Notification of Disclosure of Personal Information to Statistics Canada

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

For more information, refer to the Statistics Canada website at *www.statcan.gc.ca* or write to the Institutions Section, Centre for Education Statistics, Statistics Canada, Main Building 2100 K, Tunney's Pasture, Ottawa, Ontario K1A 0T6.

## Disclaimer

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

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

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

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

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

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

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

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Thanks to the TRU-OL Calendar Team

# TRU, Open Learning (TRU-OL)

## Distance Programs and Courses Offered by TRU Distance Education

*www.tru.ca/new_students/distance.html*

TRU offers several complete distance career programs and courses in science, business and tourism, outside of its Open Learning Division. 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 99-101 for more information.

## Programs and Courses Overview

Through its Open Learning Division, Thompson Rivers University offers over 52 independent-study programs and 590 courses to more than 10,000 students studying at a distance allowing them to earn recognized credits and credentials from anywhere across Canada and the world.

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

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

TRU-OL delivers over 330 distance courses of its own while over 260 courses are delivered on behalf of TRU-OL by its partnering consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic).

### Course Registration and Scheduling Choices

#### Self-Paced Courses

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

These courses are also designed as independent study courses. Students complete these courses by studying on their own, within a specified time, at a place and pace that suits their needs, and receive instructional support from highly qualified Open Learning Faculty Members.

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

#### Paced Courses

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

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

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

**Note:** Courses delivered by consortium partners through TRU-OL are paced courses.

### Varied Course Delivery Formats

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

- **Print-based**—These courses are delivered primarily via packages of printed materials that are sent out to students. These packages may include other materials such as DVDs and textbooks. In these courses, students study individually at their own pace with Open Learning Faculty Member support. Some print-based courses include resources that require Internet access. All mandatory resources will be accessible at dial-up modem speeds while any resources that require higher-speed Internet access will be optional. Individual course details are noted in the detailed course descriptions.
- **Web-based**—These courses are delivered primarily via the Internet using a learning management system. Web-based courses may include other materials such as DVDs and textbooks that are sent out to students. In these courses, students study individually at their own pace with Open Learning Faculty Member support. These courses require high-speed Internet access. Individual course details are noted in the detailed course descriptions.
- **Online**—These courses are delivered primarily via the Internet using a learning management system. An Open Learning Faculty Member leads student studies in cohorts that are paced with a set schedule. This mode of delivery increases the contact and activities among students during their studies. Online courses may include other materials such as DVDs and textbooks that are sent out to students. These courses require high-speed Internet access. Individual course details are noted in the detailed course descriptions.
- **In Person**—These courses require the student to attend a physical classroom, lab, clinical or practicum placement, workshop or other such setting. In-person courses may also require Internet access for required or optional web resources. Internet access is normally available onsite. Individual course details are noted in the detailed course descriptions.

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

# Services for Students

## Educational Advising and Planning

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

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

### General Educational Advising Services

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

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

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

### Program Advising

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

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

Another option is prior learning assessment and recognition (PLAR), which includes: course challenge; portfolio assessment credit; and credit bank awards for pre-assessed training offered by employers or other organizations. Refer to PLAR information on **page 11**. The PLAR Advisor can help you explore these options.

For some TRU-OL programs, TRU-OL does not offer all of the courses required for program completion. In these cases, students are directed to apply for a Letter of Permission to take courses at other post-secondary institutions to complete program requirements. Refer to program plans information on **page 10**.

### English and Mathematics Assessments

Students interested in upgrading their English or mathematics skills have access to voluntary assessments, which will help determine skill levels.

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

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

### Financial Aid and Awards

The Financial Aid and Awards service at TRU helps students access institutional and government financial assistance for part-time and full-time students. Refer to **pages 23-24** and plan ahead to ensure optimal timing for your educational plans.

### First Nations Learning Centres

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

**About Distance Education**

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

**TRU-OL Services Provided in English**

The language of business at TRU-OL is English and therefore all student services are provided in English. Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. Refer to **pages 13-14** regarding Proficiency in English requirements.

# Services for Students

## Disability Services

Disability Services is committed to facilitating and providing services and reasonable accommodations for students with documented disabilities in a manner that is consistent with TRU's educational mandate and academic principles. These objectives will enable students with disabilities to participate on the sole basis of their academic skills and abilities.

**Services:**

Disability Services provides a variety of services and accommodations for students with disabilities. Services may include but are not limited to the following:

- Alternate-format text
- Accommodated examinations
- Referrals for technical aids, adaptive technology and equipment
- Assistance with applications for disability-related funding

**Who is Eligible for Services?**

Persons who have professionally documented disabilities such as:

- Chronic/Systemic Health Impairments
- Blindness or Low Vision
- Mobility/Physical Impairments
- Neurological Disabilities
- Mental Health Disabilities
- Deaf, Deafened or Hard of Hearing
- Learning Disabilities

**Documentation:**

If you require services and/or accommodations, you are required to provide Disability Services with current documentation of your medical condition and/or disability. Acceptable documentation should not be older than five years and must be obtained from a certified health care professional who has specific training and expertise in the diagnosis of the condition(s) for which the accommodation(s) is being requested.

**Accessing Services:**

New and returning students who require accommodations or support are asked to contact Disability Services at least **three months** prior to the intended course start date as many supports and accommodations require substantial lead time to arrange. Failure to request services with adequate lead time may result in a delay or the inability of Disability Services to arrange for:

- Services in time for the start of the StudentAidBC designated study period for students requiring financial aid
- Course material to be reproduced in an alternate format
- Accommodations for final exam(s)

**Policy:**

To view the "Academic Accommodation and Services for Students with Disabilities" policy, go to: *www.tru.ca/__shared/assets/Services_for_Students_with_Disabilities5619.pdf*

**Contact:**

**Disability Services Department**

Phone: 250.828.5023 (Kamloops and International)
1.888.828.6644 (toll-free in Canada)
Fax: 250.371.5772
Email: *dso@tru.ca*
Web: *www.tru.ca/distance/services/disabilities.html*

## TRU Library Services

With locations at both 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 Distance, Regional and Open Learning Library Services Department (DROL - *www.tru.ca/library/distance.html)*.

The library's physical collections may be found not only at the Main Library and at the House of Learning Library on the Kamloops Campus, but also at a smaller branch library on the Williams Lake Campus. The Main Library contains the arts, humanities and social sciences collections, whereas the House of Learning Library contains the science, nursing, technology and law collections.

TRU's library collection is an important educational resource which offers over: 250,000 books; 51,000 e-books; 13,000 videos; 30,000 periodicals; 90 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, mail or in person.

**Library services for students include:**

- Access to the TRU Library's online Library Research 101: Research at a Distance, How Do I …? and subject-specific research guides. These resources provide research advice, citation style guides and recommended article databases, reference books and websites.
- Personal research and reference assistance to find information on a particular topic and to learn how to use library tools (such as article databases) more effectively.

# Admission

**Library services for students continued:**

- Online chat reference via the AskAway service (*www.tru.ca/library/askaway.html*).
- Access to the TRU Library catalogue to locate books, e-books, journals, government documents, pamphlets and videos.
- Loan of any circulating items (e.g. books and videos) in the TRU Library collection.*
- Access to TRU Library's online resources (e.g. Summon, e-books and article databases). A current TRU Library account (student number and six-digit birth date: YYMMDD) is required to access online resources.
- Delivery of articles and book chapters to a TRU (i.e. *mytru.ca*) email address.
- Delivery of physical library materials (e.g. books and videos) to the student's home or workplace.*
- Interlibrary loan service for articles, books and videos not in the TRU Library collection.*
- In person borrowing from other Canadian university libraries via the Canadian University Reciprocal Borrowing Agreement (CURBA). Contact the library to request a Council of Prairie and Pacific University Libraries (COPPUL) card.
- Toll-free phone access (1.800.663.1699) to the library for students residing in Canada.

**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.

*Automatic library notices (e.g. overdue warnings) and scanned copies of requested articles are delivered to TRU email accounts (i.e. *mytru.ca*).

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

## Open Admission

All persons are eligible for general admission to Open Learning and can apply for course registration as well as admission into credential programs. Differential fees and services may apply to applicants who are classified as international students as well as non-permanent residents of British Columbia.

Applicants do not require a specific grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted to TRU-OL and to register in courses.

### Permanent Residents of British Columbia

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

### International Students

An international student is defined as a person who:
(a) does not possess Canadian citizenship
(b) 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 study permit.

### Requirements

- Applicants to specific programs are required to fulfill program admission requirements.
- Upon reading suggested course requisites, applicants registering in Open Learning 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. Open Learning students wishing to take courses on campus may have to prove they meet certain prerequisites.
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most courses and programs offered through TRU-OL do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (**refer to pages 13-14**).

# Admission

## Admission to a Program

Students who wish to complete a credential through TRU-OL must fill in and submit the TRU-OL Program Admission form online at the TRU-OL website. Students may also apply for program admission on the BC Post-Secondary Application Service (ApplyBC) website at *http://www.applybc.ca*.

Applicants should familiarize themselves with TRU-OL program choices as well as specific TRU-OL regulations, fees and procedures, which differ from TRU campus-delivered program admission processes. Contact Student Services with any questions. Individuals interested in completing a TRU campus-based program should refer to *www.tru.ca*.

Program status is considered active if a student engages in program-based courses, PLAR or transfer of credits, within a two-year time span. Inactive students must reapply for program admission and are subject to current program requirements.

Students are not required to be enrolled in a particular program category to take courses with TRU-OL. These non-credential track students are categorized as being in an 'undeclared' program at TRU-OL. Refer to **page 18** for course registration information.

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

**Student Responsibility**

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

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

## Transferring Credit to a TRU-OL Program from Other Institutions

As part of the admission process, students will need to arrange for official transcripts from all post-secondary institutions to be sent by those institutions 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 completed more than seven years ago or were completed outside BC. Once fully admitted to a program, students wishing to take courses elsewhere to meet some TRU-OL program requirements must discuss choices with a 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 form; (2) full payment of the program plan fee and transcript assessment 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

Once an applicant has completed the admission process, a TRU-OL Program Advisor assesses the student's transcripts, if applicable. An individual program plan is created for the student and indicates transfer credit granted, if any, in addition to the remaining requirements necessary to complete the credential (certificate, diploma or degree). The plan is usually sent to the student within six weeks of admission to the program. If a student wishes to change programs, a re-assessment fee is normally charged.

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 transcript assessment fees.

# Admission

### Letter of Permission

A student admitted to a program offered through TRU-OL who wants to request permission to take a course at another institution 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.

### Program Change

A student's intention to change programs must be confirmed in writing (email is acceptable) and sent to a Program Advisor. Upon written confirmation, a program plan for the new program is prepared. Transcript assessment and program planning fees may apply (see **page 20**).

### 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 credits (distance or on campus) 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. The form is available on *myTRU* under the "Student Resources" tab. Visit *www.tru.ca/admreg/graduation.html* for more details. Refer to the TRU-OL website and the policy section on **page 31** for more information regarding graduation application processes.

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

### Prior Learning Assessment and Recognition (PLAR)

Students may be eligible for credit based on an assessment of their prior learning that occurred outside of the formal education system. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional dvelopment workshops and seminars, private study and/or volunteer work experience.

Prior learning assessment and recognition (PLAR) credit may be used to complete a TRU-OL credential or for other external purposes. Program students who have completed formal courses and programs must apply for transcript assessment before having their prior learning assessed. Normally, TRU-OL assesses prior learning by challenge examination or a process that includes a portfolio. PLAR credit can also be awarded for pre-assessed training from selected employers, private training organizations and/or Continuing Studies programs.

Refer to PLAR policies on **page 27**.

### Challenge Examination

Students in programs offered through TRU-OL may write one or more challenge examinations to demonstrate knowledge of the content of a particular TRU-OL course or of a first language (**page 216**). The amount of credit awarded is the same as completing the course as a registered student. Contact the PLAR Department for more information on fees and application procedures.

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

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

# Admission

### Portfolio-Assisted Assessment

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

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

### Note

- PLAR credit awarded by TRU-OL toward a TRU credential may not be transferrable to other post-secondary institutions.
- PLAR credit may not be accepted as admission criteria to post-degree programs.
- Students are advised to confirm the transferability and acceptance of PLAR credit to another institution before applying for PLAR. Transcript assessment 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

## Course 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 or practicums, selected classroom offerings and some web-based/online, paced courses have fixed start and end dates. Refer to the TRU-OL website or contact Student Services for information about course availability.

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 term. 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 218**).

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

## Course Prerequisites

### TRU-OL

Course prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. It is assumed that students have Grade 12 English or equivalent, for post-secondary courses requiring no formal prerequisites.

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

### SFU

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

Detailed course descriptions are provided on the SFU website at *http://code.sfu.ca*. Students are expected to meet the course prerequisites but are not required to submit transcripts to register. However, students may be required to provide proof at a later date.

### UVIC

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

Students are not required to submit transcripts to register in a course with prerequisites.

## Proficiency in English Requirements

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

Post-secondary courses offered through TRU-OL require post-secondary English reading and writing skills.

Students registering for courses that do not specify prerequisites beyond Grade English 12 should have sufficient English proficiency. Some post-secondary courses have unique proficiency requirements. See detailed course information online or contact Student Services for details.

Students studying on campus with TRU will take an English Placement Test (EPT) and will be placed in the appropriate level of English language study as indicated. Students studying by distance in Open Learning courses need to self-assess their proficiency in English according to the following requirements (provided in the table on **page 14**, as a guideline) unless asked for further proof of proficiency.

If an on-campus student has a Test of English as a Foreign Language (TOEFL) or other test score, they do not have to take the TRU English Placement Test and may instead elect to enrol in English as a Second Language (ESL) or select on-campus courses based on the scores listed in the table on **page 14**.

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

# Registration

| Test of English as a Foreign Language (TOEFL) | | | International English Language Testing System (IELTS) | Language Proficiency Index (LPI)* | Michigan English Language Assessment Library Battery (MELAB) | Canadian Test of English for Scholars and Trainees (CanTEST) | Canadian Academic English Language (CAEL) | TRU Placement** |
|---|---|---|---|---|---|---|---|---|
| Internal Based Test (iBT) | Paper Based Test | Computer Based Test (CBT) | | | | | | |
| 88+ with no section below 20 | 570+ Test of Written English (TWE) 4.5+ | 230+ Essay 4.5+ | 6.5+ with no bands below 6.0 | **Level 6** Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals | 81+ | 4.5+ with no component score below 4.0 | Overall 70+ No subtest below 60 | Direct entry to all TRU academic programs and courses. |
| 80+ | 550-569 TWE 4.0+ | 213-229 Essay 4.0+ | 6.0+ with no band below 5.5 | **Level 5** (minimum 30/40 essay) Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals | 77+ | 4.0+ with no component score below 4.0 | Overall 60+ No subtest below 50 | Direct entry into Level 5 Campus-based ESL (2 ESL courses and 3 Academic courses) |
| 71+ | 530-549 | 197-212 | 5.5+ with no band below 5.0 | **Level 4** Enroll in ENGL H106H or (ABE) ENGL H028H | 74+ | 4.0+ with no component score below 3.5 | Overall 50+ No subtest below 40 | Direct entry into Level 4 Campus-based ESL (4 ESL courses and 1 Academic courses) |
| 61+ | 500-529 | 173-196 | 5.0+ | **Level 3 and Below** Remedial English is required - discuss with Student Services or Program Advisor | 69+ | 3.5+ | Overall 40+ | Direct entry into Campus-based Level 3 ESL |

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

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

# Registration

### University Consortium Arrangement

The University Consortium arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the institution delivering the course. Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to the institution delivering the course.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL. If a student's academic goal is a credential offered through SFU or UVic, students will be required to apply for admission to the institution offering the credential. Note that the number of credits that are transferrable to a particular program is subject to specific regulations.

### SFU

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

### UVIC

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

## Course Resources

### TRU-OL

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

Students normally receive their course package by courier within two weeks of registering in TRU-OL courses with continuous registration. For courses with fixed start dates, students normally receive their packages by courier no later than two weeks before the course start date. Electronic course platforms are normally available within 24 hours of registration for web-based courses with continuous entry, and by the course start date for online and paced courses.

Students also receive information about the Open Learning Faculty Member overseeing their course. Open Learning Faculty Members will contact students who are registered in courses. Students may choose to contact their Open Learning Faculty Member first.

Refer to *myTRU* or contact Student Services for additional resources, deadlines, procedures and policies.

### SFU

Students receive an email from TRU-OL confirming course registration. Students receive an email from SFU regarding the receipt and online access to course materials approximately three weeks prior to the course start date. Students are responsible for ensuring their email address is updated with TRU-OL. Additional research materials are available through SFU's Library.

### UVIC

Students receive an email from TRU-OL confirming course registration. Registered students receive instructions by mail from UVic program areas about purchasing texts and course materials from the UVic Bookstore and accessing library resources.

# Registration

## Completion of Courses with Continuous Registration

### TRU-OL

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

- Most three-credit distance courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. Students, however, may complete courses sooner. Three courses taken consecutively are considered a full-load and 18 credits (or six courses) taken over a year are considered full-time study.
- It is recommended that students in courses delivered by TRU-OL complete assignments in sequential order and submit them on schedule to their Open Learning Faculty Member (at least several weeks before the final examination) to achieve the learning outcomes and to prepare for their final examination.
- The schedule of eligible examination session dates, within the maximum course completion time, is listed in the student's confirmation of registration package. Contact Student Services at *student@tru.ca* for clarification.

#### 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 of this calendar.

**Note:** Final exams are scheduled in week 14 or 15. See Examinations on **page 17** for more information.

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 217**)

### UVIC

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area (**page 218**).

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 fieldtrip 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 material or in the online course environment, while final letter grading information can be found in the policy section on **page 30**. TRU-OL does not receive or record assignment grades for courses delivered by SFU or UVIC. Only final grades as reported by these institutions, are recorded on TRU transcripts.

### Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on **pages 27-29**.

#### SFU-designated W, Q, B Courses

Students planning to register in courses designated W (writing intensive), Q (quantitative) or B (breadth) should feel comfortable that they can meet SFU's admission requirements that pertain to literacy, quantitative and breadth to ensure successful completion.

Courses with a 'W' designation assist students in learning the course content through the process of writing intensive assignments. These courses help students improve their writing abilities and overall communication skills, and teach students to write in the genres of their disciplines. In order to enrol in a writing intensive course, students should have received a minimum of 75% in Grade 12 English or English Literature or the equivalent or received a minimum C- in a college-level English course.

# Registration

## Examinations

### TRU-OL

The final examination for a TRU-OL 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 locations 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 descriptions on the TRU-OL website.

Visit *www.tru.ca/distance/services/resources/exams.html* to apply for or find out more information about applying for TRU-OL exams.

### SFU

Most courses have supervised mid-term and/or final examinations. All examinations must be written on specific dates, as scheduled by SFU. The schedule is published on the Centre for Online and Distance Education website prior to registration. Refer to SFU examination policies on **pages 29-30.**

### UVIC

UVic arranges examinations. Refer to UVic examination policies on **page 30.**

### TRU-OL Supervised Examinations

| Examination Session | Application Deadline |
|---|---|
| September 4-9, 2013 | August 12, 2013 |
| October 2-7, 2013 | September 9, 2013 |
| October 30 - November 4, 2013 | October 7, 2013 |
| December 4-9, 2013 | November 12, 2013 |
| January 15-20, 2014 | December 16, 2013 |
| February 12-17, 2014 | January 20, 2014 |
| March 5-10, 2014 | February 11, 2014 |
| April 9-14, 2014 | March 17, 2014 |
| May 7-12, 2014 | April 14, 2014 |
| June 11-16, 2014 | May 20, 2014 |
| July 9-14, 2014 | June 16, 2014 |
| August 6-11, 2014 | July 14, 2014 |
| September 10-15, 2014 | August 18, 2014 |
| October 1-6, 2014 | September 8, 2014 |
| November 5-10, 2014 | October 14, 2014 |
| December 3-8, 2014 | November 10, 2014 |

## Transcripts

### TRU-OL

After completing a course, students' grades are noted in *myTRU*. TRU-OL students may order official transcripts via the web on *myTRU* or complete and submit the Transcript Request form, available on the TRU-OL website from their *myTRU* account.

### SFU and UVIC

After completing a course, students' grades are noted in *myTRU*.

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

# Registration

## How to Register for a Course:

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the TRU-OL website or contacting Student Services.

2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the TRU-OL website) are reviewed and met and declare when registering that the necessary required or recommended prerequisites have been met or acknowledged. Some courses have limited enrolment or particular pre- or co-requisites that will be considered by TRU-OL staff before finalizing the registration.

3. Before registering, review academic regulations, including course registration, cancellation and course withdrawal policies, in this calendar (**pages 27-29**) 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 8**) 12 weeks prior to their intended course start date.

**Student Responsibility**

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

**Register Online *www.truopen.ca***

With *American Express, MasterCard* or *VISA*

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**
**900 McGill Road**
**Kamloops, BC**
**V2C 0C8 Canada**

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

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

*With student loan or grant*

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

Contact Student Services for information on sponsorship and scholarship procedures.

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

Payment is deposited on receipt.

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

## 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 will apply to their program of study.

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

### SFU, UVic Transfer Credit

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

Students who take SFU-delivered courses that are designated W, Q or B and who then apply to SFU and receive an offer of admission will receive credit under the W, Q, B curriculum requirements, subject to transfer credit regulations. Students considering transferring to SFU should refer to admission requirements information on the SFU website at *www.sfu.ca/ugcr/for_students.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

***Over 2,000 distance courses to choose from***

TRU-OL is a member of Canadian Virtual University (CVU), a collaboration of 12 Canadian universities specializing in distance and online education. Students enrolled in a TRU-OL program that is listed on the CVU website (*www.cvu-uvc.ca*) may take courses at any other member university without paying additional admission or Letter of Permission fees. In addition to fee savings, this gives students greater course selection to best meet their needs. Credits earned at a member university can be transferred to the distance program a student is enrolled in, provided the course meets the program requirements.

### Advanced Placement (AP)

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 (IB)

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

For more information visit *www.bctransferguide.ca/guides/block/* and refer to the AP and IB guides.

### Career Planning

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

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

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

# Tuition and Fees

## Tuition and Fees

### Courses Delivered by TRU-OL

**Canadian Residents and Landed Immigrants**

Course tuition varies by course

Please see individual courses at *www.truopen.ca* for specific fees

**Seniors (65 years +)**

Course tuition varies with payment equivalent to 25% of Canadian and Permanent Residents tuition

**International Students**

$356.40 per credit for undergraduate courses

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**Credit-free Courses**

Applicable tuition per credit + $86.13 course administration fee + $17.16 technology fee + texts + course materials

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**Course Extensions—All Students**

$91.78 per course eligible for extension

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**Formal Grade Appeals—All Students**

$114.60 per course (Refer to policy on **page 30**)

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**Transcript Assessment Fee**

$45.62 BC documents only

$85.95 Non-BC or combined documents

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**Transcripts**

$5.30 per transcript

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- 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.

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**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 2012/2013 academic year.

**Program Plans**

$57.30 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan

$143.25 per bachelor's degree program plan

Contact TRU-OL Admissions for re-assessments fees.

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**Course Materials Shipping Costs**

Within Canada: $21

United States: $70

International: $140

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- Fees are subject to change without notice.
- Yukon residents pay the same tuition and fees as BC residents.
- Taxes are 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.

**Tax Receipts**

T2202A receipts are issued only to students taking courses at the post-secondary level. TRU-OL provides official receipts (T2202A) via the *myTRU* student portal 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

## TRU-OL Courses Delivered by SFU

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

$170.50 tuition per credit + $78.80 course administration fee + texts (**see page 22**) + $40 course materials and service fee

**Seniors (60 years +)**

No reduced fees

**International Students**

$595.40 tuition per credit + $78.80 course administration fee + texts (**see page 22**) + $40 course materials and service fee

- 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 217** for contact information.

## TRU-OL Courses Delivered by UVic

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

$168.60 per credit ($337.20 tuition per UVic fee unit) + $39.40 course administration fee (varies by course) + texts + course materials

**Note:** *UVic courses are typically 1.5 units or 3.0 units which are displayed as 3 credit and 6 credit courses when registering via TRU, Open Learning.*

**Seniors**

No reduced fees

**International Students**

$545.53 per credit ($1,091.06 tuition per UVic fee unit) + $39.40 course administration fee (varies by course) + texts + course materials

- Tuition fees per credit (per UVic unit) vary by course.
- 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 218** for contact information.
- Fees listed do not apply to all courses. Refer to the TRU-OL website.

## 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.

# Tuition and Fees

## Non-Tuition Course Costs

### Texts and Course Materials

#### TRU-OL

The cost of texts and course materials is not normally included in the course registration fee.

#### SFU

Students receive an email from SFU approximately three weeks prior to the start of the term with information on when and how to purchase the required texts. The cost of the texts is not included in the course fees.

#### 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.

### Rented Materials

#### SFU

A damage deposit is charged for some materials (e.g. lab equipment, CDs and/or copyrighted material) that are required to be returned at the end of the term. The deposit is refunded, provided materials are returned in good (unmarked) condition by the deadline provided by SFU.

#### UVIC

Contact information available in the UVic program area (**page 218**).

### Long-distance Phone Charges

#### TRU-OL

Students residing in Canada may access phone services toll-free, including Open Learning Faculty Member 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 except in the following areas:

**Toll-free in India:** 000.800.1007.756

**Toll-free in Hong Kong:** 800.965.261

**Toll-free in UAE:** 800.017.8313

**Toll-free in Saudi Arabia:** 800.814.5681

#### UVIC

Contact information available in the UVic program area (**page 218**).

#### 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 28**.
- A refund is processed within four to six weeks of receipt of materials.
- It is not necessary to return course materials to receive a tuition refund for a course.
- Students may keep any course materials they have purchased.

# Financial Aids and Awards

## Applying for Financial Assistance

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

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

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

## Residency Requirements for Financial Assistance

Currently, only Canadian citizens and Permanent Residents (Landed Immigrants) are eligible to apply for financial assistance.

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

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

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

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

### Adult Basic Education Student Assistance Program (ABESAP)

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

### Canada Student Grant for Part-time Students

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

### Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

Established by the CKNW Orphans' Fund, this endowment provides funding to students in distance courses who are single parents. Preference is given to those not already receiving funding through other programs who reside in the Greater Vancouver area 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 Aids and Awards

## Full-time Student Loans and Grants

Students may visit *www.studentaidbc.ca to* apply through StudentAid BC. Applications should be submitted a minimum of six weeks before the funding is required.

Students may also check their loan application status 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 7**).

*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 10th of the month can only be applied to the following term (e.g. a January 11 registration can be applied only to the February loan term). All students receiving student loans or grants are required to sign a Study Contract.

After registration, full-time status for distance courses is maintained by *submitting assignments each month* and submitting all coursework for at least nine credits (the minimum required for full-time status) within the four month loan period.

Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

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

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

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

#### Interest-Free Status

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

### Full-time Single Parents Bursary Endowment

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

### TRU-OL Emergency Bridging Loan

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

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

### Other Sources of Assistance

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

# Regulations and Policies

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

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

## 1. Academic Integrity and Student Conduct

Refer to the full policy on the website (see below) or email Student Services for further information.

- Academic Integrity – TRU Policy ED 5-0 (*www.tru.ca/policy/education.html*)

Information about particular course expectations and topics such as plagiarism is available in course materials. It is recommended that students discuss these topics with their Open Learning Faculty Members if questions arise.

## 2. Formal Transfer Credit

### 2.1 Certificate, Diploma and Degree Programs

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

**B.** Transfer credit is considered for 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 transcript assessment. The applicant must arrange for official transcripts from all previously attended post-secondary institutions and professional associations to be sent to TRU-OL.

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

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

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

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

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

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

**I.** Students changing programs or requiring information about how previous education may transfer to another TRU-OL program must apply in writing for a re-evaluation of their transcripts. A program assessment fee 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 had a program plan prepared but have not registered in program courses in any two-year period may be required to fulfill the program's new requirements. 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 (see 'J' above).

**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 manages transfer credit assessment for college or university courses completed at high schools in the same manner as any other request. 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.** Courses that have received course-by-course or block transfer credit are recorded on the student's TRU transcript. Grades for transferred courses are used to calculate the program GPA but do not appear on the transcript.

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

### 2.2 Multiple Certificates and Diplomas

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

### 2.3 Second Credentials

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

### 2.4 Multiple Undergraduate Degrees

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

### 2.5 Letters of Permission

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

### 2.6 Transfer Credit from Master's Degree Programs

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

### 2.7 Procedures: Application for Transcript Assessment

**A.** Students applying for transcript assessment are required to complete and submit the Program Admission form, with applicable fees, and arrange for the submission of supporting documents (official transcripts).

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

**C.** If application for transcript assessment is being made for courses taken outside BC, a course syllabus or calendar from the institution may be required. Course syllabuses or calendars in a language other than English or French 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 transcript assessment fee must accompany all requests involving documents originating both within and outside BC. Documents from Yukon institutions listed in the online BC Transfer Guide are treated as being from BC.

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

**F.** Assessment of transcripts does not commence until all required fees have been received along with all official transcripts declared on the Program Admission form.

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

**H.** No further 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 transcripts assessed against a different credential.

## 3. Prior Learning Assessment and Recognition (PLAR)

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

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

Refer to the full policy on the website (see below) or email *plar-ol@tru.ca* for further information.

- Prior Learning Assessment and Recognition (PLAR) – TRU Policy ED 2-0 (*www.tru.ca/policy/education.html*)

## 4. Registration

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

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

### 4.1 Credit-free Option

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

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

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

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

### 4.2 Cancellations—TRU-OL

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

**B.** Students may normally cancel their registration for paced, shorter-duration courses up to the end of the first week of the course, subject to clauses C and D below. The course does not appear on their transcript.

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

**D.** A course registration cannot be cancelled if an assignment has been submitted, a lab or practicum has started, or an examination has been written.

**E.** Registration cancellation deadlines for clinical courses are available in the course information. Contact Student Services for more information.

#### Procedures

**F.** Students may request to cancel their course registration by accessing the form online and via *myTRU*, by regular mail, email or fax.

#### Tuition Refunds

**G.** Students who submit their request within eligible deadlines receive a 100% refund of tuition fees. The course administration, technology and other course fees are non-refundable. Refer to 4.6 for materials refunds eligibility.

**H.** Students who cancel their registration in a lab course as per 4.2.B. receive a 100% refund of their tuition fee and a 75% refund of their lab fees. The course administration, technology and other course fees are non-refundable. Refer to 4.6 for materials refunds eligibility.

**I.** Tuition refunds are not processed until the web 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 the form online and via *myTRU*, by regular mail, email or fax. Students may cancel their registration in a course delivered by SFU or UVic and receive 100% of their tuition fees as a refund by notifying TRU-OL Student Services by the end of the first week in which the course begins. The course administration, technology and other course 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 by the end of week seven for paced courses and receive a "W" (Withdrawal) grade.

**B.** Students who do not formally withdraw within 13 weeks of their self-paced, independent study course start date, and within seven weeks of their paced course start date and who complete some but not all mandatory coursework by the course completion date receive a final grade of "DNC" (Did Not Complete) as per 6.2.A.

**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 a "DNC" (Did Not Complete) 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 exceptional grounds provided they do so before their course completion date and include supporting documentation.

#### Procedures

**E.** Students may request to withdraw from a course by accessing the form online via *myTRU*, by regular mail, email or fax.

#### Tuition Refunds

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

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

### 4.5 Withdrawals—SFU, UVic

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

#### Procedures

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

### 4.6 Returning Course Materials—TRU-OL

Students may return course materials purchased from TRU-OL. Returned course materials may be eligible for refund or replacement based upon the following conditions:

#### REFUND:

**A. Course Cancellations:**

Students cancelling their course(s) under TRU-OL Policy 4.2 may return their course materials for a full refund if the materials are:

i. In resale condition (like new);

ii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines);

iii. Postmarked within one week of the course cancellation period;

iv. Bundled items are sold as a unit, not individually. All items that have arrived bundled must be returned in new condition in order to qualify for a refund. Any textbook or bundle containing a media item such as a DVD, CD or access code that has been opened will not qualify for a refund.

**B. Course Withdrawals:**

Students withdrawing from their course(s) and receiving a grade of "W" may return their course materials for refund consideration, providing the course materials are:

i. Still being used in current TRU-OL course offerings;

ii. In resale condition (like new);

iii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines);

iv. Bundled items are sold as a unit, not individually. All items that have arrived bundled must be returned in new condition in order to qualify for a refund. Any textbook or bundle containing a media item such as a DVD, CD or access code that has been opened will not qualify for a refund.

**C. General Return of Items:**

Students may return course materials for refund consideration within five weeks of their course(s) start date, providing the course materials are:

i. In resale condition (like new);

ii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).

iii. Bundled items are sold as a unit, not individually. All items that have arrived bundled must be returned in new condition in order to qualify for a refund. Any textbook or bundle containing a media item such as a DVD, CD or access code that has been opened will not qualify for a refund.

**REPLACEMENT:**

**D. Defective or Incorrectly Shipped Items:**

Students that identify defective or incorrectly shipped items may return items for replacement by contacting Student Services at 1.800.663.9711 or by email at *student@tru.ca*.

**MATERIALS RETURN METHOD**

**A.** Course materials must be returned using the following method:

Prepaid to:

TRU, Open Learning
Materials Distribution Centre
Kamloops, BC V2C 0C8

Other return methods are not accepted for course materials refunds.

**B.** The materials refund is calculated as the amount paid for each eligible item in the return.

**C.** A refund is processed normally within four weeks of receipt of materials.

**D.** No refund is given for items that do not meet all conditions noted above. Students should not return course materials to TRU-OL unless items meet all conditions. Items that are not eligible for refund will not be returned to students.

**E.** Returned course materials become the property of TRU-OL and will not be returned to a student, regardless of whether or not a refund is issued.

**F.** 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.

**G.** The shipping and handling fee charged for the shipping and handling of course packages will not be refunded.

### 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 Policy

In order to ensure maximum student success and responsible use of resources, the Open Learning Division of Thompson Rivers University (TRU) may allow students to extend the duration of their course.

Refer to the full policy on the website (see below) or contact Student Services.

- Course Extensions (for Open Learning Courses Only) – ED 3-12 (*www.tru.ca/policy/education.html*)

### 4.9 Course Repeaters—TRU-OL, SFU and UVic

Refer to the full policy on the website (see below) or contact Student Services.

- Course and Program Repeaters – ED 3-3 (*www.tru.ca/policy/education.html*)

## 5. Examinations

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

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

### Regulations

### 5.1. TRU-OL

Refer to the full policy on the website (see below) or contact Student Services.

- Examinations – ED 3-9 (*www.tru.ca/policy/education.html*)

### 5.2. 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 material provides complete information regarding examination policies and procedures. Final examinations are scheduled in week 14 and 15.

**B.** All students are required to write examinations at specific dates and times. Rescheduling examinations is limited to medical or compassionate reasons (i.e. death or serious illness of a close friend or family member) subject to approval of supporting documentation. The examination schedule is available on the SFU website at *http://code.sfu.ca*. Students are responsible for ensuring their availability to write scheduled examinations prior to registrations. **Note:** SFU does not recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.

**C.** 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.

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

Contact TRU-OL Student Services for additional assistance.

### 5.3 University of Victoria

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

## 6. Final Grades

### 6.1 TRU-OL

Refer to the full policy on the website (see below) or contact Student Services.

- Grading Systems – ED 3-5 (*www.tru.ca/policy/education.html*)

### 6.2 SFU, UVic

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

### 6.3 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.

### 6.4 Transcripts

**A.** An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or designate's) signature on security paper. After completing a course, the student's grades are available via *myTRU*. Students may order official transcripts by accessing the online request from in their *myTRU* account.

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

## 7. Academic Appeals

Refer to the full policy on the website (see below) or contact Student Services.

- Appeals – ED 4-0 (*www.tru.ca/policy/education.html*)

## 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 apply to graduate. The form is available in *myTRU* under the Student Resources tab. Visit *www.tru.ca/admreg/graduation.html* for more details. Students wishing to attend the convocation ceremony should read section 8.4 below for deadline information.

**B.** All official transcripts for courses taken at other institutions on 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 (Convocation)

Convocation ceremonies are held bi-annually to recognize all students who have completed or graduated from TRU programs. These ceremonies occur in June and October at TRU in Kamloops. To participate in Convocation, students must apply to graduate by certain deadlines.

- Apply by March 31 to attend Convocation in June
- Apply by July 31 to attend Convocation in October

These deadlines are firm.

**Note:** Students may apply to graduate before final grades are available. Students should work with their Program Advisor to ensure they have completed all steps required to graduate. Visit *www.tru.ca/convocation.html* for more information about convocation.

### 8.5 Parchments

**A.** The notation "With Distinction" is not used on the parchment, only on the transcript.

**B. Duplicate Parchments**

If a student's original credential has been lost or damaged, or the student's name has changed, it is possible to request a replacement credential. Students who have lost their credential must also complete a Declaration of Loss of Original Credential form in order for a replacement to be issued. Students who have a damaged credential, or who have changed their name, are required to return their original credential upon receipt of the replacement copy. Visit *www.tru.ca/admreg/academicrecords/replacement_credentials.html* for instructions regarding the request for a duplicate parchment. 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 the fact that it is a duplicate parchment. Individuals requesting a change of name on the duplicate parchment must submit acceptable documentation to support a legal change of name. Contact Student Services for more details.

## 9. Release of Student Information

### 9.1 Disclosure to Students of Their Records

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

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

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

**C.** No partial transcripts of a record are issued.

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

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

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

### 9.2 Disclosure to Open Learning Faculty Members 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.

# Regulations and Policies

## Index of Policies, Regulations and Procedures

**Note:** This subset of TRU Policies applies to all campus and Open Learning course/programs and is presented here for convenience. For the most current policy information visit the TRU policy website at *www.tru.ca/policy/education.html*.

| Policy Description | Policy # |
|---|---|
| Academic Achievement Awards | ED 9-1 |
| Academic Program Review | ED 8-4 |
| Academic Renewal | ED 3-10 |
| Admission of Students Who Are Graduates From Programs Not Accredited by a Province or Territory | ED 1-2 |
| Course Extension | ED 3-12 |
| Course Outlines | ED 8-3 |
| Course and Program Repeaters | ED 3-3 |
| Course Subject Acronym and Numbering | ED 3-8 |
| Debarment of Students | ED 7-0 |
| Entrance Scholarships | ED 9-0 |
| Examinations | ED 3-9 |
| Grading Systems | ED 3-5 |
| Honorary Degrees | ED 16-2 |
| Integrity in Research and Scholarship | ED 15-2 |
| International Education | ED 12-0 |
| Issuing Credentials by Thompson Rivers University | ED 2-5 |
| New Graduate Program Assessment Criteria | ED 8-5 |
| Posthumous Awards | ED 11-0 |
| Prior Learning Assessment and Recognition | ED 2-0 |
| Scheduling and Course Conflict | ED 3-6 |
| Selected Topics and Special Topics Courses | ED 2-3 |
| Semester Schedules | ED 13-0 |
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| Submission of Final Grades | ED 3-11 |
| Waitlist | ED 3-7 |

Open Learning

Through Open Learning, you can engage in education on your own terms – work at your own pace, plan your own direction and choose between independent or group study options.

*Take part in this student-centred approach promoting:*

# Delivery Choices

*Active Learning*

*Interaction and Collaboration*

# Individuality

# Relevance

*Lifelong Learning*

# 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 Intermediate Certificate program (Grade 10 equivalency) and ABE Advanced Certificate program (Grade 11 equivalency) for adult learners interested in entering the workforce, vocational programs or Grade 12 studies.
- BC Adult Graduation Diploma program (Grade 12 equivalency) (replaces the former ABE Provincial Diploma option and the "Adult Dogwood") for adult learners interested in completing their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies.
- The flexibility to transfer courses from other colleges and schools.
- The opportunity to take the prerequisites required for entry into other post-secondary institutions; in consultation with the selected institution.
- A range of related services, including English and mathematic assessments and financial assistance.

**Prior to Applying**

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

## Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who want to register in courses for the BC Adult Graduation Diploma do not necessarily need all the ABE Advanced Certificate courses. However, certain skills are needed to succeed in a course. Assessments are available for English and mathematics placement. Refer to **page 7**.
- Courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward the BC Adult Graduation Diploma. To obtain the diploma, students are normally required to complete a minimum of three courses they have taken as an adult (either be at least 19 years of age or 18 years of age and have been out of the public school system a minimum of 12 months). A minimum of two 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.

  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.

# Adult Basic Education (ABE)

## ABE Intermediate Certificate

**(Grade 10 equivalency)**

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

### Certificate Requirements

Four courses are required as follows:

**English**

ENGL 0401, *Reading and Writing English*

**Mathematics**

MATH 0401, *Intermediate Mathematics*

**Science**

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

**Elective (one required)**

Consult a TRU-OL Program Advisor for a list of suitable electives

**Residency Requirement**

Minimum of two of the required courses must be completed through TRU (distance or on-campus).

## ABE Advanced Certificate

**(Grade 11 equivalency)**

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

### Certificate Requirements

Four courses are required as follows:

**English**

ENGL 0501, *Advanced English Skills*

**Mathematics**

MATH 0523, *Advanced Mathematics*

**Science (one required)**

BIOL 0501, *General Biology*

CHEM 0501, *Principles of Chemistry*

PHYS 0501, *Introductory Physics*

**Elective (one required)**

BIOL 0501, *General Biology**

CHEM 0501, *Principles of Chemistry**

MATH 0523, *Advanced Mathematics**

PHYS 0501, *Introductory Physics**

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

**Residency Requirement**

Minimum of two of the required courses must be completed through TRU (distance or on-campus).

## BC Adult Graduation Diploma

**(Grade 12 equivalency)**

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

### Diploma Requirements

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

**English (one required)**

ENGL 0601, *Introduction to Literature*

ENGL 0641, *Survey of British Literature*
or an approved Grade 12 Language Arts course

**Mathematics (one required)**

MATH 0523, *Advanced Mathematics*

ACCT 1211, *Accounting I* or an approved mathematics or accounting course at the Grade 11 level or higher

**Electives (three required)**

BIOL 0601, *Provincial Biology*

ENGL 0641, *Survey of British Literature*
(Applicable as elective if not used towards English requirement)

MATH 0633, *Provincial Mathematics*

PHYS 0601, *Senior Physics*

Consult a TRU-OL Program Advisor for a list of other suitable electives

**Residency Requirement**

Minimum of two of the required courses must be completed through TRU (distance or on-campus).

**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 36**) 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 36**) and/or the BC Adult Graduation Diploma. In order to receive an assessment, students must submit: a completed Program Admission form, found online at *www.truopen.ca*; official transcripts from all schools and institutions attended; and the appropriate fee. The transcript assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs or TRU-OL. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at *www.pas.bc.ca*.

Some non-formal courses and qualifications may also be assessed to provide transferable credit. Credit can also be earned for some ABE requirements by demonstrating knowledge through challenge examinations (**page 11**).

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

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

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

## Advanced Certificate in Liberal Arts

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

This advanced certificate program provides students with a foundation for lifelong learning in liberal arts and can often be taken as part of a degree program. The advanced certificate program provides opportunity to study in three designated arts and science areas: the humanities (including English), the social sciences and science. Emphasis is on 3000- and 4000-level curriculum.

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

### Certificate Requirements

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

6 upper-level credits in humanities (including English)

6 upper-level credits in social science

3 upper-level credits in science

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

**Note:** One course selected from the list below must be included.

| | |
|---|---|
| BIOL 3431 | HUMN 3991 |
| ENVS 3991 | POLI 3991 |
| GEOG 3991 | PSYC 3991 |
| HIST 3991 | SOCI 3991 |
| HUMN 3981 | VISA 3991 |

## Associate of Arts

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

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

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

### Degree Requirements

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

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

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

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

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

3 credits in mathematics, statistics or computer science

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

**Note**

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

The first-year science requirement includes a 1-credit hands-on lab component [e.g. BIOL 1113/1115,1213/1215; GEOG 1221; GEOL 1111; PHYS 1103/1105, 1203/1205].

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

## Bachelor of Arts, General Program

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

This degree program provides students with a broad education in arts with a concentration in two subjects. The concentrations available to students may be in any two of the following areas: arts (criminology, English, fine arts, geography, history, psychology or sociology), business administration (including economics) and/or science. Students are required to complete 15 upper-level credits in each of their two areas of 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 9**).

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; refer to **page 98** 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 (ranging from 0-18).

### Upper-level Requirements (45 credits)

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

15 upper-level elective credits

### Additional Requirements

Number of additional credits varies depending on the area of specialization and will be between 33-51 lower- or upper-level credits

***Note**

- Consult your Program Advisor for areas of concentration.
- 30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies, e.g. fine and performing arts studio courses and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.
- Degree requirements may be met with credits earned through prior learning assessment and recognition (PLAR). Refer to **pages 11 and 27** for more information.

# 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 9**).

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; refer to **page 98** for disciplines)

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

6 credits in humanities other than English

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

6 credits in social science

### Upper-level Requirements (45 credits)

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

15 upper-level elective credits

### Elective Requirements (51 credits)

May be lower- or upper-level credit

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

Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to **pages 11** and **27** for more information.

## Bachelor of Arts, Major Program

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

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

### Admission Requirements—All Majors

Open admission (**page 9**).

### Residency Requirements—All Majors

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

### 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 an Open Learning Faculty Member. 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 11** and **27** for more information.

## Degree Requirements—Criminology Major

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

**General Education Requirements (24 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** 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 and/or science

3 credits in statistics (PSYC 2101, STAT 1201 or equivalent)

CRIM 1019, *Introduction to Criminology* (3) or equivalent

CRIM 1161, *The Canadian Legal System* (3) or equivalent

**Lower-level Criminology Requirements (15 credits)**

CRIM/SOCI 2251, *Sociological Explanations of Criminal Behaviour* (3) or equivalent

CRIM 2261, *Criminal Law* (3) or equivalent

CRIM 2521, *Introduction to the Criminal Justice System* (3) or equivalent

PSYC 2161, *Abnormal Psychology* (3) or equivalent

SOCI 2720, PSYC 2111 or RSMT 3501, *Introductory Social Science Research Course* (3) or equivalent

C average is required in lower-level CRIM courses.

**Upper-level Criminology Requirements (30 credits)**

3 credits in Advanced Theory in Criminology (may be CRIM 3311)

3 credits in Social Science Research Methods

21 credits of other upper-level Criminology, Sociology or Psychology courses as approved by Program Advisors

3 credits of Directed Studies (CRIM 4991)

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 (Criminology).

**Elective Requirements (51 credits)**

15 credits of upper-level elective courses

36 credits of lower- or upper-level elective courses

## Degree Requirements—English Major

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

**General Education Requirements (24 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** 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 2111, *English Literature from Chaucer to Milton* (3) or equivalent

ENGL 2211, *English Literature of the Eighteenth and Nineteenth Centuries* (3) or equivalent

Courses used to meet lower-level requirements meet general education requirements in that area.

C average is required in lower-level ENGL courses.

**Upper-level English Requirements (30 credits)**

3 credits in Canadian literature (may be ENGL 4321)

3 credits in twentieth-century poetry and/or drama (may be ENGL 4341)

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

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

15 credits of other upper-level English courses (may include ENGL 4241, 4351)

3 credits of Directed Studies (ENGL 4991)

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

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

**Elective Requirements (60 credits)**

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

## Degree Requirements—History Major

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

**General Education Requirements (24 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** 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 1121, *Canadian History to 1867* (3) or equivalent

HIST 1221, *Post-Confederation Canadian History* (3) or equivalent

**Lower-level History Requirements (6 credits)**

6 credits of second-year history courses (may be HIST 2251, 1161)

C average is required in lower-level HIST courses (including HIST 1121 and 1221)

**Upper-level History Requirements (30 credits)**

27 credits of upper-level history courses (may include HUMN 3011)

3 credits of Directed Studies (HIST 4991)

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

**Elective Requirements (60 credits)**

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

## Degree Requirements—Psychology Major

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

**General Education Requirements (24 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** for disciplines)

6 credits in humanities other than English

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

PSYC 1111, *Introductory Psychology I* (3) or equivalent

PSYC 1211, *Introductory Psychology II* (3) or equivalent

PSYC 2101, *Statistics in the Social Sciences* (3) or STAT 1201, *Introduction to Probability and Statistics* (3) or equivalent

**Lower-level Psychology Requirements (6 credits)**

PSYC 2111, *Introduction to Research in Experimental Psychology* (3) or equivalent

3 credits of a second-year psychology course (may be PSYC 2161 or 2131)

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

**Upper-level Psychology Requirements (30 credits)**

27 credits of upper-level psychology courses (may include PSYC 3151 3451, 3461, 3611, 3621, 3991)

3 credits of Directed Studies (PSYC 4991)

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

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

**Elective Requirements (60 credits)**

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

## Degree Requirements—Sociology Major

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

**General Education Requirements (24 credits)**

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 1111, *Introduction to Sociology I* (3) or equivalent

SOCI 1211, *Introduction to Sociology II* (3) or equivalent

PSYC 2101, *Statistics in the Social Sciences* (3) or STAT 1201, *Introduction to Probability and Statistics* (3) or equivalent

**Lower-level Sociology Requirements (9 credits)**

6 credits of lower-level sociology courses

3 credits of a second-year sociology course (may be SOCI 2501)

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

**Upper-level Sociology Requirements (30 credits)**

27 credits of upper-level sociology courses (may include POLI 3991, SOCI 3991, 4221, 4301, 4311; or CRIM, HIST, WOST courses with approval of the program area)

3 credits of Directed Studies (SOCI 4991)

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

**Elective Requirements (57 credits)**

15 credits of upper-level elective courses

42 credits of lower- or upper-level elective courses

## Bachelor of Design

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

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

**Admission Requirements**

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies (**pages 9-11**).

Contact a TRU-OL Enrolment Services advisor via Student Services to determine eligibility.

**Residency Requirements**

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

**Degree Requirements**

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

**General Education Requirements (27 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** 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 upper-level (may include VISA 1111, 1121, 3991)

**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 11 and 27** for more information.

## Bachelor of Fine Art

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

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

### Admission Requirements

Graduates of Georgian College's 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 9-11**).

Contact a TRU-OL Enrolment Services advisor via Student Services to determine eligibility.

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements (27 credits)

(May be met with lower- or upper-level university courses; refer to **page 98** for disciplines)

### Georgian College Students/Graduates

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

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

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

6 credits in social science

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

### Other Applicants

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

6 credits in humanities (excludes art history and English)

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

6 credits in social science

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

### History and Theory of Art (18 credits)

18 credits in historical or theoretical approaches to art, 9 at upper level (may include VISA 3991)

### 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 11 and 27** for more information.

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

## Bachelor of Music (Performance)

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

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

### Admission Requirements

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

### Residency Requirements

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

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

*www.vam.ca*
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 of the Royal Conservatory of Music at:

The Royal Conservatory of Music
*www.rcmusic.ca*
416.408.2824
1.800.462.3815 (toll-free in Canada or the US)

**Degree Requirements**

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

Specific categories of degree requirements are as follows:

**General Education Requirements (21 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** for disciplines)

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

6 credits in humanities (excludes English and music history)

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

6 credits in social science

**Music History and Theory Requirements (number of credits varies)**

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

**Music Performance Requirements (number of credits varies)**

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

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

**Note:** Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to **pages 11 and 27** for more information.

## Post-Baccalaureate Certificate in Liberal Arts

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

This post-baccalaureate program provides students with the opportunity to concentrate their study in one arts and science discipline or to select two or three discipline areas. Chosen disciplines could be the humanities, the sciences, the social sciences and related interdisciplinary fields (see **page 98** for specific disciplines). Students may focus on current discipline-specific topics, problems and/or controversies and engage in online seminar-based debate. A Directed Studies course that allows students to pursue a research project in a topic of special interest is included.

**Admission Requirements**

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

**Residency Requirements**

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

**Directed Studies**

Directed Studies consists of concentrated study of a topic selected by the student in consultation with an Open Learning Faculty Member. As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL Program Advisor before registering.

**Certificate Requirements**

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

9 credits in upper-level humanities and/or social science and/or science, including one of the following courses selected from the list below:

BIOL 3431
ENVS 3991
GEOG 3991
HIST 3991
HUMN 3981
HUMN 3991
POLI 3991
PSYC 3991
SOCI 3991
VISA 3991

3 credits TRU-OL 4991, *Directed Studies*

3 credits of upper-level liberal arts electives

# Business and Management Studies

All programs are designed to develop students' supervision, business and management skills.

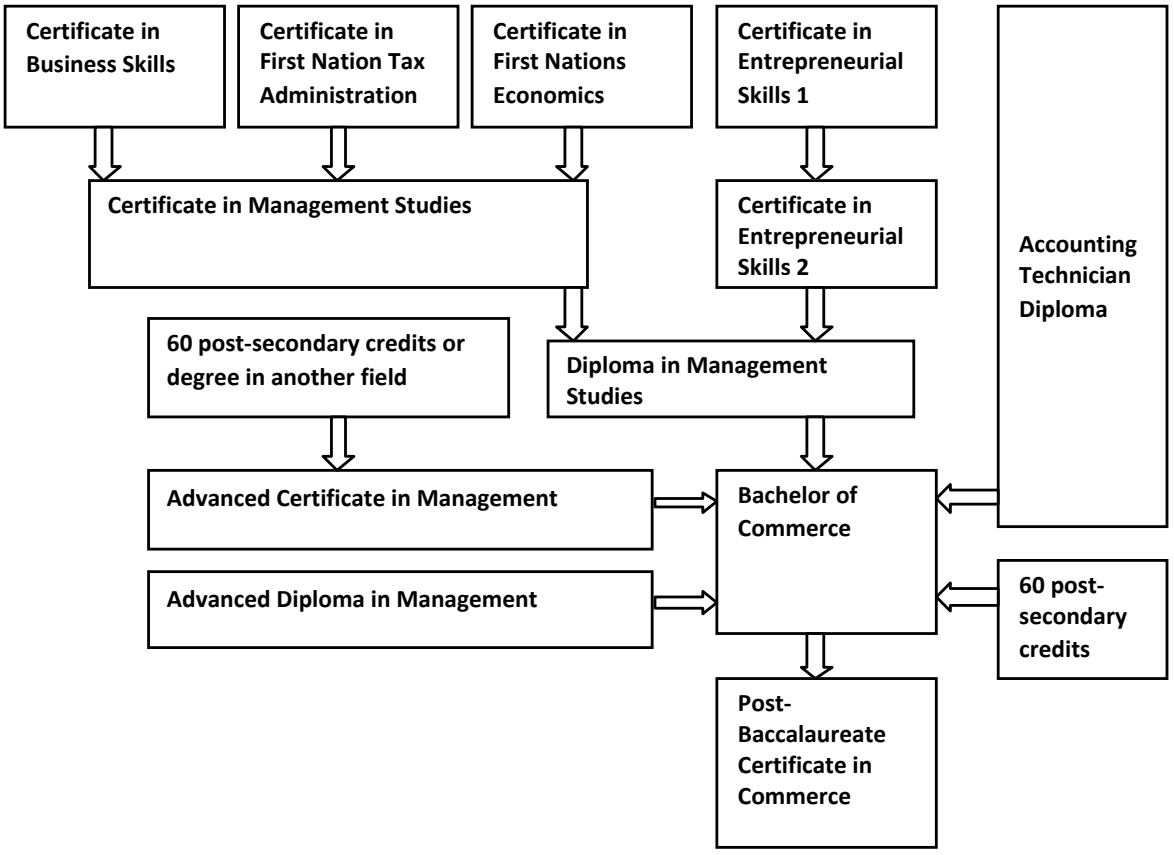
This chart illustrates the flexible program structure and how credits gained in one credential can count towards the next credential.

## Prior Learning Assessment and Recognition (PLAR)

Students enrolled in business and management programs offered through TRU-OL may be eligible for credit based on an assessment of their non-formal or prior learning. There is no limit on the amount of PLAR that can be applied to programs offered through TRU-OL.

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

**With TRU-OL, you can choose your own pathway:**



## Certificate in Business Skills

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

This certificate helps students develop the basic skills required to gain entry-level employment in business.

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

### Certificate Requirements

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

### Core Requirements (6 credits)

ENGL 1061, *Written Communication* (3)

3 credits in computer studies (TRU-OL's BBUS 1371 or CMPT 1509 or equivalent)

### Elective Requirements (9 credits)

9 credits of 1000- or 2000-level courses normally selected from BBUS, MNGT, ACCT, ECON, ENGL 1071, MATH 1091, MATH 1101 and/or STAT 1201

Other similar courses are considered on an individual basis.

### Supervisory Option

Students completing the following electives receive the Supervisory Option:

BBUS 3811, *Introduction to Human Resource Management* (3) or equivalent

MNGT 1111, *Supervision* (3)

MNGT 2131, *Motivation and Productivity* (3) or approved alternative

## Certificate in Entrepreneurial Skills 1

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

This certificate provides small business owners/operators with the essential skills to help their enterprises thrive. The Certificate in Entrepreneurial Skills 1 is designed for owners/operators with few employees.

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

### Certificate Requirements

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

### Required Courses

ACCT 1211, *Accounting 1* (3)

BBUS 3431, *Introduction to Marketing* (3)

MNGT 1111, *Supervision* (3)

MNGT 1701, *Doing Business in Canada* (3)

### Elective Requirements (3 credits)

3 credits from the following suggested electives:

BBUS 1371, *Management Information Systems 1* (3)

BBUS 3331, *Production and Operations Management* (3)

BBUS 3451, *Professional Selling* (3)

BBUS 3651, *Marketing for Managers* (3)

BBUS 3811, *Introduction to Human Resources Management* (3)

BBUS 3931, *Business Law* (3)

BBUS 4431, *Retail Marketing* (3)

BBUS 4451, *E-Commerce* (3)

BBUS 4751, *New Venture Creation* (3)

MATH 1091, *Business Mathematics* (3)

MNGT 1211, *Management Principles and Practices* (3)

## Certificate in Entrepreneurial Skills 2

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

The Certificate in Entrepreneurial Skills 2 is a continuation of the Certificate in Entrepreneurial Skills 1 and is designed for owners/operators with a larger number of employees.

### Admission Requirements

Open Admission (page 9).

Students should have a strong grounding in quantitative courses such as *Mathematics 11* (Principles), MATH 0523 or equivalent.

### Residency Requirements

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

### Certificate Requirements

Completion of Certificate in Entrepreneurial Skills 1.

30 credits (including 15 from the Certificate in Entrepreneurial Skills 1), with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

### Required Courses

ACCT 1221, *Accounting II* (3)

BBUS 3621, *Analytical Decision Making* (3)

MNGT 2131, *Motivation and Productivity* (3)

### Elective Requirements (6 credits)

Two fo the following courses:

BBUS 1371, *Management Information Systems 1* (3)

BBUS 3121, *Financial Management* (3) (prerequisite ACCT 1211 and MATH 1091)

BBUS 3331, *Production and Operations Management* (3) (prerequisite MATH 1091 and STAT 1201)

BBUS 3451, *Professional Selling* (3)

BBUS 3651, *Marketing for Managers* (3)

BBUS 3811, *Introduction to Human Resources Management* (3)

BBUS 3931, *Business Law* (3))

BBUS 4431, *Retail Marketing* (3)

BBUS 4451, *E-Commerce* (3)

BBUS 4751, *New Venture Creation* (3)

MATH 1091, *Business Mathematics* (3)

MNGT 1211, *Management Principles and Practices* (3)

**Applied Business Technology**

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

## Certificate in First Nations Applied Economics

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

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

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

### Certificate Requirements

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

### Required Courses

APEC 2641, *Residential and Commercial Development on First Nation Lands* (3)

APEC 2651, *Investment Facilitation on First Nation Lands* (3)

APEC 2701, *Economic Feasibility and Impact Analysis on First Nation Lands* (3)

ECON 1221, *Introduction to Basic Economics* (3)

ECON 2631, *Issues in Aboriginal Economics* (3)

One of ENGL 1061, *Written Communication* (3) or ENGL 1021, *Composition and Indigenous Literatures in Canada I* (3)

## Certificate in First Nation Taxation Administration

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

The Certificate in First Nation Tax Administration program helps First Nations build legal and administrative systems that will reduce business costs on First Nation lands and support competitive market development. The program also helps First Nations implement the new powers and develop the skill set for First Nation tax administration using the First Nations Fiscal and Statistical Management Act.

### Admission Requirements

C+ or better in Principles of Math 11 or Applications of Math 12, or TRU-OL MATH 0523, or equivalent is recommended.

Basic computer literacy with Microsoft Office applications such as Word and Excel spreadsheets (upgrading can be done by taking BBUS 1371, CMPT 1509 or equivalent) is recommended.

73% on the combined English 12 and Government exam (within the last five years), Level 4 on the composition section of the LPI (within the last two years) or completion of ENGL 0661 or completion of CESL 0530, 0540 and 0570 with a grade of C+ or better is recommended.

### Residency Requirements

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

### Certificate Requirements

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

### Required Courses

APEC 1611, *Introduction to First Nation Taxation* (2)

APEC 1621, *Establishing First Nation Tax Rates and Expenditures* (2)

APEC 1631, *Assessment and Assessment Appeal Procedures* (2)

APEC 1641, *Tax Administration, Billing, and Enforcement* (3)

APEC 1651, *Communications, Tax Payer Relations, and Dispute Resolution* (2)

APEC 1661, *Service Contracts and Joint Agreements* (2)

APEC 1671, *Development Cost Charges* (2)

APEC 1681, *Capital Infrastructure and Debenture Financing* (3)

## Certificate in Management Studies

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

This certificate is well-suited for students with considerable work experience or a qualification in a technical field who want to develop their management skills and possibly specialize in a business discipline. The certificate may be earned by building on the 15-credit Certificate in Business Skills program or by completing the 30 credits of coursework specified below.

### Admission Requirements

Open admission (**page 9**).

Students should have a strong grounding in quantitative courses including *Math 11* (Principles), MATH 0523 or equivalent.

A free, voluntary mathematics self-assessment is available to help students select a mathematics course at the appropriate level (**page 7**). The assessment form is available on the TRU-OL website and from Student Services.

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

### Residency Requirements

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

### Certificate Requirements

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

### Core Requirements (minimum 12 credits)

Minimum one of MNGT 1111, *Supervision* (3), MNGT 1211, *Management Principles and Practices* (3)

Minimum one of MATH 1091, *Business Mathematics* (3), MATH 1101, *Finite Mathematics* (3)

Minimum one business English course such as ENGL 1061, *Written Communication* (3), ENGL 1071, *Business Communication* (3) (ENGL 1061 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 BBUS 1371 or CMPT 1509 or equivalent)

Substitution of similar courses is considered on an individual basis.

### Elective Requirements (up to 18 credits)

Courses in managerial studies (BBUS, MNGT, ACCT, ECON, BUEC and some CMPT and MATH/STAT courses).

Up to 9 credits may be in approved arts and sciences 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 optional areas of specialization are available.

### Accounting Fundamentals

ACCT 1211, *Accounting I* (3)

ACCT 1221, *Accounting II* (3)

BBUS 2541, *Management Accounting* (3)

Students completing BBUS 2211, *Introduction to Financial Accounting* (3) instead of ACCT 1211/1221 are required to select an additional course.

### Entrepreneurial Essentials

ACCT 1211, *Accounting I* (3) or BBUS 2211, *Introduction to Financial Accounting* (3)

BBUS 3431, *Introduction to Marketing* (3)

MNGT 1701, *Doing Business in Canada* (3)

## Accounting Technician Diploma

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

This diploma prepares graduates for positions as paraprofessionals that serve alongside professional accountants in industry, public practice and government doing much of the support work. Graduates find employment with public accounting firms: working on files and basic tax returns; as payroll, accounts receivable, accounts payable and general accounting clerks in larger organizations; or as bookkeepers with smaller business enterprises.

### Admission Requirements

B.C. Principles of Math 11 with a C+ or better; or B.C. Applications of Math 12 with a pass (50%) or better; or completion of MATH 0523 with a C+ or better; or completion of campus MATH 0510 (Math 11) and Math 0610 (Math 12) with a C+ or better is recommended.

73% on the combined English 12 and Government Exam (within the last five years); or Level 4 on the Composition Section of the LPI (within the last two years); or completion of ENGL 0661; or completion of campus ENGL 0500 (English 11); or completion of campus ESAL 0570 and 0580 with a C+ or better is also recommended.

### Residency Requirements

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

### Diploma Requirements

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

ACCT 1211, *Accounting 1* (3)*

ACCT 1221, *Accounting 2* (3)*

ACCT 1921, *Accounting Systems 1* (3)

BBUS 1371, *Management Information Systems 1* (3)

BBUS 2541, *Management Accounting* (3)

BBUS 3121, *Financial Management* (3)

BBUS 3201, *Intermediate Financial Accounting 1* (3)

BBUS 3211, *Intermediate Financial Accounting 2* (3)

BBUS 3221, *Taxation* (3)

BBUS 3231, *Income Taxation 2* (3)

BBUS 3251, *Intermediate Management Accounting* (3)

BBUS 3931, *Business Law* (3)

BBUS 4231, *Assurance* (3)

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

ENGL 1061, *Written Communication* (3)

ENGL 1071, *Business Communication* (3)

MATH 1071, *Fundamentals of Mathematics for Business and Economics* (3) or MATH 1091, *Business Mathematics* (3)

STAT 1201, *Introduction to Probability and Statistics* (3)

Electives (3 credits)*

***Note:** Students who elect to take BBUS 2211 instead of ACCT 1211/1221 must take an additional three credits of electives

## Diploma in Management Studies

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

This diploma provides students with a broad background in management studies and the option of specializing in a number of business disciplines. Many students complete the Certificate in Management Studies (**page 50**) and then complete 30 additional credits to earn the diploma. This diploma ladders into the Bachelor of Commerce (**pages 56-59**).

### Admission Requirements

Open admission (**page 9**).

Students should have a foundation in quantitative courses such as *Mathematics 11* (Principles), MATH 0523 or equivalent.

A voluntary, free Mathematics Self Assessment is available to help students select a mathematics course at the appropriate level. The assessment form is available on the TRU-OL website and from Student Services.

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

### Residency Requirements

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

### Diploma Requirements

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

### Core Requirements (minimum 30 credits)

Minimum one of ACCT 1211, *Accounting I* (3), BBUS 2211, *Introduction to Financial Accounting* (3) (students selecting ACCT 1211 who plan to specialize in accounting must also take ACCT 1221)

Minimum one of BBUS 2541, *Management Accounting* (3), BBUS 3621, *Analytical Decision Making* (3) (students specializing in accounting must select BBUS 2541)

BBUS 3431, *Introduction to Marketing* (3)

3 credits in computer studies [TRU-OL's BBUS 1371 or CMPT 1509 or equivalent]

ECON 1901, *Principles of Microeconomics* (3)

One of ENGL 1001, *Literature and Composition I* (3), ENGL 1021, *Composition and Indigenous Literatures in Canada I* (3), ENGL 1061, *Written Communication* (3) (ENGL 1061 is not transferable to most non-TRU-OL programs or to TRU-OL's non-business programs)

Minimum one of ENGL 1071, *Business Communication* (3) or BBUS 3631, *Open Communication* (3)

Minimum one of MATH 1091, *Business Mathematics* (3) or MATH 1101, *Finite Mathematics* (3)

MNGT 1211, *Management Principles and Practices* (3)

STAT 1201, *Introduction to Probability and Statistics* (3)

Substitution of similar courses may be considered.

### Elective Requirements (up to 30 credits)

Courses in managerial studies (BBUS, MNGT, ACCT, BUEC, ECON and some CMPT and MATH/STAT courses) with 15 credits at the 2000-level or higher in the electives.

Up to 15 credits may be in approved arts and sciences 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 1951 and ask their advisor about other appropriate electives to maximize transferability.

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

### Areas of Specialization (Optional)

Several optional areas of specialization are available:

### Accounting

BBUS 3121, *Financial Management* (3)

BBUS 3201, *Intermediate Financial Accounting I* (3)

BBUS 3211, *Intermediate Financial Accounting II* (3)

BBUS 3221, *Taxation* (3)

BBUS 3931, *Business Law* (3)

### Human Resources

BBUS 3811, *Introduction to Human Resource Management* (3)

BBUS 3841, *Labour Relations* (3)

BBUS 3661, *Strategic Human Resources Management (3)*

Two courses from the following:

MNGT 2131, *Motivation and Productivity* (3)

BBUS 2721, *Organizational Behaviour I* (3)

BBUS 3931, *Business Law* (3)

### Information Technology

CMPT 2129, *Database Concepts* (3)

CMPT 2159, *Systems Analysis and Design I* (3)

Plus minimum 9 credits of approved CMPT or COMP courses

### Marketing

BBUS 3451, *Professional Selling* (3)

BBUS 3471, *Consumer Behaviour* (3)

BBUS 3481, *Marketing Research* (3)

BBUS 3511, *International Business* (3)

BBUS 3651, *Marketing for Managers* (3)

**Laddering the Diploma in Management Studies into the Bachelor of Commerce**

Diploma in Managementa students who are considering laddering into the Bachelor of Commerce (**pages 56-59**) should review the program's requirements before selecting diploma courses to minimize the number of additional credits required to complete the degree.

## Advanced Certificate in Management

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

This advanced certificate provides a practical exposure to the personnel and decision-making skills required by today's managers.

The program's 15 credits can be applied to the Advanced Diploma in Management (**page 54**) and other programs offered through TRU-OL.

A minimum grade point average (GPA) of 2.0 (C average) over all courses applicable to the certificate is required.

### 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 11 and 27**) is strongly recommended. Those employed or volunteering in capacities where the skills can be readily applied gain the maximum benefit from this program.

### Residency Requirements

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

### Certificate Requirements (15 credits)

BBUS 3611, *Open Thinking* (3)

BBUS 3621, *Analytical Decision Making* (3)

BBUS 3631, *Open Communication* (3)

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3671, *Contemporary Leadership* (3)

Students benefit by taking BBUS 3611 before BBUS 3631 and 3641.

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

## Advanced Diploma in Management

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

This advanced diploma provides a practical exposure to the business and management skills required in today's workplace. It is designed for students with a post-secondary diploma (not necessarily in a business or management field) or equivalent and a minimum of two years of work experience. Credits earned can be applied to meet the requirements in various programs offered through TRU-OL, including the Bachelor of Commerce (**pages 56-59**) and the Bachelor of General Studies (**page 69**).

A minimum grade point average (GPA) of 2.0 (C average) is required over all courses in order to graduate.

### Admission Requirements

Minimum of 60 credits of post-secondary studies.

Applicants without 60 formal post-secondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR) (**pages 11 and 27**). Courses in introductory financial accounting (BBUS 2211) and introductory marketing (BBUS 3431) are prerequisites for the program courses in these areas. Students without these courses may be admitted but are required to take approved equivalent marketing and accounting courses concurrently with their initial courses in the diploma.

### Residency Requirements

Minimum of 9 TRU (distance or on-campus)

### Diploma Requirements

45 credits

### Core Requirements (minimum 39 credits)

BBUS 2541, *Management Accounting* (3)

BBUS 3031, *Business and Society* (3) or BBUS 4833, *Effective Leadership* (3) or approved equivalent

BBUS 3121, *Financial Management* (3)

BBUS 3611, *Open Thinking* (3)

BBUS 3621, *Analytical Decision Making* (3) [students with an exemption for BBUS 3621 can take BBUS 3631, *Open Communication* (3)]

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3651, *Marketing for Managers* (3)

BBUS 3661, *Strategic Human Resource Management* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 3693, *Transition and New Beginnings* (3)

BBUS 3931, *Business Law* (3)

BBUS 4681, *Leading Projects to Success* (6) or approved equivalent

Students benefit by taking BBUS 3611 before BBUS 3631 and BBUS 3641.

### Elective Requirements (up to 6 credits)

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

BBUS 4451, *E-Commerce* (3)

BBUS 4751, *New Venture Creation* (3)

BBUS 4681, *Leading Projects to Success* (6)

BBUS 4833, *Effective Leadership* (3)

## Bachelor of Business in Real Estate

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

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

This degree is designed for members of the real estate industry wanting to upgrade their education as it meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be laddered into the degree program.

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

### Admission Requirements

Applicants must be admitted into UBC's Diploma in Urban Land Economics (DULE) before being admitted into TRU-OL's Bachelor of Business in Real Estate. 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 program admission.

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements (18 credits)

(May be met with lower or upper-level university courses; refer to **page 98** for acceptable disciplines)

3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001, 1021 or 1101

3 credits in humanities or social sciences (excluding English)

3 credits in urban geography

3 credits in natural sciences (excluding mathematics or computing)

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

### Core Management Requirements (45 credits)

BBUS 2211, *Introduction to Financial Accounting* (3) or ACCT 1221, *Accounting II* (3) or UBC BUSI 293 (3)

BBUS 2541, *Management Accounting* (3)

BBUS 2721, *Organizational Behaviour I* (3)

BBUS 3031, *Business and Society* (3)

BBUS 3121, *Financial Management* (3)

BBUS 3431, *Introduction to Marketing* (3)

BBUS 3621, *Analytical Decision Making* (3) or CMPT 2149 (UVic), *Decision Support Applications* (3)

BBUS 3841, *Labour Relations* (3) or BBUS 3661, *Strategic Human Resource Management* (3)

BBUS 3931, *Business Law* (3)

BBUS 4701, *Business Policy and Strategy* (3)

ECON 1901, *Principles of Microeconomics* (3) or UBC BUSI 100, *Micro Foundations of Real Estate Economics* (3)

ECON 1951, *Principles of Macroeconomics* (3) or UBC BUSI 101, *Capital Markets and Real Estate* (3)

ENGL 1071, *Business Communication* (3) or UBC ENGL 301, *Technical and Business Writing* (3)

MATH 1091, *Business Mathematics* (3) (exempt if UBC BUSI 121 taken)

STAT 1201, *Introduction to Probability and Statistics* (3)

### Core Real Estate Requirements (24 credits) (Note: The following courses are 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.

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

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

## Bachelor of Commerce

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

This degree provides students with the business and management skills necessary to become effective managers and leaders in today's dynamic, global economy. The program blends a practical management education with a broad general education. Students can specialize in a business discipline by choosing from an array of concentrations or pursue a general management degree. Many choose a concentration and go on to complete a professional designation after graduation.

**Admission Requirements**

Normally, admission requires completion of a minimum of 60 applicable credits or a suitable two-year business diploma program. Applicants may be awarded additional credits 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**

- 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 that have completed the Certified Management Accountants (CMA) program are normally awarded a block of 90 PLAR transfer credits for successful completion of the CMA's syllabus, entrance examination, Strategic Leadership program and experience requirements. Those who have completed the Certified General Accountants' (CGA) program receive a block of up to 90 PLAR credits for successful completion of the foundation level courses, PACE level courses and the mandatory practical experience requirement.
- Those in the process of completing the CMA or CGA programs are eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.
- If a computer course was taken more than seven years prior to admission to this program and the student wishes to apply this course towards a specific computer course requirement, then the student must demonstrate currency in that topic to the satisfaction of TRU-OL, in order to be granted the desired transfer credit. This restriction does not apply to computer courses used for unspecified elective credit.

**Degree Requirements**

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

Residency, general education, core knowledge, concentration and elective requirements must be completed.

Minimum grade of C+ is required in each concentration course.

Degree requirements may be met with credits earned through PLAR. Refer to **pages 11 and 27** for more information.

**Residency Requirements (15 credits)**

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

**General Education Requirements (18 credits)**

(May be met with lower- or upper-level university courses; refer to **page 98** for acceptable disciplines)

3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021)

3 credits in natural sciences

6 credits in social sciences/humanities

6 credits in arts and sciences

# Business and Management Studies

**Core Knowledge Requirements (54 credits)**

ACCT 1221, *Accounting II* (3) or BBUS 2211, *Introduction to Financial Accounting* (3)

BBUS 2541, *Management Accounting* (3)

BBUS 2721, *Organizational Behaviour I* (3) (BBUS 3129 and 4099 may be substituted for public sector concentration students)

BBUS 3031, *Business and Society* (3) (BBUS 4229 may be substituted for public sector concentration students)

BBUS 3121, *Financial Management* (3) (BBUS 4219 or 4489 may be substituted for public sector concentration students)

BBUS 3431, *Introduction to Marketing* (3)

BBUS 3621, *Analytical Decision Making* (3) (BBUS 4251 Advanced Management Accounting may be substituted)

BBUS 3811, *Introduction to Human Resource Management* (3) or BBUS 3841, *Labour Relations* (3) or BBUS 3661, *Strategic Human Resource Management* (3) (BBUS 4319 may be substituted for public sector concentration students)

BBUS 3931, *Business Law* (3) (BBUS 4529 may be substituted for public sector concentration students)

BBUS 4701, *Business Policy and Strategy* (3) (BBUS 4209 or 4779 may be substituted for public sector concentration students)

CMPT at 2000 or higher level (CMPT 2159 recommended for accounting concentration students; CMPT 2129 or CMPT 2159 recommended for information systems management concentration students)

ECON 1901, *Principles of Microeconomics* (3) (BBUS 3109 may be substituted for public sector concentration students)

ECON 1951, *Principles of Macroeconomics* (3) (BBUS 4459 may be substituted for public sector concentration students)

MATH 1071, *Fundamentals of Mathematics for Business and Economics* (3) or MATH 1091, *Business Mathematics* (3) or MATH 1101, *Finite Mathematics* (3)

MNGT 1211, *Management Principles and Practices* (3) (BBUS 3129 may be substituted for public sector concentration students)

STAT 1201, *Introduction to Probability and Statistics* (3)

Two from the following ENGL and BBUS courses in communication:

BBUS 3631, *Open Communication* (3) (BBUS 3169 may be substituted for public sector concentration students)

ENGL 1061, *Written Communication* (3)

ENGL 1071, *Business Communication* (3)

**Concentration Requirements (15 credits)**

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

**Elective Requirements (normally 33 credits)**

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

**Accounting Concentration**

This concentration prepares students to become an integral part of an organization's management team or to enter public practice. Government, non-profit organizations, major corporations and small businesses all require accountants to manage their financial affairs. Upon graduation, most students will choose to pursue the Chartered Professional Accountant (CPA) designation.

**Required Courses (15 credits)**

BBUS 3201, *Intermediate Financial Accounting I* (3)

BBUS 3211, *Intermediate Financial Accounting II* (3)

BBUS 3221, *Taxation* (3)

BBUS 3251, *Intermediate Management Accounting* (3)

One course from the following:

BBUS 4201, *Advanced Financial Accounting* (3)

BBUS 4211, *Accounting Theory* (3)

BBUS 4231, *Assurance (Auditing)* (3)

BBUS 4251, *Advanced Management Accounting* (3)

### Finance Concentration

Finance is divided into two main fields: investments and corporate finance.

Investments deal with the accumulation of surplus funds in the economy for transfer to individuals and businesses in need of acquiring additional capital. Professionals spend their time designing, pricing and trading investment instruments such as term deposits, stocks, bonds and asset-backed securities, to aid the flow of funds. Some of our economy's biggest corporations, including banks and insurance companies, serve as intermediaries in this process.

The other side of the industry is corporate finance. Professionals arrange the financing required for an organization's daily operations and future growth. Sources of capital such as lines of credit, corporate paper, term loans, mortgages, bonds, leases, venture capital and initial public offerings, are used to finance seasonal build-ups in working capital and major asset purchases.

Many finance concentration graduates will go on to complete a professional designation such as the Chartered Financial Analyst (CFA) or the Certified Financial Planner (CFP).

**Required Courses (15 credits)**

BBUS 3151, *Investments 1* (3)*

BBUS 4151, *Investments 2* (3)

BBUS 4171, *Risk Management and Financial Engineering* (3)

Two courses from the following**:

BBUS 3221, *Taxation* (3)

BBUS 3451, *Professional Selling* (3)

BBUS 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3)** (distance course)

BBUS 4161, *Portfolio Management* (3)

BBUS 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3)** (*www.nipissingu.ca/cce distance course*)

BBUS 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3)** (distance course)

*It is strongly recommended that students complete STAT 1201, *Introduction to Probability and Statistics* and BBUS 3121, *Financial Management* prior to taking BBUS 3151, *Investments I*.

**TRU-OL students who wish to take Nipissing distance courses do not have to pay the admission fee at Nipissing. Please see the CVU Visiting Student Admission Form at *www.cvu-uvc.ca/LOP.html* for details.

### General Management Concentration

This concentration is designed for students wanting to take an array of courses to give them greater 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.

**Required Courses (15 credits)**

Approved 3000- and/or 4000-level courses (normally BBUS or BUEC) with a minimum of 6 credits at the 4000-level

### Human Resources Management Concentration

Human resources management professionals are the specialists who manage employee recruitment, selection, compensation, training and development, health and safety and evaluation. They are also active in labour relations, taking the lead in union contract negotiations, grievance handling, including mediation and arbitration, and all other employee-related matters such as wrongful dismissal, personal harassment and privacy. This concentration prepares students to pursue the Certified Human Resource Professional (CHRP) designation, which is increasingly becoming a requirement for advancement in the field.

**Required Courses (15 credits)**

6 credits of approved 4000-level BBUS courses, e.g. BBUS 4661, *Managing Change* (3), BBUS 4681, *Leading Projects to Success* or BBUS 4833, *Effective Leadership* (3)

BBUS 4135, *Motivation and Productivity* (3)

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

BBUS 3661, *Strategic Human Resource Management* (3)

BBUS 3811, *Introduction to Human Resource Management* (3)

BBUS 3841, *Labour Relations* (3)

### Information Systems Management Concentration

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

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

**Required Courses (15 credits)**

CMPT 3159, *Relational Database Management Systems* (3) or CMPT 3509, *Systems Analysis and Design II* (3)

CMPT 4079, *Project Management* (3)

Three courses from the following:

CMPT 2319, *Web Design and Management I* (3)

CMPT 3009, *Networks and Network Management* (3)

CMPT 3409, *Web Design and Management II* (3)

CMPT 4129, *Human Side of Information Systems* (3)

CMPT 4259, *IT Security* (3)

### Leadership Concentration

This concentration focuses on development of the knowledge and skills necessary to be an effective leader in today's dynamic work environment.

**Required Courses (15 credits)**

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Six credits from the following:

BBUS 4661, *Managing Change* (3)

BBUS 4681, *Leading Projects to Success* (6)

LEAD 4901, *Strategic Thinking for Leadership*

### Marketing Concentration

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

**Required Courses (15 credits)**

BBUS 3481, *Marketing Research* (3)

Four courses from the following:

BBUS 3451, *Professional Selling* (3)

BBUS 3471, *Consumer Behaviour* (3)

BBUS 3511, *International Business* (3)

BBUS 3651, *Marketing for Managers* (3)

BBUS 4431, *Retail Marketing* (3)

BBUS 4471, *International Marketing* (3)

BBUS 4481, *Integrated Marketing Communication* (3)

BBUS 4491, *Business to Business Marketing* (3)

BBUS 4411, *Services Marketing* (3)

### Public Sector Management Concentration

This concentration is designed for those who are, or aspire to be, managers in various levels of government, Crown agencies and corporations, or private or non-profit organizations that deal extensively with government. It is offered in collaboration with the University of Victoria and acceptance into courses is subject to their approval.

**Required Courses (15 credits)**

Minimum of two courses from the following:

BBUS 3119, *Introduction to Public Administration* (3)

BBUS 3149, *Public Sector Research and Analysis* (3)

BBUS 4239, *Local Government in British Columbia* (3)

BBUS 4459, *Urban and Regional Economics* (3)

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

BBUS 4079, *Managing Service Delivery* (3)

BBUS 4219, *Financial Management* (3)
(may not be used to satisfy the core financial management requirement)

BBUS 4379, *Program Evaluation and Performance Measurement* (3)

BBUS 4469, *Local Government Land Use Planning* (3)

Approved 3000- or 4000-level course

### Technology Management Concentration

This concentration is intended for students who have previously completed a technology-related diploma. Courses in the concentration normally consist of credits completed in technology prior to admission. Upon graduation, students are well prepared for management positions in that field.

**Required Courses (15 credits)**

BBUS 4681, *Leading Projects to Success* (6)

9 credits from a technology area

## Bachelor of Public Administration

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

The degree is designed to provide students with the knowledge and leaders in federal, provincial, municipal and First Nations government, as well as the non-profit sector.

### Admission Requirements

Students can ladder into the BPA degree program from either the University of Victoria (UVic)'s Public Sector Management diploma or its Local Government Manager diploma. It is strongly recommended but not required, that students complete one of these UVic diplomas prior to enrolling in the BPA program as all 11 courses taken in either diploma fully ladders into the BPA degree.

For more information about UVic's programs visit *www.uvic.ca/hsd/publicadmin/* or contact Heather Kirkham, Program Manager, UVic School of Public Administration, at 250.721.8074 or 250.721.8067, or by email at *spadipl@uvic.ca* or *hkirkham@uvic.ca*.

Open admission (**page 9**).

### Residency Requirements

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

### Degree Requirements

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

A minimum grade of C+ is required in each concentration course.

Students may receive up to 50% of credit required for this credential through Prior Learning Assessment and Recognition (PLAR). Refer to **pages 11 and 27** for more information.

### General Education Requirements (15 credits)

6 credits in communications (e.g. TRU-OL's BBUS 3169, ENGL 1061 or 1071) and/or English (e.g. TRU-OL's ENGL 1001, 1021 or 1101)

3 credits in mathematics or sciences

3 credits in humanities other than English (modern languages recommended)

3 credits in social sciences

### Core Knowledge Requirements (60 credits)

BBUS 2121 *Introduction to Law for Public Sector Managers* (3)

BBUS 2211, *Introduction to Financial Accounting* (3) or ACCT 1221, *Accounting II* (3)

BBUS 2541, *Managerial Accounting* (3)

BBUS 3109 (UVIC ADMN 310), *Public Sector Economics* (3)

BBUS 3119 (UVIC ADMN 311/POLI 350), *Introduction to Public Administration* (3)

BBUS 3129 (UVIC ADMN 312), *Managing in Public and Non-Profit Organizations* (3) (BBUS 2721 may be substituted)

BBUS 3149 (UVIC ADMN 314), *Public Sector Research and Analysis* (3)

BBUS 3431, *Introduction to Marketing* (3)

BBUS 3621, *Analytical Decision Making* (3) (BBUS 4251, *Advanced Management Accounting* may be substituted)

BBUS 3811, *Introduction to Human Resource Management* (3) (UVIC ADMN 431A *Public Sector Human Resources and Labour Relations* may be substituted)

BBUS 4079 (UVIC ADMN 407), *Managing Service Delivery* (3)

BBUS 4209 (UVIC ADMN 420), *Public Policy Process* (3)

BBUS 4219 (UVIC ADMN 421), *Financial Management* (preferred) or BBUS 4489 (UVIC ADMN 448), *Local Government Financial Management* (TRU BBUS 3121 may be substituted)

BBUS 4229 (UVIC ADMN 422), *Ethical Public Management* (3)

BBUS 4379 (UVIC ADMN 437), *Program Evaluation and Performance Measurement* (3)

BBUS 4779 (UVIC ADMN 477), *Strategic Planning & Implementation* (3)

CMPT at 2000 or higher level or approved alternative

MATH 1101, *Finite Mathematics* (3) or a Business Math course (e.g. MATH 1091)

POLI 2219 (SFU POLI 221), *Introduction to Canadian Government* or TRU POLI 1111, *Canadian Government and Politics*

STAT 1201, *Introduction to Probability and Statistics* (3)

### Elective Requirements (normally 45 credits)

Sufficient academic and/or applied credits to bring the total number of credits to 120. It is recommended that students take additional courses in political science and/or economics.

## Post-Baccalaureate Certificate in Commerce

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

Designed for graduates of recognized baccalaureate degrees in business this program helps students build upon their undergraduate degree by specializing in a specific area of business and thereby expanding their employment potential.

### Admission Requirements

Recognized baccalaureate degree in 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 15 credits.

Students with prior credit for courses equivalent or similar to some of the certificate courses are required to complete alternative coursework approved by TRU-OL.

### Residency Requirements

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

### Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

#### Accounting Concentration

BBUS 3201, *Intermediate Financial Accounting I* (3)

BBUS 3211, *Intermediate Financial Accounting II* (3)

BBUS 3221, *Taxation* (3)

BBUS 3251, *Intermediate Management Accounting* (3)

One course from the following:

BBUS 4201, *Advanced Financial Accounting* (3)

BBUS 4211, *Accounting Theory* (3)

BBUS 4231, *Assurance* (3)

BBUS 4251 *Advanced Management Accounting* (3)

#### Finance Concentration

BBUS 3151, *Investments 1* (3)*

BBUS 4151, *Investments 2* (3)

BBUS 4171, *Risk Management and Financial Engineering* (3)

Two courses from the following:

BBUS 3221, *Taxation* (3)

BBUS 3451, *Professional Selling* (3)

BBUS 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3)** (distance course)

BBUS 4161, *Portfolio Management* (3)

BBUS 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3)** (distance course)

BBUS 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3)** (distance course)

*It is strongly recommended that students complete STAT 1201, *Introduction to Probability and Statistics* and BBUS 3121, *Financial Management* prior to taking BBUS 3151, *Investments I*

**TRU-OL students who wish to take Nipissing distance courses do not have to pay the admission fee at Nipissing. Please see the CVU Visiting Student Admission Form at *www.cvu-uvc.ca/LOP.html* for details.

#### Human Resources Management Concentration

BBUS 3661, *Strategic Human Resource Management* (3)

BBUS 3811, *Introduction to Human Resource Management* (3)

BBUS 3841, *Labour Relations* (3)

6 credits of approved 4000-level BBUS courses, e.g. BBUS 4661, *Managing Change* (3), BBUS 4681, *Leading Projects to Success (6),* BBUS 4833, *Effective Leadership* (3) or BBUS 4135, *Motivation and Productivity* (3)

### Information Systems Management

CMPT 3159, *Relational Database Management Systems* (3) or CMPT 3509, *Systems Analysis and Design II* (3)

CMPT 4079, *Project Management* (3)

Three courses from the following:

CMPT 2319, *Web Design and Management I* (3)

CMPT 3009, *Networks and Network Management* (3)

CMPT 3409, *Web Design and Management II* (3)

CMPT 4129, *Human Side of Information Systems* (3)

CMPT 4259, *IT Security* (3)

### Leadership Concentration

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Six credits from the following:

BBUS 4661, *Managing Change* (3)

BBUS 4681, *Leading Projects to Success* (6)

LEAD 4901, *Strategic Thinking for Leadership* (3)

### Marketing Concentration

BBUS 3481, *Marketing Research* (3)

Four courses from the following:

BBUS 3451, *Professional Selling* (3)

BBUS 3471, *Consumer Behaviour* (3)

BBUS 3511, *International Business* (3)

BBUS 3651, *Marketing for Managers* (3)

BBUS 4411 *Services Marketing* (3)

BBUS 4431, *Retail Marketing* (3)

BBUS 4471, *International Marketing* (3)

BBUS 4481, *Integrated Marketing Communication* (3)

BBUS 4491 *Business-to-Business Marketing* (3)

### Public Sector Management Concentration

Minimum of two courses from the following:

BBUS 3119, *Introduction to Public Administration* (3)

BBUS 3149, *Public Sector Research and Analysis* (3)

BBUS 4239, *Local Government in British Columbia* (3)

BBUS 4459, *Urban and Regional Economics* (3)

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

BBUS 4079, *Managing Service Delivery* (3)

BBUS 4219, *Financial Management* (3)

BBUS 4379, *Program Evaluation and Performance Measurement* (3)

BBUS 4469, *Local Government Land Use Planning* (3)

Approved 3000- or 4000-level course

### 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 study. Employers often include these designations or an individuals' enrolment/registration in these programs, in their hiring qualifications.

Many professional associations recognize TRU-OL courses as meeting part or all of their educational requirements. Many TRU-OL course descriptions in this calendar indicate which associations recognize a particular course (refer to the chart on pages 66-67). In some cases, a program requires students to select from among several recognized courses. It is important to note that this course transfer information is subject to ongoing evaluation by the associations and that certain minimum grade requirements may apply.

In other cases, certification is based on an association's coursework and examinations and as such transfer credit is not allowed. In these cases, TRU-OL courses may still be recommended to help prepare studens for these rigorous accreditation program. Contact the specific professional association for more information (refer to pages 65 for contact information).

## Post-Baccalaureate Diploma in Commerce

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

Designed for graduates of recognized degrees in fields other than business, this diploma provides students with the knowledge and skills 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 to challenge degree holders.

### Admission Requirements

Recognized baccalaureate degree in a field other than business.

### Diploma Requirements

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

30 credits, with a minimum 15 at the upper-level

Minimum graduating grade point average (GPA) of 2.0 (C average) and a minimum grade of C+ in each course in the concentration, are required.

Students with prior credit for courses equivalent or similar to some of the diploma courses are required to complete alternative coursework approved by TRU-OL.

### Residency Requirements

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

### Core Requirements (3 credits)

3 credits of an approved course in introductory accounting (ACCT 1211 alone is not acceptable)

### Elective Requirements (12 credits)

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

### Concentration Requirements (15 credits)

Students must complete courses in one of the following concentrations:

#### Accounting Concentration

BBUS 3201, *Intermediate Financial Accounting I* (3)

BBUS 3211, *Intermediate Financial Accounting II* (3)

BBUS 3221, *Taxation* (3)

BBUS 3251, *Intermediate Management Accounting* (3)

One courses from the following:

BBUS 4201, *Advanced Financial Accounting* (3)

BBUS 4211, *Accounting Theory* (3)

BBUS 4231, *Assurance* (3)

BBUS 4251, *Advanced Management Accounting* (3)

#### Finance Concentration

BBUS 3151, *Investments 1* (3)

BBUS 4151, *Investments 2* (3)

BBUS 4171, *Risk Management and Financial Engineering* (3)

Two courses from the following*:

BBUS 3451, *Professional Selling* (3)

BBUS 3221, *Taxation* (3)

BBUS 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3)* (distance course)

BBUS 4161, *Portfolio Management* (3)

BBUS 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3)* (distance course)

BBUS 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3)* (distance course)

*TRU-OL students who wish to take Nipissing distance courses do not have to pay the admission fee at Nipissing. Please see the CVU Visiting Student Admission Form at *www.cvu-uvc.ca/LOP.html* for details.

#### General Management Concentration

BBUS 2721, *Organizational Behaviour I* (3)

BBUS 3121, *Financial Management* (3)

BBUS 3431, *Introduction to Marketing* (3)

BBUS 3811, *Introduction to Human Resource Management* (3)

One additional approved 3000- or 4000-level BBUS or BUEC course

Students are encouraged to select courses from the following list to complete their elective requirements:

BBUS 2541, *Management Accounting* (3)

BBUS 3031, *Business and Society* (3)

BBUS 3621, *Analytical Decision Making* (3)

BBUS 3931, *Business Law* (3)

ECON 1901, *Principles of Microeconomics* (3) or MNGT 1211, *Management Principles and Practices* (3)

### Human Resources Management Concentration

BBUS 3811, *Introduction to Human Resource Management* (3)

BBUS 3841, *Labour Relations* (3)

BBUS 3661, *Strategic Human Resource Management* (3)

6 credits of approved 4000-level BBUS courses, e.g. BBUS 4661, *Managing Change* (3), BBUS 4681, *Leading Projects to Success* (6), BBUS 4833, *Effective Leadership* (3) or BBUS 4135, *Motivation and Productivity* (3)

### Information Systems Management

CMPT 3159, *Relational Database Management Systems* (3) or CMPT 3509, *Systems Analysis and Design II* (3)

CMPT 4079, *Project Management* (3)

Three courses from the following:

CMPT 2319, *Web Design and Management I* (3)

CMPT 3009, *Networks and Network Management* (3)

CMPT 3409, *Web Design and Management II* (3)

CMPT 4129, *Human Side of Information Systems* (3)

CMPT 4259, *IT Security* (3)

### Leadership Concentration

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Six credits from the following:

BBUS 4661, *Managing Change* (3)

BBUS 4681, *Leading Projects to Success* (6)

LEAD 4901, *Strategic Thinking for Leadership* (3)

### Marketing Concentration

BBUS 3481, *Marketing Research* (3)

Four courses from the following:

BBUS 3451, *Professional Selling* (3)

BBUS 3471, *Consumer Behaviour* (3)

BBUS 3511, *International Business* (3)

BBUS 3651, *Marketing for Managers* (3)

BBUS 4411, *Services Marketing* (3)

BBUS 4431, *Retail Marketing* (3)

BBUS 4471, *International Marketing* (3)

BBUS 4481, *Integrated Marketing Communication* (3)

BBUS 4491, *Business-to-Business Marketing* (3)

### Public Sector Management Concentration

Minimum of two courses from the following:

BBUS 3119, *Introduction to Public Administration* (3)

BBUS 3149, *Public Sector Research and Analysis* (3)

BBUS 4239, *Local Government in British Columbia* (3)

BBUS 4459, *Urban and Regional Economics* (3)

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

BBUS 3169, *Local Government in Canada: Administration and History* (3)

BBUS 4079, *Managing Service Delivery* (3)

BBUS 4219, *Financial Management* (3)

BBUS 4379, *Program Evaluation and Performance Measurement* (3)

BBUS 4469, *Local Government Land Use Planning* (3)

Approved 3000- or 4000-level course

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

## Business Courses Chart Guide

The chart on **pages 66-67** shows some of the business and management studies courses delivered by TRU-OL and professional associations granting exemptions.

Refer to **page 62** for more information about professional associations.

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**AAA** - Association of Administrative Assistants (Qualified Administrative Assistant - QAA)
*www.aaa.ca*
*registrar@aaa.ca*

**AI** - Appraisal Institute of Canada (BC)
*www.appraisal.bc.ca*
*info@appraisal.bc.ca*
604.284.5515

**BC Institute of PMAC**
604.540.4494 or 1.800.411.7622
National Office - 1.888.799.0877

**BOE** - Board of Examiners (Local Government Management Association)
*www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm*
250.387.4085

**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*
*learninginfo@cha.ca*
613.241.8005, ext. 602 or 1.855.236.0213, ext. 602

**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 Inc.** - Operating as CUSOURCE Credit Union Knowledge Network
*www.cusource.ca*
1.888.367.1386

**IIC** - Insurance Institute of Canada
*www.insuranceinstitute.ca*
416.362.8586

**Moody's Analytics (CSI)**
*www.moodys.com*
*www.csi.ca*
1.800.542.7342

**PMAC** - Purchasing Management Association of Canada
*www.pmac.ca*

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

# Business and Management Studies

## Business Courses Chart

Refer to page 69 for more information.

| | | Credits | Credit-free | AI | CA | CGA | CHA | CIM | CMA | CPA | CUIC | BOE | PMAC | QAA | REIC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Accounting and Finance** | | | | | | | | | | | | | | | |
| BBUS 2211 | *Introduction to Financial Accounting* | 3 | AUD | ✔ | | ✔ | | ✔ | ✔ | ✔ | ✔ | ✻ | ✔ | | |
| BBUS 2541 | *Management Accounting* | 3 | AUD | | | ✔ | | ✔ | ✔ | ✔ | ✔ | ✻ | | | |
| BBUS 3201 | *Intermediate Financial Accounting I* | 3 | AUD | | ✔ | ✔ | | ✻ | | | ✔ | ✻ | | | |
| BBUS 3251 | *Intermediate Management Accounting* | 3 | AUD | | ✔ | ✻ | | ✔ | | | ✔ | ✻ | | | |
| BBUS 3121 | *Financial Management* | 3 | | | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ | ✻ | | | |
| BBUS 3211 | *Intermediate Financial Accounting II* | 3 | AUD | | ✔ | ✔ | | ✻ | | | ✔ | ✻ | | | |
| BBUS 3221 | *Taxation* | 3 | | | ✔ | ✔ | | ✔ | | | ✔ | | | | |
| BBUS 4201 | *Advanced Financial Accounting* | 3 | | | ✔ | ✔ | | ✔ | | | ✔ | | | | |
| BBUS 4251 | *Advanced Management Accounting* | 3 | | | ✔ | ✻ | | ✔ | | | ✔ | | | | |
| BBUS 4211 | *Accounting Theory* | 3 | | | ✔ | ✔ | | | | | ✔ | | | | |
| BBUS 4231 | *Assurance (Auditing)* | 3 | | | ✔ | ✔ | | ✔ | | | ✔ | | | | |
| ACCT 1211 | *Accounting I* | 3 | | ✔ | | ✻ | ✔ | ✻ | | ✻ | ✔ | ✻ | ✔ | | |
| ACCT 1221 | *Accounting II* | 3 | | ✔ | | ✻ | ✔ | ✻ | | ✻ | ✔ | ✻ | ✔ | | |
| **Business and Management Studies** | | | | | | | | | | | | | | | |
| BBUS 3331 | *Production and Operations Management* | 3 | AUD | | | | | ✔ | | | ✔ | ✻ | | | |
| BBUS 3611 | *Open Thinking* | 3 | AUD | | | | | | | | ✔ | | | | |
| BBUS 3621 | *Analytical Decision Making* | 3 | | | | | | | | | ✔ | | | | |
| BBUS 3693 | *Transition and New Beginnings* | 3 | AUD | | | | | | | | ✔ | | | | |
| BBUS 4541 | *International Business* | 3 | AUD | | | | | | | | ✔ | | | | |
| BBUS 3931 | *Business Law* | 3 | | | ✔ | ✔ | | ✔ | ✔ | | ✔ | ✔ | ✻ | ✔ | ✔ |
| BBUS 3031 | *Business and Society* | 3 | AUD | | ✔ | | | | | | ✔ | ✔ | | | |
| BBUS 4681 | *Leading Projects to Success* | 6 | AUD | | | | | | | | | ✔ | | | |
| BBUS 4701 | *Business Policy and Strategy* | 3 | | | ✔ | | | ✔ | ✔ | | ✔ | ✔ | ✻ | | |
| BBUS 1701 | *Doing Business in Canada* | 3 | | | | | | | | | | | ✻ | | |
| **Communication** | | | | | | | | | | | | | | | |
| BBUS 3631 | *Open Communication* | 3 | AUD | | ✔ | | | | | | | ✔ | | | |
| ENGL 1061 | *Written Communication* | 3 | | | | | ✔ | ✔ | | | | ✔ | | | |
| ENGL 1071 | *Business Communication* | 3 | | ✔ | ✔ | ✻ | | ✔ | | | ✔ | ✔ | ✻ | ✔ | |
| **Economics** | | | | | | | | | | | | | | | |
| ECON 1901 | *Principles of Microeconomics* | 3 | AUD | ✔ | ✻ | ✻ | ✔ | ✔ | ✻ | | ✔ | ✔ | ✻ | ✔ | |
| ECON 1951 | *Principles of Macroeconomics* | 3 | AUD | ✔ | ✻ | ✻ | ✔ | ✔ | ✻ | | ✔ | ✔ | ✻ | ✔ | |
| BUEC 2041 | *Managerial Economics* | 3 | AUD | | | | | | | | | ✔ | ✻ | | |
| **Information Technology** | | | | | | | | | | | | | | | |
| BBUS 1371 | *Introduction to Information Technology* | 3 | | | | | | ✔ | | | | | | | |
| BBUS 4453 | *E-Business in a Competitive Environment* | 6 | AUD | | | | | | | | | | | | |
| CMPT 1509 | *Computer Concepts (UVic)* | 3 | | | | | | | | | ✔ | | ✻ | | |
| CMPT 2129 | *Database Concepts (UVic)* | 3 | | | | | | | | | ✔ | | | | |
| CMPT 2149 | *Decision Support Applications or equivalent (UVic)* | 3 | | | | | | | | | ✔ | | | | |
| CMPT 2159 | *Systems Analysis and Design I (UVic)* | 3 | | | ✔ | | | ✔ | | | ✔ | | | | |
| CMPT 4079 | *Project Management (UVic)* | 3 | | | | | | | | | ✔ | | | | |
| CMPT 4129 | *Human Side of Information Systems (UVic)* | 3 | | | | | | | | | | | | | |

Refer to TRU-OL's cross-referencing tool at *www.tru.ca/distance/programs/coursecodes/ccform.html* to view the old three-digit course codes that correspond to the new four-digit codes listed above.

| | | Credits | Credit-free | AI | CA | CGA | CHA | CIM | CMA | CPA | CUIC | BOE | PMAC | QAA | REIC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Marketing and Sales** | | | | | | | | | | | | | | | |
| BBUS 3431 | *Introduction to Marketing* | 3 | AUD | | ✔ | | | ✔ | ✔ | | ✔ | | ✻ | ✔ | |
| BBUS 3451 | *Professional Selling* | 3 | AUD | | | | | | | | | | | | |
| BBUS 3471 | *Consumer Behaviour* | 3 | | | | | | | | | | | | | |
| BBUS 3481 | *Marketing Research* | 3 | | | | | | | | | | | | | |
| BBUS 3651 | *Marketing for Managers* | 3 | AUD | | | | | | | | | | | | |
| BBUS 4431 | *Retail Marketing* | 3 | | | | | | | | | | | | | |
| BBUS 4471 | *International Marketing* | 3 | | | | | | | | | | | | | |
| BBUS 4481 | *Integrated Marketing Communications* | 3 | | | | | | | | | | | | | |
| BBUS 4491 | *Business to Business Marketing* | 3 | | | | | | | | | | | | | |
| **Mathematics and Statistics** | | | | | | | | | | | | | | | |
| BUEC 3101 | *Economic and Business Statistics* | 3 | | | | ✻ | | | ✔ | | | ✔ | ✻ | | |
| MATH 1171 | *Calculus for Business, Management Sciences* | 3 | AUD | | | | | | | | | ✔ | | | |
| MATH 1091 | *Business Mathematics* | 3 | | ✻✧ | | | | | | | | ✔ | | | |
| STAT 1201 | *Introduction to Probability and Statistics* | 3 | AUD | ✻ | ✔ | ✻ | | | ✔ | | | ✔ | | | |
| **Organizational and Human Resource Management** | | | | | | | | | | | | | | | |
| BBUS 3811 | *Intro to Human Resource Management* | 3 | | | ✔ | | | | ✔ | | | ✔ | | ✔ | |
| BBUS 2721 | *Organizational Behaviour I* | 3 | AUD | | | | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✻ | ✔ | |
| BBUS 3841 | *Labour Relations* | 3 | AUD | | | | | | | | | ✔ | | | |
| BBUS 3641 | *Leadership Fundamentals* | 3 | AUD | | | | | | | ✔ | | ✔ | | | |
| BBUS 3661 | *Strategic Human Resource Management* | 3 | AUD | | ✔ | | | | ✔ | | | ✔ | ✻ | | |
| BBUS 3671 | *Contemporary Leadership* | 3 | AUD | | | | | | | | | ✔ | | | |
| BBUS 4135 | *Motivation and Productivity* | 3 | AUD | | | | | | | ✔ | | ✔ | | | |
| BBUS 4661 | *Managing Change* | 3 | AUD | | | | | | | | | ✔ | | | |
| BBUS 4833 | *Effective Leadership* | 3 | | | | | | | | | | ✔ | | | |
| MNGT 1111 | *Supervision* | 3 | | | | | | | | ✔ | | ✔ | | ✔ | |
| MNGT 1211 | *Management Principles and Practices* | 3 | | | | | ✔ | | | ✔ | | ✔ | ✻ | ✔ | |
| MNGT 2131 | *Motivation and Productivity* | 3 | AUD | | | | | | | ✔ | | ✔ | | ✔ | |
| **Public Sector Management** | | | | | | | | | | | | | | | |
| BBUS 3109 | *Public Sector Economics (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 3119 | *Introduction to Public Administration (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 3129 | *Managing in Public and Non-Profit (UVic)* | 3 | | | | | | | | ✔ | | ✔ | ✻ | | |
| BBUS 3149 | *Public Sector Research and Analysis (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 3169 | *Written Communications (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 4099 | *Leading and Managing Non-Profit Sector (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 4219 | *Financial Management (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 4229 | *Ethical Public Management (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 4239 | *Local Government in British Columbia (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 4319 | *Public Sector HR and Labour Relations (UVic)* | 3 | | | | | | | | | | ✔ | | | |
| BBUS 4459, 4489, 4529, 4209 *(UVic)* | | 3 | | | | | | | | | | ✔ | | | |

AUD Credit-free option. Refer to **page 27**.

✔ Course exemption granted by association.

◆ Course exemption only—required to write CGA examination.

✻ Combination of courses meets professional association requirement.

✧ No exemption—challenge examination granted.

## Graduate Certificate in Online Teaching and Learning

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

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

### Admission Requirements

Candidates must either have:

- A Bachelor of Education, or
- A Bachelor's degree in another discipline with teaching qualifications or experience, or
- Permission of Academic Director or designate.

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

### Residency Requirements

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

### Program Requirements

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

EDDL 5101, *Educational Technology in the Curriculum* (3)

EDDL 5111, *Introduction to Distributed Learning* (3)

EDDL 5131, *Multimedia in the Curriculum* (3)

EDDL 5141, *Online Teaching and Learning* (3)

EDDL 5151, *Managing Your Technology Classroom* (3)

### Assessment

To successfully complete EDDL 5111, 5131, 5141 and 5151, students must achieve a passing grade of 70% (B-) or higher.

**Note:** Students beginning this graduate program in winter 2012 are required to maintain a minimum GPA of 3.0 to remain in the program. A student receiving one grade of 'F' can be dismissed from the program. A student who receives a B- (70-74%) or lower in two or more courses will be required to withdraw regardless of their GPA unless the Program Coordinator recommends otherwise.

**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.

# 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 their courses from TRU-OL offerings or college and university transfer courses from recognized post-secondary institutions. Refer to admissions and transfer information on the web at *www.bccat.bc.ca*.

Those with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult a TRU-OL Program Advisor regarding the possibility of receiving credit for these programs or for recognition of their prior learning (Refer to **pages 11 and 27**).

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

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

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

### Certificate Requirements

30 credits of college or university courses or a combination of college and university courses numbered 1000 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 2000 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 9**).

### Residency Requirements

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

### Degree Requirements

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

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

### Upper-level Requirements (45 credits)

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

### Elective Requirements (69 credits)

May be lower- or upper-level credit.

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

**PLAR**

Certificate, diploma and degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR) (**pages 11 and 27**).

## Health Care Assistant Certificate

• Program is available to applicants residing in provinces within or outside British Columbia, Canada.

This program provides preparation for individuals to work in both residential care and community settings. The program is based on core values and beliefs that are foundational to Health Care Assistant (HCA) practice. These core values and beliefs include the: respect and value of all human beings; appreciation for independence within complex health challenges; holistic definition of health; the right to comprehensive health care; provision of care as a genuine concern of another person; and family as the foundation of society.

The curriculum for this program is organized around the concepts of caring, safety, critical thinking and a professional approach to practice. The curriculum courses build from the individual's self-reflection on interpersonal communication skills and lifestyle influences on health and wellness. Subsequent courses incorporate anatomy, physiology and common health challenges (including cognitive challenges). Students demonstrate their understanding of course content initially in laboratory practice and later in both residential care and community-based settings.

This program is delivered as a self-paced, continuous enrolment format. However, HLTH 1155, *Personal Care and Assistance (Lab)* is offered three times per year (April, August and December) and must be completed in Kamloops over a five day period.

**Note:** The HCA certificate program meets the requirements for registration with the BC Care Aid Registry.

**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

**Admission Requirements**

1. Educational Requirements

- Grade 11 is recommended or satisfactory completion of English Assessment as per TRU-OL guidelines (see **pages 13-14**)

2. General Admission Requirements (Pre-program Admission)

- Satisfactory and current Criminal Record Check – A clear criminal record check is a pre-practicum and pre-employment requirement of most agencies.
- Ability to use the computer and Internet at a basic skill level
- Phone interview with the School of Nrusing Student Advisor

3. Recommended Experience

- Volunteering or experience working with the elderly

4. Additional Requirements on Admission

- Red Cross Emergency First Aid with CPR Level C (or equivalent) or CPR-HCP Certificate within the last two years
- Up-to-date Immunizations Record required for the practice course
- Food Safe Certificate
- WHMIS Certificate

It is suggested that the student should be in good health with NO back problems. It is important that the prospective Health Care Assistant demonstrate a caring and interested attitude toward older adults and physically challenged persons and be willing to work with these clients and their families to encourage independence.

**Note:** Students may be enrolled in theory-based courses, but will not be formally admitted to the program until all admission requirements are met. Students will not take lab practice or practicum courses until requirements for formal admission to the program are complete.

### Residency Requirements

Minimum of 6 TRU Credits (distance or on-campus), specifically HLTH 1155 and HLTH 1301.

### Certificate Requirements

Students must achieve a 70% in each course in order to remain in the program.

### Course Requirements

HLTH 1051, *Health 1: Interpersonal Communications* (3)

HLTH 1001, *Health 2: Lifestyle and Choices* (3)

HLTH 1011, *Health and Healing: Concepts for Practice* (3)

HLTH 1101, *Health Care Assistant: Introduction to Practice* (3)

HLTH 1153, *Personal Care and Assistance (Lab Theory)* (3)

HLTH 1155, *Personal Care and Assistance (Lab Practice)* (3)

HLTH 1201, *Healing 1: Caring for Individuals Experiencing Common Health Challenges* (3)

HLTH 1251, P*ractice Experience in Home Support and/or Assisted Living (Preceptored practice)* (3)

HLTH 1301, *Practice Experience in Multi-Level or Complex Care (Instructor-led practicum)* (3) (in development)

HLTH 1351, *Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges* (3)

**Note**

Courses with practicum activities are held in BC and are available only to students residing in BC. Applicants residing outside BC who want to complete the program may participate at sites in BC if appropriate arrangements can be made. Punctual attendance and active participation is required. Students are responsible for all costs associated with labs and practice activities. The lab workshop (HLTH 1155) must be taken in Kamloops before the practica courses and practica activities may be limited by geographic location, time of year, space and enrolment. Practica placements cannot be guaranteed in the student's home region. Applicants may be required to complete the practica course, HLTH 1301, in Kamloops in an instructor-led group if the applicant has no experience or volunteer work in a residential care facility. For additional information please contact Debra Clare, Student Advisor at *TRU_ol_nursing@tru.ca* or OL Admissions at *OLAdmissions@tru.ca.*

## 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 five theory courses (six required in some regions), a five-day workshop and a clinical practicum which is provided by a hospital or private laboratory under criteria developed by TRU. Combined, these provide the theory and skills required to function as a medical laboratory assistant in hospitals or private clinical laboratories.

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

This entire program is equivalent to 20 to 24 weeks of full-time study and leads to rewarding employment in the health care setting.

**Note:** It is the sole responsibility of the student to determine if current employment trends in their region meet their personal needs and, in most areas, to locate and arrange their own clinical placement for the laboratory training aspect of this program. For more information about clinical placements it is recommended that you contact the OL Program Administrator, Science at *jcrowe@tru.ca* before contacting the lab in your area.

### Course Requirements

HLTH 1981, *Medical Terminology* (3)

HLTH 1141, *Introduction to Electrocardiography* (3)

MDLB 1221, *Professional Practices and Safety in Health Care* (3)

MDLB 1321, *Phlebotomy Procedures and Specimen Preparation* (3)

MDLB 1521, *Microbiology Specimen Preparation* (3)

MDLB 0521, *MLA Workshop* (0)

MDLB 1721, *Laboratory Practicum - Evaluation of Competencies* (3)

### Optional Course

MDLB 1611, *Pre-Analytical Histo-Pathology* (3)

**Admission Requirements**

Proof of:

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

**Residency Requirements**

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

### 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 practice.

## Polysomnography Certificate Program

• Program available to applicants residing in or outside Canada, with the exception of clinical components.

This program is designed to cover the theory required for EEG Technologists, Nurses and Respiratory Therapists pursuing careers in sleep medicine and polysomnography. The program consists of three theory courses completed by distance, followed by a two-week clinical component (POLY 3041) held in a board-approved sleep facility in British Columbia. Note that the program capacity may be limited due to the availability of clinical placements.

This program is approved by the Board of Registered Polysomnographic Technologists (BRPT) as a STAR Focused Education provider, which allows program graduates to apply to write the Certified Polysomnographic Technician (CPSGT) exam under Pathway 3 eligibility. The CPSGT is an entry-level certification earned by individuals new to the sleep field. It is time-limited as certificate holders must earn the Registered Polysomnographic Technologist (RPSGT) credential within three years or lose the CPSGT designation.

Program graduates with nine months work experience can write the RPSGT exam under Pathway 4.

For specific eligibility criteria to write these certification examinations, please visit *www.brpt.org* and refer directly to the American Board of Registered Poloysomnographic Technologists' website.

**Admission Requirements**

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

**Residency Requirements**

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

**Certificate Requirements**

POLY 3011, *Sleep and Sleep Disorders* (3)

POLY 3021, *Polysomnography Instrumentation* (3)

POLY 3031, *Principles of Polysomnography* (3)

POLY 3041, *Polysomnography Program Clinical Component*

### Note

Students are responsible for all costs associated with practica. Practica placements cannot be guaranteed in specific residential areas.

## Pre-Health Science Certificate Program

The Pre-Health Science program is designed to provide both the general educational breadth as well as specific health related content that is either a required or recommended prerequisite to many health care programs.

### Admission Requirements

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

### Residency Requirement

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

### Course Requirements

BIOL 1593, *Anatomy and Physiology* (3) or campus-based BIOL 1590

BIOL 1693, *Anatomy and Physiology* (3) or campus-based BIOL 1690

ENGL 1101, *English Composition* (3) or campus-based ENGL 1100

Plus the following courses or alternates approved by an OL Program Advisor:

HLTH 2501, *Pathophysiology* (4)

HLTH 2511, *Pharmacology* (3)

PSYC 1111, *Introductory Psychology I* (3) or campus-based PSYC 1110

PSYC 2111, *Research in Experimental Psychology* (3)

PSYC 2101, *Statistics in Social Science* (3), STAT 1201, *Intro to Probability and Statistics* (3) or campus-based STAT 1200 or STAT 2000

### Elective Credits

One of either

- Current Emergency Medical Responder (EMR) certification offered by the Justice Institute
( 2 credits) - 105 hrs/ 15 days full time, calculated using TRU policy ED 8-0
or equivalent.

OR

- MATH 1101, *Finite Math* (3); PSYC 1211, *Introductory Psychology II* (3); ENGL 1061, *Written Communication* (3); or an alternate.

**Note**

The following courses, which are required for the Pre-Health Science Certificate program, can be applied towards admission into the Justice Institutue's Advanced Care Paramedic (ACP) program:
BIOL 1593, *Anatomy and Physiology I* (3)
BIOL 1693, *Anatomy and Physiology II* (3)
HLTH 2501, *General Pathophysiology* (4)
HLTH 2511, *Introduction to Pharmacology* (3)
ENGL 1101, *Composition* (3)

## Seniors Living Management Certificate

• Program available to applicants residing in or outside Canada, with the exception of practicum components.

The Seniors Living Management Certificate, developed through collaboration between Thompson Rivers University (TRU) and the BC Seniors Living Association (BCSLA)*, provides students with knowledge and skills in the areas of management, labour relations, residential site operations, healthy aging and nutrition. This curriculum will appeal to individuals wishing to establish or expand their employment opportunities in the growing field of seniors residence management.

As our population continues to age, so too does the demand for quality seniors residences. Learners have a unique opportunity to join the evolving seniors care market in BC and be rewarded by responding to the needs of seniors today.

* The BCSLA (*www.bcsla.ca/home.html*) works with Independent and Assisted Living providers to form and strengthen vital resident-responsive communities that foster independence and freedom of choice for seniors with a proactive approach to health and wellness.

### Admission Requirements

Open Admission (**page 9**).

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.
Program requirements may be met with credits earned through prior learning assessment and recognition. Refer to **pages 11 and 27** for more information.

### General Admission Requirements

Satisfactory current *Criminal Record Check - Children and Vulnerable Adults*. A criminal record check is a pre-practicum and pre-employment requirement of most agencies. Please be advised that a criminal record may limit practicum placement and prevent program completion.
Ability to use the computer and Internet at a basic skill level.

### Recommended Experience

Experience working or volunteering with active seniors.

### Residency Requirements

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

### Certificate Requirements

23 credits with a minimum grraduating grade point average (GPA) of 2.0 (C average).

### Course Requirements

MNGT 1211, *Management Principles and Practices* (3)

MNGT 2131, *Motivation and Productivity* (3)

Any approved Human Resource Management course

HLTH 1021, *Nutrition for Health and Changing Lifestyles** (3)

HLTH 3711, *Healthy Aging: A Contemporary Perspective** (3)

HLTH 3713, *Seniors Residential Site Operations** (5)

HLTH 2707, *Seniors Living Observational Practicum**(1)

HLTH 3707, *Seniors Living Project Practicum** (2)

*These courses are currently under development. Please consult your Program Advisor to determine when they will be open for registration.

**Note:** Courses that have a practicum component are held in BC and are available only to students residing in BC. Applicants residing outside BC who want to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Punctual attendance and active participation is required. Students are responsible for all costs associated with labs and practice activities. Labs and practica activities may be limited by geographic location, time of year, space and enrolment. Practica placements cannot be guaranteed in the student's home region.

Individuals working in the seniors' residences industry may have prior courses or diplomas that will transfer in as credit courses. In addition, PLAR, as per TRU Prior Learning Assessment and Recognition Policy - ED 2-0, will be available to students currently working in the industry. Refer to **pages 11 and 27** for more information.

## Social Service Worker Certificate

• Program is available to applicants residing in Canada.

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

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

Students who intend to complete this program and obtain the certificate must declare their intention by applying to the program and must meet all program admission and completion requirements listed below. Students must also participate in a 210 hour practicum in a social service setting. Students are expected to earn at least a C average in each course that is applied to the Social Service Worker Certificate.

**Note**: Applicants residing outside BC who want to complete the program may participate on the condition that appropriate practicum arrangements at a social service agency can be made. Students who do not intend to complete the program may register in all SOCW and HUMS courses, excluding the practicum course HUMS 1671.

### Admission Requirements

- The English entrance requirement may be fulfilled in several ways:
  i. ENGL 1061, *Written Communication* (3) or equivalent.
  ii. Students who have completed Grade 12 English with a B average may complete either the: voluntary English Language and Writing Assessment; the Language Proficiency Index; or the English assessment with First Nations content. These students are exempt from ENGL 1061 if they obtain a writing level score of 5 or 6.
- Sixty documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years.
- Consent for a Criminal Record Check.
- Social Service Worker Certificate Application Form.
- Phone interview with the program coordinator.
- Completion of a Grade 12 program or the Adult Graduation Diploma is recommended.

### Residency Requirements

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

### Current Requirements:

University-level English course such as:

ENGL 1101, *Composition (3)*

SOCI 1111, *Introduction to Sociology I* (3)

SOCW 2061, *Introduction to Social Work Practice* (3)

HUMS 1541, *Interpersonal Communications and Helping Relationships* (3)

HUMS 1581, *Professional Human Service Practice* (3)

HUMS 1611, *Interviewing Human Service Practice* (3)

HUMS 1771, *Intro to First Nations Studies and Human Service Practice* (3)

SOCW 2121, *Social Welfare in Canada* (3)

SOCW 3551, *Human Development* (3)

HUMS 1671, *Social Welfare Field Practicum* (6) (final course)

### Note

• TRU-OL may accept transfer credit for similar courses offered at other recognized Canadian post-secondary educational institutions.

**Note**

The Field Practicum in HUMS 1671 is offered in a choice of one of two delivery timeframes. Students may choose a part-time option in which they are placed in a community agency three days a week for a total of 10 weeks or they may elect to arrange a practicum for a six week full-time, placement (210 hours in total). The minimum course completion time is 15 weeks.

The Program Coordinator will assist the student in obtaining a suitable practicum placement in communities close to a student's residence, both within and outside of BC and will give final approval to the arrangements. Please contact the Program Coordinator at *olsocialwork@tru.ca* to begin the process of obtaining a practicum. The field placement is based on availability and resources in the community the student selects.

### Certificate to Diploma or Degree

**Human Services Diploma or Social Services Worker Diploma**

Completing courses in the Social Service Worker Certificate program will provide you with transfer credits toward a Human Service Diploma or Social Services Worker Diploma. The Social Service Worker Certificate courses will transfer directly into the TRU Human Service Diploma program, which is a two-year program available through Thompson Rivers University at its Kamloops and Williams Lake campuses. Refer to BC Admissions and Transfer Experiences (*http://bccat.ca*) for information about transferring to other diploma programs. Please contact the College or University in your area for more details.

**Bachelor of Social Work**

Two of the courses in the Social Services Worker Certificate Program (SOCW 2061, *An Introduction to Social Work Practice* and SOCW 2121, *Social Welfare in Canada*) meet the requirements for many Bachelor of Social Work degree programs throughout Canada including Thompson Rivers University. Completing courses in the Social Service Worker Certificate program is a way to acquire many other transfer credits toward entry requirements in the TRU Bachelor of Social Work degree program. Refer to BC Admissions and Transfer Experiences for information about transfer credits for other BSW programs in BC. Please contact the University in your area for more details.

## Anesthesia Assistant Post-Diploma

• Program available to applicants residing in or outside Canada, with the exception of clinical components.

This post-diploma program is designed to provide Respiratory Therapists or Registered Nurses who possess critical care experience, with the knowledge and clinical skills required to fulfill the designated role of an Anesthesia Assistant as defined and approved by the Canadian Anesthesiologists' Society (CAS).

The program consists of a theory portion and a clinical practicum. Under the CAS designation of an Anesthesia Assistant, individuals are expected to fulfill a wide range of technical and advanced clinical duties. The theory portion of the program is offered through an Open Learning Faculty Member-supported distance study format. The 16 week clinical practicum is held in a hospital environment under the supervision of an Anesthetist with support of a TRU-based Open Learning Faculty member, following criteria developed by TRU.

**Note**

Individuals with previous experience in Anesthesia 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 11 and 27**).

**Residency Requirements**

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

**Admission Requirements**

- Students must be a qualified Respiratory Therapist, Registered Nurse (critical care experience) or an equally qualified individual (proof of association membership is required).
- At least one year of post-graduate clinical experience.
- Students are solely responsible for finding a hospital that is willing to undertake the training with them.
- In addition, an Anesthesiologist must provide a letter recommending the candidate's suitability.

### Diploma Requirements

A pre-entrance exam (ANES 0011) determines the student's course of studies. Students who pass all subject areas of the exam can directly enter and complete the program's core courses prior to their clinical practicum.

Students who do not pass all subject areas of the exam must take the corresponding course(s) that relates to the failed subject area from the pre-entrance exam. Students may also choose to take all four support courses rather than writing the exam.

Following successful completion of all core anesthesia theory components, a full-time clinical practicum (ANES 4101) of 16 weeks is required.

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

**Note:** Students must have current Advanced Cardiovascular Life Support (ACLS) certification in order to proceed to the clinical component and successfully complete this program. Proof must be in one of the following formats: an official transcript from the provider of the course; a notarized copy of the original ACLS license; or an original ACLS license, which can then be returned.

### Support Course Requirements

HLTH 2573, *Arterial Blood Gases* (3)

HLTH 2511, *Pharmacology (for Health Sciences)* (3)

RESP 1683, *Respiratory Therapy Equipment* (3)

RESP 2161, *Mechanical Ventilation* (3)

### Core Course Requirements

ANES 4001, *Anesthesia Equipment* (3)

ANES 4011, *Hemodynamic and Physiological Monitoring* (3)

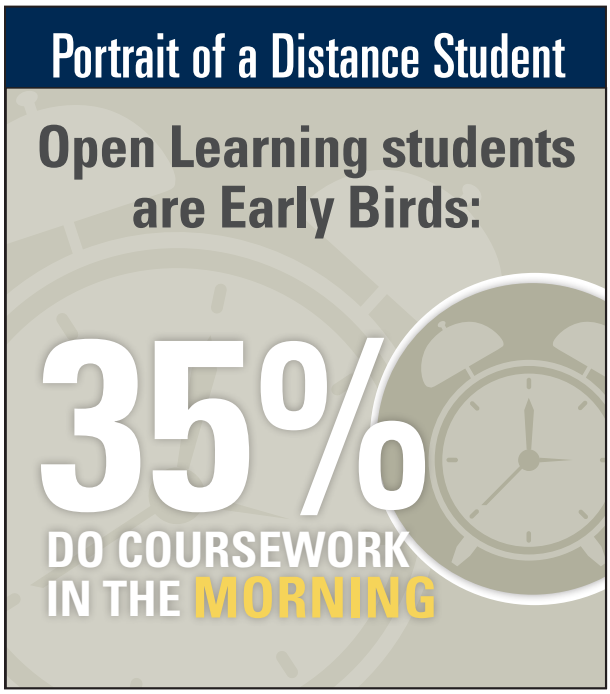
ANES 4021, *Introduction to Clinical Anesthesia* (3)*

ANES 4031, *Clinical Anesthesia and Special Considerations* (3) (currently in development)

*The current iteration of ANES 4021 is being redesigned as ANES 4021, *Pharmacology and Principles of Clinical Anesthesia.*

### Clinical

ANES 4101, *Anesthesia Practicum* (16 weeks, but may vary depending on previous experience as an Anesthesia Assistant) (4)



## Bachelor of Health Science

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

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

The Bachelor of Health Science degree program offered through TRU-OL has been designed to:

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

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

• Provide the academic foundation required for select graduate level programs.

• Allow individuals to maximize recognition of related university credits they previously earned for coursework unrelated to their health care diploma.

Each student's degree program plan reflects her/his previous education as it applies to the degree.

### Admission Requirements

Completion of, or proof of enrolment in a minimum two-year diploma in Health Care or related area from a recognized program and institution.

### Residency Requirements

Minimum of 15 TRU credits (distance or on-campus), specifically completion of two health issues (HLTH) courses delivered by TRU-OL including either HLTH 3101, 4021 or 4011 or equivalent, which contribute towards the residency requirement.

### 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 may be granted up to a maximum of 90 transfer credits; graduates from a two year diploma program may be granted up to a maximum of 60 transfer credits. Exceptions may be considered for concentrated programs. A maximum of 30 upper-level credits may be granted as block transfer from any health care diploma.

### Required Electives

A minimum of 15 credits of required course work must be academic electives,* of which a minimum of six of these credits must be upper-level. All electives must be selected in consultation with a TRU-OL program advisor to ensure they are appropriate for the program and/or to meet future educational goals.

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

### Specific Lower-Level Requirements

6 credits in first-year English (university-level composition and literature, e.g. ENGL 1001 or ENGL 1011 or ENGL 1101) if not granted as part of the block transfer credit from a diploma program

3 credits in introductory statistics

3 credits in humanities (other than English)

### Specific Upper-Level Requirements

3 credits in research methods (HLTH 3501 or approved upper-level equivalency)

6 credits in HLTH 3101, 4021 or 4011

### Academic Elective Credits

The number of elective credits required will depend on the number of credits awarded for the diploma program and any other relevant academic transfer credit awarded.

## Graduate Certificate in Child and Youth Mental Health

• Program is available only to applicants residing in Canada.

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

The program's curriculum takes a multi-modal, strengths-based approach to working with children and families with serious mental health concerns. It also includes Aboriginal and cross-cultural content.

The program is offered on a cohort basis with course offerings in fall, winter and spring sessions in order to allow for completion of the certificate in 1.5 to 2 years. Some courses may be offered on a rotating basis and may not be available each session. Students may begin the program in any term they wish (fall, winter or spring), once their program application has been approved.

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

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

### Admission Requirements

(**Note:** If you wish to take up to three courses without being admitted to the program, review the information on professional development below.)

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

Volunteer or paid experience working with children or youth who are mentally, physically or behaviorally challenged, and a counselling course, are assets.

Satisfactory Criminal Records Check, for more details please see:
*www.tru.ca/distance/programs/health-science/child-youth-mental-health-certificate.html*

### Admission Procedure /Deadlines

Applicants who plan to complete the program and obtain the credential through TRU-OL must complete and submit the following forms:

1. Program Admission form found at:

   *www.tru.ca/distance/register/forms.html#admission*

   Official transcripts must be sent directly to TRU-OL Admissions from the delivering institution. The registrar must receive transcripts for approval four to six weeks prior to course start dates.

   The program fee must be submitted with the Program Admission form.

2. Admission Checklist form found at:

   *www.tru.ca/distance/programs/health-science/child-youth-mental-health-certificate.html*

3. Personal History form found at:

   *www.tru.ca/distance/programs/health-science/child-youth-mental-health-certificate.html*

**Residency Requirements**

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

**Graduate Certificate Requirements**

Specific Course Requirements (15).

CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3)

CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3)

CYMH 5531, *Intervention in Child and Youth Mental Health* (4)

CYMH 5541, *Clinical Internship and Capstone* (5)

**Assessment**

To successfully complete CYMH 5511, 5521 and 5531, students must achieve a passing grade of 70% (B-) or higher.

**Note:** Students beginning this graduate program in winter 2012 who receive a B- (70-74) or lower in two or more courses will be required to withdraw regardless of their grade point average unless the Program Coordinator recommends otherwise.

**Clinical Internship Process:**

- The program coordinator arranges an appropriate internship with input from the student.
- The internship is based on availability and resources in the community the student selects.
- The student may be required to provide a successful criminal record check to the agency providing the internship. It is incumbent on the student to meet this requirement prior to placement.
- 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 70% or higher.
- Refer to the TRU-OL website or contact Student Services for program updates and for more information on the internship.

### Notes on Clinical Internship (CYMH 5541)

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

### 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 5511, *Context and Theory in Child and Youth Mental Health Practice* (3)

CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3)

CYMH 5531, *Intervention in Child and Youth Mental Health* (4)

**Note:** Approval from the Program Coordinator is required in order to register for these three courses. The first step to receive approval is to fill out the Admissions Checklist and Personal History forms and send a copy of your transcript to TRU (Students from New Brunswick are not required to complete the Program Admission form).

## Return to Registered Nurse Practice Certificate

• Program is available to applicants residing in or outside Canada, with the exception of practica.

The Return to Registered Nurse Practice Certificate is a program designed to provide educational access to non-practicing nurses that supports their re-entry into professional practice. All candidates must have previous registered nursing experience.

Program candidates include:

Canadian educated individuals required by the College of Registered Nurses of British Columbia (CRNBC) to complete courses, or a program of study, to either gain reinstatement of licensure or initial registration in BC.

Internationally educated nurses (IENs) who have previously been registered by a Canadian provincial regulatory authority or international regulatory authority.

### Note

This program was developed for Registered Nurses (RNs) with prior Canadian work experience and may not be suitable for all IENs. Potential candidates will be assessed on an individual basis by the School of Nursing Advisor. Prior to program admission, candidates may be required to complete additional coursework or individualized prerequisites, such as working in the Canadian health care system.

The courses (theoretical, laboratory and practice) are intended to reacquaint 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, 2012), the *Scope of Practice for Registered Nurses: Standards, Limits and Conditions* (2012) as well as the *Competencies in the Context of Entry-level Registered Nurse Practice in BC* (CRNBC, 2009) and the individual participants' position and continuing competency plan to promote their readiness to return to practice.

The essential supplies and skills required to complete the program include: the ability to participate in university-level courses; regular access to a computer; and the ability to engage in online learning using a learning management system. The lab and practice courses require appropriate nursing attire and access to a stethoscope.

The first three courses are delivered in a paced cohort model with course offerings in fall, winter and spring terms to allow for completion of the certificate in one to three years. Students may begin the program at any term they choose once their program application has been approved.

### Admission Requirements

- CRNBC Assessment Letter – An email message or copy of the CRNBC Assessment of Application letter for applicants seeking initial registration with CRNBC and those applying for CRNBC reinstatement. This letter specifies the supplementary education that is required.
- Transcript(s) – Official transcripts from nursing program(s) that have been completed should be sent directly from the educational institution. Alternatively, CRNBC may send a copy of all transcripts.
- RN Employment – Documented evidence of RN practice/employment history. IENs must submit evidence of RN employment prior to coming to Canada in addition to evidence of current employment in the Canadian health care system.
- Criminal Record Check – Prospective students applying for admission to a program that has a clinical or practicum component are required to undergo a criminal records check. This check must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.
- Requisite Skills and Abilities form – Submit the signed form indicating the CRNBC brochure was read and understood.
- Assessment Interview – After the application and Initial Contact forms have been submitted, the School of Nursing Student Advisor will contact the applicant and complete an assessment interview to determine approval for program admission.

### Admission Process

Applications will be reviewed and considered after applications for the program have been received. Please note that applying to the program does not guarantee admission as program suitability is assessed on an individual basis.

Complete forms and submit all the required documentation to TRU-OL Admissions or as otherwise directed. The processing of applications is expedited when all required documents are submitted at the same time and within four to six weeks of the course start date.

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

### Progression Requirements

- Certificate requirements must be completed within three years of initial course enrolment.
- In addition, School of Nursing policy requires students to achieve at least a C grade (minimum 60%) in each required course and maintain a cumulative Grade Point Average (GPA) of 2.33 (minimum 65%). Grades are determined as per TRU Grading System Policy ED 3 using Academic/Career/Development Grading System.
- The lab workshop course, NURS 3643, is offered three times a year and must be completed in Kamloops over a four day weekend. The lab workshop must be completed before the practice course NURS 3651.
- Prior to registering in the practice course, NURS 3651, students must submit: Up-to-date Immunization Records; evidence of Current Workplace Hazardous Materials Information System (WHMIS) training; Practice Placement Request form; resume; and evidence of CPR Level C or CPR-HCP (Health Care Provider) training.

### Certificate Requirements

A minimum of 17 credits are required for certificate completion:

- An additional three credits may be required for the certificate based on an individual student assessment and recommended plan by the School of Nursing Student Advisor.
- The courses NURS 3641, *Principles and Skillfulness: Theory*, NURS 3643, *Principles and Skillfulness: Lab* and NURS 3651 must be completed through TRU-OL to receive this Certificate.
- Nine Credits (HLTH 3611, HLTH 3621 and HLTH 3631) may be transferred towards the TRU Post-RN B.S.N. program or the TRU-OL Bachelor of Health Science Program.

HLTH 3611, *Professional Growth* (3)

HLTH 3621, *Relational Practice* (3)

HLTH 3631, *Clinical Decision Making* (3)

NURS 3641, *Principles and Skillfulness: Theory* (3)

NURS 3643, *Principles and Skillfulness: Lab* (0)

NURS 3651, *Return to Registered Nurse Practice* (5)

NURS 3661, *Nursing Knowledge for Practice Transition* (3), optional/shell for transfer credit

### Residency Requirements

Minimum of 6 TRU credits (distance or on-campus), specifically NURS 3651.

**Note**

Courses with practicum activities are typically held in BC and the Yukon. Applicants residing outside BC who want to complete the program may participate at practicum sites in BC or in their home province if appropriate arrangements can be made. Punctual attendance and active participation is required. Students are responsible for all costs associated with labs and practice activities. Labs and practicum activities may be limited by geographic location, time of year, space and enrolment. Practicum placements cannot be guaranteed in the student's home region.

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

**Note**

Applicants requiring individual courses only should consult with the School of Nursing Student Advisor by emailing *dclare@tru.ca*.

Students enrolled in this certificate program are not eligible for full- or part-time loans or grants from StudentAid BC or any other provincial loan offices, as the program cannot be completed on a full-time basis from start to finish.

TRUe story:

***Stephanie combined credit from other institutions to help her complete her degree through Open Learning.***

More about Stephanie and other stories at **www.truopen.ca/truestory**

Ninety percent of TRU-OL program students applied previous credit from education, work and life experiences to accelerate their educational progress.
We believe all learning is relevant.

## Transition Courses: Nursing and Health

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

### Courses

BIOL 1593, *Anatomy and Physiology I* (3)

BIOL 1693, *Anatomy and Physiology II* (3)

HLTH 1061, *Medical English* (3) (Intended for internationally educated health professionals)

HLTH 1981, *Medical Terminology* (3)

HLTH 2121, *Pharmacology Principles and Practices* (3)

HLTH 2911, *Perinatal Nursing, Foundational Concepts* (3)

HLTH 2931, *Psychiatric-Mental Health Nursing Concepts* (3)

HLTH 3101, *Client Directed Care Management* (3)

HLTH 3501, *Understanding Research in Health Sciences* (3)

HLTH 3621, *Relational Practice* (3)

HLTH 4011, *Issues in Health Care* (3)

HLTH 4021, *Health Policy* (3)

LEAD 3511, *Occupational Health & Safety Legislation and Standards* (3)

*NURS 2921, *Perinatal Nursing Practice, Developing Competence* (3)

*NURS 2941, *Psychiatric-Mental Health Nursing Practice, Developing Competence* (3)

### * Registration Requirements for Practice-Based Courses (NURS 2921 and 2941)

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

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

### Note

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

## Associate of Science

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

This associate degree program provides students with a broad academic education, which prepares them for both the workplace and for upper-level university study. The degree requirements may be met through TRU-OL's university-level courses, by taking university courses onsite at TRU, or by taking transfer courses at other recognized universities.

### Admission Requirements

Open admission (page 9).

### Residency Requirements

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

### Associate Degree Requirements

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

6 credits in English (university-level composition and literature, e.g. ENGL 1001, 1011 or 1101; ENGL 1061 and 1071 do not meet this requirement)

6 credits in arts other than English, mathematics or lab-based science courses

18 credits in first-year natural science, mathematics (including statistics) or engineering science, of which no more than 6 credits may be in one subject area

6 credits of mathematics (may include MATH 1101, MATH 2121, STAT 1201), of which 3 credits must be in calculus (MATH 1141 or 1241; MATH 1157 and 1171 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

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

**Note**

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course. No course may be used to meet more than one of the specific requirements.

The first-year science requirement must include a minimum of one course with a hands-on lab component (e.g. BIOL 1113/1115, 1213/1215; CHEM 1503/1505, 1523/1525; GEOG 1221; GEOL 1111; PHYS 1103/1105, 1203/1205).

Students planning to transfer to a science program at another post-secondary institution are advised to choose courses that meet the requirements of that program.

Campus-based equivalents to most course requirements are available.

**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 an Open Learning Faculty Member. 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.

# 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. New courses are continuously under development, as such it is important to monitor the TRU-OL website for new offerings.

### Admission Requirements

Open admission (**page 9**).

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to **page 98** for disciplines)

6 credits in English (university-level composition and literature, e.g. ENGL 1001, 1011 or 1101; ENGL 1061 and 1071 do not meet this requirement)

6 credits in humanities other than English

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

6 credits in social science

### Lower-level Requirements (24 credits)

MATH 1141, *Calculus I* (3) and 1241, *Calculus II* (3) or equivalents (MATH 1157, 1171 and 1901 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. BIOL 1113, 1213, 2131, 2341, 3021, 3101, 3131, 3231, 3431)

Chemical science (chemistry, biochemistry, e.g. CHEM 1503, 1523, BIOL 3131, 3231)

Physical science (astronomy, physics, e.g. PHYS 1103, 1203)

Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g. GEOG 1221, GEOL 1111)

Mathematics (including statistics, e.g. MATH 1101, 2111 or MATH 2121)

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 two areas of science (18 credits in one area, 12 credits in the other two areas)

OR

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

Students must select their distinct subject areas in consultation with the Program Advisor

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 (please check with your Program Advisor to ensure your course selection meets the degree requirements)

**Note**
(The following applies to both general and major programs)

- 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.
- No single course may be used to meet more than one of the specific requirements. Degree requirements may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to **pages 11 and 27**) for more information.
- Campus-based equivalents to most course requirements are available.
- 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 or may be subject to transcript assessment fees.

## Bachelor of Science, Major Program

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

This degree program is designed for students wanting to specialize in biology/life science.

TRU-OL defines the program requirements but does not offer the entire required curriculum at this time. New courses are continuously under development, as such it is important to monitor the TRU-OL website for new offerings. At this time, 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 9).

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements (24 credits)

(may be met with lower-level or upper-level university courses; refer to page 98 for disciplines)

6 credits in English (university-level composition and literature, e.g. ENGL 1001, 1011 or 1101; Note that ENGL 1061 and 1071 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 11 and 27 for more information.

### Lower-level Requirements (27 credits)

MATH 1141, *Calculus I* (3) and 1241, *Calculus II* (3) or equivalents (MATH 1157, 1171 and 1091 do not meet this requirement)

STAT 1201, I*ntroduction 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. BIOL 1113, 1213, 2131, 2341, 3021, 3101, 3131, 3231, 3431)

Chemical science (chemistry, biochemistry e.g. CHEM 15003, 1523, BIOL 3131, 3231)

Physical science (astronomy, physics, e.g. PHYS 1103, 1203)

Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography, e.g. GEOG 1221, GEOL 1111)

Mathematics (including statistics, e.g. MATH 1101, 2111 or MATH 2121)

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); 3 credits of Directed Studies (see note on page 85)

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; please check with your Program Advisor to ensure your course selection meets the degree requirements)

**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.
- No course may be used to meet more than one of the specific requirements.
- Campus-based equivalents to most course requirements are available.

## Water Treatment Technology Program

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

This program is designed to address the educational requirements of both operators working in the water, wastewater treatment, distribution and collection sectors and entry-level students interested in entering the water industry. The program supports a progressive credential structure. The Water Treatment Technology program is composed of a series of three certificates that ladder into a diploma. If students who are registered in the diploma choose to exit the program prior to completing all diploma requirements they can do so and receive credentials for the certificate level completed. The diploma credential can be further laddered into a degree in Bachelor of Technology (Trades and Technology Leadership). The main objective of the program is to provide a comprehensive educational opportunity for immediate and future plant operators and managers.

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

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

The program also recognizes past educational work experience through prior learning assessment and recognition, which means a student may gain credit for specific courses or poritions of a program. Refer to **pages 11 and 27** for more information.

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

- Level I Water Treatment Technology Certificate - One semester of 15 credits of coursework.
- Level II Water Treatment Technology Certificate - Level I plus an additional semester of 15 credits of coursework (for a total of 30 credits).
- Level III Water Treatment Technology Certificate - Level II plus an additional semester of 15 credits of coursework (for a total of 45 credits).
- Water Treatment Technology Diploma - Level III plus an additional semester of 15 credits of coursework (for a total of 60 credits).

The program allows individuals to enter and exit the program in relation to the level of credential they are aspiring to achieve. Each course represents three credits (nine CEUs) or one credit (three CEUs).

The credential practicum(s) exposes students to the technology and operations of a water plant, which ensures the program's applied nature is maintained. The details of the practicum(s) will be organized between the student, onsite practicum supervisor and program coordinator.

### Admission Requirements

Continuous admission.

Completion of British Columbia Grade 12 (or equivalent) is required while Chemistry 11 and Principles of Mathematics 11 are both recommended. Beginning September 2013, applicants are recommended to have Math 11 (Foundations).

In lieu of the aforementioned requirements, individuals with industry-related experience may be admitted with less than the total admission requirements pending permission from the program coordinator.

### Note

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

### Residency Requirements

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

## Credential Requirements

### Certificate Water Treatment Technology Level I (15 credits)

**Admission requirements: as above**

WTTP 1171, *Environmental Legislation* (1)

WTTP 1181, *Occupational Health and Safety* (1)

WTTP 1191, *Communications* (1)

WTTP 1701, *Water Sources* (3)

WTTP 1711, *Water Treatment I* (3)

WTTP 1721, *Applied Math and Science* (3)

WTTP 1731, *Mechanical Systems 1* (3)

### Certificate Water Treatment Technology Level II (30 credits)

**Admission Requirements: Completion of Level I Water Treatment Certificate or equivalent**

WTTP 1291, *Moving Water* (1)

WTTP 1301, *Major Process Equipment* (1)

WTTP 1311, *Secondary Process Equipment* (1)

WTTP 1801, *Electrical Fundamentals I* (3)

WTTP 1821, *Instrumentation I* (3)

WTTP 1851, *Water Treatment II* (3)

WTTP 1891, *Practicum I* (3)*

### Certificate Water Treatment Technology Level III (45 credits)

**Admission Requirements: Completion of Level II Water Treatment Certificate or equivalent**

WTTP 2051, *Introduction to Water Chemistry* (1)

WTTP 2061, *Inorganic Species in Water* (1)

WTTP 2071, *Organic Species in Water* (1)

WTTP 2131, *Concepts of Filtration* (1)

WTTP 2141, *Slow and Rapid Sand Filtration* (1)

WTTP 2151, *Membrane and Alternative Filtration Techniques* (1)

WTTP 2171, *Basic Principles of Disinfection* (1)

WTTP 2181, *Standard Disinfection Practices* (1)

WTTP 2191, *Advanced Disinfection and Fluoridation Practices* (1)

WTTP 2701, *Electrical Fundamentals II* (3)

WTTP 2721, *Advanced Coagulation and Particle Removal* (3)

### Diploma Water Treatment Technology Requirements (60 credits)

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

WTTP 2291, *Computers in Industry* (1)

WTTP 2301, *Advanced programmable Logic Controllers* (1)

WTTP 2311, *Industrial Communications and SCADA Systems* (1)

WTTP 2331, *People Management* (1)

WTTP 2341, *Asset and Operations Management* (1)

WTTP 2351, *Financial Management* (1)

WTTP 2801, *Microbiology and Toxicology* (3)

WTTP 2891, *Practicum II* (3)*

**Elective requirements (3)**

Consult a program coordinator regarding the completion of WTTP 1891 and WTTP 2891.

***Note**

The program is designed to be flexible so an operator working in a plant can apply to have WTTP 2891, *Practicum II* performed at their workplace. The details of the practicum will be organized between the operator, onsite practicum supervisor and program coordinator. It is recommended that WTTP 1891, *Practicm I* be completed in Kamloops at the Centre for Water Quality.

## Certificate in Information Technology

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

This flexible certificate program gives students the freedom to pursue a wide variety of complementary information technology (IT) courses offered by distance or on-campus by TRU, as well as those offered by distance through our university consortium institutions (SFU's COMP courses and UVic's CMPT courses) and through other consortia such as the Canadian Virtual University (**page 19**).

This "generalist" certificate also provides a path for students who choose to redirect their focus halfway through their program or seek recognition for mixed IT skills from recognized sources.

The 15 credit Certificate in Business Skills program (**page 47**) may be undertaken as a complementary program to this certificate. On completion of the Certificate in Information Technology, students may ladder into to either the Diploma in Information Technology and Management (**page 91**) or the Diploma in Management Studies (**pages 52-53**)

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

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

### Certificate Requirements

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

MNGT 1701, *Doing Business in Canada* (3) or approved equivalent

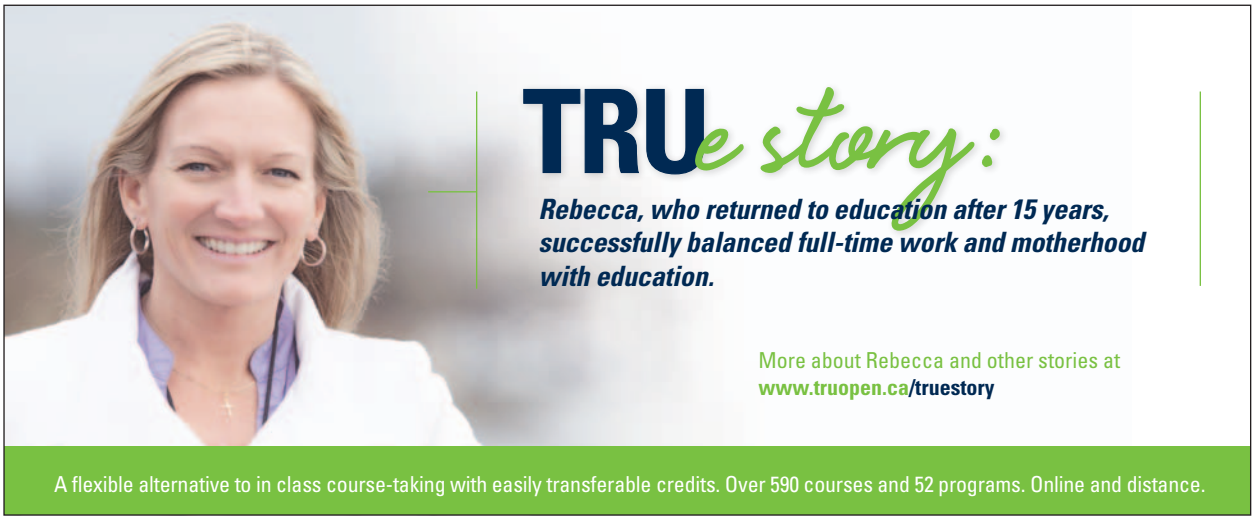
ENGL 1061, 1101 or an approved alternative

3–6 credits in introductory IT and computer application courses (e.g. BBUS 1371 or CMPT 1509); students with Microsoft MOUS certification and/or other IT vendor certifications may be exempted from this requirement

15–18 credits in approved TRU IT-related courses, transfer credit courses, or PLAR credit (**pages 11 and 27**); courses may include TRU-OL CMPT or COMP courses (or on-campus, TRU COMP courses) subject to appropriate prerequisites

3-credit electives

**Note:** If you are planning on laddering to the Bachelor of Technology (Computing) or a similar program, consult with your TRU-OL advisor to ensure that any CMPT courses you are considering will be transferable.



## Diploma in Information Technology and Management

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

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

### Admission Requirements

Successful completion of one of the following:

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

### Residency Requirements

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

### Diploma Requirements

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

ENGL 1071, *Business Communication* (3) or BBUS 3631, *Open Commiunication* (3)

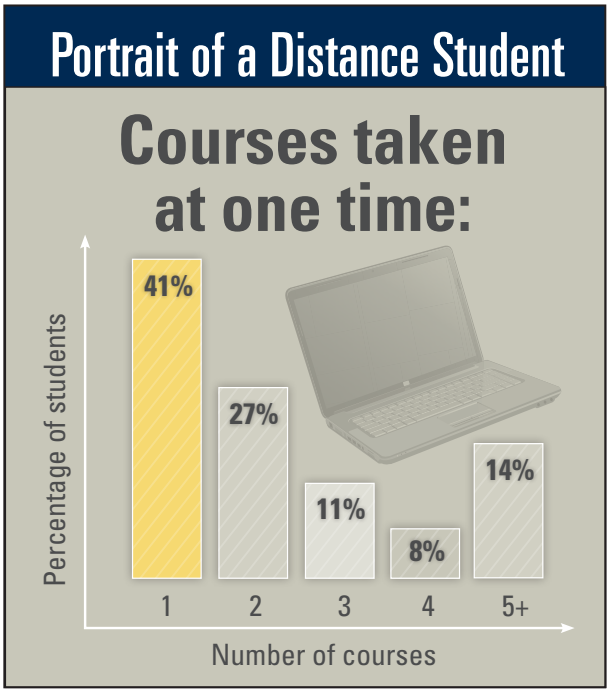
MNGT 1111, *Supervision* (3) or MNGT 1211, *Management Principles and Practices* (3)

MNGT 2131, *Motivation and Productivity* (3) or BBUS 4135, *Motivation and Productivity* (3)

BBUS 3931, *Business Law* (3)

18 credits of approved electives. Suggested electives include courses that do not overlap with previous studies and 2000-level or above CMPT courses. Electives are subject to appropriate prerequisites and TRU-OL approval. Suggested business and management studies electives include: BBUS 2211; BBUS 2541; BBUS 3431; and, BBUS 3621.

The overall 60 credits for the certificate and diploma must include a minimum of 18 credits at the 2000-level and 30 credits in IT subjects.



## Bachelor of Technology (Technology Management)

- Program is available to applicants residing in 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.

**Note**

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

### Residency Requirements

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

### Degree Requirements

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

### General Education Requirements

(15 credits with up to 9 upper-level credits)

(may be met with lower-level or upper-level university courses; refer to page 98 for disciplines)

3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021)

3 credits in humanities (generally upper-level)

3 credits in economics (generally ECON 1901)

3 credits in natural science (generally upper-level)

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

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

BBUS 3431, *Introduction to Marketing* (3)

BBUS 3621, *Analytical Decision Making* (3)

BBUS 3661, *Strategic Human Resource Management* (3)

Business development course, e.g. MNGT 1701, *Doing Business in Canada* (3), BBUS 4551, *E-Commerce* or BBUS 4751, *New Venture Creation* (3)

6–9 credits of approved business and management electives typically at the upper level

### Advanced Technical Requirements (15 upper-level credits)

Appropriate courses currently offered by TRU-OL include some courses in computer studies (CMPT) (CMPT 4079 and 4129 are excluded from this requirement).

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

### Applied Projects (9 upper-level credits)

3 credits in research methods [e.g. RSMT 3501, *Introduction to Research Methods,* BBUS 3481, *Marketing Research* (3)] or individually approved alternatives

Minimum 6 credits in applied project management [e.g. normally, BBUS 4681, *Leading Projects to Success* (6)] or individually approved alternatives

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

## Bachelor of Technology (Trades and Technology Leadership)

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

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

### Admission Requirements

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

### Note

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

Degree program applicants are required to submit the following documents:

- Completed Program Admission form. All post-secondary transcripts are to be sent directly to TRU-OL Admissions by the issuing institution or authority.
- Resumé and the names and contact information of suitable references who can verify that work experience requirements have been met.
- Certified copies of original trades qualification documents with the completed TRU-OL Program Admission 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 11 and 27**).

### Residency Requirements

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

### Degree Requirements

120 credits, minimum 45 at the upper (3000 and 4000) level, with a minimum grade point average (GPA) of 2.0, are required.

### Foundation (60 credits)

Upon admission, TRU-OL will determine the number of credits attributable to this program from the applicant's trade qualification or technology diploma. Should additional lower-level credits be required to meet program requirements, a wide variety of courses are available.

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 98** for disciplines)

3 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021)

3 credits in applied communications (normally TRU-OL's ENGL 1061 or 1071)

3 credits in computing science (normally BBUS 1371)

3 credits in natural science (generally upper-level)

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

# Technology

**Required Courses (30 credits)**

Core Leadership (18 credits)

3 credits in Supervision or Management Principles (MNGT 1111 or 1211)

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 4135, *Motivation and Productivity* (3)

BBUS 4661, *Managing Change* (3)

LEAD 3511, *Occupational Health and Safety Legislations and Standards* (3)

LEAD 4901, *Strategic Thinking for Leadership* (3)

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

BBUS 3611, *Open Thinking* (3)

BBUS 3621, *Analytical Decision Making* (3)

BBUS 3631, *Open Communication* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4681, *Leading Projects to Success* (6)

BBUS 4833, *Effective Leadership* (3)

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

Open electives should complement the overall leadership program. Open electives include additional credits beyond the 12 credits selected for the above closed electives and any of the additional courses listed below:

BBUS 3031, *Business and Society* (3)

BBUS 3121, *Financial Management* (3)

BBUS 3331, *Production and Operations Management* (3)

BBUS 3661, *Strategic Human Resource Management* (3)

BBUS 3841, *Labour Relations* (3)

BBUS 3931, *Business Law* (3)

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

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


TRUe story:

***After completing his diploma through Open Learning, Michael was accepted into Law School.***

More about Michael and other stories at **www.truopen.ca/truestory**

Over one-third of TRU-OL students are taking online courses for career advancement while 46.5% are taking courses to complete a degree or credential. We believe in helping students reach their goals.

## Bachelor of Tourism Management

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

General education requirements can be taken before or after completion of the diploma program.

Upper-level tourism courses should be taken last.

*Certain courses may be available only by distance once a year. Hospitality Administration stream courses may not be available by distance.

**Note:** Various tourism/hospitality courses are also offered to part-time students via distance delivery through other BC post-secondary institutions, including Capilano University (*www.capilanou.ca*; 604.984.4960) and Vancouver Island University (*www.viu.ca*; 250.740.6396).

For information on Vancouver Island University courses contact *s-a.gajda@viu.ca*.

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

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

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

**Residency Requirements (under review)**

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

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

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

**General Education Requirements (21 credits)**

(may be met with lower- or upper-level university courses; refer to **page 98** for disciplines)

6 credits in English (university-level composition and literature, e.g. TRU-OL's ENGL 1001 or 1021 and ENGL 1011 or 1031)

3 credits in statistics (e.g. STAT 1201)

3 credits in humanities (other than English)

3 credits in introductory economics (e.g. ECON 1221 or ECON 1901)

3 credits in approved geography (human, cultural or regional geography relevant to tourism, e.g. GEOG 1191)

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. BBUS 2211)

Computer Applications (e.g. COMP 1509)

Marketing (e.g. BBUS 3431)

Entrepreneurship I

Business Communication (e.g. ENGL 1061, 1071 or BBUS 3631)

Human Resource Management (e.g. BBUS 3811)

Organizational Behaviour (e.g. BBUS 2721)

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

Introduction to Tourism (e.g. CONV 1011)

Tourism Business Law (e.g. BBUS 3931)

Co-op or Practicum (may be completed through PLAR; refer to **pages 11 and 27**)

Community and Cultural Issues (e.g. CONV 1031)

Environmental Stewardship (e.g. ENVS 3991)

# Tourism



**Hospitality Administration Stream**

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

Accounting (e.g. BBUS 2211)

Computer Applications (e.g. COMP 1509)

Marketing (e.g. BBUS 3431)

Accommodations

Hospitality Marketing

Co-op or Practicum (may be completed through PLAR; refer to **pages 11 and 27**)

Business Communication (e.g. ENGL 1061, 1071 or BBUS 3631)

Human Resource Management (e.g. BBUS 3811)

Organizational Behaviour (e.g. BBUS 2721)

Food and Beverage Service

Hospitality Law (e.g. CONV 1051)

**Upper-level Requirements (minimum 24 credits)**

Minimum of one course from each of the following areas:

Tourism Policy and Planning (e.g. SOCI 3169 or TRMT 470 from Vancouver Island University)

Financial Management for Tourism (e.g. BBUS 3121)

Entrepreneurship II (e.g. BBUS 4751)

Community and Cultural Issues II (e.g. BBUS 3031)

People Management/Human Relations (e.g. BBUS 3661)

Organizational Leadership (e.g. BBUS 4833)

Advanced Communication (e.g. BBUS 3631)

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. BBUS 3481)]

Promotions Management (e.g. BBUS 4481)

Consumer Behaviour (e.g. BBUS 3471)

International Tourism Marketing (e.g. BBUS 4471 or TRMT 368 from Vancouver Island University)

And an additional four upper-level tourism, hospitality, or closely related specialty courses approved by TRU-OL (e.g. refer to above four categories and the 3000- and 4000-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:**

BBUS 2541, *Management Accounting* (recommended)

BBUS 4541, *International Business*

BBUS 3031, *Business and Society*

CONV 1021, *Introduction to Special Events Management*

CONV 1041, *Event Volunteer Management*

CONV 1051, *Legal Liability and Risk Management*

CONV 1061, *Event Marketing*

HART 4839, *Museum Principles and Practices II: Programming, Exhibitions, and Management*

HART 4859, *Heritage Resource Conservation*

HART 4869, *Museum Principles and Practices I: Communities, Curatorship, and Collections*

HART 4879, *Heritage Resource Management*

MATH 1091, *Business Mathematics* (recommended)

SOCI 3169, *Tourism and Social Policy*

**Vancouver Island University Courses:**

TRMT 359, *Management of Parks and Protected Areas*

TRMT 390B, *Special Topics: Seniors*

TRMT 430, *Resort Management*

TRMT 450, *Volunteer Management*

TRMT 475, *Lifestyle Management*

## Event Management Certificate

The Event Management Certificate is a program designed to help you acquire the skills necessary to plan and manage festivals and special events; upgrade your skills for entering the workforce; meet your schedule as a full- or part-time student learner; and build credit toward a diploma in Event Management or a Bachelor of Tourism.

### Admission Requirements

Open Admission (page 9).

### Residency Requirements

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

### Certificate Requirements

18 credits with a minimum graduating grade point average (GPA) of 2.0 (C average) are required.

### General Education Requirements

Students should have basic computer skills.

### Core Requirements

CONV 1011, *Introduction to Tourism* (3)

CONV 1021, *Introduction to Special Event Management* (3)

CONV 1031, *Celebrating Community and Culture* (3)

CONV 1041, *Event Volunteer Management* (3)

CONV 1051, *Legal Liability and Risk Management* (3)

CONV 1061, *Event Marketing* (3)

# General Education Requirements



## Arts and Science Degree Programs

### General Education Requirements

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

## Business and Related Degree Programs

### General Education Requirements

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

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

**Social Sciences**

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:

Applied Economics
Computer Science
Economics
English
Mathematics

# TRU Distance Education Programs and Courses

Thompson Rivers University offers distance courses and programs through its on-campus Schools and Faculties including the Faculty of Science and the School of Business and Economics.

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.

## 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 1700, *Animal Welfare Certificate Program: General Level—Theory*

AWCP 1710, *Animal Welfare Certificate Program: Advanced Level—Theory*

For more information on this program please visit the website at *www.tru.ca/science/distance/awcp.html* or contact Carol Costache at *ccostache@tru.ca*.

## 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 mentorship.

ANHD 1010, *Office Skills*

ANHD 1100, *Anatomy and Physiology 1*

ANHD 1110, *Veterinary Parasitology*

ANHD 1120, *Animal Nursing 1*

ANHD 1130, *Animal Behaviour*

ANHD 1210, *Veterinary Microbiology*

ANHD 1900, *Veterinary Clinical Studies 1*

ANHD 1910, *Veterinary Clinical Studies 2*

ANHD 1920, *Veterinary Clinical Studies 3*

ANHD 2100, *Anatomy and Physiology 2*

ANHD 2110, *Veterinary Hematology*

ANHD 2120, *Animal Nursing 2*

ANHD 2130, *Radiology*

ANHD 2140, *Pharmacology and Laboratory Math*

ANHD 2150, *Animal Diseases and Immunology*

ANHD 2900, *Veterinary Clinical Studies 4*

ANHD 2910, *Veterinary Clinical Studies 5*

ANHD 2920, *Veterinary Clinical Studies 6*

ANHD 3110, *Veterinary Clinical Pathology*

ANHD 3120, *Intensive Care*

ANHD 3140, *Anesthesia*

ANHD 3150, *Laboratory and Exotic Animals*

ANHD 3160, *Large Animal Science*

ANHD 3170, *Animal Nursing 3*

ANHD 3900, *Veterinary Directed Studies 7*

ANHD 3910, *Veterinary Directed Studies 8*

ANHD 3920, *Veterinary Directed Studies 9*

- Visit *www.tru.ca/science/programs/aht.html* for more information about Animal Health Technology and Animal Welfare courses offered through distance learning through the Faculty of Science.

## Asthma Educators' Certificate

This online program is approved by the Canadian Network for Respiratory Care (CNRC). 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 challenge the CNRC Certified Asthma Educator (CAE) examination for national certification.

**Note:** Students must complete the courses in the order listed below. The national certification exam for this certificate is offered in early June and late November, annually. Visit *cnrchome.net* for more information on the CNRC.

**CAE Program Courses:**

ASHS 4610, *Client-Centred Approach to Asthma*

ASHS 4620, *Concepts in Asthma*

ASHS 4630, *Asthma Management Planning*

Visit *www.tru.ca/science/programs/distance.html* for further information.

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

Registration of new participants is limited to October 1 - May 1 annually.

This certificate course work carries a maximum of 6 upper-level academic credits in the Bachelor of Health Science through TRU-OL. Participants are strongly advised to contact their Program Advisor at TRU-OL to determine the maximum number of credits that can be utilized.

## Certified Respiratory Educator (CRE) Certificate

This online program is approved by the Canadian Network for Respiratory Care (CNRC) and has a combined focus for health care professionals working with Asthma and COPD patients. The four course program requires the completion of the Online Asthma Educator Program along with a final course focused on the pathophysiology, diagnosis and disease management strategies of COPD. Participants are then eligible to challenge the CNRC Certified Respiratory Educator (CRE) examination for national certification as an asthma/COPD educator.

**Note:** Students must complete the courses in the order listed below. The national certification exam for this certificate is offered in early June and late November, annually. Visit *cnrchome.net* for more information on the CNRC.

**CRE Program Courses:**

ASHS 4610, *Client Centred Approach to Asthma*

ASHS 4620, *Concepts in Asthma*

ASHS 4630, *Asthma Management Planning*

ASHS 4720, *Concepts in the Management of COPD*

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

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

Registration of new participants is limited to October 1 - May 1 annually.

This certificate coursework carries a maximum of 9 upper-level academic credits in the Bachelor of Health Science through TRU-OL. Participants are strongly advised to contact their Program Advisor at TRU-OL to determine the maximum number of credits that can be utilized.

To register for the Asthma or Certified Respiratory Educator distance programs offered through the Faculty of Science, contact the Registrar, Mila Rodrigues by email at *mrodrigues@tru.ca* or by phone at 250.828.5038.

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

CEHS 0990, *Respiratory Therapy Clinical Refresher* (0)

The course is designed to allow the student to re-establish clinical skills in the acute care practice areas of Respiratory Therapy. The focus is on critical care settings. The student will function under the supervision of a Respiratory Therapist in clinical areas. On completion of the clinical refresher the student is expected to function in the adult acute care setting at the level of a graduating Respiratory Therapy student.

Please contact David Sheets, Allied Health Department Chairperson, by email at *dsheets@tru.ca* for more information.

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

## School of Business and Economics

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

## Administrative Assistant Certificate

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

ABTS 1550, *Online Learner Success*

ABTS 1100, *Word Processing 1*

ABTS 1130, *Keyboarding 1*

ABTS 1140, *Keyboarding 2* (50 nwpm)

ABTS 1200, *Introduction to Computers*

ABTS 1210, *Spreadsheets 1*

ABTS 1230, *Databases*

ABTS 1300, *Business Communications 1*

ABTS 1430, *Accounting 1*

ABTS 1440, *Accounting 2*

ABTS 1450, *Business Math and Calculators* (optional)

ABTS 1500, *Human Relations*

ABTS 1110, *Word Processing 2*

ABTS 1120, *Desktop Publishing*

ABTS 1220, *Spreadsheets 2*

ABTS 1240, *Presentation Software*

ABTS 1250, *Integrated Project*

ABTS 1260, *Web Site Maintenance and Design*

ABTS 1310, *Business Communications 2*

ABTS 1410, *Computerized Accounting - Simply*

ABTS 1510, *Job Search*

ABTS 1530, *Administrative Procedures*

ABTS 1540, *Records Management*

## Legal Administrative Assistant Certificate

This online learning program is designed to provide learners with the legal training required by local law firms. Courses will provide skills in keyboarding and transcription, along with knowledge of proper procedures and terminology used within the legal system. Students interested in taking this program should have previous office experience. (ABTS 1310, 1450, 1500, 1530 and 1540 are recommended)

ABTS 1550, *Online Learner Success*

ABTS 1200, *Introduction to Computers*

ABTS 1100, *Word Processing 1*

ABTS 1110, *Word Processing 2*

ABTS 1140, *Keyboarding 2* (50 nwpm)

ABTS 1300, *Business Communications 1*

LEGA 1010, *Introduction to the Canadian Legal System*

LEGA 1020, *Legal Office Procedures*

LEGA 1030, *Litigation Procedures I*

LEGA 1040, *Litigation Procedures II*

LEGA 1050, *Family Litigation Procedures*

LEGA 1060, *Corporate Procedures I*

LEGA 1070, *Corporate Procedures II*

LEGA 1080, *Conveyancing Procedures I*

LEGA 1090, *Conveyancing Procedures II*

LEGA 1100, *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 and Economics.

# TRU, Open Learning Courses

The following course information describes courses offered through TRU-OL at the time of publication.

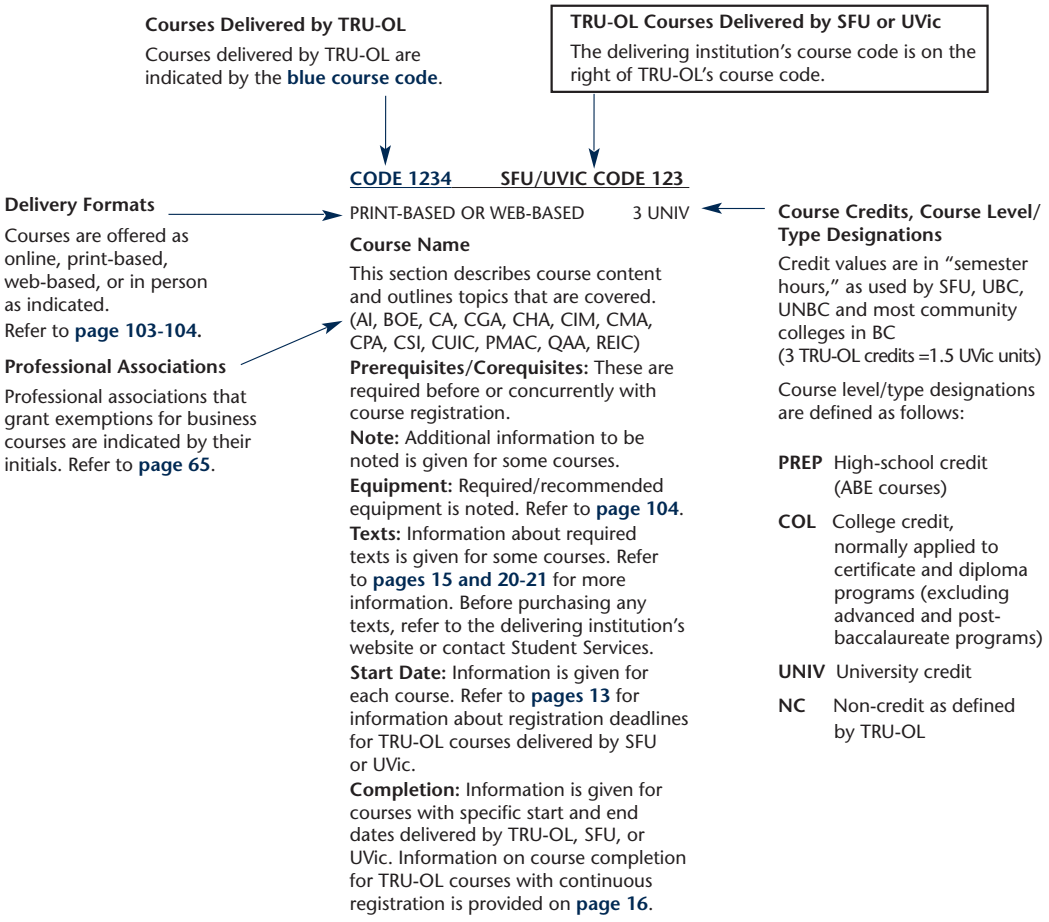
For up-to-date course information and descriptions, which may reflect changes that occurred after publication of the print calendar, please refer to *www.truopen.ca* and visit the "Courses" section.

## 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:

- Four-digit course numbers beginning with "0" indicate high school level.
- 1000-level courses are generally taken in the first year of a program and usually have no prerequisites.
- 2000-level courses are generally taken in the second year of a program. Some may have prerequisites.
- 3000-level courses are generally taken in the third year of a degree program and are considered upper-level. Most 3000-level courses have specific or recommended prerequisites.
- 4000-level courses are considered upper-level and are taken in the third or fourth year of a degree program. Most 4000-level courses have specific or recommended prerequisites.



# TRU, Open Learning Courses

## Self-paced and Paced Courses

Most courses delivered by TRU-OL are available in a distance, continuous registration and self-paced format. These courses have fixed durations, with flexible schedules for submitting assignments and writing any final exam.

TRU-OL also delivers paced courses that have fixed start and end dates and specific dates for completing assignments, projects and writing the final examination. These courses also include online discussions.

## Delivery Formats

Students can communicate with their Open Learning Faculty Member by email, phone or regular mail for print courses and also through the Blackboard learning management system for web-based courses.

**Print-based**—These courses are delivered primarily via packages of printed materials that are sent out to students. These packages may include materials such as DVDs and textbooks. In these courses, students study individually at their own pace with Open Learning Faculty Member support. Some print-based courses include resources that require Internet access. All mandatory resources will be accessible at dial-up modem speeds while any resources that require higher-speed Internet access will be optional unless otherwise noted. Individual course details are noted in the detailed course descriptions.

**Web-based**—These courses are delivered primarily via the Internet using a learning management system. Web-based courses may include materials such as DVDs and textbooks that are sent out to students. Some web-based courses are self-paced while others are paced. In these courses, students study with Open Learning Faculty Member support. These courses require high-speed Internet access. Individual course details are noted in the detailed course descriptions.

**Online**—These paced courses are delivered primarily via the Internet using a learning management system. An Open Learning Faculty Member leads student studies in cohorts that are paced with a set schedule. This mode of delivery increases the contact and activities among students during their studies. Online courses may include materials such as DVDs and textbooks that are sent out to students. These courses require high-speed Internet access. Individual course details are noted in the detailed course descriptions.

**In Person**—These courses require the student to physically attend a classroom, lab, clinical or practicum placement, workshop or other such setting. In-person courses may also require Internet access for required or optional web resources. Internet access is normally available onsite. Individual course details are noted in the detailed course descriptions.

TRUe story:

*Trevor applied his work and life experiences to his studies and fast tracked his degree by a year.*

More about Trevor and other stories at
**www.truopen.ca/truestory**

Over 590 courses and 52 programs. Online and distance.

### Equipment

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

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

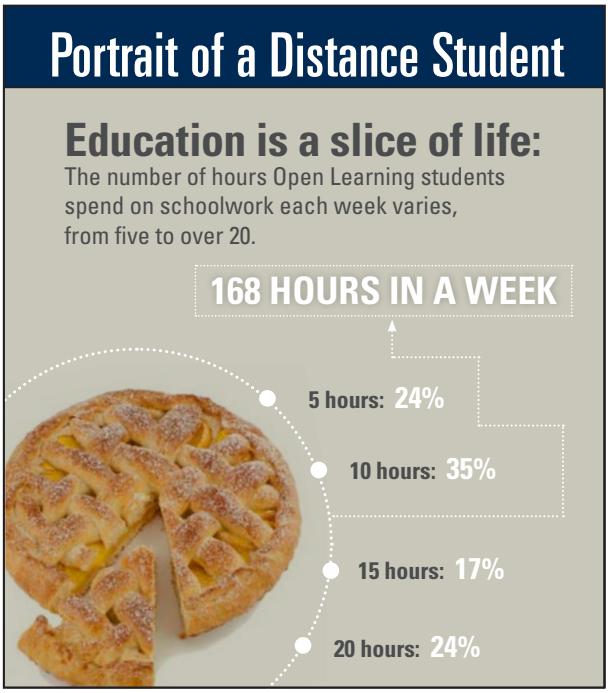
**Other Requirements**—Some courses may include CDs, DVDs or podcasts, which require access to equipment as specified in the detailed course descriptions including: CD player; DVD player; phone and/or computer. Refer to materials rental and purchase policies on **pages 22 and 28**.

### Web-based Courses Delivered by TRU-OL

- Most of the courses are delivered using the Blackboard learning management system. As such, an up-to-date browser that is compatible with TRU's version of Blackboard is required.

  To find out if a browser is compatible, use the tool in the top right corner of the webpage at *http://blackboard.tru.ca*.
- Some of the courses contain media in a Flash format and as such, the browser being used must support Flash.
- Up-to-date word processing software that can generate '.doc' files, such as Microsoft Word or Open Office, is also necessary for many of the courses.
- Please check individual detailed course descriptions for special requirements specific to the course.

Refer to the TRU-OL website or contact the IT Service Desk by email at *ITServiceDesk@tru.ca* for more information.



CVU UVC

# Can't find what you're looking for in our calendar?

Check out our partners in the Canadian Virtual University consortium for more online courses and programs.

www.cvu-uvc.ca

# Course Descriptions



## ACCT 1211

PRINT- and WEB-BASED 3 COL

**Accounting I**

This introductory course provides students an understanding of accounting processes such as recording business transactions, preparing simple financial statements, and controlling company assets. During the course, students develop concrete skills that can be applied in operating or establishing a small business while they develop a solid foundation for further study. Topics include interpreting and recording business transactions; how to post to, balance, and close a general ledger; and preparing simple financial statements for a proprietorship.

**Prerequisites:** Provincial Grade 12 Diploma or equivalent is recommended.

**Note:** Students cannot receive credit for more than one of BBUS 2211 or ACCT 1211..

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ACCT 1221

PRINT- and WEB-BASED 3 COL/UNIV

**Accounting II**

This course is a continuation of ACCT 1211. Students learn to prepare the financial statements for a proprietorship, partnership, and corporation and how to interpret and use this accounting information effectively. Topics include inventory valuation, financial statement analysis, shares and bonds, cash flow analysis, and International Finance Reporting Standards (IFRS).

**Prerequisites:** ACCT 1211.

**Note:** Students cannot receive credit for more than one of ACCT 1221 or BBUS 2211.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ACCT 1921

ONLINE 3 UNIV

**Accounting Systems**

This course provides students an introduction to accounting software packages. Students will study Simply Accounting including general journal, general ledger, accounts payable, accounts receivable, payroll journal and ledger, projects, reconciliations and deposits.

**Prerequisites:** ACCT 1211/1221 or BBUS 2211 recommended; Basic computer and file management skills are also recommended.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ANES 0011

PRINT-BASED NC

**Anesthesia Assistant Placement Exam**

Registration in ANES 0011 allows students to write the placement exam for the Anesthesia Assistant program. Once registered, students have 30 weeks to write the exam.

**Prerequisites:** Formal admission to the Anesthesia Assistant program is required before registering in ANES 0011.

**Note:** Students must apply to write the exam in a TRU-OL invigilated centre. For assistance, contact Enrolment Services or your program advisor.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ANES 4001

WEB-BASED 3 COL

**Anesthesia Equipment**

This course is designed to give students a thorough understanding of anesthesia 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 anesthetic equipment.

**Prerequisites:** It is strongly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. Successful completion of ANES 4011 is also recommended. Taking this course does not imply admission to the Anesthesia Assistanct program.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## ANES 4011

WEB-BASED 3 COL

**Hemodynamic and Physiological Monitoring**

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anesthesia, general anesthesia techniques and postoperative care of the patient. On completion of this course, students should be able to understand the techniques and equipment involved in hemodynamic monitoring and their role in the assessment and treatment of cardiovascular and pulmonary disease.

**Prerequisites:** It is strongly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. Taking this course does not imply admission to the Anesthesia Assistant program.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## ANES 4021

WEB-BASED 3 COL

**Introduction to Clinical Anesthesia**

The objective of ANES 4021: Introduction to Clinical Anesthesia is to present the fundamentals of anesthesia to respiratory therapists and other health care professionals. Students will learn about the pharmacology, the physiology, and the anatomy relevant to the practice of anaesthesia. Both general and regional anesthesia will be considered. Students will learn the practices necessary for the safe management of induction, maintenance, and emergence from anesthesia. The principles of the anesthesia machine will be considered. Subspecialty anesthesia and complications of anesthesia will also be introduced. The course is designed to instruct the student in areas relevant to the practice of anesthesia technology.

**Prerequisites:** It is strongly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course and have a strong foundation in pharmacology such as that covered in HLTH 2511 or equivalent. Successful completion of ANES 4001 and ANES 4011 is also recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ANES 4101

IN-PERSON 4 COL

**Clinical Anesthesia**

This clinical course will ensure that students are exposed to a wide range of anesthesia cases and experiences. Additionally, the course will help students develop an understanding of clinical anesthesiology allowing them to demonstrate their clinical skills through their choice of anesthetic agents, managing airways, starting routine IVs, arterial line insertion, patient monitoring and operation of anesthetic machines.

**Prerequisites:** Completion of ANES 4001, 4011, 4021, (and 4031 when open) current ACLS certification and current enrolment in the Anesthesia Assistant program.

**Start Date:** Continuous registration.

**Completion:** 16 weeks, but may vary depending on previous experience as an Anesthesia Assistant.

## ANTH 1019 SFU SA 101

WEB-BASED 4 UNIV

**Introduction to Anthropology (A)**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ANTH 2019 SFU SA 201W

WEB-BASED 4 UNIV

**Anthropology of Contemporary Life (A)**

**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

This course provides an introduction to the anthropological perspective as applied to the organization of everyday life in contemporary settings. Positivist, interpretive and critical interpretive approaches to the analysis of social actions, identities and values as enacted in space and time are covered.

**Prerequisites:** SFU SA 101 is recommended.

**Note:** Students with credit for SFU SA 291 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion**: 13 weeks.

## APEC 1611

ONLINE 2 UNIV

**Introduction to First Nation Taxation**

This introductory level course is intended to help First Nations tax administrators, and others interested in working in this field, implement the legal and institutional framework needed for improving the First Nation investment climate, thus ensuring prosperity on First Nation lands. Students are given some historical background into the First Nation property taxation system and introduced to the First Nations Fiscal and Statistical Management Act (FSMA), the First Nation Tax Commission and the FSMA institutions which support First Nation communities.

**Prerequisites:** Students taking this course must have completed a Provincial Grade 12 Diploma or equivalent.

**Note:** This paced course uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions and check for discussion postings and course bulletins that may arise.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks. Refer to page 16

## APEC 1621

ONLINE 2 UNIV

**Establishing First Nation Tax Rates and Expenditures**

This course is a detailed overview of establishing property tax rates through a local services budget. It will focus on estimating local service costs, creating preliminary budgets, and working with the council. It will also focus on estimating local revenues and determining, where applicable, tax rate multiples. Although it is intended for First Nation property tax administrators using the First Nations Fiscal and Statistical Management Act (FSMA) authority, it is applicable to any local government administration. Part of the course will be devoted to using a custom spreadsheet application for local government budgeting and tax rate setting.

**Prerequisites:** APEC 1611 is recommended.

**Note:** This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 10 weeks. Refer to page 16.

## APEC 1631

ONLINE 3 UNIV

**Assessments and Assessment Appeal Procedures**

This course is an introduction to property markets and property assessment with a focus on property assessments and assessment appeals in Canada under the authority of the First Nation Fiscal and Statistical Management Act (FSMA) or s. 83 of the Indian Act. Topics to be discussed include land tenure, different approaches to assessing residential or income earning properties, assessment rolls, and assessment appeal processes which meet the FSMA regulatory requirements. Upon completion of this course, participants should have the knowledge and skills to fulfill the First Nation Tax Administrator's role in regards to managing the assessment and assessment appeals process.

**Note:** This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

**Prerequisites:** APEC 1611.

**Equipment:** Students require a computer and Internet access.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 8 weeks. Refer to page 16.

## APEC 1641

ONLINE 3 UNIV

**Administration: Tax Notices, Collecting and Enforcement**

This course is about managing a First Nation and/or local government tax administration system. It will focus on taxpayer notification, and local revenue billing, collecting and enforcement. Best practices from systems across Canada will be presented along with the regulatory requirements associated with the First Nation Fiscal and Statistical Management Act (FSMA). A substantial portion of the course will be devoted to using the First Nation Tax Commission's (FNTC) specialized software for local revenue administration.

**Prerequisites:** APEC 1611, APEC 1621, and APEC 1631 are recommended. Basic computer knowledge of using word processing software and spreadsheets is strongly recommended.

**Note:** This is a paced course that uses a learning management system that students will access in order to locate module commentaries, contact their Open Learning Faculty Member, participate in online discussions, and check for discussion postings and course bulletins that may arise as they progress through the course.

**Equipment:** Students require a computer and Internet access with Windows 2006 or newer, Windows XP Pro or Windows 7 (Microsoft Vista is not supported).

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 8 weeks. Refer to page 16.

## APEC 1651

ONLINE 2 UNIV

**Communications, Tax Payer Relations, and Dispute Resolution**

This course is about establishing a mutually beneficial working relationship between First Nation tax authorities and taxpayers. It will focus on interest based negotiations, communication templates for taxpayers and media and best practices in taxpayer relations. It will also provide an overview of the informal and formal dispute resolution processes related to the First Nation Fiscal and Statistical Management Act (FSMA) and the First Nation Tax Commission (FNTC).

**Prerequisites:** APEC 1611, APEC 1621, APEC 1631 and APEC 1641 are recommended.

**Equipment:** Students require a computer and Internet access.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 8 weeks. page 16.

## APEC 1661

ONLINE 2 UNIV

**Service Contracts and Joint Agreements**

This course is about contracting services and developing service and joint agreements with local governments and/or private partners. It will focus on local service agreements between two local governments or local service agreements private contracts. It will also focus on the delivery of local services or the construction of local infrastructure through public private partnerships. The course is intended for First Nation and local government tax administrators. It will utilize the First Nation Tax Commission's (FNTC) spreadsheet application to assist service agreements negotiation.

**Prerequisites:** APEC 1611 and APEC 1621 are recommended.

**Equipment:** Students require a computer and Internet access.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 11 weeks. Refer to page 16.

## APEC 1671

ONLINE 2 UNIV

**Development Cost Charges**

This course is about developing a fair and transparent development cost charge (DCC) system for First Nation or local governments. It will focus on creating DCC systems under the authority of the First Nation Fiscal and Statistical Management Act (FSMA) and First Nation Tax Commission (FNTC) procedures and standards related to DCCs. It will present DCC best practices throughout Canada.

**Prerequisites:** APEC 1611 and APEC 1621 are recommended.

**Equipment:** Students require a computer and Internet access.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 8 weeks. Refer to page 16.

## APEC 1681

ONLINE 3 UNIV

**Capital Infrastructure and Debenture Financing**

This course is about using long term debenture financing as a tool to provide local government infrastructure. It will focus on the regulatory requirements related to long term debentures in the First Nation Fiscal and Statistical Management Act. It will focus in particular on the legal, planning and policy requirements established by the First Nations Finance Authority (FNFA), the First Nation Tax Commission (FNTC), the First Nations Statistics Institute (FNSI) and the First Nations Financial Management Board (FMB). It will present best practices in economic, capital and financial planning. It is required by any First Nation interested in borrowing under the authority of the FSMA.

**Prerequisites:** APEC 1611, 1621, 1631, 1641 and 1651 are recommended.

**Equipment:** Students require a computer and Internet access.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 8 weeks. Refer to page 16.

## APEC 2641

ONLINE 3 UNIV

**Residential and Commercial Development on First Nation Lands**

This course provides an overview of how to conduct residential and commercial development on First Nation lands. It will focus on case studies of successful First Nation residential and commercial developments. It will include how to do developments using the Indian Act, the First Nations Fiscal and Statistical Management Act and the First Nations Land Management Act. The course will also provide students with a series of model laws, agreements and systems that support residential and commercial development on First Nation lands.

**Prerequisites:** None.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

## APEC 2651

ONLINE 3 UNIV

**Investment Facilitation on First Nation Lands**

It is four to six times more expensive to facilitate investment on First Nation lands than it is off First Nations lands. This course is about what causes these higher costs and what can be done to reduce these costs. It will introduce the concept of transaction costs. It will discuss how private and public investment work together to create economic growth. The course will focus on the interests of investors and what First Nations can do to facilitate investment on their lands. It will be of interest to both First Nations and interested investors.

**Prerequisite:** ECON 1221 recommended.

**Corequisite:** ECON 2631 recommended.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

## APEC 2701

ONLINE 3 UNIV

**Economic Feasibility and Impact Analysis on First Nation Lands**

An introduction to cost-benefit analysis as it relates to investment activity on First Nation lands. In order to understand cost-benefit analysis students will acquire skills and knowledge on the time value of money as well as basic statistical concepts. The course will be delivered using real case studies as it relates to First Nations projects.

**Prerequisite:** Math 11 or Applications of Math 12, or MATH 0633 recommended; ECON 1221 or ECON 1901 or ECON 1951 is recommended.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

## ARCH 1009 SFU ARCH 100

WEB-BASED 3 UNIV

**Ancient Peoples and Places**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is a broad survey of human cultural development Palaeolithic/Paleo-Indian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ARCH 1319 SFU ARCH 131

WEB-BASED 3 UNIV

**Human Origins**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is a non-technical survey of the primate background of humans, fossil primates and fossil humans, and the associated evidence of cultural development; an introduction to physical anthropology.

**Prerequisites:** None. Provincial Grade 12 diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May; subject to availability. Refer to page 13.

**Completion:** 13 weeks.

## ARCH 2269 SFU ARCH 226

WEB-BASED 3 UNIV

**The Prehistory of Religion: Shamans, Sorcerers, and Saints**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course charts the emergence and changes in the expression of human religious behavior. It covers the earliest rituals of the Palaeolithic, the importance of fertility cults, ancestor cults, alliance rituals, shamans, witchcraft and monotheism.

**Prerequisites:** Any lower-division archaeology or anthropology course.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ARCH 3019 SFU ARCH 301

WEB-BASED 3 UNIV

**Ancient Visual Art**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course explores a selection of major art traditions from Africa, Asia, Europe, North America, Mesoamerica and South America. Issues of intellectual property rights, copyright and the use of ancient art in contemporary contexts are also addressed.

**Prerequisites:** None. Provincial Grade 12 diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May; subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## BBUS 1371

WEB-BASED 3 UNIV

**Management Information Systems 1**

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

**Prerequisites:** Basic understanding of computers is recommended.

**Note:** Students cannot receive credit for more than one of BBUS 1371, CMPT 118, CMPT 119, CMPT 1508, or campus-based courses BBUS 1370, BBUS 2370, COMP 1000, COMP 1350, COMP 1700 or COMP 1910.

**Equipment:** Microsoft Office 2007 software is necessary. Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 2121

ONLINE 3 UNIV

**Introduction to Law for Public Sector Managers**

This course provides an introduction to key aspects of Canadian law and legal institutions of relevance to public sector managers. Three major topic areas will be covered: (1) sources and distribution of legal authority in Canada (including private law and public law; constitutional law, human rights law, common law, statutes, regulations, and policy; federal, provincial and local government powers; and the roles of courts and administrative decision-makers); (2) the legislative process and principles of statutory interpretation focusing on how laws are enacted and rules that guide their application); and (3) administrative law, which is the area of law that deals with the powers and duties of administrative decision-makers).

**Prerequisites:** None.

**Equipment:** High speed Internet access is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks. Refer to page 16.

## BBUS 2211

PRINT- or WEB-BASED 3 UNIV

**Introduction to Financial Accounting**

This course introduces students to the principles, concepts, and applications of financial accounting. Students are exposed to the process by which financial transactions and events are recorded, and will learn how to compile and interpret basic financial statements. It is an accelerated alternative to ACCT 1211/1221.

**Prerequisites:** Grade 11 mathematics is recommended.

**Note:** SStudents cannot receive credit for more than one of ACCT 1211/1221 or BBUS 2211.

**Start Date:** Continuous registration.

**Completion:** 30 weeks.

Refer to page 16.

## BBUS 2541

WEB-BASED 3 UNIV

**Management Accounting**

This course provides an introduction to the fundamentals of management accounting. Topics include cost accounting terminology, job costing, process costing, activity-based costing, activity-based management, cost-volume-profit analysis, budgeting, standard costing, variance analysis, responsibility accounting, variable costing, transfer pricing and decision making.

**Prerequisites:** ACCT 1211/1221 or BBUS 2211.

**Note:** Students cannot receive credit for more than one of BBUS 2541, ADMN 232, or ADMN 370.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 2721

PRINT or WEB-BASED 3 UNIV

**Organizational Behaviour I: The Individual and Work Groups**

This course is designed for students who want to learn how to more effectively influence organizational behaviour by developing a foundation of knowledge and skills in the field. Students will apply theory and models to contemporary organizational cases where they will adopt the role of a novice consultant addressing a diverse series of problems.

**Prerequisites:** MNGT 1211 or BBUS 3129 is recommended.

**Note:** Students cannot receive credit for more than one of BBUS 2721, BUSM 272 or ADMN 406. Students with credit for ADMN 320 may not take this course for further credit.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3031

WEB-BASED 3 UNIV

**Business and Society**

In this course, students explore the role of primary and secondary stakeholders both within and associated with organizations. Students investigate ethics and social responsibility and look at where organizational activities fall within different continuums. Students also examine broad forces in business, society, and globalization, and look at how stakeholders can influence the destiny of both business and society.

**Prerequisites:** 75 credits applicable to the Bachelor of Commerce.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3109 UVIC ADMN 310

WEB-BASED 3 UNIV

**Public Sector Economics**

This course introduces 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 ECON 201), ECON 200, or ADMN 310 may be taken for credit.

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

**Texts:** Materials are available from the UVic bookstore and are not included in the course fees.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

## BBUS 3119 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 BBUS 3119, 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 13.

**Completion:** 4 months.

## BBUS 3121

PRINT- or WEB-BASED 3 UNIV

**Financial Management**

This course covers the concepts and skills of financial management within a business and builds on an understanding of accounting, business, economics and mathematics. Students learn how to analyze financial statements; plan appropriate action; prepare budgets; analyze investment options; determine the best means for financing business endeavours; and assess both the return and the risk involved in a firm's financial decisions.

**Prerequisites:** BBUS 2211 or ACCT 1211/1221, MATH 1091 and STAT 1201 are recommended; MNGT 1701, ECON 1901 and ECON 1951 are also recommended.

**Note:** Students cannot receive credit for more than one of BBUS 3121, BUSM 236, ADMN 335 or ADMN 372.

**Start Date:** Continuous registration.

**Completion:** 30 weeks.

Refer to page 16.

## BBUS 3129 UVIC ADMN 312

WEB-BASED 3 UNIV

**Managing in Public and Non-Profit Sector Organizations**

This course focuses on the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work; interpersonal and leadership skills; power and influence; conflict resolution; formal and informal communications; and motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes.

**Prerequisites:** Third-year university standing is recommended.

**Note:** Only one of UVic BBUS 3129, MNGT 1211 and ADMN 122 may be taken for credit.

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

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 4 months. Refer to page 16.

## BBUS 3149 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:** January. Registration deadline applies. Refer to page 13.

**Completion:** 4 months. Refer to page 16.

## BBUS 3151

ONLINE 3 UNIV

**Investments I**

This is an introductory course covering investments in the global marketplace. Topics include the investment environment and the valuation and trading of a range of instruments including: equities; fixed income; mutual funds; options; and futures. Students will also learn modern portfolio theory which helps to incorporate all of the investment instruments in to a coherent portfolio.

**Prerequisites:** BBUS 3121 and STAT 1201 are strongly recommended.

**Equipment:** High speed internet access will be required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 17 weeks. Refer to page 16.

## BBUS 3169 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 cannot receive credit for more than one of BBUS 3169, ENGL 1071, ENGL 301, or UVIC ENGL 302.

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

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 4 months. Refer to page 16.

## BBUS 3201

WEB-BASED 3 UNIV

**Intermediate Financial Accounting I**

In this course, students build on the foundations established in introductory accounting. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements include understanding the appropriate treatment of cash, temporary investments, receivables, inventories, long-term investments and capital assets. The accounting concepts underlying accounting, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues relating to the form and content of the different financial statements are also discussed.

**Prerequisites:** BBUS 3201 and MATH 1091 are recommended.

**Equipment:** Computer with Internetis required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3211

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.

**Prerequisites:** BBUS 3201 and MATH 1091 are recommended.

**Equipment:** Calculator with financial functions and computer with Internet and CD-ROM drive are required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3215

ONLINE 3 UNIV

**Business Process Re-engineering**

This course explores what business process improvement and value leadership are, how to deliver value to customers, how to improve process performance and how to prepare for the changes occurring in today's global marketplace. It develops business process improvement plans to enhance the ability to identify, plan, evaluate and achieve business process improvements that anticipate, meet and exceed customers' expectations. This course explores value management, lean manufacturing, agile organizations, Six-Sigma, process mapping and ISO-9001:2000.

**Prerequisites:** BBUS 3331 is required and STAT 1201 is recommended.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks. Refer to page 16.

## BBUS 3221

WEB-BASED 3 UNIV

**Taxation**

This course covers the 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:** BBUS 3201 and 3211, or recognized equivalents, are mandatory prerequisites. BBUS 3931 and other introductory accounting program courses (e.g. CGA Level 1-3) are also recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3231

ONLINE 3 UNIV

**Income Tax 2**

This course is the second of a two-course sequence. Topics include taxable income and tax payable for corporations; taxation of corporate investment income; other issues in corporate taxation; corporate taxation and management decisions; rollover under Section 85; corporate reorganizations; purchase or sales of a business; partnerships; death of a taxpayer; trusts and estate planning; advanced international tax issues; and GST/HST.

**Prerequisites:** BBUS 3221 is strongly recommended.

**Equipment:** High speed internet access will be required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks. Refer to page 16.

## BBUS 3251

WEB-BASED 3 UNIV

**Intermediate Management Accounting**

This course looks at 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 to reinforce some course concepts. (CA, CMA, PMAC)

**Prerequisites:** BBUS 2541 is required; MATH 1101 or an equivalent course providing exposure to linear programming and familiarity with Excel are recommended.

**Equipment:** Computer with Internetis required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3331

PRINT-BASED 3 UNIV

**Introduction to Production and Operations Management**

This course examines the functional area of production and operations management in the manufacturing industry. Topics include decision-making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management and quality control.

**Prerequisites:** STAT 1201; MATH 1171, 1091 or 150 are recommended. Students are required to be comfortable with basic algebra.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3431

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 the need for all of us to communicate with and persuade others in order to accomplish our personal and professional goals. Students go behind the scenes 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 can help marketers make effective decisions.

**Prerequisites:** None

**Note:** Students cannot receive credit for more than one of BBUS 3431, ADMN 350, BBUS 3651, BUSM 151.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3451

WEB-BASED 3 UNIV

**Professional Selling**

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

**Prerequisites:** BBUS 3431

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3471

WEB-BASED 3 UNIV

**Consumer Behaviour**

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

**Prerequisites:** BBUS 3431.

**Equipment:** Computer, with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3481

WEB-BASED 3 UNIV

**Marketing Research**

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

**Prerequisites:** BBUS 3431; STAT 1201.

**Note:** Students cannot receive credit for more than one of BBUS 3149, BBUS 3481, ADMN 457 or BBUS 3480.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3511

WEB-BASED 3 UNIV

**International Business**

This course examines world trade and the processes that business managers go through in order to establish or expand operations into international markets. Students learn the terminology of international business, and examine the influence of forces such as culture, economics, politics, and geography on business and markets. Students are also introduced to international organizations including the World Bank, the International Development Association, the World Trade Organization, the International Monetary Fund and develop a Canadian perspective on international business and trade issues.

**Prerequisites:** 60 credits; BBUS 3431,MNGT 1701 and MNGT 1211 are recommended.

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration for web-based. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web; refer to page 16) or 14 weeks (online, paced; refer to page 16).

## BBUS 3611

WEB-BASED 3 UNIV

**Open Thinking**

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

**Prerequisites:** Third-year standing is recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3621

WEB-BASED 3 UNIV

**Analytical Decision Making**

This course covers the decision tools used by 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 other topics. Students will develop a portfolio of decision-making tools that will be effective in their work environment.

**Prerequisites:** First-year university standing.

**Exclusions:** Students with credit for BBUS 3149 may not take this course for further credit.

**Equipment:** Computer with Internet, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to page 104 or the TRU-OL website.

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

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3631

WEB-BASED 3 UNIV

**Open Communication: Effective Communication Skills**

This course provides students with the knowledge and skills to communicate professionally on many levels including writing; speaking; conducting meetings; giving presentations and interpersonal dialogues; and using electronic media.

**Prerequisites:** Third-year standing is recommended; Strong working knowledge of computers or an introductory computer course is also recommended.

**Equipment:** Computer with Internet, CD-ROM drive, anti-virus software and QuickTime, is required. Refer to page 104 or the TRU-OL website.

prerequisite for this course/program.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3641

WEB-BASED 3 UNIV

**Leadership Fundamentals**

This course provides students with the essential knowledge, skills and values to work with and manage people in the workplace. Students develop strategies for building and maintaining trust; practice skills for successful interaction and dealing with difficult situations; and apply techniques for creating learning conversations to coach their peers and employees. Students are required to apply theoretical concepts to workplace, community, or other volunteer experiences.

**Prerequisites:** Third-year standing is recommended; Strong working knowledge of computers or an introductory computer course is also recommended..

**Equipment:** DVD player and computer with Internet are required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3651

WEB-BASED 3 UNIV

**Marketing for Managers**

This course provides a framework which students may use to assess marketing possibilities, analyze all aspects of a marketing plan and evaluate marketing decisions in a practical and effective manner. The course is designed to help students think like marketers and act as managers. The course is for managers who are not directly responsible for developing and implementing marketing plans and managers in small organizations without marketing departments, who may be responsible for marketing a product or service. It is also relevant to people with product or service responsibilities, anyone just beginning their careers in a company's marketing department and non-marketers who need to have the mindset of a marketer.

**Prerequisites:** BBUS 3431. Third-year university standing is recommended. Strong working knowledge of computers or an introductory computer course is also recommended.

**Equipment:** Computer with Internet is required.

**Start Date:**Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3661

WEB-BASED 3 UNIV

**Strategic Human Resource Management**

This course provides students with the knowledge, skills and values 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.

**Prerequisites:** Third-year university standing is recommended. BBUS 3611 and 3631 and familiarity with information technology concepts and experience using the Web is also recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3671

ONLINE 3 UNIV

**Contemporary Leadership**

In this 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 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:** BBUS 3641 is recommended. Strong working knowledge of computers or an introductory computer course is also recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks (online participation required). Refer to page 16.

## BBUS 3811

WEB-BASED 3 UNIV

**Introduction to Human Resources Management**

This course is designed to provide students with an understanding of human resource management (HRM) functions within organizations, including an appreciation of the roles of both HRM specialists and line managers in designing and implementing effective HRM policies and practices.

**Prerequisites:** BBUS 2721 and an introductory course in business, management or supervisory skills, are recommended.

**Note:** Students cannot receive credit for more than one of BBUS 3811, BUSM 122, BUSM 222, BBUS 3661 or BBUS 4319.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3841

PRINT-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.

**Prerequisites:** 30 credits. BBUS 3931 is recommended.

**Note:** Students cannot receive credit for more than one BBUS 3841, ADMN 324, ADMN 424, or ADMN 447.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 3931

PRINT- or WEB-BASED 3 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 British Columbia. 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.

**Prerequisites:** 30 credits is recommended.

**Note:** Students cannot receive credit for more than one of BBUS 3931 or BUSM 241.

**Equipment:** Computer with Internet is required

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 4079 UVIC ADMN 407

WEB-BASED 3 UNIV

**Managing Service Delivery**

This course explores the challenges facing public sector managers who develop or transform public services, with a strong focus on service recipients. The course examines the drivers of the service transformation movement, surveys the ways that public services can be reformed; and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability.

**Prerequisites:** Third-year university standing is recommended. BBUS 3119 or equivalent.

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

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4099** **UVIC ADMN 409**
WEB-BASED 3 UNIV

**Leading and Managing in the Non-Profit Sectors**

This course provides an overview of management in Canada's non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences among the non-profit, public and private sectors. Topics include: leadership, board governance, strategic analysis, volunteer management and partnering. Students will analyze how management concepts, models, principles and techniques have validity as applied in the context of non-profit and voluntary sector organizations.

**Prerequisites:** Third-year university standing is recommended.

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

**Start Date:** May. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4135**
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. Supervisory 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.

**Prerequisites:** 60 credits and a course in business management are recommended.

**Exclusions:** Students cannot receive credit for more than one of BBUS 4135, MNGT 2131, ADMN 411 or ADMN 412.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**BBUS 4151**
ONLINE 3 UNIV

**Investments II**

This is an advanced course in investments in a global environment. The topics include: foreign exchange markets and exchange rate determination; advanced fixed income securities; real estate; and advanced equity investments.

**Prerequisites:** BBUS 3151 is strongly recommended.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 17 weeks. Refer to page 16.

**BBUS 4185**
ONLINE 3 UNIV

**Operations Strategy**

This course explores operations strategy by examining how to strategically align the operations function with the core competencies of a firm. The main topics include the relationship between product and process innovation; managing technology management using Abernathy-Utterback model; reconciling innovative with operations strategy; SWOT analysis;process and supply chain development; managing by project approach; and strategic importance of knowledge management and six-sigma quality in organizational success.

**Prerequisites:** BBUS 3331 and STAT 1201 are recommended.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks. Refer to page 16.

**BBUS 4201**
WEB-BASED 3 UNIV

**Advanced Financial Accounting**

This course provides 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.

Prerequisites: BBUS 3201 and 3211 are required; MATH 1091 and BBUS 1371 are recommended.

**Prerequisites:** BBUS 3201 and 3211 are required; MATH 1091 and BBUS 1371 are recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**BBUS 4209** **UVIC ADMN 420**
WEB-BASED 3 UNIV

**The Public Policy Process**

An introduction to the policy process in the public sector, this course will include analysis of current theories of policy-making and will examine case studies from Canadian contexts. Topics include: policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

**Prerequisites:** BBUS 3119, BBUS 3109 and/or 3149 are recommended. BBUS 3119 and third-year university standing, or permission of the UVic program manager BBUS 3109 and/or 3149 are recommended.

**Note:** Only one of BBUS 4209 (UVIC ADMN 420) and BBUS 4659 (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 13.

**Completion:** 4 months.

## BBUS 4211

WEB-BASED 3 UNIV

**Accounting Theory**

This advanced course in financial accounting includes in-depth treatment of contemporary issues and problems in the field. Topics cover the contributions of economics, finance, and other disciplines to accounting theory; the practical and theoretical problems of the present value model; foreign exchange accounting; hedging; the process and issues of standard setting; agency theory; and other topics related to specific industries or sectors of the economy.

**Prerequisites:** BBUS 3201 and 3221 or BBUS 3121are required. Economics, statistics, and other foundational courses are recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 4219 UVIC ADMN 421

WEB-BASED 3 UNIV

**Financial Management**

This course gives students a financial management foundation focused on the needs of the public sector. Topics include: public sector financial management and budgeting, including capital budgeting and infrastructure investment; financial statements and their analysis; public sector accounting standards and financial reporting; cost management and control; and accountability and performance measurement. The emphasis will be on provincial and federal planning and reporting structures. The course will begin with an introduction to the Excel spreadsheet program.

**Prerequisites:** Third-year university standing.

**Note:** Only one of BBUS 4219 and BBUS 4489 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 13.

**Completion:** 4 months.

## BBUS 4229 UVIC ADMN 422

WEB-BASED 3 UNIV

**Ethical Public Management**

This course provides an exploration of value and ethical dilemmas that confront public and quasi-public sector officials in the workplace. Focus is placed on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability as well as issues related to good, just and legitimate public policy. Students have an opportunity to develop their own moral reasoning skills and apply them in case studies.

**Prerequisites:** Third-year university standing is recommended.

**Note:** Only one of BBUS 4229 and UVIC ADMN 554 may be taken for credit.

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

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

## BBUS 4231

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, auditing standards, the methodology of auditing, audit planning, the collection of audit evidence, audit reporting, and recent developments in auditing.

**Prerequisites:** BBUS 3201 and 3211, BBUS 1371 or CMPT 1509, STAT 1201 are required. BUEC 3101 is recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BBUS 4239 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 BBUS 4239 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 13.

**Completion:** 4 months.

## BBUS 4251

ONLINE 3 UNIV

**Advanced Management Accounting**

This is an advanced course in strategic management accounting. The course examines the integrative and interdisciplinary role of management accounting and its contribution in the strategic management process. The course focuses on cases that deal with management's need for information for planning, control and decision making using both quantitative and qualitative information.

**Prerequisites:** BBUS 3251 and 3121 are recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 17 weeks. Refer to page 16.

**BBUS 4319** **UVIC ADMN 431A**
WEB-BASED 3 UNIV

**Public Sector Human Resource Management**

This course examines various aspects of the human resource function within public sector organizations and compares current theory and practice in: human resource planning; job analysis and design; recruitment and selection; performance management; training; career planning; staff development; and occupational health and safety.

**Exclusions:** Credit will be granted for only one of UVic's ADMN 431, 431A, 447, 531 or BBUS 3661.

**Prerequisites:** Third-year standing is recommended.

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

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 431B9** **UVIC ADMN 431B**
WEB-BASED 3 UNIV

**Compensation and Labour Relations**

This course examines compensation issues including: determining equitable and fair pay; external equity in job evaluation; measuring and rewarding performance; employee health and time off; benefits in compensating employees; and pension and retirement benefits. Labour relations issues covered include: negotiating compensation issues; discipline and grievance; and developing a collective agreement.

**Exclusions:** Credit will be granted for only one of UVic's ADMN 425, 431, 431B, 447, 531 or BBUS 3661.

**Prerequisites:** Third-year standing is recommended.

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

**Start Date:** Not offered 2013/14s. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4379** **UVIC ADMN 437**
WEB-BASED 3 UNIV

**Program Evaluation and Performance Measurement**

This course is an intensive introduction to organizational, methodical, and professional issues involved in evaluating programs and measuring performance in public and non-profit organizations. The course offers a practical understanding of the evaluation process, including identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation. Performance measurement is treated as a complementary set of skills for measuring and reporting program and organizational results. Included are modules on conceptual issues, implementation requirements, and uses of performance measurement.

**Prerequisites:** Third-year university standing is recommended.

**Note:** Only one of BBUS 4379 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 13.

**Completion:** 4 months.

**BBUS 4411**
WEB-BASED 3 UNIV

**Services Marketing**

This course examines the important and growing role services marketing plays in 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.

**Prerequisites:** BBUS 3431. BBUS 3471 and 3481 are recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**BBUS 4431**
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. 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. The course also covers matters such as the application of technology to retail marketing management, e-commerce, international retailing, and customer relationship management.

**Prerequisites:** BBUS 3431. BBUS 3471, BBUS 3651 and 60 credits are recommended.

**Note:** Students cannot receive credit for more than one of BBUS 4430 and 4431.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**BBUS 4451**
ONLINE 3 UNIV

**E-Commerce**

This course is designed to provide an overview of E-Commerce models, applications, decisions and issues. Typical topics include E-Commerce Business and revenue models, E-Commerce strategies and marketing concepts, specific applications such as B2B, web 2.0, E-Learning and E-Government, as well as technology, security and payments. This course will benefit students interested in working in an E-Commerce environment, starting their own E-Commerce business or evaluating E-Commerce activities.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks. Refer to page 16

**BBUS 4459** **UVIC ADMN 445**
WEB-BASED 3 UNIV

**Urban and Regional Economics**
This course examines economic forces influencing settlement patterns, growth, and other characteristics of towns, cities and regions. It provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how policies may affect patterns of growth and change. Topics include regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.
**Prerequisites:** Third-year university standing. BBUS 3109 or UVic ECON 103 (formerly ECON 201) or equivalent.
**Note:** Credit will be granted for only one of BBUS 4459 and UVic ECON 312.
**Equipment:** Computer with Internet is required. Refer to *publicadmin.uvic.ca*.
**Start Date:** January. Registration deadline applies. Refer to page 13.
**Completion:** 4 months.

**BBUS 4469** **UVIC ADMN 446**
WEB-BASED 3 UNIV

**Local Government Land Use Planning**
Focusing on small and mid-size communities, this course provides an overview of land use planning principles and regulations to local government administrators and staff. Topics include: history; regulatory framework in BC; rural and small town planning; growth management and regional planning; neighbourhood, local and community planning; zoning; main street, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation; and environmental and heritage planning.
**Prerequisites:** Third-year university standing is recommended.
**Note:** Credit will be given for only one of BBUS 4469 and UVIC ADMN 470, if 470 is taken in the same topic.
**Equipment:** Computer with Internet is required. Refer to *publicadmin.uvic.ca*.
**Start Date:** September. Registration deadline applies. Refer to page 13.
**Completion:** 4 months.

**BBUS 4471**
WEB-BASED 3 UNIV

**International Marketing**
This course is designed to provide the student with an overview of international marketing. 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:** BBUS 3431. BBUS 3651 and 3471 are recommended.
**Equipment:** Computer with Internet is required.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**BBUS 4481**
WEB-BASED 3 UNIV

**Integrated Marketing Communications**
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:** BBUS 3431. BBUS 3651 and 3471 are recommended.
**Equipment:** Computer with Internet is required.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**BBUS 4491**
WEB-BASED or ONLINE 3 UNIV

**Business-to-Business Marketing**
The marketing of products and services to businesses, organizations, and institutions is a major component of the marketing activity in the Canadian economy. This course explores the business-to-business (B2B) marketplace, including understanding the unique nature of the business customer's needs, and the complexities of developing an effective B2B marketing strategy. Students will learn about organizational buying behaviour and the unique characteristics of the B2B customer and will design strategies and presentations to effectively market to this customer.
**Prerequisites:** BBUS 3431 is recommended.
**Equipment:** Computer with Internet is required.
**Start Date:** Continuous registration (continuous web) or registration deadline required (online, paced).
**Completion:** 30 weeks (continuous web; refer to page 16) OR 17 weeks (online, paced; refer to page 6).

**BBUS 4529** **UVIC ADMN 452**
WEB-BASED 3 UNIV

**Local Government Law**
This course analyzes the legislation and court decisions applicable to local governments in BC, including the Community Charter. Students, who are not lawyers, will become familiarized with local government law and legal issues that arise in relation to local government activities and will learn how to read case law and legislation. Consortium courses are paced; it is important that you participate on a weekly basis. Materials are available from the UVic bookstore and are not included in the course fees.
**Prerequisites:** Third-year university standing. 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 13.
**Completion:** 4 months.

**BBUS 4629** **UVIC ADMN 462**
WEB-BASED 3 UNIV

**Intergovernmental Relations in Canada**

This course examines the nature of relations among federal, provincial, and municipal governments, and the impact of those relations on public policy. It includes discussion of topics such as the modalities of fiscal federalism and the concepts of executive federalism and intergovernmental governance.

**Prerequisites:** Third-year university standing.

**Note:** Credit will be granted for only one of 462 or 470 (if taken in the same topic), POLI 462, 490 (if taken in the same topic), ADMN 547.

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

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4661**
WEB-BASED 3 UNIV

**Managing Change**

This course provides students with 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. BBUS 2721 and 3693 are recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**BBUS 4681**
WEB-BASED 6 UNIV

**Leading Projects to Success**

This competency-based, paced course provides students with essential knowledge, skills, and values to lead a project to a successful completion. It 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.

**Prerequisites:** 60 credits. BBUS 3611 and 3641 are required. Strong working knowledge of computers or an introductory computer course is recommended.

**Equipment:** Computer with Internet is required.

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

**Completion:** 21 weeks (online participation is required). Refer to page 16.

**BBUS 4701**
WEB-BASED 3 UNIV

**Business Policy and Strategy**

This course examines the components and processes of the strategic management model. Topics include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation.

**Prerequisites:** 90 credits including all core requirements of the Bachelor of Commerce.

**Note:** Students cannot receive credit for more than one of BBUS 4701 and BBUS 4799.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**BBUS 4751**
ONLINE 3 UNIV

**New Venture Creation**

This course focuses on developing creative ideas suitable for commercial exploitation into new business ventures. Topics include the entrepreneurial mind set, creativity and idea generation, assessing entrepreneurial opportunities, conducting feasibility studies and market research, developing a marketing plan, financial preparation for new ventures, location and capacity planning, new venture team building, legal issues and risk analysis. Students will gain comprehensive skills in the development of effective business plans, which is very essential for raising capital.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks. Refer to page 16.

**BBUS 4759** **UVIC ADMN 470**
WEB-BASED 3 UNIV

**Contemporary Topics in Administration Critical Perspectives on Public and Community Leadership**

This course examines a range of contemporary critical perspectives on the significant role of public sector and community-based leadership including gender-based, indigenous, multi-cultural, dispute-resolution focused, street-level, activist and other forms. This course uses multimedia narrative formats including film analysis, biography/autobiography in addition to engaging with formal academic leadership theory to scrutinize otherwise diverse and unconnected understandings and lessons from leadership practice from these alternative domains in an effort to more rigorously critique dominant populist notions of leadership and the role of leadership in society.

**Prerequisites:** Third-year university standing is recommended.

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

**Start Date:** July -August (condensed offering). Includes three-day on-campus workshop. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4779** **UVIC ADMN 477**
WEB-BASED 3 UNIV

**Strategic Planning and Implementation**

This course examines the strategic planning processes and how strategic goals can be implemented in public sector organizations. Strategic planning topics include: stakeholder analysis; developing mission, values and vision statement; environmental scanning; transforming strategic plans into policies and programs; management tactics; and assessing organizational performance. Implementation topics include: deploying resources; quality control; strategic communication; budgeting; team building; problem solving; progress assessment; completion; and evaluation.

**Prerequisites:** Third-year university standing is recommended.

**Note:** Only one of BBUS 4779 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:** May. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4789** **UVIC ADMN 478**
WEB-BASED 3 UNIV

**European Union Urban Region Policies**

This course compares the main issues associated with the politics, policy analysis and policy environment of European cities and urban regions with North American regions; considers ways in which the policy capacity of urban/regional government might be improved.

**Prerequisites:** Third-year standing.

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

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4799** **UVIC ADMN 479**
WEB-BASED 3 UNIV

**European Border Region Policies**

This course introduces students to the various complexities of European Union (EU) public policy making in an increasingly borderless world, comparing EU policy and policy-making with the Canada-US and US-Mexican borders. Examines effects of intergovernmental and international relations on production of policies.

**Prerequisites:** Third-year standing is recommended.

**Note:** Credit will be granted for only one of UVic BBUS 479 and 579 or 548 (if taken in the same topic).

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

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 4 months.

**BBUS 4833**
WEB-BASED 3 UNIV

**Effective Leadership**

This course provides the opportunity to develop a collection 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. They 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:** BBUS 3671 is required. 60 credits is recommended.

**Equipment:** Computer with Internet is required.

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

**Completion:** 14 weeks (online participation required).

**BIOL 0501**
PRINT- and WEB-BASED PREP

**General Biology**

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips as well as from the excellent textbook and CD-ROMs. Finally they apply their biology skills to ecology

**Prerequisites:** Science 10 (SCIE 0101) or equivalent. English reading skills at Grade 11 level are important for success in the course.

**Equipment:** Computer with Internet (for web-based version of the course), CD-ROM drive, Apple QuickTime 6.5 and FlashPlayer 7, is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 0601

PRINT- or WEB-BASED PREP

**Provincial Biology**

This provincial-level course in human biology is equivalent to Grade 12 biology and one of the optional science courses that may be used to meet the requirements of the Adult Secondary Graduation Diploma awarded by the Ministries of Education and Advanced Education. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics. The course imparts an understanding and appreciation for the way scientific knowledge is obtained and organized, so that students can apply these methods to everyday life. This course is concerned primarily with human biology (reproduction, circulation, the heart, immunity, the nervous system, genetics, etc...), although there are several textbook chapters concerned with biological topics such as diffusion, photosynthesis, cellular respiration, cell division, evolution and ecology.

**Prerequisites:** Science 10 or equivalent. BIOL 0501 or equivalent and English reading skills at a Grade 11 level are also recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 1001

PRINT- 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 BIOL 1113 and BIOL 1213 rather than BIOL 1001.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is recommended.

**Equipment:** DVD Player and computer with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## BIOL 1113

PRINT- or WEB-BASED 3 UNIV

**Principles of Biology I**

This course is designed for biology or science majors. It is a study of the molecular basis of cellular processes including energy transfer and the storage and use of genetic information.

**Prerequisites:** Biology 11 or 12 (C+ or better) and Chemistry 11 is strongly recommended.

**Note:** Students majoring in science or intending to take second-year biology courses should take BIOL 1113, its companion course BIOL 1213 and the two laboratory courses BIOL 1115 and BIOL 1215.

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 1115

IN-PERSON 1 UNIV

**Biology Laboratory I**

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1113.

**Prerequisites:** Prior or concurrent registration in BIOL 1113 or equivalent is strongly recommended.

**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.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 1 week.

## BIOL 1213

PRINT- or WEB-BASED 3 UNIV

**Principles of Biology II**

This course is designed for biology or science majors. It is a survey course of the kingdoms of life emphasizing their ecology and evolutionary relationships. BIOL 1215 is the laboratory component.

**Prerequisites:** Biology 11 or 12 (C+ or better) and Chemistry 11 is strongly recommended.

**Equipment:** Computer, with Internet and CD-ROM drive, is required. Refer to pages 104-105 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 1215

IN-PERSON 1 UNIV

**Biology Laboratory II**

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1213.

**Prerequisites:** Prior or concurrent registration in BIOL 1213 or equivalent is recommended.

**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.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 1 week.

## BIOL 1593

WEB-BASED 3 UNIV

**Anatomy and Physiology I**

This is the first of two comprehensive theory 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. BIOL 1593 is designed for students who have little formal knowledge of the human body but who wish to train for a career in health-related professions.

**Prerequisites:** Biology 11 or 12 (C+ or better) and Chemistry 11 is strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 1595

IN-PERSON NC

**Anatomy and Physiology Laboratory I**

This in-person laboratory course is the first half of the laboratory component generally required for a fundamental first-year anatomy and physiology course. This course provides an introduction to the structure and function of the human body. It begins with an orientation to the body and then covers the functions of a generalized cell - the atoms and molecules that make up organic molecules, tissues, organs, organ systems as well as the integumentary, skeletal, muscular and nervous systems. The focus is on the healthy functioning of the body and consideration of how each system contributes to overall health and the maintenance of homeostasis.

**Prerequisites:** Biology 11 or 12 (C+ or better), Chemistry 11 and BIOL 1593 or equivalent theory course are strongly recommended.

**Start Date:** The lab is held for five days during the summer in Kamloops, BC. Registration deadline applies.

**Completion:** 1 week.

## BIOL 1693

WEB-BASED 3 UNIV

**Anatomy and Physiology II**

BIOL 1693 is the second of two theory 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. BIOL 1693 is designed for students who have little formal knowledge of the human body but who wish to train for a career in health-related professions.

**Prerequisites:** Biology 11 or 12 (C+ or better), Chemistry 11 and BIOL 1593 are strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 1695

IN-PERSON NC

**Anatomy and Physiology Laboratroy II**

This in-person laboratory course is the second half of the laboratory component generally required for a fundamental first-year anatomy and physiology course. This course covers the nervous system and the senses in addition to the endocrine, circulatory, respiratory, urinary, digestive and reproductive systems.

**Prerequisites:** BIOL 1593, BIOL 1595, and BIOL 1693 or BIOL 1590 are strongly recommended.

**Start Date:** The lab is held for 5 days during the summer in Kamloops, BC. Registration deadline applies.

**Completion:** 1 week.

## BIOL 2029 SFU BISC 202

WEB-BASED 3 UNIV

**Genetics**

This course looks at the principles and concepts of the transmission of genetic information treated comparatively in human, animal, plant and microbial systems.

**Prerequisites:** SFU BISC 101 and 102.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## BIOL 2131

PRINT- 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 1503, 1505, 1523 and 1525 and BIOL 1113, 115, 1213, 1215 or equivalent are recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 2341

PRINT- 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:** BIOL 1113, 1115, 1213, or 1215 or equivalent and BIOL 2131 are recommended

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 3001

ONLINE 3 UNIV

**Biostatistics**

Students successfully completing this course will be able to able to demonstrate their understanding of the nature of data and the challenges involved in collecting and handling it; plan the collection of data necessary to examine a particular problem—biological or otherwise, applied or theoretical; manipulate data, summarize and describe a data set, decide on the statistical approach for testing hypotheses, and perform data analysis using current statistical tools (software and techniques); use statistical analysis in scientific investigations as a tool for description and hypotheses testing; provide inference, interpret and evaluate statistical analyses used by others, design experiments, and analyze and interpret the results of experiments or observational studies.

**Prerequisites:** An introductory statistics course and sixty credits of post-secondary education are recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:**14 weeks. Refer to page 16.

## BIOL 3021

PRINT- or WEB-BASED 3 UNIV

**Community and Ecosystem Ecology**

This course surveys the theoretical development of community and ecosystem ecology as a science. Students will examine the major influences on the organization and development of ecological communities: physical constraints and processes, biological interactions within and among species and the complex interaction of all these factors at varied spatial and temporal scales. Students will also examine the classification, diversity and conservation of ecological communities. This course will also provide extended experience in the practice of ecology through a field ecology research project.

**Prerequisites:** Six credits of introductory biology are recommended.

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 3101

PRINT- or WEB-BASED 3 UNIV

**Animal Behaviour**

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide the student with a basic understanding of the evolution and adaptation of behaviour.

**Prerequisites:** Six credits of introductory biology and BIOL 3021 are strongly recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BIOL 3131

ONLINE 3 UNIV

**Introduction to Biochemistry**

This course is an introduction to cellular chemistry and covers such topics as the structure and function of biological molecules, including nucleic acids, enzymes and other proteins, carbohydrates, lipids, and vitamins. Also, the course provides an introduction to metabolic pathways and bioenergetics, including glycolysis, fermentation and respiration, oxidation of fatty acids, and photosynthesis.

**Prerequisites:** It is strongly recommended that students have the following courses before they enrol in BIOL 3131: a cell biology course such as BIOL 2131 or BIOL 2130, and the equivalent of second year organic chemistry such as CHEM 2120 and CHEM 2220 or CHEM 2123 and 2223.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 16 weeks.

## BIOL 3231

ONLINE 3 UNIV

**Biochemistry**

This course covers topics on the structure, function, synthesis and degradation of macromolecules (carbohydrates, lipids, nucleic acids, and proteins). The biochemistry of DNA repair and intracellular transport of proteins will also be covered.

**Prerequisites:** BIOL 3131 is strongly recommended (with a minimum of a C).

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 16 weeks.

### BIOL 3431

WEB-BASED 3 UNIV

**Plants and People**

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

**Prerequisites:** 60 credits is recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.

### BIOL 3701

ONLINE 3 UNIV

**Advanced Human Anatomy**

This is an advanced course in human anatomy that will be of interest to learners going on to study physical therapy, occupational therapy, or medicine. The focus of the course will be relating anatomical structures to human activity and function. Topics include detailed examinations of the musculoskeletal, cardiovascular, and nervous systems with a focus on how they are interconnected.

**Prerequisites:** Six credits in introductory anatomy and/or general biology and 60 credits of post-secondary education is recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Registrationdeadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

### BIOL 4141

ONLINE 3 UNIV

**Evolution**

This course examines central concepts in the contemporary theory of evolution. Learning units focus on variation, descent, natural selection, adaptation, speciation, and extinction on both micro- and macro-evolutionary scales. Special emphasis is placed on the presentation of changes in evolutionary thinking and on the discussion of how the current theory of evolution developed from the time of the Greek philosophers to the time of the modern synthesis. This historical approach addresses the manner in which scientific theories are first proposed and then continuously modified to accommodate new findings. Students' major projects consist of independent research into some of the current controversies surrounding evolutionary theory, including the origins of living systems; species, their origins and extinctions; adaptation and its constraints; systematics; and evolutionary ethics.

**Prerequisites:** BIOL 3021 is strongly recommended.

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

**Completion:** 14 weeks. Refer to page 14.

### BIOL 4481

PRINT-BASED 3 UNIV

**Directed Studies**

This course is a requirement for completion of the Bachelor of Science (Biology/Life Science Major). Students are required to review the literature in their area of study, offer critical assessment of that literature and submit a comprehensive review paper.

**Prerequisites:** General education and lower-level requirements of the Bachelor of Science degree and a minimum of 15 upper-level credits in biology.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.

### BUEC 2041

PRINT- or WEB-BASED 3 UNIV

**Managerial Economics**

This course provides students with the knowledge, tools and techniques to make effective economic decisions under conditions of risk and uncertainly. 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.

**Prerequisites:** ECON 1901, ECON 1951 and MATH 1171 are required.

**Note:** Students cannot receive credit for more than one of BUEC 2041 and ECON 450.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### BUEC 3101

WEB-BASED 3 UNIV

**Economic and Business Statistics**

This course is an upper-level course in statistics that teaches students how to solve problems in economics and business by applying statistical principles. The topics covered include probability theory, sampling methods and estimation, hypothesis testing, analysis of variance, regression analysis and correlation, index numbers, and time-series analysis and forecasting.

**Prerequisites:** STAT 1201 and MATH 1171.

**Note:** Students cannot receive credit for more than one of BUEC 3101 and ECON 410.

**Equipment:** Computer, with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## BUSN 5011

ONLINE 3 UNIV

**Managerial Statistics**

This course provides students with a deep understanding of the statistical methods and tools required for decision making in today's business environment. Topics include descriptive statistics and numerical measures; statistical inferences with two populations; hypothesis tests and nonparametric methods; analysis of variance; simple regression models; multiple regression models; regression and the model building process; regression models with categorical dependent variables; applied models with categorical dependent variables; forecasting in business; and decision analysis.

**Prerequisites:** Admission to the Graduate Certificate in Business Administration.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

## BUSN 5021

ONLINE 3 UNIV

**Financial Accounting**

This course provides students with the knowledge and skills necessary to understand financial accounting. Students will analyze many accounting policy choices available to companies and the consequences of these choices on financial statement users. Topics include basic financial transactions, financial statement preparation, financial adjustments, revenue and expense recognition, accounting for receivables and inventories, depreciation and sale of capital assets, bonds and long-term debt, equity transactions, defined benefit and defined contribution pensions, the cash flow statement and financial statement forecasting.

**Prerequisites:** Admission to the Master of Business Administraion program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

## BUSN 5031

ONLINE 3 UNIV

**Managerial Accounting**

This course focuses on the three functions managers must perform within their organizations: plan operations; control activities; and make decisions. To perform these functions efficiently, managers must collect and interpret appropriate information based on the firm´s long-term strategy and annual objectives. Topics include: the firm and its strategy; costs and cost behaviour; job costing; activity based costing; cost behaviour and the contribution margin; cost, volume, profit; budgeting; budget variances and performance evaluation; relevant costs; performance measurement and control; balance scorecard for strategic management; and ethical and sustainable practices for corporate longevity.

**Prerequisites:** BUSN 5021.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

## BUSN 5041

ONLINE 3 UNIV

**Global Economics**

This course provides students with a coherent theoretical framework within which the performance of an economy can be analyzed. Topics include: overview of macroeconomics; measurement of income, prices and unemployment; national income determination; money, banks and central bank; the IS-LM model; financial market and economic instability; government budget, debt and limitations of fiscal policy; international trade, exchange rate and macroeconomic policy; aggregate demand and aggregate supply; inflation; stabilization policies and the theory of economic growth.

**Prerequisites:** Admission into the Master of Business Administration program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## BUSN 5051

ONLINE 3 UNIV

**Marketing Management**

The course covers the key principles and concepts of marketing, and introduces marketing in a variety of contexts including not-for-profit, international, services and environmental issues. Topics include marketing strategy, marketing research, the consumer relationship marketing, market segmentation, branding, pricing strategies, channels of distribution, integrated marketing communications, and international marketing.

**Prerequisites:** Admission into the Master of Business Administration program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## BUSN 5061

ONLINE 3 UNIV

**Human Resource Management**

This course provides students with the knowledge and skills required to effectively design and manage a human resource management system. Human resource management systems that are aligned with strategic objectives and more capable of attracting, deploying, developing and retaining human capital are key contributors to organizational competitiveness and success. Topics include: the strategic role of human resource management; the legal environment; designing and analyzing jobs; planning and recruitment; selection; orientation and training; performance appraisal; compensation; employee benefits and services; occupational health and safety; effective employee relations; and labour relations, collective bargaining, and contract administration.

**Prerequisites:** Admission into the Graduate Certificate in Business Administration.

**Equipment:** Computer, with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## BUSN 6021

ONLINE 3 UNIV

**Corporate Finance**

This course provides students with the knowledge and skills required to effectively manage a firm's assets and to fund those assets in an optimal manner. Topics include goals of the firm, corporate governance and executive compensation, time value of money, financial statement analysis, financial reporting quality, maturity matching of assets and liabilities, financial planning, capital budgeting, risk and return and stock valuation, bond valuation and interest rates, cost of capital, capital structure and dividend policy.

**Prerequisites:** Admission into the Master of Business Administration program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## BUSN 6031

ONLINE 3 UNIV

**Global Business**

This course is designed to introduce the basic concepts of international business and competition from a manager's perspective. Topics include country differences in political economy, the cultural environment, ethics in international business, international trade theories, the political economy of international trade, foreign direct investment, regional economic integration, the foreign exchange market, the global monetary system, global strategy, global marketing and R&D, and global human resource management.

**Prerequisites:** Admission into the Master of Business Administration program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## BUSN 6051

ONLINE 3 UNIV

**Supply Chain Management**

This course provides students with the knowledge and basic skills required to effectively manage and design a supply chain. Topics include introduction to supply chain, importance of information technology, supply chain slacks, demand management, supply management, inventory management, production management, transportation management, location analysis, sourcing decisions, supply chain strategy and overview of special types of supply chains such as green and humanitarian aid supply chains.

**Prerequisites:** Admission into the Master of Business Administration program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## BUSN 6151

ONLINE 3 UNIV

**Advanced Marketing Management**

The course will enhance students' knowledge and skills in the area of marketing management, to enable students to develop, implement and control successful marketing strategies. Topics include breakeven analysis, marketing ethics, marketing strategy, marketing research and business expansion, market segmentation, developing and marketing new products, channels of distribution, online marketing, integrated marketing communications, sales management, marketing for non-profit organizations, and cause-related marketing.

**Prerequisites:** Admission into the Master of Business Administration program.

**Equipment:** Computer, with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16

## CHEM 0501

PRINT- or WEB-BASED PREP

**Principles of Chemistry**

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds. The course includes videos and a lab kit.

**Prerequisites:** Science 10 or SCIE 0101 and Math 10 or MATH 0401, are required. Math 11 or MATH 0523, and English reading skills at Grade 11 level, are recommended or may be taken concurrently.

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 1503

PRINT- or WEB-BASED 3 UNIV

**Chemical Bonding and Organic Chemistry**

This course is the first half of a fundamental first year chemistry course. Course topics include general concepts of chemical bonding, Lewis structures, molecular shape, and Valence Bond Theory of bonding and a half a semester of organic chemistry. The organic chemistry portion will focus on the bonding and structure of organic compounds, compound naming, functional groups, conformational and stereo chemical features, oxidation-reduction reactions, substitution and elimination reactions and enolate chemistry.

**Prerequisites:** It is strongly recommended to have Chemistry 11 or Chemistry 12, and Principles of Math 12 or Foundations of Math 12.

**Note:** This course provides the equivalent of the first half of a first-year university chemistry course when taken with its accompanying laboratory course, CHEM 1505. In order to complete the equivalent of the entire first year (6 credits) of university-level chemistry, students need to complete CHEM 1503, 1523, 1505 and 1525 or CHEM 1500 and CHEM 1520.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 1505

WEB-BASED NC

**Chemistry Laboratory I**

This course is the first laboratory in a fundamental first-year chemistry course, designed for students who have completed the theory portion, CHEM 1503. The topics include a review of laboratory safety and equipment, chemical changes, laboratory techniques and measurements, separation of mixtures, properties of gases, liquids and solids,physical and chemical properties, identification of metallic ions,ionic reactions, stoichiometry of a precipitation reaction, caloric content of food, and water hardness determination. Students are expected to become familiar with all of these topics during the course, and demonstrate their proficiency in various laboratory techniques.

**Prerequisites:** It is strongly recommended to have Chemistry 11 or Chemistry 12 or Principles of Math 12 or Foundation of Math 12 and that a first-year general chemistry course such as CHEM 1503 serve as a co-requisite for this course.

**Equipment:** Computer with Internet is required. Non-programmable, single numeric line calculator such as the Casio fx-260 is required. Refer to page 104 or the TRU-OL website. A lab pack is supplied with course package

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 1523

PRINT- or WEB-BASED 3 UNIV

**Principles of Chemistry**

This course is the second half of first year chemistry theory designed for students with a strong background in Chemistry. Course topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy and free energy.

**Prerequisites:** CHEM 1500 (C- minimum) or CHEM 1503 and CHEM 1505 or equivalent and Chemistry 12 or (a grade of B or better is recommended) are strongly recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Note:** This course provides the equivalent of the second half of a first-year university chemistry course when taken with its accompanying laboratory course, CHEM 1525. In order to complete the equivalent of the entire first year (6 credits) of university-level chemistry students need to complete CHEM 1503, 1523, 1505 or 1525. The TRU on-campus equivalents of these courses are CHEM 1500 and CHEM 1520.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 1525

WEB-BASED NC

**Chemistry Laboratory II**

This course is the second laboratory for a fundamental first year chemistry course, designed for students who have a Chemistry 11 background. This course provides the equivalent of a first-year university chemistry course when taken with its accompanying theory course, CHEM 1523. The topics include a review of laboratory safety and equipment, anion and cation identification, properties of gases, thermochemistry and caloric content of food, equilibrium and Le Chatelier's principle, reaction order and rate of reaction, acid-base titrations, buffers, acid-ionization constant (Ka) determination, oxidation-reduction reactions, and electrochemical cells. Students are expected to become familiar with all these topics during the course and demonstrate their proficiency in various laboratory techniques.

**Prerequisites:** It is strongly recommended that students' have CHEM 1500 or CHEM 1503 and CHEM 1505 or equivalent and a first year general chemistry course such as CHEM 1520 or CHEM 1523 theory or equivalent as a co-requisite.

**Equipment:** Computer with Internet is required. Non-programmable, single numeric line calculator such as the Casio fx-260 is required. Refer to page 104 or the TRU-OL website. A lab pack is supplied with course package

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 2123

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 2125 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 2123 and 2223 and the two laboratory courses.

**Prerequisites:** CHEM 1503, 1505, 1523, and 1525, or equivalent are strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 2125

IN-PERSON 1 UNIV

**Organic Chemistry Lab I**

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2123.

**Prerequisites:** Prior registration in CHEM 2123 or equivalent is recommended.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** Labs are held for 5 days during the summer at Thompson Rivers University, Kamloops, BC. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

## CHEM 2223

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 2225 is the lab component to accompany this course.

**Prerequisites:** CHEM 2123 and 2125 are strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## CHEM 2225

IN-PERSON 1 UNIV

**Organic Chemistry Lab II**

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2223.

**Prerequisites:** Prior registration in CHEM 2223 and completion of CHEM 2123 and 2125 or equivalent are recommended.

**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.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 1 week.

## CMNS 1109 SFU CMNS 110

WEB-BASED 3 UNIV

**Introduction to Communication Studies**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## CMNS 1291

PRINT- or WEB-BASED or ONLINE 3 UNIV

**Business Communication**

This course provides practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters, and persuasive messages. The second half of the course focuses on report preparation, with practice in writing descriptions, instructions, progress reports, and proposals.

**Prerequisites:** It is recommended that students have ENGL 1061, CMNS 1811 or another post-secondary English course such as ENGL 1001 or 1021 or 1999 or equivalent skills as demonstrated by an assessment.

**Note:** Only one of BBUS 3169 (UVIC ADMN 316) and ENGL 1071 may be taken for credit.

**Exclusions:** Please note that this course is not applicable to the general educations requirements of any TRU-OL degree.

**Equipment:** Computer with Internet is required for web-based or online version.

**Start Date:** Continuous registration for print- and web-based. Registration deadline applies for online version; refer to page 13.

**Completion:** 30 weeks (continuous print or web: refer to page 16) OR 14 weeks (online, paced: refer to page 16).

**CMNS 1309** **SFU CMNS 130**

WEB-BASED 3 UNIV

**Communications and Social Change**

This is an introduction to the role of mass communication (radio, television, telecommunications and the press) in Canadian society. This course is a requirement for a major or minor in communication.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMNS 1811**

PRINT- or WEB-BASED or ONLINE 3 UNIV

**Written Communication**

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

**Prerequisites:** BC English 11 or equivalent is recommended.

**Note:** Students who already have credit for a post-secondary English or Business Communications course will usually be exempted from having to take CMNS 1291. Please contact business_ol@tru.ca for further information. Also, please note that this course is not applicable to the general education requirements of any TRU-OL degree.

**Equipment:** Computer with Internet is required for web-based or online version.

**Start Date:** Continuous registration for print- and web-based. Registration deadline applies for online version; refer to page 13.

**Completion:** 30 weeks (continuous print or web) OR 14 weeks (online, paced). Refer to page 16

**CMNS 2539** **SFU CMNS 253W**

WEB-BASED 3 UNIV

**Introduction to Information Technology: The New Media**

This course provides an introduction to new communication/information technologies, seen as new media of communication: the technologies, their uses, and the social issues arising from them.

**Prerequisites:** CMNS 1109 (SFU CMNS 110) or 1309 (SFU CMNS 130).

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMNS 2599** **SFU CMNS 259**

WEB-BASED 3 UNIV

**Acoustic Dimensions of Communication I**

This course is designed to develop the students' perception and understanding of sound and how sound behaves in the interpersonal, social, environmental, media and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media and sonic environments.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** CD player and computer with Internet are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMNS 2619** **SFU CMNS 261**

WEB-BASED 3 UNIV

**Documentary Research in Communication**

This course introduces the techniques necessary to analyze the primary source documents-historical, governmental, and corporate records-often used by media and communication studies. Topics include: ethics; documentary discourse analysis; Canadian and international documentary searches on NGOs, governments and corporations; and the writing of policy briefs.

**Prerequisites:** CMNS 1109 or 1309.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMNS 3559** **SFU PUB 355W**

WEB-BASED 4 UNIV

**Online Marketing for Publishers**

**SFU-designated Writing-intensive (W) course. Refer to Page 16.**

This course explores the formulation and analysis of marketing goals within the evolving realm of online promotion and marketing. Emphasis is given to approaches to measurement of effect; implementation and campaign management; finding and nurturing audiences and conversations; branding; forecasting and budgeting.

**Prerequisites:** 60 units

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMNS 3729** — **SFU PUB 372**
WEB-BASED — 4 UNIV

**The Publishing Process**

This course offers students the opportunity to follow the book publishing process from the acquisition and editing of manuscripts through to production, promotion and distribution. Each topic proceeds from basic concepts and precepts to case studies of particular kinds of publishing companies (e.g. literary, regional and general trade) and particular types of books (e.g. children's genre, fiction and poetry). The publishing decision-to-publish process is simulated. Required readings focus on the history of books publishing, as well as on current developments.

**Prerequisites:** 60 units.

**Note:** Students with credit for CMNS 372 may not take this course for further credit.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMNS 4539** — **SFU CMNS 453**
WEB-BASED — 4 UNIV

**Issues in the Information Society**

This course is an advanced discussion of issues in the interplay between contemporary society and new computer/communication technologies at the level of comprehensive theories of society on one hand and major public policy on the other.

**Prerequisites:** Minimum 75 credits, including SFU CMNS 353, CMNS 362.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 1509** — **UVIC TECJ 100**
ONLINE — 3 UNIV

**Computing Concepts**

This course provides you with the practical and theoretical fundamentals of computing. As the first course in the CBIS program, Computing Concepts lays the conceptual groundwork for you to build your understanding of information technology by introducing you to hardware, operating systems, productivity software, basic website design and networks. You will use word processing, spreadsheet, database, presentation and Internet software in the Microsoft Windows environment.

**Prerequisites:** Ability to launch a program, save and load documents in Microsoft Office or LibreOffice, visit a website and send email. Course requires Microsoft Office Professional 2002/2003 or 2007/2010 (including Access) or LibreOffice. LibreOffice is an open source application that can be downloaded from the Internet at no cost. For further information about LibreOffice, please visit *www.libreoffice.org*.

**Note:** This course was formerly 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.uvcs.uvic.ca*.

**Start Dates:** September, January, May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 2129** — **UVIC TECJ 432**
ONLINE — 3 UNIV

**Database Concepts**

This course is designed to help students become knowledgeable end users of database management systems and to help them understand the needs and roles of users, database designers, managers and administrators. Database Concepts, a key component of the CBIS program, provides students with an understanding of how databases fit into the information system of an organization. Topics such as the major components and functions of a database, how information is modelled, stored and manipulated in databases, and the implications of databases on operations, control and planning for the organization will be covered. Students will also gain hands-on experience creating and maintaining a relational database using Microsoft Access or LibreOffice, available from *www.LibreOffice.org*.

**Prerequisites:** CMPT 1509 or equivalent.

**Equipment:** Computer with Internet and specified software is required. Refer to *www.uvcs.uvic.ca*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 2159** — **UVIC TECB 401**
WEB-BASED — 3 UNIV

**Systems Analysis and Design I**

This course provides the basic understanding of systems analysis and design methodologies. Topics explored include the roles and elements involved in a system development project, the system design process and system implementation and support. Students will also learn how to recognize the importance of a structured and organized approach to systems development, define the activities comprising a systems development project and understand the strengths and weaknesses of the various techniques for systems development. (CGA, CMA)

**Prerequisites:** CMPT 1509, or equivalent. CMPT 2129 is recommended.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca*.

**Start Dates:** May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 2319** **UVIC TECJ 230**
ONLINE 3 UNIV

**Web Design and Management I**

This course will provide students with the technical skills and conceptual understanding to create and manage professional websites. Web Design and Management I complements the core of the CBIS program by providing a rationale for the use of the web as an effective tool to meet business needs. Students will learn the basics, such as hypertext mark-up language (HTML), including creating links, adding graphics and applying cascading style sheets to web pages. Students will advance to learn more about navigational graphics and image maps, incorporating different graphic formats and video and/or sound into Web pages. An understanding of complex issues such as site management and use of online forms will be provided. Many of these skills will be developed through hands-on exercises.

**Prerequisites:** CMPT 1509, or equivalent experience.

**Equipment:** Computer with Internet and specific software are required. Refer to *www.uvcs.uvic.ca*. Students are expected to be comfortable downloading and installing software.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 3009** **UVIC TECJ 420**
WEB-BASED 3 UNIV

**Networks and Network Management**

This course examines the fundamental concepts of computer networks, their implementation, operation and management. Networks and Network Management provides students with the knowledge of how networks fit into the information system of an organization. Topics covered include: network technology; architecture; management; operating systems; security; reliability; maintenance; interconnectivity; and user interface and support.

**Prerequisites:** CMPT 1509, or equivalent.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uv*ic.ca.

**Start Date:** May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 3159** **UVIC TECJ 315**
ONLINE 3 UNIV

**Relational Database Management Systems**

This online course will provide students with an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS). Students will learn how to create and access data using Structured Query Language (SQL), the programming language used by most large relational database management systems such as Oracle, IBM DB2, MS SQL Server and Sybase, as well as open-source products such as MySQL and PostgreSQL.

**Prerequisites:** CMPT 1509 and 2129 or equivalent.

**Equipment:** Computer with Internet and specified software are required. Refer to *www.uvcs.uvic.ca*.

**Start Date:** Septembe. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 3209** **UVIC TECJ 320**
ONLINE 3 UNIV

**Database Application Development**

This course builds upon the database design skills taught in Database Concepts (DBC) and the SQL skills obtained in Relational Database Management Systems (RDBMS). Students who have taken DBC and/or RDBMS will find this course provides a valuable and natural follow-up to their database design and data access skills by completing the lifecycle with the creation of a sophisticated web-based application interface. Using Open Source and/or free software editions, students will learn to install and configure the Vaadin and Eclipse products as well as your choice of the following database products; MySQL, MSSQL or Oracle. Students will build a Web-based Graphical User Interface (GUI) application that incorporates multiple forms, GUI controls like buttons and lists of values, as well as, generate dynamic reports. Students will deploy and test their web-based application to the open source Apache Tomcat Web Server. The course incorporates extensive hands-on work.

**Prerequisites:** CMPT 1509 (UVIC TECJ 100), 2129 (UVIC TECJ 432) and 3159 (UVIC TECJ 315), or equivalent experience.

**Equipment:** Computer with Internet and specified software are required. Refer to *uvcs.uvic.ca*

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 3409** **UVIC TECJ 340**
ONLINE 3 UNIV

**Web Design and Management II**

This course introduces the creation of dynamic websites using server-side scripting and relational databases. It offers a good conceptual understanding of how dynamic websites, such as a shopping cart or a blog application, are created. This course is aimed at non-programmers who already have experience creating basic, static websites using HTML and CSS using a text editor. It complements Web Design and Management I by exploring the technologies used to create data-driven websites. The programming language introduced in this course is PHP. Technical topics include variables, data types, error-handling, validation strategies, handling text and mathematical operations in web script, control structures and loops, and handling user sessions using a login form. The course also covers topics pertaining to the design and management of server-scripted, data-driven web applications, including information architecture and roles and responsibilities in a typical web development team.

**Prerequisites:** CMPT 1509 and 2319 or equivalents.

**Equipment:** Computer with Internet and specified software are required. Refer to *www.uvcs.uvic.ca*.

**Start Date:** May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 4079** **UVIC TECJ 410**
ONLINE 3 UNIV

**Project Management**

This course covers all stages of projects, including feasibility, development, management, administration and completion. Standard project management tools such as Critical Path Method (CPM), Project Evaluation Review Technique (PERT), and network diagrams are also covered. The course presents the concepts and methodologies needed to plan, manage and track performance over a complete project lifecycle. These concepts include: cost–benefit analysis, change control management, quality control, performance tracking and corrective action. Further topics presented are time and cost estimating, resource levelling, critical path analysis and charting. Students will use Microsoft Project software with a case study to gain practice in applying these concepts.

**Prerequisites:** CMPT 1509 or equivalent.

**Equipment:** Computer with Internet and CD-ROM drive is required.Visit *www.uvcs.uvic.ca* for information.

**Start Date:** September, January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 4129** **UVIC TECB 402**
ONLINE 3 UNIV

**Human Side of Information Systems**

This course provides students with an understanding of the impact of information technology and systems on society. Human Side of Information Systems complements the technical content of the CBIS program by addressing issues of information technology from the human perspective. Students will discuss the impact of technology on education, business, cultures and society at large. Topics include intellectual property, security, privacy and confidentiality, globalization and the evolution of information technology.

**Prerequisites:** CMPT 1509 or equivalent.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 4259** **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, students will understand the security threat and the risk assessment process and how to apply it to operating systems and network communications security in a way that supports business requirements. In addition, students learn about security policies, procedures and user awareness as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course.

**Prerequisites:** CMPT 1509 and CMPT 3009, or equivalent experience.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CMPT 4619** **UVIC TETS 461**
ONLINE 1.5 UNIV

**Digital Identity Management: Concepts and Technologies**

In today's online world, enterprises are under increasing pressure to integrate a variety of business processes with their networked systems to make them more secure, accessible and user-friendly. Enterprises are finding that the management of user identity is key in connecting employees, customers, suppliers, and partners both inside and outside organizational networks. This seminar will provide students with an understanding of the concepts and technologies related to building an effective enterprise identity management architecture. Students will examine the concepts, tools, and technologies that will allow enterprises to build an identity management architecture that achieves business process goals on a foundation of managed digital-identity. The intersection between the corporate and public worlds of online identity, providing an opportunity to look at the way living online is fundamentally changing how we develop communities of trust, will be investigated.

**Prerequisites:** Students will benefit from experience gained in having user accounts for online resources in enterprise or Internet-based settings.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**COMP 1109** **SFU CMPT 110**
WEB-BASED 3 UNIV

**Programming in Visual Basic**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

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 1000-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 SFU ITEC 240, 241 or 242, may not take COMP 1109 for further credit except with permission of the school of computing science.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**COMP 1131**
WEB-BASED or ONLINE 3 UNIV

**Computer Programming I**

This course provides problem solving and computer programming skills for students with no prior experience in the area of programming. Students will be using Java, a high-level, object-oriented computer programming language, to learn the fundamentals of computer programming including how to write, compile and execute programs. Some familiarity with computers is beneficial.

**Prerequisites:** Principles of Math 12 or C+ or better in Physics 12 is strongly recommended.

**Equipment:** Computer and Internet access.

**Start Date:** Continuous registration. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web) or 16 weeks (online, paced). Refer to page 16.

**COMP 1231**
WEB-BASED or ONLINE 3 UNIV

**Computer Programming II**

This course is a continuation of COMP 1131 and introduces new programming tools, which are required to solve a more advanced set of problems. Students will further develop their knowledge of the principles of object-oriented design and programming, including the use of interfaces and inheritance, and will learn the fundamentals of sorting data and data structures.

**Prerequisites:** COMP 1131 or equivalent is strongly recommended.

**Equipment:** Computer and Internet access.

**Start Date:** Continuous registration. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web) or 16 weeks (online, paced). Refer to page 16.

**COMP 1659** **SFU CMPT 165**
WEB-BASED 3 UNIV

**Introduction to the Internet and the World Wide Web**

**SFU-designated Breadth (B) course. Refer to Page 16.**

In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works, how web pages are created and begin to learn how to program. Topics include the World Wide Web, Markup and HTML, graphics and text, style sheets (CSS), web programming, Internet internals and programming in Python.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. Background in computer science is not assumed.

**Note:** Students may not take COMP 1659 for further credit if they have obtained credit for, or are enrolled in: a CMPT course at the 2000 level or higher; CMPT 118 or 170; or SFU IAT 265 or 267.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks. Refer to page 16.

## COMP 2231

WEB-BASED or ONLINE 3 UNIV

**Data Structures and Algorithms**

This course introduces students to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students will also learn how to design new algorithms for each new data structure studied, create and perform simple operations on graph data structures, describe and implement common algorithms for working with advanced data structures and recognize which data structure is the best to use to solve a particular problem.

**Prerequisites:** Completion of COMP 1231 or equivalent, is strongly recommended.

**Equipment:** Computer and Internet access.

**Start Date:** Continuous registration. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web) or 16 weeks (online, paced). Refer to page 16.

## COMP 3271

WEB-BASED 3 UNIV

**Computer Networks**

The main emphasis of this course is on the organization and management of local area networks (LANs). The course objectives include learning about computer network organization and implementation, obtaining a theoretical understanding of data communication and computer networks, and gaining practical experience in installation, monitoring, and troubleshooting of current LAN systems. The course introduces computer communication network design and its operations. The course includes the following topics: Open Systems Interconnection (OSI) communication model; error detection and recovery; local area networks; bridges, routers and gateways; network naming and addressing; and local and remote procedures. On completion of the course, the student should be able in part to design, implement and maintain a typical computer network (LAN).

**Prerequisites:** COMP 2130 and 2230 or 2231 or a program or courses of similar content are strongly recommended.

**Equipment:** Computer with Internet access. Students require: Microsoft Office or other software to view PowerPoint presentations; Linux operating system; Text Editor software such as nano or vi; Java programming language.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## COMP 3411

ONLINE 3 UNIV

**Operating Systems**

This course introduces the principles and techniques for the design and implementation of operating systems including: interrupts; computer resource management (memory management, processor management, I/O management, file management, process management and security management); and process communication. Additionally, topics include: Job Control Language and batch processing; case study of some operating systems; Real Time OS; and Concurrent computations. This course includes a practical OS design project.

**Prerequisites:** It is strongly recommended that students have a background in Data Structures and Algorithms or a course similar in content to COMP 2231 (TRU on-campus).

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 16 weeks. Refer to page 16.

## COMP 3521

ONLINE 3 UNIV

**Software Engineering**

COMP 3521 is a third-year course which introduces students to large-scale software development including software design, implementation and maintenance. Topics included are: software life cycle, design techniques, psychology and economics of software testing, organization and management of modular inter-communication, software engineering tools, project management including resource estimation, team organization and review. The students will apply these techniques to develop a software project in a software engineering project course.

**Prerequisites:** COMP 2231 is strongly recommended.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 16 Weeks. Refer to page 16.

## COMP 3541

ONLINE 3 UNIV

**Web Site Design and Programming**

COMP 3541 is a third year course which covers all major aspects of WEB site design and programming including HTML, HTTP, Java Script and Visual Basic Scripting as well as Java WEB programming. The course also includes advanced techniques in HTML programming (frames and style sheets) and concurrent programming for the Web (multi-threading). This course concentrates mainly on client-side Web programming with an introduction to server-side Web programming.

**Prerequisites:** COMP 2231 is strongly recommended.

**Equipment:** Access to high speed Internet.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 16 Weeks. Refer to page 16.

## CONV 1011

ONLINE 3 UNIV

**Introduction to Tourism**

This course is designed to introduce students to the tourism industry. Consideration is given to the concepts and vocabulary common throughout the tourism sectors. A critical examination of the competition for resources with other industries is examined.

**Prerequisites:** None.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 14 Weeks. Refer to page 16.

## CONV 1021

ONLINE 3 UNIV

**Introduction to Special Event Management**

This course is designed to introduce the student to the planning and management of special events and festivals. The highly interdisciplinary course addresses the systems, tools and checklists necessary for successful festival and event planners.

**Prerequisites:** None.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 14 Weeks. Refer to page 16.

## CONV 1031

ONLINE 3 UNIV

**Celebrating Community and Culture**

The course is designed to explore how communities and cultures within these communities can be attracted to and successfully included in special events. Consideration is given to cross cultural issues and challenges of creating "authentic" experiences while respecting the local environment and traditions of the people who live there.

**Prerequisites:** None.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 14 Weeks. Refer to page 16.

## CONV 1041

ONLINE 3 UNIV

**Event Volunteer Management**

This course is designed to introduce the student to the concepts and theories for the successful management of event volunteers. Current trends and their impacts on volunteer organizations will be examined. The student will participate in volunteering for a special event.

**Prerequisites:** None.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 14 Weeks. Refer to page 16.

## CONV 1051

ONLINE 3 UNIV

**Legal Liability and Risk Management**

The goal of this course is to provide an introduction to event management law and risk management. This course has been designed to provide a broad perspective about the legal and risk management issues involved in planning and hosting tourism events. It will provide an overview of many topics that can be studied at greater depth in future law courses.

**Prerequisites:** None.

**Note:** TRU on-campus course TMGT 2250 is an alternate and equivalent to CONV 1051.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 14 Weeks. Refer to page 16.

## CONV 1061

ONLINE 3 UNIV

**Event Marketing**

This course reviews the concepts and tools used to design and implement a successful event marketing strategy. The focus of the course is on applying contemporary principles of strategic marketing to the process of event management. These concepts are applicable to the broadest definition of the event management industry including festivals, sporting events, community celebrations, cultural events and arts productions.

A student-defined case study further defines the application of course content.

**Prerequisites:** None.

**Note:** TRU on-campus course TMGT 1150 is an alternate and equivalent to CONV 1061.

**Equipment:** Computer with Internet access is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 14 Weeks. Refer to page 16.

**CRIM 1019** **SFU CRIM 101**
WEB-BASED 3 UNIV

**Introduction to Criminology**
**SFU-designated Breadth (B) course. Refer to Page 16.**
Topics include examination of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.
**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**CRIM 1039** **SFU CRIM 103**
WEB-BASED 3 UNIV

**Psychological Explanations of Criminal and Deviant Behaviour**
**SFU-designated Breadth (B) course. Refer to Page 16.**
This course is an introduction to, and critical examination of, biogenetic, psychiatric and psychological explanations of criminal and deviant behavior. Special attention will be 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 *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**CRIM 1049** **SFU CRIM 104**
WEB-BASED 3 UNIV

**Sociological Explanations of Criminal and Deviant Behaviour**
**SFU-designated Breadth (B) course. Refer to Page 16.**
This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include: anomie; neutralization; control; group conflict; sub-cultural, ecological, functionalist, and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.
**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. SOCI 1509 (SFU SA 150) is recommended.
**Note:** Students with credit for SOCI 450 or 451 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**CRIM 1161**
WEB-BASED or ONLINE 3 UNIV

**The Canadian Legal System**
This course focuses on the history, development and present day operation of the Canadian legal system. The topics that will be examined include: constitutional law; criminal, contract and tort law; human rights; administrative law; the court system; the functions of judges and lawyers; and the basic elements of legal reasoning.
**Prerequisites:** None.
**Equipment:** Computer with Internet access.
**Start Date:** Continuous registration for web-based. Registration deadline applies for online version. Refer to page 13.
**Completion:** 30 weeks (continuous web) or 14 weeks (online, paced). Refer to page 16.

**CRIM 1319** **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 16.**
This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines the patterns of crime and victimization; police operations, discretion and decision making; the criminal courts including sentencing; the corrections system including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.
**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**CRIM 1359** — **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 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2109** — **SFU CRIM 210**
WEB-BASED — 3 UNIV

**Law, Youth and Young Offenders**

This course offers an analysis of the definition and control of youthful misconduct in a historical and contemporary context. Attention is focused upon: the social construction of 'juvenile delinquency,' the decline of the concept, and the emergence of the concept of the 'young offender'; the Young Offenders Act and related legislation; the growth of the welfare state and the role of social workers in 'policing' youth and families; explanations for the criminal behaviour of young persons; state and private sector programs designed to deal with such behaviour.

**Prerequisites:** CRIM 1019 and 1319.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2139** — **SFU CRIM 213**
WEB-BASED — 3 UNIV

**Women and Criminal Justice**

This course offers a historical and analytical overview of women and crime; taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

**Prerequisites:** Any SFU CRIM 100-level course.

**Equipment:** Computer with Internet is required. CD and DVD players are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2209** — **SFU CRIM 220**
WEB-BASED — 3 UNIV

**Research Methods in Criminology**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

The course is designed as an introduction to criminological research and is intended to develop the students' research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

**Prerequisites:** Any SFU 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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2251**
WEB-BASED or ONLINE — 3 UNIV

**Sociological Explanations of Criminal Behaviour**

This course, also known as SOCI 2251, will critically examine the sociological, socio-cultural and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories and symbolic interactionist theories. Some of the specific theories subjected to critical examination are those concerned with class and group conflict, subcultures, labelling and gender.

**Prerequisites:** None.

**Equipment:** Computer with Internet access.

**Start Date:** Continuous registration for web-based. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web) OR 17 weeks (online, paced). Refer to page 16.

**CRIM 2309** — **SFU CRIM 230**
WEB-BASED — 3 UNIV

**Criminal Law**

This course examines the nature, purpose, scope, sources, and the basic principles of Canadian criminal law. It covers the history and evolution of criminal law and the Criminal Code, including the aims and limits of criminal law and the relationship between law and morality. Topics include basic elements of a criminal offence, defenses against a criminal charge, historic and contemporary legal concepts, the relationship between mental disorder and criminal process and reform of criminal law.

**Prerequisites:** CRIM 1359.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2419** **SFU CRIM 241**
WEB-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 1319.

**Equipment:** CD and DVD players are required. Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2519** **SFU CRIM 251**
WEB-BASED 3 UNIV

**Introduction to Policing**

This course provides an examination of the organization and operation of contemporary Canadian policing. Topics include the history and development of policing in Canada and the role of the police in Canadian society and the police occupation, including recruitment and training. The course will discuss police decision making and the exercise of discretion, police powers, structures of accountability and managing the police organization. Police-community relations and crime prevention initiatives will also be examined.

**Prerequisites:** SFU CRIM 131.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 2521**
WEB-BASED or ONLINE 3 UNIV

**Criminal Justice and Corrections**

This course, also known as SOCI 2521, consists of three modules and provides an introduction to the criminal justice system. The first module provides an introduction to the way criminal justice operates and also examines the way the police are organized and operate in Canada. The second considers the criminal courts, while the third deals with the operation of the correctional system.

**Prerequisites:** An introductory Social Science course is recommended but not required.

**Equipment:** Computer with Internet access.

**Start Date:** Continuous registration for web-based. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web) OR 17 weeks (online, paced). Refer to page 16.

**CRIM 3009** **SFU CRIM 300W**
WEB-BASED 3 UNIV

**Current Theories and Perspectives in Criminology**

**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3129** **SFU CRIM 312**
WEB-BASED 3 UNIV

**Criminological Perspectives on Social Problems**

This course involves the detailed study of forms of deviance that have been commonly defined as constituting "social problems." Consideration is given to drug abuse (alcohol, nicotine, heroin and others), suicide, prostitution, obscenity, gambling and abortion. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

**Prerequisites:** SFU CRIM 101.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3149** **SFU CRIM 314**
WEB-BASED 3 UNIV

**Mental Disorder, Criminality, and the Law**

This course provides 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 1319 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3159** **SFU CRIM 315**
WEB-BASED 3 UNIV

**Restorative Justice**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is an examination and analysis of the principles, assumptions, key concept, and applications of restorative (transformative) justice. The course contrasts restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging expressions of restorative justice, including victim/offender reconciliation programs, family/group conferencing and circle remedies.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** DVD player is required. Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3209** **SFU CRIM 320**
WEB-BASED 3 UNIV

**Quantitative Research Methods in Criminology**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course provides a detailed examination of the quantitative research methods and techniques most frequently used in criminological research. Topics explored include: advantages and shortcomings of each technique for criminological research; problems of pure and applied research; specific issues of interdisciplinary research; and the critical evaluation of the quantitative methods used certain major criminological studies.

**Prerequisites:** SFU CRIM 101; one of SFU CRIM 120 or 220.

**Note:** SFU CRIM 320 may be taken concurrently with SFU CRIM 321.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3219** **SFU CRIM 321**
WEB-BASED 3 UNIV

**Qualitative Research Methods in Criminology**

This course provides a detailed examination and application of qualitative research methods and techniques most frequently used in criminological research. Topics explored include: the advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; and a critical evaluation of qualitative methods used in certain major criminological studies.

**Prerequisites:** SFU CRIM 101; one of SFU CRIM 120 or 220.

**Note:** This course may be taken concurrently with SFU CRIM 320.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3309** **SFU CRIM 330**
WEB-BASED 3 UNIV

**Criminal Procedure and Evidence**

This course provides a critical examination of selected topics in criminal procedure and evidence, including jurisdiction, police powers of search and seizure, the right to counsel and pre-trial and trial procedures. The course includes a brief survey of the system of rules and standards by means of which the admissibility of evidence is determined in addition to the close examination of the Charter of Rights and Freedoms and its impact on criminal procedure and evidence.

**Prerequisites:** SFU CRIM 101, 230.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3349** **SFU CRIM 334**
WEB-BASED 3 UNIV

**Law and Human Reproduction**

This course provides an overview of theoretical perspectives and available research on debates linked with human reproduction. Issues of focus include reconsideration of the effects of legislation, social policy and social change on contraception, birth, abortion, adoption, eugenics policies, new reproductive technologies, sexualities and other topics. Historical and contemporary examples will be used. Feminist perspectives will be featured along with other approaches to human reproduction.

**Prerequisites:** This course is identical to SFU's GSWS 334 (or WS 334) and students may not take both courses for credit. Students who have taken SFU's CRIM 416, 417, 418 under the title Law and Reproduction may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3359** **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 3309.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3439** **SFU CRIM 343**
WEB-BASED 3 UNIV

**Correctional Practice**

This is an in-depth consideration of the range of factors influencing contemporary correctional practice. Topics include the fundamental tension between the interests of offenders and the requirements of those managing correctional programs; the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics and the economy.

**Prerequisites:** SFU CRIM 101. CRIM 2419 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3559** **SFU CRIM 355**
WEB-BASED 3 UNIV

**The Forensic Sciences**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course examines the use and interpretation of physical forensic evidence in court. It critically evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects examined include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry, and questioned documents. Techniques are illustrated with case studies.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3699** **SFU CRIM 369**
WEB-BASED 4 UNIV

**Professional Ethics and Interpersonal Skills in Criminal Justice**

This course examines immediate ethical issues confronting the professional in the criminal justice system. Such concerns include privileged communications and confidentiality in fields and research situations, the conflict between the professional's duty to protect society and her/his duty to the client, ethics of decision-making, research ethics, situation ethics, professional ethical codes and legal constraints on professional conduct. Different modes of personal interaction in selected parts of the criminal justice system are examined and taught.

**Prerequisites:** SFU CRIM 101.

**Note:** Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs and is a prerequisite for SFU CRIM 462.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 3809** **SFU CRIM 380**
WEB-BASED 3 UNIV

**Introduction to Cybercrime**

This course explores legal, technical and social issues in cybercrime. It discusses the nature of cybercrime, with specific examples and methods of regulation in Canada and worldwide. Addresses origins and extent of cybercrime, responses from the legal system and consideration of the wider effects for society.

**Prerequisites:** SFU CRIM 101.

**Note:** Students who have taken SFU CRIM 318 under this topic may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4029** **SFU CRIM 402**
WEB-BASED 3 UNIV

**Biological Explanations of Crime**

This course examines possible biological factors that could result in a predisposition towards criminal behavior. These include not only the genetic factors that affect behavior and therefore could potentially predispose towards crime, but also biochemical, neurological, nutritive and accidental effects such as head injuries. This course will look critically at all evidence both for and against any possible biological predispositions for criminogenic behaviors, together with the interaction with the environment. In particular, moral and ethical issues will be considered and debated.

**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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4139** **SFU CRIM 413**
WEB-BASED 3 UNIV

**Terrorism**

This course considers the nature, extent and basis of terrorism as an official crime throughout the world and its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

**Prerequisites:** SFU CRIM 101.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4329** **SFU CRIM 432**
WEB-BASED 3 UNIV

**Gender in the Courts and the Legal Profession**

In this course the gendered nature of law will be 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 charter, 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 will also be examined. This course will also examine 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.

**Prerequisites:** CRIM 3309.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4409** **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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4559** **SFU CRIM 455**
WEB-BASED 3 UNIV

**Advanced Issues in Policing**

This course covers the major issues surrounding policing in the 21st century. The topics to be examined will include the challenges confronting police services in a global community; police leadership; recruiting and training of police officers; the planning and delivery of police services; models of deployment; policing the multi-cultural society; use of force by police officers; the effectiveness of police interventions; the use of technology in police work; and community policing.

**Prerequisites:** SFU CRIM 101, 131 and 251.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4589** **SFU CRIM 458**
WEB-BASED 3 UNIV

**Community Policing**

This course examines the theory and models of contemporary community policing in Canada. Crime prevention, crime response, problem-oriented policing, the definition of community and the role and responsibility of the community will be explored.

**Prerequisites:** SFU CRIM 251.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**CRIM 4809** **SFU CRIM 480**
WEB-BASED 3 UNIV

**Computer Forensics and Cybercrime**

This course provides an advanced exploration of high tech crime in addition to the tools and techniques used by cyber-criminals. Techniques used by law enforcement to investigate and prosecute offenders, as well as the probable future development of cybercrime, are topics that will be examined..

**Prerequisites:** SFU CRIM 101. SFU CRIM 380 is also recommended. Students who have taken SFU CRIM 416, 417 or 418 in Spring 2010 under this topic may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks.

**CYCA 1019** **UVIC CYC 100**
WEB-BASED 3 UNIV

**Introduction to Professional Child and Youth Care Practice - Part 1**

This course provides historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. An introduction to strength-based practice, inclusiveness, caring in context, normative development and critical reflection is provided. Emphasis is placed on 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.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 1029** **UVIC CYC 100B**
WEB-BASED 3 UNIV

**Introduction to Professional Child and Youth Care Practice - Part 2**

This course is a continuation of CYCA 1019 and continues the historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course provides an introduction to strength-based practice, inclusiveness, caring in context, normative development and critical reflection. Emphasis is placed on 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:** CYC 100A.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 1409** **UVIC CYC 140**
ONLINE 3 UNIV

**Written Communications in Child and Youth Care**

This course fosters the development of written academic communication skills through critical inquiry, thinking, reading and writing. Students will explore current issues and context within CYC practice, as they demonstrate an understanding of effective writing process from planning through research and editing. Students will identify their strengths and address the gaps in their written communication skills.

**Prerequisites:** None.

**Note:** This course should only be taken on the recommendation of an Undergraduate Advisor or Instructor.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 1529** **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 1529 (UVIC CYC 152) or UVIC CYC 252 may be taken for credit.

**Equipment:** Computer with Internet, web-cam and microphone is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 1669** **UVIC CYC 166A**
WEB-BASED 3 UNIV

**Lifespan Development I (Conception to Late Childhood)**

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth and families.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 1679** **UVIC CYC 166B**
WEB-BASED 3 UNIV

**Lifespan Development II (Adolescence to Late Adulthood)**

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human developmental from adolescence to late adulthood as a knowledge base for practice with children, youth and families

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January, May. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 1719** **UVIC CYC 171**
WEB-BASED 3 UNIV

**Introduction to Families: Issues, Patterns and Processes**

This course introduces frameworks and theories for conceptualizing Child and Youth Care practice with families who are experiencing a variety of challenges and difficulties. Taking an international perspective, family issues are explored in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal is to help students to understand the diversity and complexity of family issues, patterns and processes in local and international contexts in order to engage intentionally in practice.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Only one of CYCA 1719 (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/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 2409** **UVIC CYC 240**
WEB-BASED 3 UNIV

**Ethical Decision-Making in the Human Child and Youth Care Practices**

This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/ human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

**Prerequisites:** Second-year standing.

**Note:** Only one of CYCA 2409 (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/current/distance/index.php*.

**Start Date:** January, May. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 2509** **UVIC CYC 250**
WEB-BASED 3 UNIV

**Introduction to Law in Child and Youth Care Contexts**

This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

**Prerequisites:** Second-year standing or permission of the department.

**Note:** Only one of CYCA 2509 (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/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 2659** **UVIC CYC 265**
WEB-BASED 3 UNIV

**Introduction to Group Work in Child and Youth Care Practice**

This course presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and how to facilitate groups, in a participatory, skill-building, experiential learning format.

**Prerequisites:** First-year CYCA/CYC required courses or equivalent.

**Note:** Only one of CYCA 2659 (UVIC CYC 265) or UVIC CYC 465 may be taken for credit.

**Equipment:** Computer with Internet, web camera and microphone is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 2809** **UVIC CYC 280**
WEB-BASED 3 UNIV

**Creating Programs and Environments for Young Children**

This course is intended for students who do not already have an ECE certification. This course counts towards an ECE certification to be obtained concurrently with a BCYC. The course is designed to ensure that BCYC students achieve the competencies required by the provincial ECE licensing agency with regard to early childhood education programming.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 3649** **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 3779 (UVIC CYC 364) or UVIC HSD 464 or UVIC SOCW 469 may be taken for credit.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 3809** **UVIC CYC 380**
WEB-BASED 3 UNIV

**Practices for Young Children and Families: Historical and Contemporary Perspectives**

In this foundational course for the Early Years Specialization, the historical and philosophical trends that influence and shape services and policies for young children and their families will be examined. Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

**Prerequisites:** Third-year standing.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 3819** **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/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 4239** **UVIC CYC 423**
WEB-BASED 3 UNIV

**Research Methods in Child and Youth Care**

This course introduces students to the design of research and evaluation in child and youth care. Within an applied research practitioner context, students will be introduced to the knowledge and skills necessary to locate, understand, and use research about child and youth care. Students will examine research/evaluation designs and methodologies for improving child and youth care practice.

**Prerequisites:** Third-year standing.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 4249** **UVIC CYC 424**
WEB-BASED 3 UNIV

**Qualitative and Quantitative Analysis in Child and Youth Care**

This survey course provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data in child and youth care, as well as the logic of interpreting evaluation data. Students will analyze quantitative, descriptive data in order to interpret relationships between variables and be introduced to inferential statistics.

**Prerequisites:** Third-year university standing.

**Note:** Only one of CYCA 4249 (UVIC CYC 424) or UVIC HSD 425 may be taken for credit.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January., May Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 4709** **UVIC CYC 470**
ONLINE 3 UNIV

**Child and Youth Care Practice in Mental Health Ssettings**

This course provides an examination of the prevalence of patterns of atypical behaviours in childhood and adolescence and research on neurobiological correlates and socio-cultural contextual factors often associated with these patterns. Students will gain an understanding of key concepts, classification systems, assessment methods and objectives guiding the delivery of child and youth mental health services, the use of psychopharmacology and other approaches. The interface between mental health services and professional practice in child and youth care will be explored.

**Prerequisites:** Third-year standing.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 4719** **UVIC CYC 471**
ONLINE 3 UNIV

**Addictive Behaviours in Children, Youth and Families**

This course explores the nature, determinants, impacts, prevention and treatment of addictions in childhood and adolescence while also giving consideration to the impact of parental addictive behaviours on children and youth. Students will gain an understanding of the foundations of a range of addictive problems in neurobiology and development and interactions with family, community and broader social contexts. Students will learn about current approaches to preventing, assessing and reducing harm resulting from addictive behaviours.

**Prerequisites:** Third-year standing.

**Equipment:** Computer with Internet is required. Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 4809** **UVIC CYC 480**
WEB-BASED 3 UNIV

**Advanced Applied Capacity Building for the Early Years**

The central focus of this course will be practitioner's roles in strengthening community capacity for early-years care and development. Local, national and international case examples will be employed to explore the relationships between theory, practice and supportive policies. Students will undertake a major project designed to stimulate transformative processes in the provision of early-year services within the context of communities.

**Prerequisites:** Fourth-year standing.

**Equipment:** Computer with Internet is required.
Refer to *www.cyc.uvic.ca/current/distance/index.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**CYCA 4819** **UVIC CYC 481**
WEB-BASED 3 UNIV

**Issues of Assessment and Evaluation with Young Children and Families**

This course provides an exploration of: (a) processes of assessment of young children and families including their implications and effects within various cultural and economic contexts; (b) 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/current/distance/index.php*.
**Start Date:** January. Registration deadline applies. Refer to page 13.
**Completion:** 12 weeks.

## CYMH 5511

WEB-BASED 3 UNIV

**Context and Theory in Child and Youth Mental Health Practice**

CYMH 5511 is a paced, Open Learning Faculty Member moderated interdisciplinary web-based course that is designed to enable bachelor's and master's prepared students to provide assessment and treatment for clients with mental health disorders.

**Prerequisites:** Acceptance in the Child and Youth Mental Health Certificate Program or acceptance as a Professional Development course taker by the program coordinator. It recommended that students have a background in social work, counselling, child and youth care, education and/or nursing
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Registration deadline applies. Refer to page 13.
**Completion:** 16 weeks.

## CYMH 5521

WEB-BASED 3 UNIV

**Assessment for Intervention in Child and Youth Mental Health**

This course is a paced, Open Learning Faculty Member moderated interdisciplinary web-based course which is designed to enable bachelor's and master's prepared students to provide assessment and treatment for clients with mental health disorders.

**Prerequisites:** Acceptance in the Child and Youth Mental Health Certificate Program or acceptance as a Professional Development course taker by the program coordinator. It is recommended that students have a background in social work, counselling, child and youth care, education and/or nursing. CYMH 5511 is strongly recommended.
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Registration deadline applies. Refer to page 13.
**Completion:** 16 weeks.

## CYMH 5531

WEB-BASED 4 UNIV

**Intervention in Child and Youth Mental Health**

This course is a paced, Open Learning Faculty Member moderated interdisciplinary web-based course which prepares you to develop a comprehensive intervention plan based on the unique strengths and needs of the child and family. You will review evidence-based interventions, essential components of treatment plans, and the principles and steps of intervention planning.

**Prerequisites:** Acceptance in the Child and Youth Mental Health Certificate Program or acceptance as a Professional Development course taker by the program coordinator. It is recommended that students have a background in social work, counselling, child and youth care, education and/or nursing. CYMH 5511 and CYMH 5521 are strongly recommended.
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Registration deadline applies. Refer to page 13.
**Completion:** 16 weeks.

## CYMH 5541

WEB-BASED 5 UNIV

**Child and Youth Mental Health Internship and Capstone**

This course will provide the structure and supervision for field experience in child and youth mental health. Field education will provide students with an opportunity to enhance and refine their child and youth mental health skills. Students who are currently working in a mental health position must ensure that their placement work is specifically with children and youth and appropriate supervision is available within or can be contracted outside of the agency. Included in this course is a Capstone Project which will integrate theory, practice, and research.

**Prerequisites:** Admission to Child and Youth Mental Health Program and successful completion of CYMH 5511, 5521 and 5531.
**Note:** Part- or full-time Internship hours, totalling 210, are required. The student will provide potential internship sites and the program coordinator will set up the internship. This course is only available in Canada.
**Equipment:** Computer with Internet is required. Telephone.
**Start Date:** Continuous registration.
**Completion:** 30 weeks.

## ECON 1039 SFU ECON 103

WEB-BASED 3 UNIV

**Principles of Microeconomics**

**SFU-designated Breadth (B) and Quantitative (Q) course. Refer to Page 16.**

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 cannot receive credit for more than one of ECON 1039 and ECON 1901.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ECON 1221

ONLINE 3 UNIV

**Introduction to Basic Economics**

This is a pre-principle economics course that is designed to help you gain a basic understanding of economic principles and issues, without highlighting economic theory and modeling. The course will develop your economic literacy and teach you how Economics relates to the everyday life of individuals, businesses and society in general. It will also introduce you to the role different levels of governments play in influencing the economy. After taking this course, you should have a better understanding of everyday economic issues that are reported in the media. The course will emphasize the development of critical thinking and problem solving skills by having you work on real-world and/or simulated real-world economic problems.

**Prerequisites:** None.

**Note:** Students who have previously taken ECON 1901 or ECON 1951 and received a grade of "C-" or better in either of these course cannot take ECON 1221 for further credit.

**Equipment:** A computer with Internet is required.

**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.

**Completion:** 17 weeks.

## ECON 1901

PRINT- or WEB-BASED 3 UNIV

**Principles of Microeconomics**

This course, which is paired with ECON 1951, focuses on individual economic units-consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, energy pricing, collective bargaining, poverty and income inequality.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is recommended.

**Note:** Students cannot receive credit for more than one of ECON 1039, ECON 1901 or BBUS 3109.

**Equipment:** Computer with Internet is required for the web-based version of this course.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ECON 1951

PRINT- or WEB-BASED 3 UNIV

**Principles of Macroeconomics**

This course builds on the principles of economics taught in ECON 1901 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focuses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments.

**Prerequisites:** ECON 1901 is recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ECON 2631

ONLINE 3 UNIV

**Issues in Aboriginal Economics**

This course is designed to provide an overview of Canadian Aboriginal economic issues in Canada. Examples of issues covered are: (1) the economic rationale for implementing Aboriginal rights and title; (2) the economic feasibility of a third order of government for Aboriginal peoples; (3) the economic reasons for the income differences between First Nations and non-First Nations; and (4) market failures and successes within First Nations. This course will benefit students interested in Aboriginal issues, working with First Nations, and international trade or business ventures where Aboriginal interests may be involved.

**Prerequisites:** ECON 1221, ECON 1901 or ECON 1951 is recommended.

**Equipment:** A computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 17 weeks.

## EDDL 5101

WEB-BASED 3 UNIV

**Education Technology in the Curriculum**

This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. Education Technology in the Curriculum is intended to be a general launching point for your own exploration and learning about information technology (IT). Because the world of IT is complex, and especially so in education, it is challenging to design a course of study that is right for all students. You, and every other student, bring with you a unique set of experiences and interests that enhance your learning and determine your individual learning needs.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

**Equipment:** Computer with Internet required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## EDDL 5111

ONLINE 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:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

**Equipment:** Computer with Internet required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

## EDDL 5131

ONLINE 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 storytelling, and portfolios.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

**Equipment:** Computer with Internet required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## EDDL 5141

ONLINE 3 UNIV

**Online Teaching and Learning**

This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. EDDL 5141 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:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

**Equipment:** Computer with Internet required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**EDDL 5151**
WEB-BASED 3 UNIV

**Managing Your Technology Classroom**

Participants will explore a variety of methodologies, tools and technologies to enhance teaching and learning in their specific educational context. They will engage in critical discourse about the use of information technology in a number of different educational settings, evaluate the resources available to them, and develop strategies to make the most effective use of those resources for themselves and their students.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

**Equipment:** Computer with Internet required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 1999** **SFU EDUC 199**
WEB-BASED 4 UNIV

**Foundations of Personal Agency: Finding Voice and Place in Academia**

This course is a scholarly exploration of the self and one's place in the university context using tools of narrative inquiry.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 2209** **SFU EDUC 220**
WEB-BASED 3 UNIV

**Introduction to Educational Psychology**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 2229** **SFU EDUC 222**
WEB-BASED 3 UNIV

**Research Methods in Educational Psychology**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course is an introductory survey of research methods used in developing and testing theories in educational psychology. Illustrations are drawn from published research in educational psychology.

**Corequisite:** EDUC 2209.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 2309** **SFU EDUC 230**
WEB-BASED 3 UNIV

**Introduction to Philosophy of Education**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 2529** **SFU EDUC 252**
WEB-BASED 4 UNIV

**Introduction to Reflective Practice**

This course provides opportunities for prospective educators to begin their development as reflective practitioners. Through readings, classroom activities and discussions, and interactions with students and practicing teachers, students will be exposed to various educational issues and questions. They will be given time to explore their own values and beliefs about education and teaching. Time may be spent observing in a selection of educational settings, and there may be opportunities to work with learners individually, and in small and large groups.

**Prerequisites:** Students enrolled in or with credit for SFU EDUC 401, 402, 403 or holding a teaching certificate may not take this course for credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 2989** **SFU EDUC 298**
WEB-BASED 3 UNIV

**ST: Issues in Education: Investigation through Case Study**

This course will explore issues of current concern. It will examine issues in education by studying cases related to real educational events. This means the student will learn by the case study method.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks

**EDUC 3139** **SFU EDUC 313**
WEB-BASED 3 UNIV

**Numeracy and Society**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course looks at conceptions of numeracy in contemporary society; consequences of innumeracy; enhancing personal numeracy skills; and examination of numeracy across the curriculum.

**Prerequisites:** SFU EDUC 401/402 or corequisite SFU EDUC 403. This course is designed for students not working in a Mathematics or Science specialization.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks

**EDUC 3159** **SFU EDUC 315**
WEB-BASED 3 UNIV

**Individual and Developmental Differences in Language Acquisition**

This course provides a review of theories of language acquisition and their relationship to child communication disorders. Topics include theories of language acquisition; individual and developmental differences in language acquisition; language structure and use in children with diverse disabilities and emotional and behavioural disabilities, autism spectrum disorder, sensory disabilities and emotional and behavioural disabilities; interdisciplinary approaches to early intervention in the home, school and community.

**Prerequisites:** EDUC 2209 or SFU PSYC 250.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 3229** **SFU EDUC 322**
WEB-BASED 3 UNIV

**The Social Lives of School Children**

This course is an overview of theory, research and practice concerning social emotional development and social interactions and relationships in the school contexts. Emphasis is on the role of peer relationships in development and the role of the school in supporting positive interactions.

**Prerequisites:** EDUC 2209 or SFU PSYC 250.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 3269** **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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 3419** **SFU EDUC 341**
WEB-BASED 3 UNIV

**Literacy, Education and Culture**

**SFU-designated Breadth (B) course. Refer to Page 16.**

Literacy has a far-reaching impact on the creation of knowledge, the organization of society and the formation of institutions. This course explores leading policies, practices and ideologies guiding literacy education for adults, youth, and children in formal and informal education settings, in which traditional print literacy and digital literacy cultures intersect. This course is required for the certificate in literacy instruction.

**Prerequisites:** 60 credits including three in EDUC courses.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 3519** **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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4129** **SFU EDUC 412W**
WEB-BASED 4 UNIV

**Design for Learning: Secondary Language Arts**

**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve a students' chance at having an educated imagination and passing on this gift to their students. Students are required to do extensive reading, writing and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers—anyone involved in the teaching of language arts at the secondary level.

**Prerequisites:** SFU EDUC 401/402 or corequisite EDUC 403.

**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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4229** **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 PSYC 250 or corequisite of EDUC 3159 or SFU EDUC 473.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Note:** This course may be applied toward the minor in educational psychology, the minor in early childhood education, the minor in learning disabilities or the Certificate in Literacy Instruction (offered through SFU).

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4409** **UVIC EDCI 441**
ONLINE 3 UNIV

**Literacy Strategies for Supporting Struggling Learners I**

The focus of this course is on assessment and instructional issues, practices and strategies for students who struggle with reading and writing. A practical component of this course involves administering and interpreting an informal reading assessment to a student who struggles with literacy and planning an appropriate instructional intervention.

**Prerequisites:** Completed or enrolled in the professional year of a teacher education program that includes 1.5 units of a reading instruction course or permission of the department.

**Note:** This course was formerly part of EDCI 446 and formerly numbered UVIC ED-B 442.

**Equipment:** Computer with Internet and an email account are required. For more information refer to *www.uvcs.uvic.ca/prod/courses*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4419** **SFU EDUC 441**
WEB-BASED 4 UNIV

**Multicultural and Anti-Racist Education**

This course focuses on developing approaches for multicultural and anti-racist teaching. Topics include diversity of race, language and culture among learners; the operation of racism, prejudice, and discrimination in classrooms and schools; approaches to counteract and prevent negative classroom and school dynamics (e.g. cooperative learning, culturally appropriate assessment, and community involvement); bias in curriculum resources; and entry points in selected curriculum areas (e.g. language arts, social studies, art, music) for integrating approaches that employ a range of multicultural and anti-racist resources.

**Prerequisites:** SFU EDUC 401/402 or corequisite EDUC 403.

**Note:** Students who have received credit for SFU EDUC 382 cannot take SFU EDUC 441 for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4429** **SFU EDUC 442**
ONLINE 4 UNIV

**Literacy Strategies for Supporting Struggling Learners II**

This course continues (from EDUC 4409/UVIC EDCI 441) the exploration of assessment and instructional practices for elementary, middle and high school students who experience difficulties with reading and writing. A practical component involves creating and delivering a series of intervention lessons to a student who experiences challenges with literacy learning.

**Prerequisites:** EDUC 4409/UVIC EDCI 441 or permission of the department.

**Note:** This was formerly part of EDUC 4439/UVic EDCI 446.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4459** **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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4469** **SFU EDUC 446**
WEB-BASED 4 UNIV

**Law for the Classroom Teacher**

This course provides a fundamental knowledge of law as required to teach law-related content in the BC curriculum: social studies; science; personal planning; language arts; P.E.; social responsibility; and business. Topics include: Canadian legal system; legal history; legal reasoning; dispute resolution strategies; the role of the courts; and family, environmental, property and contract laws.

**Prerequisites:** 60 credits.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4479** **UVIC EDCI 447**
ONLINE 3 UNIV

**Principles of Teaching English to Second Language Learners**

This course provides a survey of principles and theories for, and the teaching of English to second language learners. The examination of curriculum and methodology for use with ESL learners in the elementary and secondary schools.

**Prerequisites:** Registration in the Faculty of Education (TRU students should be either a certified teacher or registered in a teacher education program), Diploma in Applied Linguistics or major in Applied Linguistics.

**Equipment:** Computer with Internet and an email account are required.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4489** **UVIC EDCI 448**
ONLINE 3 UNIV

**Organization and Procedures for Instruction of English to Second Language Learners**

This course examines current models for the organization and instruction of ESL students at the elementary and secondary levels. The integration of language and content instruction within the regular classroom is emphasized.

**Prerequisites:** Registration in the Faculty of Education (TRU students should be either a certified teacher or registered in a teacher education program), Diploma in Applied Linguistics or major in Applied Linguistics or by permission of instructor.

**Equipment:** Computer with Internet and email account is required.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4519** **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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4649** **SFU EDUC 464**
WEB-BASED 4 UNIV

**Early Childhood Education**

This course is concerned with the current trends, issues and research relating to the education of young children.

**Prerequisites:** SFU EDUC 401/402 or corequisite EDUC 403 or PSYC 250.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**EDUC 4659** **SFU EDUC 465**
WEB-BASED 4 UNIV

**Children's Literature**
This course examines historical, sociological and literary perspectives on literature for children.
**Prerequisites:** 60 credits.
**Note:** EDUC 4659 may be applied toward the minor in early childhood education (offered through SFU).
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4669** **SFU EDUC 466**
WEB-BASED 4 UNIV

**Early Childhood Education: Curriculum and Interaction**
This course is designed to expand on the theoretical foundations provided in EDUC 4649 (SFU EDUC 464). In addition, this course will engage students in the critical analysis of programming for early learners by surveying a variety of program types and providing both an overview of content areas for further discussion and inquiry specific to curriculum and instruction.
**Prerequisites:** EDUC 4649 (SFU EDUC 464).
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4679** **SFU EDUC 467**
WEB-BASED 3 UNIV

**Curriculum and Instruction in Teaching English as an Additional Language**
In this course students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analyzes and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.
**Prerequisites:** 90 credits including 3 credits in EDUC.
**Note:** EDUC 4679 may be applied toward the Certificate in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4719** **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 *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4729** **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 or corequisite EDUC 403.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4759** **SFU EDUC 475**
WEB-BASED 4 UNIV

**Designs for Learning: Elementary Mathematics**
**SFU-designated Quantitative (Q) course. Refer to Page 16.**
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 or corequisite EDUC 403.
**Note:** Students with credit for EDUC 4759 prior to SFU's 2001 summer semester may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4769** **SFU EDUC 476**
WEB-BASED 4 UNIV

**Designs for Learning: Elementary Science**
This course focuses on teaching elementary school science. Students: explore science, aspects of learning science and their own scientific thinking; work with the prescribed curriculum; and plan science learning experiences within a consistent framework using appropriate instructional materials and methods.
**Prerequisites:** SFU EDUC 401/402 or corequisite EDUC 403.
**Note:** Students with credit for EDUC 4769 prior to SFU's 2001 summer semester may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**EDUC 4859** **SFU EDUC 485W**

WEB-BASED 8 UNIV

**Designs for Learning: Writing SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practiced. Students observe, use and evaluate these techniques. Course content includes: Teacher as Writer-writing skills, audience, purpose, writing process, self-evaluation. Teaching writing-research, acquisition, self-disclosure, risk and creativity, thought and discipline and evaluation. Teacher as Researcher-reflective observation, analysis of data, program evaluation, peer support systems. Teacher as Developer of Curriculum-student writing, drama, literature and use of texts.

**Prerequisites:** SFU EDUC 401/402 or corequisite EDUC 403.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 0401

PRINT-BASED PREP

**Reading and Writing English**

This course is designed to develop skills as a writer by practicing the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)

**Prerequisites:** It is recommended that you successfully complete Grade 8 English or equivalent before beginning this course. Placement can be made on the basis of an English Assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). The form is available on the TRU-OL website and from Student Services.

**Additional Requirements:** A standard dictionary is required (e.g. The Gage Canadian Dictionary).

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 0501

PRINT- or WEB-BASED PREP

**Advanced English Skills**

This course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary selections. (Grade 11 equivalency) Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

**Prerequisites:** Grade 10 English, ENGL 0401 or equivalent. Placement can be made on the basis of an English Assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 2). The form is available on the TRU-OL website and from Student Services.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 0601

PRINT- or WEB-BASED PREP

**Introduction to Literature**

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. Grade 12 English equivalency.

**Prerequisites:** ENGL 0501 or English 11. Placement can also be made on the basis of an English Assessment, available on request.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). The form is available on the TRU-OL website and from Student Services.

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 0641

PRINT- or WEB-BASED PREP

**Survey of British Literature**

ENGL 0641 is the equivalent of academic Grade 12 English. It presents a traditional survey of English Literature, from its earliest beginnings to the second half of the twentieth century.

**Prerequisites:** It is recommended that you successfully complete ENGL 0501 or English 11 before beginning this course. Placement can be made on the basis of an English assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). The form is available on the TRU-OL website and from Student Services.

**Equipment:** CD player is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 0661

PRINT-BASED PREP

**Written Communication**

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays and workplace reports.

**Prerequisites:** BC English 11 or equivalent.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs (page 7). 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:** 30 weeks. Refer to page 16.

## ENGL 1001

PRINT- or WEB-BASED or ONLINE 3 UNIV

**Literature and Composition 1**

This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories and a novel. This course also provides a review of basic grammar, punctuation, and instruction in composing critical essays. ENGL 1011 (Literature and Composition II) is the continuation of ENGL 1001 and focuses on drama and poetry.

**Prerequisites:** English 12 or equivalent.

**Note:** This course satisfies the first half of the introductory English literature and composition requirement of TRU-OL degrees. Students with credit for ENGL 1021 or ENGL 1019 may not take this course for further credit. Students with credit for ENGL 1001 may not take ENGL 1061 or ENGL 1999 for further credit in some programs.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration for print- and web-based. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web and print) OR 16 weeks (online, paced). Refer to page 16.

## ENGL 1011

PRINT- or WEB-BASED 3 UNIV

**Literature and Composition II**

This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme and expressionist theatre.

**Prerequisites:** English 12 or equivalent. An English course at the 100-level (such as ENGL 1001) 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 1031 or 1029 may not take this course for further credit. Students with credit for ENGL 1011 may not take ENGL 1061 or ENGL 1999 for further credit in some programs.

**Equipment:** CD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 1019 SFU ENGL 101W

WEB-BASED 3 UNIV

**Introduction to Fiction**

**SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.**

This course examines selected works of literature in order to develop a critical awareness of literary techniques and contexts in the representation of experience. May include the comparative study of works in related literary and artistic genres and will pay some attention to literature of the Twentieth century. Includes attention to writing skills.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** This course satisfies the first half of the introductory English literature and composition requirements at TRU-OL. Students with credit for ENGL 1011 or 1021 or equivalent may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 1021

PRINT- or WEB-BASED 3 UNIV

**Composition and Indigenous Literatures in Canada I**

This course introduces students to an exciting range of Indigenous Canadian literature and orature, including autobiographies, speeches, essays, short stories and storytelling. Students will also have the opportunity to listen to audio CDs of interviews and readings by many of the authors studied in the course and to view a video of a storytelling performance and an interview with a contemporary Indigenous multimedia artist.

**Prerequisites:** English 12 or equivalent.

**Note:** This course satisfies the first half of the introductory English literature and composition requirement of TRU-Open Learning degrees. Students with credit for ENGL 1001, ENGL 1019 or ENGL 1011 may not take this course for further credit. Students with credit for ENGL 1021 may not take ENGL 1061 or ENGL 1999 for further credit in some programs.

**Equipment:** CD, DVD player are required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 1029 SFU ENGL 102W

WEB-BASED 3 UNIV

**Introduction to Poetry**

**SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.**

This course examines selected works of literature in order to develop a critical awareness of literary techniques and contexts in the representation of experience. May include the comparative study of works in related literary and artistic genres and will pay some attention to literature of the Twentieth century. Includes attention to writing skills.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** This course satisfies the second half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 1011 or 1031 or equivalents may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 1031

PRINT- or WEB-BASED 3 UNIV

**Composition and Indigenous Literatures in Canada II**

This course is comparable to the second half of other first-year university English courses. Course requirements include reading: novels, a novel excerpt, one-act and full-length plays, and a wide range of poems. The six instructional units in this course cover a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the twentieth century. Students will develop an appreciation for both the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these writers to contemporary literature. Students will identify, analyze and discuss many literary conventions related to fiction, drama and poetry. In addition, students will receive further experience in composition and in writing critical essays, including a formal research paper.

**Prerequisites:** English 12 or equivalent. ENGL 1001 or 1021 (or equivalent) is strongly recommended.

**Note:** This course satisfies the second half of the introductory English literature and composition requirement of TRU degrees. Students with credit for ENGL 1011 or ENGL 1029 may not take this course for further credit. If in doubt, please contact your academic advisor.

**Equipment:** DVD player is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 1049 SFU ENGL 104W

WEB-BASED 3 UNIV

**Introduction to Prose Genres**

**SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.**

This course studies a variety of prose genres, such as the essay, biography, autobiography, travel narrative and journalistic writing. May include works which challenge the boundary between fiction and non-fiction. The course is intended to develop a critical awareness of literary techniques and contexts in the representation of experience. Includes attention to writing skills.

**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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 1101

PRINT- or WEB-BASED 3 UNIV

**Composition**

The aim of this course is to prepare students to communicate and create new knowledge in the many different spheres - academic and business; personal and community - of life and work. The course is designed to help students gain control over the conventions of writing through readings, extensive writing practice, guided self-evaluation and feedback from the Open Learning Faculty Member guiding the course. Topics include effective writing processes, academic writing format and style, rhetorical methods of organization, critical reading skills and integrating and documenting research sources. Students will also learn to find guidelines for writing and apply grammatically correct and academically appropriate sentence structure, style, diction and tone.

**Prerequisites:** Any one of the following is recommended: 73% or better on the British Columbia combined English 12 or English 12 First Peoples and Government exam (within the last five years); or Level 4 on the composition section of the Language Proficiency Index (within the last two years); or Completion of TRU ENGL 0600 or TRU-OL ENGL 0601 or equivalent.

**Note:** Students with credit for SFU ENGL 1999, or TRU ENGL 1100 may not take this course for further credit. If in doubt, please consult your academic advisor.

**Equipment:** Computer with Internet is required for web-based version of this course. Refer to pages 104-105 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## ENGL 1999 SFU ENGL 199W

WEB-BASED 3 UNIV

**Introduction to University Writing**

**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

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 1001, 1011, 1021 or 1031 may not take this course for further credit in some programs offered through TRU-OL.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 2039 SFU ENGL 203

WEB-BASED 3 UNIV

**Early Modern Literature**

This course provides a survey of the literature of the period from 1485 to Milton.

**Prerequisites:** Two 100-level SFU English courses are required. Students who have taken SFU ENGL 204 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 2059 SFU ENGL 205

WEB-BASED 3 UNIV

**Restoration and Eighteenth Century Literature**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 2079 SFU ENGL 207

WEB-BASED 3 UNIV

**Twentieth-Century Literatures in English**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is the study of Twentieth century North American, British, and/or Post-colonial literatures.

**Prerequisites:** Two 100-level SFU English courses.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## ENGL 2111

PRINT- 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) as well as some of the works of such Elizabethan and Jacobean poets as Spenser, Shakespeare, Donne, and Jonson.

**Prerequisites:** ENGL 1001 and 1011, or ENGL 1021 and 1031, or ENGL 1019 (SFU ENGL101W) and 1029 (SFU ENGL102W), or equivalents.

**Note:** Students with credit for UBC's ENGL 201 may not take this course for further credit.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**ENGL 2211**

PRINT- 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 2111). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. Attention is also given to the political, philosophical, social, and religious atmospheres of what we now call the Neo-Classical, the Romantic, and the Victorian periods of English literature.

**Prerequisites:** ENGL 1001 and 1011, or ENGL 1021 and 1031 or equivalents. ENGL 2211 strongly recommended.

**Note:** Students with credit for UBC's ENGL 201 may not take this course for further credit.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**ENGL 3049** **SFU ENGL 304**

WEB-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 SFU English courses and two 200-level SFU English courses.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**ENGL 3119** **SFU ENGL 311**

WEB-BASED 4 UNIV

**Early Shakespeare**

This course is a study of the works of William Shakespeare performed before 1601.

**Prerequisites:** Two 100-level SFU English courses and two 200-level SFU English courses.

**Note:** Students may take both ENGL 3119 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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**ENGL 3279** **SFU ENGL 327**

WEB-BASED 4 UNIV

**Studies in Romantic Literature**

This course addresses issues in Romantic literature in English. May include texts in a variety of genres and be organized according to various critical approaches.

**Prerequisites:** Two 100 division SFU English courses and two 200 division English courses.

**Note:** Students who have taken SFU ENGL 325 for credit may not take ENGL 3279 for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**ENGL 3309** **SFU ENGL 330**

WEB-BASED 4 UNIV

**Studies in Victorian Literature**

This course addresses specific issues in Victorian literature in English. May be organized by author, genre, or critical approach and may include literature from outside of Britain.

**Prerequisites:** Two 100-level SFU English courses and two 200-level SFU English courses.

**Note:** Students with credit in SFU ENGL 329 or 333 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**ENGL 3579** **SFU ENGL 357**

WEB-BASED 4 UNIV

**Studies in Canadian Literature Since 1920**

This course provides a study of selected works of Canadian literature written after 1920.

**Prerequisites:** Two 100-level English courses and two 200-level English courses.

**Note:** Students with credit for SFU ENGL 356 or SFU 358 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** January.Registration deadline applies.

**Completion:** 13 weeks.

**ENGL 3599** **SFU ENGL 359**

WEB-BASED 4 UNIV

**Studies in the Literature of British Columbia**

This course is the study of selected works of British Columbian literature.

**Prerequisites:** Two 100-level SFU English courses and two 200-level SFU English courses.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

### ENGL 4241

PRINT- or WEB-BASED 3 UNIV

**Modern British Fiction**

This course provides a survey of modern British fiction from its development early in the twentieth century, to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

**Prerequisites:** ENGL 1001 and 1011, 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 104 or the TRU-OL website. CD player is recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### ENGL 4321

PRINT- or WEB-BASED 3 UNIV

**Modern Canadian Fiction**

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity and multiculturalism.

**Prerequisites:** ENGL 1001 and 1011, or equivalents.

**Note:** Students with credit for UBC's 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 104 or the TRU-OL website. CD player is recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### ENGL 4341

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 1001 and 1011 or equivalents.

**Note:** Required coursework includes the viewing of 12 one-hour video programs.

**Equipment:** DVD player is required.

Start Date: Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### ENGL 4351

PRINT-BASED 3 UNIV

**Modern American Fiction**

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there's a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy-for example, our gender, class, or race-determine in part the kind of sense we make of the world, as both writers and readers.

**Prerequisites:** ENGL 1001 and 1011 or equivalents.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### ENGL 4879 SFU ENGL 487W

WEB-BASED 4 UNIV

**Topics in Children's Literature: Animal Stories**

**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

This course is an advanced seminar in children's literature. May be organized by author, genre, or critical approach.

**Prerequisites:** SFU ENGL 387. Reserved for English honors, major, joint major and minor students.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

### ENGL 4991

PRINT-BASED 3 UNIV

**Directed Studies**

This course is a requirement for completion of the Bachelor of Arts, English major (page 41) and may be taken for completion of 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 and lower-level English requirements of the Bachelor of Arts - English Major degree and a minimum of 15 upper-level credits in English.

**Note:** As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL Program Advisor before registering.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**ENVR 5039** **UVIC ER 503**

ONLINE NC

**Restoration Ecology**

This course provides advanced instruction on the ecological theory underlying restoration projects, emphasizing those unexpected connections that have significant implications. The course aims to encourage students to broaden their approach to ecological restoration and deepen their understanding of the way that nature works. Students will explore topics such as: the mutualistic associations of mycorrhizae; appropriate species selection grounded in an understanding of species which serve as alternate hosts for diseases affecting other species; the latest understanding of population genetics with implications to ecological restoration; the effect of restoration on the roles that soil microbes, invertebrates and fungi play in soil genesis; and impacts of vegetation cover types and ages on labile carbon with implications to climate change.

**Prerequisites:** Student must be eligible for acceptance into the Native Species and Natural Processes program.

**Equipment:** Computer with Internet is required.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**ENVR 5049** **UVIC ER 504**

ONLINE NC

**Invasive Species and Novel Ecosystems**

This course examines the biology of invasions focusing on the life-history adaptations and dispersal strategies, which contribute to their success at both the individual and population levels. On completing the course, students will be able to identify common invasive species and know their distributions, life cycles, growth habits, reproductive characteristics and adaptation. Additionally, students will have an understanding of control options embracing preventative, cultural, biological and chemical control methods. Finally, the course will explore novel ecosystems that are created when invasive species insert themselves into the fabric of natural ecosystems and the problems they create with traditional approaches to ecosystem management, for example when an endangered species becomes dependent on an invasive species for its survival.

**Prerequisites:** Permission of program office.

**Equipment:** Computer with Internet is required.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 12 weeks.

**ENVS 3991**

WEB-BASED 3 UNIV

**Environmental Studies: Sustainability**

This course is a Web seminar course offering special topics in environmental studies for in-depth-study. This upper-level course focuses on topics that are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting our natural resources. Particular emphasis will be placed on water, energy, and biodiversity and on the attempts to balance the impact of our activities with the environment's capacity to absorb them. This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business or general studies.

**Prerequisites:** 60 Credits is strongly recommended.

**Equipment:** Computer with Internet, CD-ROM drive, Anti-Virus software and QuickTime, is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**FNST 1019** **SFU FNST 101**

WEB-BASED 3 UNIV

**The Cultures, Languages, and Origins of Canada's First Peoples**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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:** Computer with Internet and CD player are required. DVD player is optional. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**FNST 2019** **SFU FNST 201**

WEB-BASED 3 UNIV

**Canadian Aboriginal Peoples' Perspectives on History**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## FREN 1001

PRINT- or WEB-BASED 3 UNIV

**Introduction to French I**

Based on the highly praised multimedia program French in Action, this course is designed for students with little knowledge of the language to begin their study of French at the university level. The course covers basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation. Throughout the course, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Note:** Students using Intel-based Macs will need to install a Windows Emulator to use the CD-ROM in this course. Please see the detailed course information page on the TRU-OL website for details.

**Prerequisites:** French 10 or equivalent. The course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

**Exclusions:** Students who speak French as their first language or who have taken either the French immersion program, or "Programme Cadre" may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

**Equipment:** CD and DVD players and phone are required. Access to a phone for communication with an Open Learning Faculty Member for oral assignments. Computer, with Internet and CD-ROM drive, is required for the web-based version of this course. Refer to pages 104-105 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## FREN 1011

PRINT- or WEB-BASED 3 UNIV

**Introduction to French II**

This course is a continuation of the work of FREN 1001 and is based on the highly praised multimedia program French in Action. The course enables students to increase their speaking and writing abilities in a range of everyday situations. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Prerequisites:** FREN 1001 or equivalent.

**Note:** Students who speak French as their first language or who have recently taken either the French immersion program or "Programme Cadre" may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously. Exclusions not applicable for non-credit option.

**Equipment:** CD and DVD players and phone are required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## FREN 1209 SFU FREN 120

WEB-BASED 3 UNIV

**Rench for Beginners**

This course provides an introduction to basic vocabulary, grammatical structures and speech patterns. Emphasis will be placed on oral expression and listening comprehension.

**Prerequisites:** This course is reserved for students who have never studied or experienced French before. Students with credit for SFU FREN 099 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## FRST 3073

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.

**Prerequisites:** Graduate students from a recognized technical college or university, with majors in forestry, biology, wildlife, natural resources or geography is strongly recommended. 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.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOG 1191

PRINT- or WEB-BASED 3 UNIV

**Introduction to Human Geography 1: People and the Environment**

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both "determinist" and "possibilist" views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

**Prerequisites:** There are no prerequisites for the course, but a provincial Grade 12 diploma or equivalent is recommended. However, if you have taken other lower-level geography courses (such as GEOG 1221) or courses in other social sciences, the background information gained from them will be very useful.

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOG 1221

PRINT- or WEB-BASED 4 UNIV

**Introduction to Physical Geography**

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle and vegetation. The first part of the course examines the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The second part of the course covers the cycling of water and other Earth resources within the living zone - the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

**Prerequisites:** None.

**Note:** This course includes a lab component with a value of 1 credit (of the total 4 credits).

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 14.

## GEOG 2221

PRINT- or WEB-BASED 3 UNIV

**Regional Geography of Canada**

This course examines the physical, human and economic geography of Canada in a regional context. It focuses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g. Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

**Prerequisites:** None.

**Note:** Students with credit for GEOG 470, 471 or 475 may not take this course for further credit.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOG 2231

PRINT- or WEB-BASED 3 UNIV

**Geography of British Columbia**

The course was called GEOG 270.

This course uses the concepts and methods of regional geography to explore the character of British Columbia, through study of the province's diverse physical and human landscapes. The course focuses particularly on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization and economic activity. It also examines how the province fits into a variety of regional settings: the Pacific Northwest, Canada, North America and the Pacific Rim.

**Prerequisites:** None. A first-year course in geography (e.g. GEOG 1221 or 1191), geology (e.g. GEOL 1011 or 1111) or equivalent skills and knowledge would provide useful background information.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOG 2649 SFU GEOG 264

WEB-BASED 3 UNIV

**Canadian Cities**

This course provides a systematic introduction to urbanization in Canada. Topics addressed include Canadian urbanization as compared with other nations, especially the United States; metropolitan centres; resource towns; and the internal structure of cities.

**Prerequisites:** SFU GEOG 100 or 162 or permission of the instructor.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## GEOG 3129 SFU GEOG 312

WEB-BASED 3 UNIV

**Georgraphy of Natural Hazards**

This course provides an introduction to the occurrence and origin of natural hazards such as volcanic eruptions, landslides, etc. Interaction between the relevant natural processes and society will be examined, as well as prediction of natural events and the amelioration of the effects of such events within different cultural contexts.

**Prerequisites:** SFU GEOG 111 or EASC 101 is required. Students with credit for SFU GEOG 212 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## GEOG 3991

WEB-BASED 3 UNIV

**Global Climate Change and Regional Impacts**

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of various perspectives on the issues. Students study how natural processes and human activity alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop knowledge of systems and energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activity within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

**Prerequisites:** Completion of 60 credits.

**Equipment:** Computer with Internet and QuickTime (version 5 or later) is required. Refer to page 104 or the TRU-OL website. DVD player is optional.

**Texts:** Note that you will not receive a package of course materials; you are responsible for acquiring a copy of the textbook and access to the other resources some of which are available through library services at *www.tru.ca/library*.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOL 1011

PRINT-BASED 3 UNIV

**Introduction to Geoscience**

This is a 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.

**Note:** Students can only receive credit for one of GEOL 1011 or 1111. If a lab science is required, students should choose GEOL 1111. A student who has completed GEOL 1011 may take GEOL 1111 to gain a science lab exemption.

**Exclusions:** Students with credit for GEOL 1111 may not take GEOL 1011 for further credit. A student who has completed GEOL 1011 may take GEOL 1111 to gain a lab science credit.

**Equipment:** DVD player is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOL 1031

ONLINE 3 UNIV

**Dinosaur Earth**

This course is about dinosaurs and how they were able to dominate terrestrial habitats for about 160 million years during the Mesozoic era. The course will begin by examining global plate tectonics and climate with specific reference to the Mesozoic. It will look at the evolution of the dinosaurs from the early land-dwelling vertebrates, their diversification, and their extinction 65 million years ago. The manner in which the ancestors of modern animals filled the habitats previously occupied by dinosaurs will also be examined. This course is intended to meet the science requirements of non-science programs and will also be of interest to those who have taken other courses in Earth and Environmental Sciences.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

## GEOL 1111

PRINT- or WEB-BASED 4 UNIV

**Introduction to Earth Science**

This is a 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. The lab component of the course has a focus on identification and understanding of minerals and rocks, and on the interpretation of geological features from topographic maps.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Students can only receive credit for one of GEOL 1011 or 1111. If a lab science is required, students should choose GEOL 1111. A student who has completed GEOL 1011 may take GEOL 1111 to gain a science lab exemption.

**Equipment:** The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home.DVD player required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Additional Requirements:** GEP 1111 Laboratory Kit.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## GEOL 2391

WEB-BASED 3 UNIV

**Environmental Geology**

This course provides an examination of geological processes and material as they interact with human activities, environmental planning and management.

**Prerequisites:** None. Provincial Grade 12 diploma or equivalent is assumed. An introductory Geology course is strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**GERM 1049** **SFU GERM 104**
WEB-BASED 3 UNIV

**German for Reading Knowledge I**

This is a first year German course intended for absolute beginners who want to acquire some rudimentary reading knowledge of German.

**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 1049 for further credit. The Department reserves the right to withdraw or transfer a student to a higher-level course.

**Note:** Students with credit for SFU GERM 103 or higher may not take this course for further credit. Prior knowledge of German is not required. Students with prior knowledge of German should contact the Language Training Institute at 778.782.4790 before proceeding with this course.

**Equipment:** Computer with Internet and CD-ROM drive is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 3009** **SFU GERO 300**
WEB-BASED 3 UNIV

**Introduction to Gerontology**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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.

**Note:** Students who have taken SFU GERO 101 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 3019** **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 SFU STAT 103) or equivalent is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 3029** **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 behavioral change and development of socio-environmental approaches will be discussed in the context of an aging Canadian population.

**Prerequisites:** 60 credits. SFU GERO 300 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 4039** **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 3009 and SFU PSYC 357 or SFU GERO 420/SOCI 420.

**Equipment:** CD player and computer with Internet are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 4049** **SFU GERO 404**
WEB-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 3009.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 4069** — **SFU GERO 406**
WEB-BASED — 3 UNIV

**Death and Dying**

This course focuses on providing the student with an in-depth understanding of the process of dying. By examining one's personal response to death as well as society's reaction and responsibilities toward dying, the student gains new insights in caring for the dying person.

**Prerequisites:** 60 credits. GERO 3009 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 4079** — **SFU GERO 407**
WEB-BASED — 3 UNIV

**Nutrition and Aging**

This course examines specific nutritional conditions and concerns of the aging population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological and physical factors that influence food choice and ultimately nutritional status in aging.

**Prerequisites:** 60 credits. GERO 3009 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GERO 4139** — **SFU GERO 413**
WEB-BASED — 3 UNIV

**Sexuality and Aging**

This course focuses on all aspects of sex and aging and the issues that arise around sexual behavior as we age. An interdisciplinary perspective, taking into account the physiological, psychological, interpersonal and social influences, which shape our understanding of sexuality in the aged.

**Prerequisites:** SFU GERO 101 or SFU GERO 300 (TRU-OL GERO 3009) is recommended. Students who have completed this topic in SFU GERO 410 may not complete this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GREK 1109** — **SFU GRK 110**
WEB-BASED — 3 UNIV

**Modern Greek for Beginners I**

This course is an introduction to the Greek language intended to help beginners develop survival skills in the most frequently encountered communicative situations.

**Prerequisites:** Permission of the instructor.

**Note:** Students with credit for SFU LANG 110 when offered with the same title may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GREK 1609** — **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 1109 or permission from the instructor.

**Note:** Students with credit for SFU LANG 160 when offered with the same title may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GREK 2109** — **SFU GRK 210**
WEB-BASED — 3 UNIV

**Modern Greek for Intermediate I**

The aim of this course is to continue developing students' Greek language skills so that they communicate in situations that extend beyond the basic level. The mediopassive voice for verbs, irregular classes of nouns and the structure of subordinate sentences are some of the grammatical topics covered. Students will also receive extensive training in speaking, reading and writing at the level of a simple newspaper article.

**Prerequisites:** GREK 1609 (SFU GRK 160) or permission from the instructor.

**Note:** Students with credit for SFU LANG 210, when offered with the same title, may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**GREK 2609** — **SFU GRK 260**
WEB-BASED — 3 UNIV

**Modern Greek for Intermediate II**

This course continues the work developed in GRK 2109 (SFU GRK 210) including further training in speaking, reading and writing at an intermediate level.

**Prerequisites:** GREK 2109 (SFU GRK 210) or permission from the instructor.

**Note:** Students with credit for SFU LANG 260, when offered with the same title, may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**HART 4819** — **UVIC HA 488P**
WEB-BASED — 3 UNIV

**Human Resource Management in Cultural Organizations**

This course provides an intensive examination of the ways in which staff and volunteers are managed in cultural organizations, with particular emphasis on museum and heritage agencies, and stresses integrated, planned approaches to human resource development. Topics include: organizational dynamics; leadership and decision-making; board/staff relations; policy development; position descriptions; recruitment; performance planning; communications; legal considerations; and ethics and professionalism.

**Prerequisites:** Permission from UVic's Cultural Resource Management program (*www.uvcs.uvic.ca/cultural)*. Contact Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, heritage site or cultural organization.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 3 months.

**HART 4839** — **UVIC HA 486B**
WEB-BASED — 3 UNIV

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

Exhibitions and public programs are the primary means by which museums share their collections and knowledge with communities. 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. When offered in the distance format, the course will also address topics in museum management.

**Prerequisites:** Permission of UVic's Cultural Resource Management program (*www.uvcs.uvic.ca/cultural)*. Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, heritage site or related institution.

**Note:** Students with credit for UVIC HA 486 may not take this course for further credit. Students interested in this course may also wish to take UVIC HA 486A.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 3 months.

**HART 4869** — **UVIC HA 486A**
WEB-BASED — 3 UNIV

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

Museums, their collections and the knowledge they convey play a unique role in contemporary society. This course explores the purpose and functions of museums with particular emphasis on relationships with communities and the ways in which knowledge is created and preserved through collections and research. Topics include history and organization of museums and collections curatorship, research, documentation and care.

**Prerequisites:** Permission from UVic's Cultural Resource Management Program (*www.uvcs.uvic.ca/cultural*). Contact *cmpasst@uvic.ca* before registering. 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/learnonline*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 3 months.

**HART 4879** — **UVIC HA 487A**
WEB-BASED — 3 UNIV

**Heritage Resource Management**

This course offers an intensive study of the nature and value of heritage resources worldwide, and of management approaches that support their preservation and presentation. Topics include principles of heritage conservation, identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, heritage area revitalization strategies, planning for conservation and cultural tourism.

**Prerequisites:** Permission from UVic's Cultural Resource Management Program (*www.uvcs.uvic.ca/cultural*). Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.

**Note:** Students with credit for UVIC HA 487 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 3 months.

**HART 4889** **UVIC HA 488D**
WEB-BASED 3 UNIV

**Caring for Collections**
An examination of the physical characteristics of various types of museum collections, the ways they are affected by a range of environmental factors in their physical and social environments and the risk assessment, preventive conservation and treatment guidelines and procedures that are utilized to ensure the safe-keeping of artifacts and specimens in storage, on exhibit, in transit, and when in use for research and programming purposes. A specialized focus on collections type may be taken.
**Prerequisites:** Permission of UVic's Cultural Resource Management program (*www.uvcs.uvic.ca/cultural*). Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.
**Start Date:** January. Registration deadline applies. Refer to page 13.
**Completion:** 3 months.

**HART 4909** **UVIC HA 488A**
WEB-BASED 3 UNIV

**Managing Cultural Organizations**
This course provides an intensive study of the application of management theory and practice in cultural organizations, with particular emphasis on: characteristics of non-profit cultural organizations; governance and leadership; establishing mission goals and objectives; roles of executive and artistic directors; policy development and implementation; personnel management and team building; financial management; strategic and operational planning; information management; public relations; marketing; volunteer development; and ethical and legal issues.
**Prerequisites:** Permission of UVic's Cultural Resource Management program (*www.uvcs.uvic.ca/cultural)*. Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline/*.
**Start Date:** January. Registration deadline applies. Refer to page 13.
**Completion:** 3 months.

**HART 4919** **UVIC HA 488B**
WEB-BASED 3 UNIV

**Collections Management**
This course looks provides an examination of the development and contemporary roles of museum collections, with an emphasis on the principles and practices involved in their management including: policy development; legal and ethical considerations; documentation and information management; acquisitions; accessioning; deaccessioning; loans, risk management; and care and handling. Issues of ownership, access and collections planning will also be addressed. Content may address specialized collections areas.
**Prerequisites:** Permission from UVic's Cultural Resource Management Program (*www.uvcs.uvic.ca/cultural)*. Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.
**Start Date:** January. Registration deadline applies. Refer to page 13.
**Completion:** 3 months.

**HART 4929** **UVIC HA 488S**
WEB-BASED 3 UNIV

**Building Community Relationships**
Strong, sustained and mutually beneficial relationships with communities are critical to museums, heritage agencies and cultural organizations that seek relevant, positive and socially responsible roles in society. This course explores the complex factors that are reshaping relationships with communities and addresses methods of defining community characteristics and needs; potential community roles and relationships with cultural organizations; and strategies for creating and maintaining relationships with diverse groups.
**Prerequisites:** Permission from UVic's Cultural Resource Management Program (*www.uvcs.uvic.ca/cultural*). Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.
**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.
**Start Date:** January. Registration deadline applies. Refer to page 13.
**Completion:** 3 months.

**HART 4939** **UVIC HA 488J**

WEB-BASED 3 UNIV

**Curatorship: Contemporary Perspectives**

This course examines the core curatorial concepts of collections planning, management, research, analysis, documentation, and exhibition development, and relates them to the evolving roles of museums in society. Topics include collections and acquisition policies, object oriented research methods, curatorial approaches to intangible heritage, documentation, information management, access, copyright, curatorial collaborations, and the communication of research through exhibitions, public programming, and print and electronic media.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program (*www.uvcs.uvic.ca/cultural*). Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, heritage site or related institution.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 3 months.

**HART 4959** **UVIC HA 488G**

WEB-BASED 3 UNIV

**Public Programming**

This course examines the critical role ofpublic programming and interpretation in museums, galleries, heritage programs/sites and related agencies, and the relationship with learning and education. It emphasizes approaches, which respond to community interests and reflect curatorial priorities. Planning, delivery, management and evaluation strategies for a range of programming approaches are covered.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program (*www.uvcs.uvic.ca/cultural*). Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, heritage site or related educational institution.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** Not offered in 2013-14 academic year.

**Completion:** 4 months.

**HART 4969** **UVIC HA 488U**

WEB-BASED 3 UNIV

**Managing Archival Collections**

This course provides a focus on archival collections as components of museum collections requiring specialized organization, management and care. Topics include the value and nature of archival materials; theories, principles and practices governing archival management; legal, administrative and frameworks; appraisal, acquisition, and accessioning; arrangement and description; physical processing and storage; preventive conservation; reference services and access; sharing archives and using them to enhance exhibits, education and outreach.

**Prerequisites:** Permission of UVic's Cultural Resource Management program *www.uvcs.uvic.ca/cultural*. Contact *cmpasst@uvic.ca* before registering. Students should work in or have access to a local museum, gallery, heritage site or related institution.

**Equipment:** Computer with Internet is required. Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 3 months.

**HIST 1121**

PRINT- or WEB-BASED 3 UNIV

**Canadian History to 1867**

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

**Prerequisites:** None.

**Equipment:** CD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**HIST 1161**

PRINT-BASED 3 UNIV

**Modern European History I: 1450-1800**

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in Eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

**Prerequisites:** None.

**Note:** Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HIST 1221

PRINT- or WEB-BASED 3 UNIV

**Post-Confederation Canadian History**

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

**Prerequisites:** None.

**Note:** Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

**Equipment:** CD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HIST 2251

PRINT- or WEB-BASED 3 UNIV

**History of British Columbia**

This course surveys the past two centuries of the history of Canada's west coast province. The thirteen units of the course provide an overview of the major historical events in BC, analyze their significance, and examine the roles played by economics, geography, politics and social factors. This course is of interest to history majors and other arts students, teachers of social studies and local history enthusiasts.

**Prerequisites:** You need not have previously studied history to succeed in this course; however, successful completion of secondary school history coursework, or equivalent skills and knowledge, is recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16

## HIST 2779 SFU HIST 277

WEB-BASED 3 UNIV

**History of Greek Civilization**

This course surveys the history of Greek civilization from Mycenaean Greece to the twentieth century.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Students who have taken HIST 307 (SFU HIST 307 ST) may not take HIST 2779 (SFU HIST 277) for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HIST 3049 SFU HIST 304

WEB-BASED 4 UNIV

**Alexander the Great and the Quest for World Empire**

This course examines Alexander in the context of ancient history as well as his legacy, which provides unique insight into why there have been and continue to be illusive and deadly quests for world domination.

**Prerequisites:** 45 SFU units including 9 units or lower division history.

**Note:** Students who have taken SFU HIST 391-4 D200 in 1051, SFU HIST 309-4 E100 in 1061 or SFU HIST 486 E100 in 1074 may not take SFU HIST 304-4 for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HIST 3389 SFU HIST 338

WEB-BASED 4 UNIV

**World War II**

This course is an introduction to the history of the origins and course of the Second World War.

**Prerequisites:** 45 credits including 9 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or equivalent) prior to registering in any upper-level history course.

**Note:** This course was formerly numbered SFU HIST 442. Students with credit for SFU HIST 442 may not repeat this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HIST 3399 SFU HIST 339

WEB-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. Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HIST 3991

WEB-BASED or ONLINE 3 UNIV

**Environmental History**

This is an online seminar course that examines the reciprocal relations between humans and non-human nature through a historiographic perspective. The course addresses the changing impact of human populations, their technology and their ideas on the physical environment, as well as how climate, topography, plants and animals have enabled, constrained, and altered the path of human societies. The course emphasizes the North American context.

**Prerequisites:** 60 credits

**Equipment:** Computer with Internet and QuickTime (version 5 or later), is required for this web-based course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration for web-based. Registration deadline applies for online version. Refer to page 13.

**Completion:** 30 weeks (continuous web) OR 14 weeks (online, paced). Refer to page 16.

## HIST 4991

PRINT-BASED 3 UNIV

**Directed Studies**

This course is a requirement for completion of the Bachelor of Arts, history major (page 42) 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 and lower-level requirements of the Bachelor of Arts, History Major degree and a minimum of 15 upper-level credits in History.

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

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1001

WEB-BASED 2 COL

**Health 2: Lifestyle and Choices**

This course introduces students to a holistic concept of health and the components of a health enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students will be introduced to a model that can be applied in other courses to understand the multifaceted aspects of health and healing.

**Prerequisites:** Admission to the Health Care Assistant program or permission of the Associate Dean or designate.

**Equipment:** Computer with Internet, computer microphone and headset are required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1011

WEB-BASED 3 COL

**Health and Healing: Concepts for Practice**

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a Health Care Assistant. The course focuses on concepts of caring and person-centered care; basic human needs and human development; and family, culture and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

**Prerequisites:** Admission to the Health Care Assistant program.

**Corequisite:** HLTH 1051 and 1001.

**Equipment:** Computer with Internet, and DVD player are required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1051

WEB-BASED 3 COL

**Health 1: Interpersonal Communications**

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of caregiving contexts. Students will be encouraged to become more aware of the impact of their own communication choices and patterns. They will have the opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

**Prerequisites:** Admission to the Health Care Assistant program or permission of the Associate Dean or designate.

**Equipment:** Computer with Internet, computer microphone and headset are required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1061

WEB-BASED 3 UNIV

**Medical English**

This course will provide students with an opportunity to develop or strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development will be facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications, medication administration as well health care contexts. Through the use of reading for general meaning, word expansions and vocabulary building, internationally educated health care providers will be able to acquire career-specific language development.

**Prerequisites:** Satisfactory completion of English Assessment as per TRU OL guidelines if English is a second language. Previous health care education is recommended.

**Equipment:** Computer with Internet, computer microphone and headset are required

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1071

ONLINE 3 UNIV

**Aboriginal Pathways to Health Careers**

In this course, students explore health careers using health-related scenarios to inform and enhance their In this course, students explore health careers using health-related scenarios to inform and enhance their awareness and under¬standing of various health-related careers and to prepare them to enter health-related educational programs. This course is nested in an Indigenous worldview. Within this context students expand their understanding of health-related professions. Students also develop the cognitive, relational, and technical skills fundamental to accessing health-related careers. Health-based case activities are designed to engage students in achieving the course outcomes.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

## HLTH 1101

WEB-BASED 3 COL

**Health Care Assistant: Introduction to Practice**

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students will be introduced to the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job search approaches.

**Prerequisites:** Admission to the Health Care Assistant program.

**Corequisites:** HLTH 1001 and 1051.

**Equipment:** Computer with Internet is required.

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

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1121

WEB-BASED 3 COL

**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 adults. 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:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1141

WEB-BASED 3 COL

**Introduction to Electrocardiography**

This course is designed specifically for health care practitioners interested in gaining the knowledge required to perform 12-lead electrocardiograms (ECGs). Information on the anatomy and physiology of the heart, lead theory, ECG equipment, troubleshooting ECGs and dealing with a variety of patient situations, will also be reviewed. Emphasis will be placed on the 12-lead ECG, recognition of arrhythmias that require immediate response and the properties that comprise an accurate ECG tracing.

**Prerequisites:** Completion of HLTH 1981 is strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous Registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1153

WEB-BASED 3 COL

**Personal Care and Assistance (Theory)**

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course will assist the student to integrate theory from other courses and develop a theoretical understanding of caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

**Prerequisites:** Admission to the Health Care Assistant program.

Corequisites: HLTH 1001, 1011, 1051, 1101, 1201 and 1351

**Equipment:** Students will use a computer and an online learning platform to access course material, communicate with Open Learning Faculty Members and complete assignments.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1155

IN-PERSON 1 COL

**Personal Care and Assistance (Skills Practicum)**

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course is comprised of class and supervised laboratory experiences which assist the student in integrating theory from other courses.This allows the student to develop caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

**Prerequisites:** HLTH 1051, 1001, 1011, 1101, 1153, 1201, 1153 and 1351.

**Note:** The lab course is held for 5 days (requires 30 hours participation) during the summer in Kamloops, BC.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 1 week.

## HLTH 1201

WEB-BASED 4 COL

**Healing 1: Caring for Individuals Experiencing Common Health Challenges**

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

**Prerequisites:** Sdmission to the Health Care Assistant program or permission of the Associate Dean or designate.

Corequisites: HLTH 1051, 1001, 1011 and 1101.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1251

IN-PERSON 2 COL

**Practice Experience in Home Support and/or Assisted Living (Preceptored practice)**

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency and gain abilities that will prepare graduates to assume the role of a Community Health Worker.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks; 60 clinical hours. This course is designed to be completed in two to three weeks of elapsed time, with a maximum completion time of 30 weeks. The length of time will depend on the particular clinical environment and scheduling and individual HCA competencies.

## HLTH 1301

IN-PERSON 7 COL

**Practice Experience in Multi-Level or Complex Care**

This supervised clinical practice experience provides students with the opportunity to apply knowledge and skills they have gained from all courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role fo the HCA within a continuing care facility.

**Prerequisites:** HLTH 1051, 1001, 1011, 1101, 1153, 1155, 1201 and 1351.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks; 210 clinical hours. This course is designed to be completed inseven to eight weeks of elapsed time, with a maximum completion time of 30 weeks. The length of time will depend on the particular clinical environment and scheduling and individual HCA competencies.

## HLTH 1351

WEB-BASED 2 COL

**Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges**

This course builds on content from other courses to assist students to explore concepts and care giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centred intervention strategies.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 1981

WEB-BASED 3 COL

**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.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 2121

WEB-BASED 3 COL

**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 patients with various health challenges. Drug therapy is present within a framework of body systems, using client care situations to enhance the integration of content learned in human anatomy and physiology. The major drug classes are discussed using prototype drugs.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### HLTH 2501
WEB-BASED 4 UNIV

**Pathophysiology**

This course describes the general principles of disease and then presents information dealing with specific disorders of body systems or individual organs. This course is aimed for a target audience of health care practitioners.

**Prerequisites:** Completion of two semesters of Anatomy and Physiology is strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### HLTH 2511
WEB-BASED 3 UNIV

**Introduction to Pharmacology**

This course is designed to develop an understanding of the theoretical concepts surrounding phar-macology, such as the pharmacokinetics and pharmacodynamics of drugs, and the concepts surrounding pharmacotherapy. It gives specific information concerning cardiopulmonary, vascular, central and peripheral nervous system and antimicrobial drug classifications, as well as common examples in each classification. With each classification of drugs covered, their mode of action, their clinical effects and side effects will be emphasized.

**Prerequisites:** A minimum of a two-year health care diploma program and a sound knowledge of human anatomy and physiology and pathophysiology are strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### HLTH 2573
WEB-BASED 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:** A minimum of a two-year health care diploma program and a sound knowledge of human anatomy and physiology and pathophysiology is strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### HLTH 2911
WEB-BASED 3 UNIV

**Perinatal Nursing: Foundational Concepts**

This course is designed to provide participants with the opportunity to gain a solid foundation in the basic knowledge required in perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical, and cultural influences on the childbearing family, the health care resources available to support families, and of the entry-level nursing competencies and standards of care required in perinatal practice.

**Prerequisites:** Second year standing in nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) or permission of the Associate Dean or delegate. Evidence of having met the CRNBC English requirements is essential when English is a second language.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### HLTH 2931
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),or permission of the Associate Dean or delegate.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HLTH 3101

WEB-BASED 3 UNIV

**Client-Directed Care Management**

This online course is intended for professionals working in the health system and/or upper-level students in health degree programs who wish to develop their knowledge and skill in care management. The course deals with the theory of care management within a client-directed service philosophy. It includes discussion of ethical decision-making using bioethical principles, the balancing of autonomy and risk, the legal context of care management, and system barriers to client-directed service delivery. This course is delivered in the context of current and emerging health policy and organizational structures using both teleconferences and online discussions (mainly small-group seminars).

**Prerequisites:** Graduation with a Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

**Equipment:** Computer with Internet. Use of a printer.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 20 weeks maximum. The discussion portions of this course are to be completed within the first 14 weeks. The assignments and project exam must be completed within 20 weeks.

## HLTH 3611

WEB-BASED 3 UNIV

**Professional Growth**

This course is designed to reacquaint health practitioners with the standards that govern professional practice; update participants' awareness of Canadian health care system trends and perspectives; and advance participants' understanding of disciplinary inquiry emerging from multiple ways of knowing.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program -or- Current CRNBC Registration -or- permission of Associate Dean or designate.

**Equipment:** Computer with Internet is required.

**Start Date:** January, May and September. Registration deadline applies. Refer to page 13.

**Completion:** 20 weeks

## HLTH 3621

WEB-BASED 3 UNIV

**Relational Practice**

This course is designed to advance the relational knowledge and skill of health professionals. It emphasizes concepts such as communication; leadership; interprofessional practice; teaching and learning; diversity; power; and the client as a person, family and community.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program or Current CRNBC Registration or permission of Associate Dean or designate.

**Equipment:** Computer with Internet is required.

**Start Date:** January, May and September. Registration deadline applies. Refer to page 13.

**Completion:** 20 weeks.

## HLTH 3631

ONLINE 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 are supported to 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:** Admission to the Return to Registered Nurse Practice Program or Current CRNBC Registration or permission of Associate Dean or appropriate designate.

**Equipment:** Computer with Internet is required.

**Start Date:** January, May and September. Registration deadline applies. Refer to page 13.

**Completion:** 20 weeks.

## HLTH 4011

ONLINE 3 UNIV

**Issues in Health Care**

This course explores current issues in health care and the Canadian health care system. It looks at issues from a range of perspectives such as those of an individual, family member, health care professional, lobby group, health care administrator or politician. Also explored are the determinants of health in the global and Canadian contexts. Issue analysis touches on legal and ethical frameworks and builds on an understanding of the code of ethics and the scope of practice for your health care profession.

**Prerequisites:** Familiarity with health care issues in Canada and fourth-year standing are strongly recommended.

**Equipment:** Computer with Internet. Use of a printer.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 20 weeks maximum. The discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

## HLTH 4021

ONLINE 3 UNIV

**Health Policy**

This seminar-style online course will introduce students to concepts, elements, policy analysis processes and outcomes of public policy making in general and health policy making in particular. Students will use foundational knowledge on public policy analysis and apply this knowledge to Canadian health policy issues. As a health care professional, students will be able to use their knowledge of health policy and determine how this knowledge of policy analysis might apply in their health care workplace. This course will not only help develop critical thinking, literature search, and critiquing skills but also help develop knowledge of Canada's evolving health care system in response to economic, cultural, technological, political, ideological, and globalization factors and forces. More specifically, the course will help students experience the whole public policy process as they apply the foundational knowledge on public policy making to a current major health policy issue in their province or territory. They will also have the opportunity to participate in a simulated policy community as they apply their policy analysis knowledge to a major current health care policy issue in Canada.

**Prerequisites:** Successful completion of HLTH 4011 is required.

**Equipment:** Computer with Internet and CD-ROM drive. Use of a printer.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 20 weeks maximum, the discussion portions of this course are to be completed within the first 14 weeks. The assignments and exam must be completed within 20 weeks.

## HLTH 4039 UVIC PHSP 503

WEB-BASED 3 UNIV

**Constructions of Health Principles of Health Promotion**

This course explores the social, cultural and behavioural constructions of health with an emphasis on critically examining the strengths and challenges of addressing complex public health issues. It includes a focus on cultural competence with an emphasis on discovering one's own cultural location and a critical examination of the intersection of discriminatory perspectives and health disparities. Health promotion principles, constructs and approaches are explored as a basis for public health practice.

**Prerequisites:** None.

**Note:** This is a core course in the Master of Public Health Program, School of Public Health and Social Policy at UVic.

**Equipment:** Computer with Internet is required.
Refer to *www.uvcs.uvic.ca/learnonline*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HUMN 1029 SFU HUM 102W

WEB-BASED 3 UNIV

**Classical Mythology**

**SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.**

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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HUMN 1309 SFU HUM 130

WEB-BASED 3 UNIV

**Introduction to Religious Studies**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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 1309 (SFU HUM 230) prior to 2007 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HUMN 1619 SFU HUM 161

WEB-BASED 3 UNIV

**Latin I**

This course provides an introduction to the Latin language.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HUMN 1629 SFU HUM 162

WEB-BASED 3 UNIV

**Latin II**

This course, which is fully online in a paced, cohort, tutor-led model, offers a continuation of Latin I (SFU HUM 161). The course utilizes a variety of online communication technologies and involves high levels of interaction among students and course tutors.

**Prerequisites:** HUM 161 or permission of the instructor..

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## HUMN 3011

PRINT- or WEB-BASED 3 UNIV

**History of Science**

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time, and how these changes have impacted our world. The discussion addresses issues such as societal attitudes toward science, the achievements of great scientists and the effect on future generations of today's social policies regarding science. Central questions include: What and who, is science for? How has science changed over time? How does and should, society use science?

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is recommended. University-level studies in history, science or social sciences are recommended.

**Note:** Students with credit for HUMN 300 may not take this course for further credit.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HUMN 3981

WEB-BASED 3 UNIV

**Issues in Latin American Studies**

This online seminar course explores the social aspects of the economic, political, and cultural issues facing Latin American countries. After an introduction to the basic issues for understanding Latin America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education and general studies. This course is one in a series of upper-level critical analysis and research courses offered by TRU-Open Learning. Other courses offered in the 399 series are: ENVS 3991, VISA 3991, GEOG 3991, HUMN 3991, POLI 3991, PSYC 3991, and SOCI 3991.

**Prerequisites:** 60 credits

**Equipment:** DVD player is required. Computer with Internet and QuickTime player (version 5 or later) are required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HUMN 3991

WEB-BASED 3 UNIV

**Issues in Science and Society**

This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and/or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does-and how should-society use science? This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business and general studies.

**Prerequisites:** 60 credits. It is recommended that you have previous university-level courses in history, science, or social science to enrol in this course.

**Note:** Students with credit for HUMN 300 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## HUMS 1541

WEB-BASED 3 UNIV

**Interpersonal Communications and Helping Relationships**

Self-awareness is a foundation for the development of competent Human Service workers. By focusing on personal development this course offers an opportunity to learn and use interpersonal communication skills effectively. Students will be introduced to knowledge and skills that increase effectiveness in helping relationships with client populations. Topics such as group dynamics, assertive behaviour and conflict management will be covered.

**Prerequisites:** None.

**Note:** This course is part of the Social Service Certificate program but may also be taken by students not in this program.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

## HUMS 1581

ONLINE 3 UNIV

**Introduction to Professional Human Service Practice**

This course orients students in the field of human services. Sessions will introduce students to professional values, ethics, conduct and self renewal. Strategies for effective observation and record keeping skills will be covered. This course includes a one week field work experience for students.

**Prerequisites:** None.

**Note:** This course is part of the Social Service Certificate Program but may also be taken by students not in this program. The one-week field work experience is student self-directed as part of one of the course assignments.

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

## HUMS 1611

ONLINE 3 UNIV

**Interviewing Skills**

This course introduces students to the skill of interviewing. Students will develop the skills to complete informational and referral interviews as well as facilitate problem-solving interviews. Students will learn a variety of interviewing skills including attending, questioning, paraphrasing, summarizing, encouraging and influencing. Client observation skills, the ability to demonstrate empathy and the ability respond to multicultural encounters are also reviewed.

**Prerequisites:** None.

**Note:** This course is part of the Social Service Certificate program but may also be taken by students not in this program. Students, in the Social Service Certificate program, who have taken HUMS 1101 are not required to take HUMS 1611.

**Equipment:** Computer with Internet is required. Video camera or webcam, to record interview assignments is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 16 weeks. Refer to page 16.

## HUMS 1671

PRINT- or WEB-BASED 6 COL

**Social Service Field Practicum**

An understanding of field practice is a crucial component of social service worker training, as generalist social service workers are exposed to a great variety of problem situations in the course of their duties. This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice.

**Prerequisites:** This course is only available to students who have been admitted to the Social Service Worker Certificate program, and who have successfully completed the entrance requirements for admission to the program and all other required courses in the program.

**Note:** It is expected that students will complete the practicum hours in a social service agency other than their present place of employment.

**Equipment:** Access to a video camera or webcam is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 15 week minimum and 30 week maximum. Refer to page 16.

## HUMS 1771

ONLINE 3 UNIV

**Introduction to First Nations Studies and Human Service Practice**

This course will introduce students to the historical process of colonization in Canada, and the resulting societal, political, linguistic, spiritual and cultural impacts that are challenging First Nations people today. Attention will be paid to understanding the past and working with the present and future within a context of self-government, healing and empowerment. A focus will include an introduction to the knowledge, skills and attitudes towards the development of culture and competence and decolonizing practice in the Human Service field.

**Prerequisites:** None.

**Note:** This course is part of the Social Service Certificate program but may also be taken by students not in this program.

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

## JAPN 1009 SFU JAPN 100

WEB-BASED 3 UNIV

**Introduction to Japanese**

This course is a comprehensive introduction to the Japanese language, providing basic oral and written communication skills through an emphasis on vocabulary, grammar and culture. The three Japanese writing systems are also introduced (hiragana and katakana for production; some kanji for recognition only).

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. Students with knowledge or experience in Japanese beyond the level of this course may not register in this course. Students with some previous knowledge of Japanese should consult with the instructor for course placement.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## JAPN 1019 SFU JAPN 101

WEB-BASED 3 UNIV

**Introduction to Japanese II**

This course continues the work of JAPN 1009 (SFU JAPN 100).

**Prerequisites:** JAPN 1009 (SFU JAPN 100) or equivalent.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 1059** **SFU BPK 105**
WEB-BASED 3 UNIV

**Fundamentals of Human Structure and Function**

This course focuses on the basic anatomy and physiology of the skeletal, muscular, nervous, endocrine, cardio-respiratory, urinary, digestive, immune and reproductive systems.

**Prerequisites:** Grade 11 biology, chemistry and physics (recommended).

**Note:** Kinesiology majors and honours students may not take this course for credit. SFU BPK 205 or 208 may be used as a substitute for KINE 1059 by students in the Kinesiology Minor and Certificate programs. No student may take both KIN 1059 and SFU BPK 208 for credit. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 1109** **SFU BPK 110**
WEB-BASED 3 UNIV

**Human Nutrition: Current Issues**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 1119** **SFU BPK 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 *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 1409** **SFU BPK 140**
WEB-BASED 3 UNIV

**Contemporary Health Issues**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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. Students should feel comfortable they can meet the requirements listed on the SFU website at *http://students.sfu.ca/admission/requirements/wq/wqbrequirements.html*.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 1429** **SFU BPK 142**
WEB-BASED 3 UNIV

**Introduction to Kinesiology**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course examines the basic procedures for the assessment of the status and performance of the individual according to principles of anthropometry, functional anatomy, biomechanics, exercise physiology and motor learning.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. Grade 11 biology, chemistry and physics are recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 1439** **SFU BPK 143**
WEB-BASED 3 UNIV

**Exercise: Health and Performance**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course introduces the student to exercise physiology and focuses on personal exercise prescription to improve aerobic capacity, muscular strength and endurance and flexibility. Topics such as athletic conditioning (e.g. speed and power training), the effects of nutritional and environmental factors on exercise and the role of exercise in weight control and stress management, are also considered.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed. Medical clearance from the student's personal physician is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 2129** **SFU BPK 212**
WEB-BASED 3 UNIV

**Food and Society**
This course examines the relationship between society and the food we eat by evaluating how cultural, social and economic forces interact to influence health and nutritional status. Attention is given to cultures in British Columbia. Impact of national policies and marketing on food choice are discussed.
**Prerequisites:** KINE 1109.
Equipment: Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**KINE 3109** **SFU BPK 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 will be studied and discussed in detail.
**Prerequisites:** SFU BPK 205, SFU MBB 201 (or MBB 231). SFU BPK 201 is recommended.
**Note:** Students with credit for SFU BPK 410 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**KINE 3119** **SFU BPK 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 1059 (or SFU BPK 205) and KINE 1109. Students with credit for SFU BPK 220 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**KINE 3129** **SFU BPK 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 1059 (or SFU BPK 205) and 1109.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**KINE 3259** **SFU BPK 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 discussions on applied anatomy, aging and common dysfunctions and diseases, to enable students to see the relationship between structure and function.
**Prerequisites:** KINE 1429 and 1059 (C grade or higher) or SFU BPK 205.
**Note:** This course is intended for those wishing to teach physical education. Students with credit for SFU BPK 326 may not take this course for further credit. This course was formerly numbered KINE 425. Students with credit for KINE 425 may not repeat this course for further credit. Available only through distance, this course will not be counted as an upper-level optional course for a major in kinesiology.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**KINE 3429** **SFU BPK 342**
WEB-BASED 3 UNIV

**Active Health**

An extension of KIN 1439, Exercise Management; this course parallels the on-campus course SFU BPK 343. This course is designed for students completing the Health and Fitness Certificate and/or a Kinesiology minor. The goal of the course is to provide students with an opportunity to appreciate the principles of exercise leadership, assess individual fitness needs, design programs and monitor effects of prescribed exercise.

**Prerequisites:** KINE 1059 (or SFU BPK 205) and KINE 1429 and 1439.

**Note:** The course is designed for students completing SFU's Health and Fitness Certificate and/or a kinesiology minor. Only one of KINE 3429 and SFU BPK 343 may be taken for credit. Kinesiology major and honours students may not receive credit for KINE 3429.

**Equipment:** CD player and computer with Internet are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 3759** **SFU BPK 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 1059 (or SFU BPK 205) and 1429.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**KINE 4619** **SFU BPK 461**
WEB-BASED 3 UNIV

**Physiological Aspects of Aging**

This course is designed for those who require a serious but fairly broad discussion of specific physiological aspects of aging. The overall emphasis is on humans and other mammalian species and the varieties of aging changes they manifest. Students are required to do research outside of the course materials.

**Prerequisites:** KINE 1059 or SFU BPK 205 (formerly BPK 100) KINE 1429, and a minimum of 90 credits.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**LBRS 1019** **SFU LBST 101**
WEB-BASED 3 UNIV

**Introducing Labour Studies**

This course provides an introduction to key concepts necessary for understanding the character and organization of work in contemporary society. The discussion of issues such as how our society decides who works, what the work will be and under what conditions people work, will be situated in the context of current debates, trend and issues.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**LEAD 3511**
WEB-BASED 3 UNIV

**Occupational Health and Safety Legislation and Standards**

This course sets the foundation for occupational health and safety in Canada, within an industrial context. By clearly establishing the rights and responsibilities of the various workplace parties within the workplace, students will be able to interpret and apply statute and best practices to the workplace in a manner that will provide for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

**Prerequisites:** Third-year standing; BBUS 3811, MNGT 1111, or MNGT 1211 is recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**LEAD 4901**
WEB-BASED 3 UNIV

**Strategic Thinking for Leadership**

This is a capstone course which brings together all of a student's leadership course work and experience to date. It fine tunes their strategic thinking skills to enable them to achieve superior results as a leader within an organization. The course focuses on both strategic leadership and strategic management, including critical thinking, through the development and assessment of a strategic plan. Students also consider their organizational context and create a personal development plan to work on throughout the course.

**Prerequisites:** Fourth-year standing in the TRU-OL Bachelor of Technology (Trades and Technology Leadership) degree program, or equivalent, is recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks. Refer to page 16.

## MACM 1019 SFU MACM 101

WEB-BASED 3 UNIV

**Discrete Mathematics I**

**SFU-designated Breadth (B) and Quantitative (Q) course. Refer to Page 16.**

This course is an introduction to counting, induction, automata theory, formal reasoning and modular arithmetic.

**Prerequisites:** BC Math 12 or SFU MATH 100 or equivalent, SFU MATH 151 or 152.

**Note:** Although not a requirement, taking a prior introductory course at the university level, such as SFU MATH 151, enhances students' logical reasoning skills and is beneficial in the successful completion of this course.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## MATH 0401

PRINT-BASED PREP

**Intermediate Mathematics**

This ABE intermediate-level math course is equivalent to Grade 10 Algebra. Once you have mastered the mathematics found in MATH 0401, you will be well prepared for the ABE advanced-level course, MATH 0523 or Algebra 11. MATH 0401 is also good preparation for studies in a variety of technical, business and scientific fields requiring an understanding of this level of mathematics.

**Prerequisites:** Grade 9 Math is recommended. Mathematics Self-Assessment Tests are available from Student Services.

**Note:** Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services (page 7).

**Equipment:** Scientific calculator is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 0523

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 0401, Grade 10 algebra or equivalent is required. Mathematics Self-Assessment Tests are available online at *www.truopen.ca*.

**Note:** Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services. See page 7 for more information.

**Equipment:** Scientific calculator is provided with course materials.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 0633

PRINT-BASED PREP

**Pre-Calculus**

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series. MATH 0633 fulfils the requirement for Provincial Level Math.

**Prerequisites:** MATH 0523 or Grade 11 mathematics or equivalent. Some basic algebra is required.

**Note:** Mathematics Self-Assessment form is available on the TRU-OL website and from Student Services. See page 7 for more information.

**Equipment:** Scientific calculator is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1001

PRINT- or WEB-BASED 3 UNIV

**Pre-Calculus Mathematics**

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

**Prerequisites:** Completion of Principles of Math 12, Pre-calculus 12, or Math 0633 or equivalent course is strongly recommended. It is also strongly recommend that students complete a Mathematics Assessment. See page 7 for more information.

**Note:** This course is designed for students who are planning to enrol in Calculus courses and as such, this course may not be suitable as a math requirement for teaching, liberal arts, humanities, or social sciences. Students with credit for MATH 1157, 1171, 1141, or equivalent, may not take this course for further credit.

**Equipment:** Good-quality scientific calculator is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1071

PRINT- or WEB-BASED 3 UNIV

**Fundamentals of Mathematics for Business and Economics**

This course is designed for Business and Economic students. Topics include the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, difference equations and mathematics of finance (including simple and compound interest: discrete and continuous, annuities, mortgages, loans).

**Prerequisites:** One of Principles of MATH 12 or MATH 1001, within the last two years, is strongly recommended.

**Note:** In exceptional cases, entry to MATH 1071 may be permitted based on placement test administered by the Department of Mathematics and Statistics. Students who already have credit for MATH 1091 may not take Math 1071 for further credit.

**Equipment:** Scientific calculator.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1091

PRINT- or WEB-BASED 3 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.

**Prerequisites:** Principles of Math 11, Pre-calculus 11, Foundations of Math 12, or MATH 0523 or equivalent skills as established by the math placement test, see page 7 for more information, is strongly recommended.

**Note:** This course is NOT the equivalent of TRU's MATH 1070 or MATH 1071. Students with credit for TRU-OL MATH 1070 and 1071 may not take TRU-OL MATH 1091 for further credit. Normally, students in business programs offered through TRU-OL take only one of MATH 1091 and 1071. This course does not meet the mathematics/science requirement for arts and science degree programs offered through TRU-OL.

**Equipment:** Calculator with financial functions including power, reciprocal, natural logarithmic and memory, is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1101

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:** Principles of Math 11, Pre-calculus 11, Foundations of Math 11, or MATH 0523 or equivalent skills as established by the math placement test, see page 7 for more information, is strongly recommended.

**Note:** Students with credit for MATH 1091 or equivalent may not be required to take this course in business programs offered through TRU-OL.

**Equipment:** Good-quality scientific calculator is required. Calculators or computing devices that do symbolic calculations are not permitted.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1141

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. It covers the differential calculus and its applications in some detail with an introduction to antiderivatives.

**Prerequisites:** One of the Principles of MATH 12, Pre-calculus 12, MATH 1001or, MATH 0633 or equivalent skills as established by the math placement test, see page 7 for more information, is strongly recommended.

**Note:** Only one of MATH 1157, 1171 and 1141 may be taken for credit.

**Equipment:** Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1157

PRINT-BASED 3 UNIV

**Calculus for Biological and Social Sciences**

This course emphasizes applications rather than theory. The course begins with a 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. During the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory and criminology.

**Prerequisites:** One of the Principles of MATH 12, Pre-calculus 12, MATH 1001, MATH 0633 or equivalent skills as established by the math placement test, see page 7 for more information, is strongly recommended.

**Note:** Only one of MATH 1157 and MATH 1171, or MATH 1141 may be taken for credit. This course does not meet the Calculus requirement of the TRU-OL Associate of Science or Bachelor of Science degree programs.

**Equipment:** Good-quality scientific calculator is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1171

PRINT-BASED 3 UNIV

**Calculus for Business and Management Sciences**

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima.

**Prerequisites:** One of the Principles of MATH 12, Pre-calculus 12, MATH 1001, MATH 0633 or equivalent skills as established by the math placement test, see page 7 for more information, is strongly recommended.

**Note:** Only one of MATH 1157, MATH 1171, and MATH 1141 may be taken for credit. This course does not meet the Calculus requirement of the TRU-OL Associate of Science or Bachelor of Science degree programs.

**Equipment:** Good-quality scientific calculator with scientific notation and logarithmic, exponential, and trigonometric functions including inverse functions is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1241

PRINT-BASED 3 UNIV

**Calculus II**

This course is intended for students who have already completed a Calculus I course in differential and integral calculus and need to extend their skills in this subject.

**Prerequisites:** MATH 1141 or equivalent is strongly recommended.

**Note:** Only one of MATH 1241 and TRU-OL's former introductory calculus courses (MATH 110 and 111) may be taken for credit.

**Equipment:** Good-quality scientific calculator is required. Graphing calculator is not essential but is strongly recommended.

**Texts:** Students can order required texts from Student Services.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 1519 SFU MATH 150

WEB-BASED 4 UNIV

**Calculus I with Review**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course is designed for students specializing in mathematics, physics, chemistry, computing science and engineering. Topics are; logarithmic and exponential functions, trigonometric functions, inverse functions, limits, continuity and derivatives, techniques of differentiation, including logarithmic and implicit differentiation, the Mean Value Theorem, applications of differentiation including extrema, curved sketching, related rates, Newtons Method, antiderivatives and applications, conic sections, polar coordinates and parametric curves. As well this course includes a more extensive review of functions, their properties and graphs than most Calculus I courses. This course is recommended for students with no previous knowledge of Calculus.

**Prerequisites:** BC principles of mathematics 12 (or equivalent) with a grade of at least B+ (75%), or SFU MATH 100 with a grade of at least B-, or achieving a satisfactory grade on the SFU Calculus Readiness Test. Students with credit for either SFU MATH 151, 154, or 157 may not take SFU MATH 150 for further credit.

**Note:** Students enrolled in this course are encouraged to come for assistance to the Calculus Workshop (Burnaby, BC), or the Math Open Lab (Surrey, BC).

**Equipment:** Computer with Internet, are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## MATH 1901

ONLINE 3 UNIV

**Principles of Mathematics for Teachers**

This course is primarily for students who wish to enter an Elementary Teaching program. The course emphasizes conceptual understanding of elementary mathematical methods and ideas. Topics include numbers, operations, proportional reasoning, number theory, algebra, geometry, measurement, data analysis and probability.

**Prerequisites:** Principles of Math 11, Pre-calculus 11, Foundations of Math 11, or MATH 0523 or equivalent skills as established by the math placement test, see page 7 for more information, is strongly recommended.

**Note:** This course does not meet the elective or mathematics/science requirement for science degree programs offered through TRU or TRU-OL.

**Equipment:** Computer and Internet access.

**Start Date:** September, January and May. Refer to the TRU-OL website for availability and schedule.

**Completion:** 20 weeks.

## MATH 1909 SFU MATH 190

WEB-BASED 4 UNIV

**Principles of Mathematics for Teachers**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course covers mathematical ideas involved in number systems and geometry in the elementary and middle school curriculum. It includes an overview of the historical development of these ideas and their place in contemporary mathematics; language and notation of mathematics; problem solving; whole number, fractional number, and rational number systems; plane geometry, solid geometry, metric geometry and geometry of the motion; and an introduction to probability and statistics.

**Prerequisites:** BC Principles of Mathematics 11 (or equivalent) with a grade of at least B- or SFU FAN 099 with a grade of at least C or achieving a satisfactory grade on the SFU Quantitative Placement Test.

**Note:** this course may not be counted towards an SFU Mathematics minor, major or honours degree requirement. Students who have either taken, have received transfer credit for, or are currently taking SFU MATH 150, 151, 154, or 157 may not take MATH 1909 for credit without permission from the Department of Mathematics. This course is intended to be particularly accessible to students who are not specializing in Mathematics.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## MATH 2111

PRINT-BASED 3 UNIV

**Calculus III-Multivariable Calculus**

This course takes calculus from the two dimensional world of single variable functions into the three dimensional world, and beyond, of multivariable functions. Topics include the following: vector geometry and the analytic geometry of lines, planes and surfaces; calculus of curves in two or three dimensions, including arc length and curvature; calculus of scalar-valued functions of several variables, including the gradient, directional derivatives and the Chain Rule; Lagrange multipliers and optimization problems; double integrals in rectangular and polar coordinates; triple integrals in rectangular, cylindrical and spherical coordinates; calculus of vector fields including line integrals, curl and divergence, fundamental theorem for line integrals and Green's theorem.

**Prerequisites:** A course in differential and integral calculus, such as MATH 1141 and 1241 is strongly recommended. Students should have done well in these courses in order to succeed in this difficult course.

**Equipment:** Good programmable scientific calculator is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MATH 2121

PRINT- or WEB-BASED 3 UNIV

**Linear Algebra**

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors and diagonalization.

**Prerequisites:** One of the Principles of MATH 12, or MATH 0633 or MATH 1001 or equivalent skills as established by assessment. MATH 1141, or equivalent skills as established by assessment is also strongly recommended.

**Equipment:** Calculator may be used during the course however, they are not allowed in the final examination.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MDLB 0511

IN-PERSON NC

**Phlebotomy Workshop**

This practical course allows students to develop and demonstrate the skills learned in MDLB 1321 and to further explore the roles and professional responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture under the guidance of experienced MLA's.

**Prerequisites:** Permission of the Program Administrator, Science.

**Note:** All areas of the province of British Columbia now require that students complete the Workshop (MDLB 0511) prior to beginning the practical skills component of the program (MDLB 1721).

**Start Date:** Offered throughout the year.

**Completion:** Two-day workshop.

## MDLB 0521

IN-PERSON NC

**MLA Workshop**

This practical course allows students to develop and demonstrate the skills learned in MDLB 1221, 1321 and 1521, to further explore the roles and professional responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture, electrocardiograms, and laboratory procedures under the guidance of experienced MLA's.

**Prerequisites:** Admission to the Medical Laboratory Assistant Program and completion of HLTH 1981, HLTH 1141, MDLB 1221, 1321, 1521 and 0521 is required.

**Note:** All areas of the province of British Columbia require that students complete this workshop (MDLB 0521) prior to beginning the practical skills component of the program (MDLB 1721).

**Start Date:** Offered on a regular basis throughout the year in Kamloops and Nanaimo.

**Completion:** Five-day workshop.

## MDLB 1221

WEB-BASED 3 COL

**Professional Practices and Safety in Health Care**

This course takes an in-depth look at the basic principles of professional and safety issues related to the position of medical laboratory assistant (MLA). The main objectives are as follows: clarify the role of the MLA in health care; promote the need for professionalism in the position of MLA; convey the importance of good interpersonal and communication skills; and provide important information about workplace safety.

**Prerequisites:** Completion of HLTH 1981 and 1141 is strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MDLB 1321

WEB-BASED 3 COL

**Phlebotomy Procedures and Specimen Preparation**

This in-depth course examines the practice of phlebotomy and provides a comprehensive background in the related theory and principles. The course also covers the theory of body fluid analysis, automated instrument loading, slide staining and laboratory information systems. Practitioner safety is emphasized throughout the course.

**Prerequisites:** Completion of HLTH 1981, 1141 and MDLB 1221, is strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MDLB 1521

WEB-BASED 3 COL

**Microbiology Specimen Preparation**

This course covers the basic concepts for a Medical Laboratory Assistant working in the Microbiology Laboratory. The content covers the theory required for the proper collection, preparation and handling of specimens, which are essential to ensure accurate results for microbiology tests.

**Prerequisites:** Completion of HLTH 1981, 1141, MDLB 1221, and MDLB 1321 is strongly recommended.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MDLB 1611

WEB-BASED 3 COL

**Pre-Analytical Procedures for Histopathology**

This course is designed for the working Medical Laboratory Assistant and the basic concepts of pre-analytical histopathology including: anatomic pathology/ histology specimens, preparation for cutting, processing and accessioning. It also includes a cytology component covering specimen preparation, processing and accessioning.

**Prerequisites:** Admission to the program or proof of graduation from a recognized Medical Laboratory Assistant program as well as current employment in a clinical lab and a letter from a qualified employer stating they are willing to support the training required for this course.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## MDLB 1721

PRINT-BASED 3 COL

**Laboratory Practicum - Evaluation of Competencies**

This practicum course is designed to evaluate specific technical and non-technical aspects of the Medical Laboratory Assistant's work, according to criteria and curriculum developed by the British Columbia Society of Medical Laboratory Science (BCSLS), which includes a minimum of 120 hours of practicum training and 200 successful venipunctures. This practicum is a competency-based training program held at a laboratory or clinical facility. The specific length and timing of the practicum will vary by facility.

**Prerequisites:** Admission to the Medical Laboratory Assistant Program and completion of HLTH 1981, 1141, MDLB 1221, 1321, 1521 and 0521 is required.

**Start Date:** Continuous registration

**Completion:** Four to eight weeks, full-time, requiring a minimum of 200 venipunctures.

## MNGT 1111

PRINT- or WEB-BASED 3 UNIV

**Supervision**

This course is an introduction to front-line management and the functions and responsibilities supervisors perform. Students explore supervisory functions which include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counseling and appraising employee performance. The course material stresses the link between theory and practice and the theory behind all supervisory actions.

**Prerequisites:** Provincial Grade 12 Diploma or equivalent is recommended.

**Note:** Students cannot receive credit for more than one of MNGT 1111, BUSM 113, CYCA 361 and WKPL 110.

**Equipment:** Computer with Internet is required for the web-based version of this course.

**Additional Requirements:** Students in the Web option are responsible for having full Internet access through an Internet Service Provider (ISP). The minimum requirement is a 56K connection speed, but high-speed Internet access is recommended (i.e. ADSL or cable modem).

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MNGT 1211

WEB-BASED 3 COL/UNIV

**Management Principles and Practices**

This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used 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.

**Prerequisites:** Provincial Grade 12 Diploma and MNGT 1701 or business experience are recommended.

**Note:** Students cannot receive credit for more than one of MNGT 1211, ADMN 122 and BBUS 3129.

**Equipment:** Computer, with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MNGT 1701

WEB-BASED 3 UNIV

**Doing Business in Canada**

This is an introductory course about business with an entrepreneurial perspective. The course is for those who want to learn about businesses and the environment in which they operate. Students study 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, operations and information systems; and examine the management process, including organizational structure, leadership and motivation.

**Prerequisites:** Provincial Grade 12 Diploma is recommended.

**Note:** Students cannot receive credit for more than one of MNGT 1701, BUSM 101, and BUSM 104.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MNGT 2131

PRINT-BASED 3 UNIV

**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. As current management practices and theories are introduced, students obtain a "real world" perspective by relating 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.

**Prerequisites:** Provincial Grade 12 Diploma is recommended.

**Note:** Students cannot receive credit for more than one of MNGT 2130, and BBUS 4135.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## MUSC 3109 UVIC ME 310

ONLINE 3 UNIV

**Learning to Listen to Music**

What to listen for and how to listen to music of diverse styles and genres.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and email account is required. For more information refer to *www.uvcs.uvic.ca/prod/courses/*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## NURS 2921

WEB-BASED 3 UNIV

**Perinatal Nursing Practice: Developing Competence**

This course will help you apply the theory you have learned in HLTH 2911 to a clinical setting, under the supervision of an Open Learning Faculty Member and onsite preceptor. NURS 2921, along with HLTH 2911, will help you meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). This course is designed to introduce participants to perinatal nursing and develop participants practice of foundational perinatal competencies expected of entry-level nurses by providing meaningful practice-based learning experiences, guided practice and self-reflection. The majority of your clinical experience in perinatal nursing will take place in a hospital. You will develop nursing competencies in antepartal assessment and care, nursing care during labour and delivery and postpartal care of women and stable newborns. You will also spend some time in an outpatient setting developing skills in assessing and providing nursing care and support for pregnant women and their families in the antepartal period.

**Prerequisites:** HLTH 2911 or equivalent course completed within the last two years, and a Letter of Assessment from the College of Registered Nurses of British Columbia or another provincial Registered Nurse association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in perinatal practice or permission of the TRU-OL Nursing Academic Director or delegate.

**Note:** NURS 2921 must be taken in a Canadian clinical setting.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** 16 weeks, 120 clinical hours. This course is designed to be completed in three to four weeks of elapsed time, with a maximum completion time of 16 weeks. The length of time will depend on your particular clinical environment and scheduling and your individual nursing competencies.

## NURS 2941

WEB-BASED 3 UNIV

**Psychiatric/Mental Health Nursing: Developing Competence**

This course is part of the Transition to Canadian Nursing Series, which is designed to meet the educational needs of internationally educated nurses making a transition to nursing practice in BC. The series helps nurses from other countries enter the Canadian health care system with confidence and validated competence. This course, along with the theory course, will help you meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). The essential features of this clinical experience are professionalism, skills and competency development, scope of practice for psychiatric/mental health nursing, professional communication skills and therapeutic use of self. The main emphasis in the clinical course is developing clinical competencies in the following areas: therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies, and common mental health interventions.

**Prerequisites:** You need to complete NURS 2931 before taking NURS 2941.

**Additional Requirements:** Computer and Internet access is required. Uniform and shoes as required by clinical setting.

**Start Date:** Continuous registration

**Completion:** 16 weeks; 120 clinical hours. This course is designed to be completed in three to four weeks of elapsed time, with a maximum completion time of 16 weeks. The length of time will depend on the particular clinical environment and scheduling and individual nursing competencies.

## NURS 3259 UVIC NURS 325

ONLINE 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://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September, January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## NURS 3419 UVIC NURS 341

ONLINE 3 UNIV

**Professional Practice IV: Nursing Inquiry**

This course explores knowledge for the discipline of nursing as well as various modes of nursing inquiry. Relationships between practice, theory, and research are explored.

**Prerequisites:** Registered nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 3429** **UVIC NURS 342**
ONLINE 3 UNIV

**Health and Healing VI: Global Health Issues**

This course studies complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer, facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine emerging health issues and trends further to develop their understanding of nursing practice.

**Prerequisites:** Registered nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September, January and May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 3459** **UVIC NURS 345**
ONLINE 6 UNIV

**Family Nursing**

This course provides the opportunity for students to build on their existing knowledge and experience as registered nurses and develop an understanding of health-promoting family nursing. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practice and ethics.

**Prerequisites:** Registered nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 3609** **UVIC NURS 360**
ONLINE 3 UNIV

**Professional Practice VI: Nursing Research**

This course is intended to enhance a students' understanding of nursing scholarship and abilities to comprehend, critique and utilize nursing research. Students critically reflect on various scholarly works and 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://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 3641**
WEB-BASED 3 UNIV

**Principles and Skilfulness: Theory**

This course is designed to focus on the theoretical principles underpinning day-to-day technical skills required for safe nursing practice common to diverse practice settings. Participants are required to demonstrate knowledge of the principles of various nursing skills.

**Prerequisites:** Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration or permission of the Associate Dean or appropriate designate.

**Equipment:** Computer with Internet is required.

**Start Date:** Continuous registration.

**Completion:** Maximum 30 weeks. Refer to page 16.

**NURS 3643**
IN-PERSON NC

**Principles and Skillfulness: Lab**

This laboratory experience is designed for students to develop and demonstrate the day-to-day technical skills required for safe nursing practice introduced in NURS 3641. Participants are required to demonstrate knowledge of the principles of various nursing skills and to demonstrate their ability to perform skills safely. Attendance at a face-to-face laboratory workshop to demonstrate safe nursing practice in a simulated environment is required.

**Prerequisites:** Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration, or permission of the Associate Dean or appropriate designate. Participants in the Return to Registered Nurse-Practice Program are recommended to complete this course just prior to registering for NURS 3651 and after completion of HLTH 3611, 3621, 3631 and NURS 3641.

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

**Completion:** Four days in-person laboratory.

## NURS 3651

WEB-BASED and IN-PERSON 5 UNIV

**Return to Registered Nurse Practice**

This course analyzes the participant's previous Registered Nurse work experience, returning them to a position of practice suitable to their level of education and/or experience. This practice course focuses on redeveloping the participant's confidence and competence. In addition, it serves to help establish their ability to resume the responsibilities of a Registered Nurse within a familiar yet evolving, client (individuals, families, groups or communities) context. The course is designed to support the participant's capacity to practice nursing according to the Health Professions Act. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats, or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning and implementation of nursing interventions and in health service coordination.

**Prerequisites:** Either admission to the Return to Registered Nursing Practice Program or current CRNBC Registration. If an RRNP student completion of HLTH 3611, 3621, 3631 and NURS 3641 within two years of commencing NURS 3651 is required or waived by Permission of Associate Dean or designate.

**Additional requirements:** Current Criminal Record Check (within one year of registering in NURS 3651). Current CPR- Level C Certificate. Workplace Hazardous Material Information System training. Up-to-date Immunization Record. HSPnet Consent Form. Health Status Self Declaration.

**Note:** Upon recommendation of the Program Coordinator or Associate Dean, NURS 3651 can become a pre-requisite when potential program participants opt for a preceptored practice placement in an area of nursing wherein they have little or no previous education or employment experience.

In the event the potential participant is placed in a practice setting that frequently admits clients for purposes of respiratory isolation and for which such a placement may require an N95 Mask Fit Testing, the associated testing and costs are the responsibility of the student.

In the event the potential participant is placed in a practice setting that requires a non-violent crisis intervention certificate, such as offered by the Crisis Prevention Institute (CPI), cost of this training is the responsibility of the student.

In the event that the potential participant is to be placed in a practice setting for which they have limited educational or work experience they are required to take a theoretical course to support this practice transition prior to registering in NURS 3651.

**Texts:** Students are recommended to acquire a textbook related to the specifics of their related practicum including clients and location. A foundational textbook in one of the following is recommended: Critical Care, Emergency, Gerontology, Maternity and Women's Health, Medical, Surgical, Oncology, Pediatric, Psychiatric-Mental Health, Public Health, Community Health or Home Health.

**Equipment:** Computer with Internet is required. Stethoscope.

**Start Date:** Continuous registration.

**Completion:** Maximum 30 weeks. Refer to page 16.

## NURS 3661

WEB-BASED 3 UNIV

**Nursing Knowledge for Practice Transition**

This course is designed to facilitate nurses' knowledge preparatory to returning to Registered Nurse practice in an area in which they do not have previous or sufficient experience and require theoretical updating.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program, completion of HLTH 3611, 3621, 3631 and permission of the Associate Dean or appropriate designate.

**Note:** This is a shell course which allows returning RNs to transfer credit into from specialty courses acquired at other institutions.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## NURS 4259 UVIC NURS 425

ONLINE 3 UNIV

**Qualitative and Quantitative Analysis**

This course provides students with a grounding in the techniques involved in the analysis of both quantitative and qualitative data. Students will engage in the process of qualitative analysis through examining qualitative data, data coding and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis are examined using a computer-based system.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*. To use Minitab, students must have access to a PC as Minitab is not compatible with Mac computers.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** January, May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4509** **UVIC NURS 450**
ONLINE 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:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4819** **UVIC NURS 481C**
ONLINE 3 UNIV

**Nursing Practice in Hospice Palliative Care**

This course explores nursing practice in the area of hospice palliative care. Historical, theoretical, personal and professional perspectives are presented for ongoing examination and analysis in relation to their impact on and guidance for nursing practice. Central to this exploration is a growing understanding of the human experience of persons living their dying and how nurses choose to engage with and serve hospice palliative care patients. Through examination of these various dimensions, students are guided to practice with persons living their dying in ways that uphold human dignity and honour human uniqueness.

**Prerequisites:** Registered nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4849** **UVIC NURS 484**
ONLINE 3 UNIV

**Nursing with Aboriginal Peoples in Canada**

This course is an introduction to nursing with Aboriginal peoples in Canada. Through the use of storytelling, self-reflection and critical framework, students are invited to enter into a "dialogue" with Aboriginal and non-Aboriginal individuals, community members and nurses. Together, as a community of learners, students will explore the essential concepts of relationship and power as related to working with Aboriginal people and communities. Major themes covered in the course materials and through course interactions are: an examination of colonialism in Canada and its impacts, particularly on Aboriginal people; cultural safety; ethical relationships and the responsibilities of nurses working in this context. While primarily focused on nursing, all human service professionals are invited to participate in this course.

**Prerequisites:** Registered nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4879** **UVIC NURS 487**
ONLINE 3 UNIV

**Health Care Law**

This course is designed to allow students to develop an understanding of the origin and sources of the law as it applies to the Canadian health care system. It stimulates an appreciation for legal terminology, reasoning and processes as well as the basic principles of law, which apply to and govern the delivery of health care services in Canada. The course is also designed to develop an ability to identify the legal aspects of health care practice, information systems and management as well as an ability to determine when and how to use legal counsel effectively.

**Prerequisites:** Registered nurse or registered practical nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4889** **UVIC NURS 488**
ONLINE 3 UNIV

**Gendering Health Care Practices in Nursing**

This course examines how societal constructions of women's and men's characteristics, roles, and positions produce taken-for-granted notions about femininities and masculinities in health care. We move beyond biomedical knowledge to analysis of how social, political, and economic conditions shape people's lives and their experiences of health; exploring the interrelationships of power, knowledge, and society to better understand gendering health care practices in nursing.

**Prerequisites:** Registered nurse or registered practical nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** August. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4939** **UVIC NURS 493A**
ONLINE 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 primary health care settings. The course provides opportunities to advance and/or add to nursing knowledge and experience. Community health assessment, individual heath 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://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**NURS 4959** **UVIC NURS 493C**
ONLINE 3 UNIV

**Lived Experience of Health in Aging**

This course emphasizes the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice and environments that support healthy aging are integral to this course.

**Prerequisites:** Registered nurse qualification.

**Equipment:** Computer with Internet is required. Refer to *http://distance.uvic.ca/onlinehelp/tutorials/moodle/index.htm*.

**Texts:** Texts can be purchased from the UVic Bookstore website at *www.uvicbookstore.ca/text/de.php*.

**Start Date:** May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**PHED 1439** **UVIC EPHE 143**
ONLINE 3 UNIV

**Multidisciplinary Foundations of Physical Activity**

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.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and email account is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**PHED 2439** **UVIC EPHE 243**
WEB-BASED 3 UNIV

**Foundations of Recreation and Leisure**

An introduction to: the nature and scope of recreation; a consideration of past influences and future trends; and the role of the recreational professional.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and an email account is required.

**Start Date:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**PHED 2529** **UVIC EPHE 252**
ONLINE 3 UNIV

**Leadership Methods for Recreation and Health Education**

Theoretical and practical introduction to leadership, teaching, communication, and decision making skills in recreation/leisure services, sport, and fitness. Field experience is required as part of this course.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and an email account is required.

**Start Date:** January. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## PHIL 1011

PRINT- or WEB-BASED 3 UNIV

**Introduction to Epistemology and Metaphysics**

PHIL 1011 introduces students to two important branches of philosophy--epistemology (the study of the nature of knowledge) and metaphysics (the study of the nature of reality) --and to the basic principles of good argumentation and critical analysis. Students will have the opportunity to explore a number of central philosophical questions, including the epistemological themes surrounding machine thought and intelligence, the relationship between knowledge, beliefs and evidence, and the role of reasoning and sensory perception in knowledge acquisition. Some of the metaphysical questions considered include the nature of consciousness, the relationship between mind and body, and the difference between reality and illusion.

**Prerequisites:** None.

**Note:** Students with credit for PHIL 100, or for UBC's PHIL 100, or PHIL 401, 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 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PHIL 1021

PRINT- or WEB-BASED 3 UNIV

**Introduction to Ethics, Political Philosophy, and Aesthetics**

This course engages students in careful study of ethics (theories of right and wrong), political philosophy (theories of justifiable social organization), and aesthetics (theories of beauty and specifically Philosophy of Art). What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft?
These are some of the central questions explored using tools and theories developed by philosophers seeking answers to them. Canadian philosopher Wil Waluchow's introductory text takes the student through the various models or theories proven throughout the history of philosophy to help guide and justify ways of life. Plato's dialogues The Crito and The Apology will assist the student in examining theories of political governance. Finally, readings in the Philosophy of Art will challenge the student to reconsider familiar assumptions about the nature of art and role of the artist in society.

**Prerequisites:** None.

**Note:** Students with credit for PHIL 100, or for UBC's PHIL 100, PHIL 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 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PHYS 0501

PRINT- or WEB-BASED PREP

**Introductory Physics**

This advanced-level PREP course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity and nuclear physics. Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

**Prerequisites:** MATH 0523 or Mathematics 11 (may be taken concurrently).

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PHYS 0601

PRINT- or WEB-BASED PREP

**Senior Physics**

This course is designed to meet the curriculum requirements for ABE "Provincial Level" physics. It is also designed to meet any secondary school Physics 12 requirements that are additional to the "Provincial Level" requirements. The principal topics in Senior Physics are kinematics in one and two dimensions; dynamics; energy, momentum, and equilibrium; electricity; magnetism; and quantum physics. Approximately one-third of the course work consists of lab investigations using extensive DVD materials. Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

**Prerequisites:** PHYS 0501 (or Physics 11) and demonstrated mathematics skills, preferably MATH 0633 (or Mathematics 12); alternatively, either enrolment in MATH 0633 with at least a "B" average on several assignments or recent completion of MATH 0523 (or Mathematics 11).

**Equipment:** DVD player is required. Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PHYS 1103

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 1105, the laboratory component of PHYS 1103, is usually offered once per year in the summertime in Kamloops, BC.

**Prerequisites:** One of Principles or Foundations of MATH 12, or MATH 0633 or MATH 1001. Physics 11 or PHYS 0501 and a Calculus course (such as MATH 1157, 1171 or 1141) are strongly recommended. Physics 12 or PHYS 0601 is also recommended.

**Note:** The combination of PHYS 1103 and 1203, with their corresponding laboratory courses PHYS 1105 and 1205, 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:** 30 weeks. Refer to page 16.

## PHYS 1105

IN-PERSON 1 UNIV

**Physics Laboratory I**

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1103.

**Prerequisites:** PHYS 1103 or equivalent is recommended.

**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.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 1 week.

## PHYS 1203

PRINT-BASED 3 UNIV

**General Physics II**

This one-semester course is an introduction to electricity and magnetism, optics and modern physics at a first-year university level.

**Prerequisites:** PHYS 1103 and a calculus course (such as MATH 1157, 1171 or 1141) is recommended.

**Note:** The combination of PHYS 1103 and 1203, with their corresponding laboratory courses PHYS 1105 and 1205, provides the equivalent of a full first year of university-level physics.

**Texts:** Students can order required texts from Student Services.

**Equipment:** Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PHYS 1205

IN-PERSON 1 UNIV

**Physics Laboratory II**

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1203.

**Prerequisites:** PHYS 1103, 1203, 1105 or equivalents are recommended.

**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.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 1 week.

## POLI 1019 SFU POL 101W

WEB-BASED 3 UNIV

**Introduction to Politics and Government**

**SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.**

This course provides a comprehensive introduction to the study of politics and government for both political science majors and students specializing in other disciplines. The course will explore the major concepts, methods, approaches and issues in political science, as well as the primary components of government structure and the political process.

**Prerequisites:** None. Provincial Grade 12 Diploma is assumed.

**Note:** This course is identical to SFU POL 100-3 and students may not take both courses for credit.

**Equipment:** Computer with Internet, are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## POLI 1111

PRINT- or WEB-BASED 3 UNIV

**Canadian Government and Politics**

This course investigates Canada's system of government and central questions in this country's political life. Students will learn about our constitutional arrangements, the structure and processes of our national government and the relationship between politics and society. You will explore such issues as Quebec's relationship with Canada and the political impact of the Charter of Rights and Freedoms. Students also examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power and the ideology of limited government.

**Prerequisites:** None.

**Note:** Students with credit for SFU POLI 221 may not take this course for credit.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

Start Date: Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**POLI 1519** **SFU POLI 151**
WEB-BASED 3 UNIV

**The Administration of Justice**
**SFU-designated Breadth (B) course. Refer to Page 16.**
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.
**Equipment:** Computer with Internet, are required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 2219** **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 *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 2229** **SFU POL 222**
WEB-BASED 3 UNIV

**Introduction to Canadian Politics**
This course is an introduction to 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, 101W, 151, or permission of department.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 2329** **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 *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 2419** **SFU POL 241**
WEB-BASED 3 UNIV

**Introduction to International Politics**
**SFU-designated Breadth (B) course. Refer to Page 16.**
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 *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 2529** **SFU POL 252**
WEB-BASED 3 UNIV

**Local Democracy and Governance**
**SFU-designated Breadth (B) course. Refer to Page 16.**
This course examines the political process in the urban municipality from a comparative perspective.
**Prerequisites:** SFU POLI 100, 101W or 151, or permission of the department.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 3279** **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 *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 3439** — **SFU POL 343**
WEB-BASED — 4 UNIV

**Global Political Economy**
This course provides an introduction to the study of the international political economy, with an emphasis on the interaction between the state and markets, and the basic political-institutional relationships of trade, money and finance, international investment, foreign debt and foreign aid.
**Prerequisites:** 6 lower-level credits in political science or permission of the department.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 3449** — **SFU POL 344**
WEB-BASED — 4 UNIV

**International Law**
This course looks at sovereignty, nationality, jurisdiction and arbitration and examines selected cases exemplifying present trends in the international legal order.
**Prerequisites:** 6 lower-level credits in political science or permission of the department.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**POLI 3991**
WEB-BASED — 3 UNIV

**Globalization and Its Discontents: The Politics of Economic Change**
This Web 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 origins and current social consequences of these organizations and examining related issues of global governance, corporate accountability and global justice.
**Prerequisites:** This course requires 60 credits.
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**POLY 3011**
WEB-BASED — 3 UNIV

**Sleep and Sleep Disorders**
This course is designed to introduce students pursuing careers in sleep medicine and polysomnography. POLY 3011 also serves as an adjunct to other health professionals, such as respiratory therapists and registered nurses, who would like to have a better understanding of sleep and sleep disorders.
**Prerequisites:** Health professional diploma is strongly recommended.
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**POLY 3021**
WEB-BASED — 3 UNIV

**Polysomnography Instrumentation**
This course introduces instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratories are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will be emphasized along with basic tracings and some of the artifacts that may appear and influence ones interpretation of the sleep study. Also, the international "10-20" system of electrode placement will be introduced.
**Prerequisites:** Completion of POLY 3011 and a health professional diploma is strongly recommended.
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**POLY 3031**
WEB-BASED — 3 UNIV

**Principles of Polysomnography**
This course is designed to provide the most current information on the technical and clinical aspects of polysomnography, as well as the methodology used by the polysomnographic technologist in the sleep laboratory. This course includes patient interaction and describes the capture of bioelectric activity, overnight recording techniques, the interpretation of data and data presentation for the compilation of the final report.
**Prerequisites:** Completion of POLY 3011, 3021 and a health professional diploma are strongly recommended.
**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

## POLY 3041

IN-PERSON 3 UNIV

**Polysomnography Program Clinical Component**

This clinical course is designed to provide a broad clinical experience. This will include the development of caseload, technical and diagnostic skills. Upon completion, students should be proficient with the necessary educational and technical skills to allow them to practice these in their own clinical environment.

**Prerequisites:** Completion of POLY 3011, 3021, 3031 and enrolment in the Polysomnography program is required.

**Start Date:** Continuous registration.

**Completion:** Six to eight days, depending on previous medical training. 30 weeks maximum. Refer to page 16.

## PSYC 1111

PRINT- or WEB-BASED or ONLINE 3 UNIV

**Introductory Psychology I**

This companion course to PSYC 1211 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion and motivation.

**Prerequisites:** None.

**Note:** Students with credit for PSYC 106 (SFU PSYC 100) may not take this course for further credit.

**Equipment:**Computer with Internet is required for the web-based and online version of this course.

**Start Date:** Continuous registration for print or web-based version. Registration deadline applies for online version. Refer to page 13..

**Completion:** 30 weeks (continuous print or web) or 14 weeks (online, paced). Refer to page 16.

## PSYC 1211

PRINT- or WEB-BASED 3 UNIV

**Introductory Psychology II**

This companion course to PSYC 1111 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity and group behaviour.

**Prerequisites:** None.

**Exclusions:** Students with credit for PSYC 107 (SFU PSYC 1211) may not take this course for further credit.

**Note:** The required texts as listed in the detailed course description are not included in the PSYC 1211 course package. Students who have previously taken PSYC 1111 may already have the required texts. Please refer to the detailed course description for specific text information. Students who do not already have these texts will need to acquire them before registering in PSYC 1211. Please contact Student Services to obtain the textbooks.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Texts:** If required, students can order texts from Student Services.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 2101

PRINT- or WEB-BASED 3 UNIV

**Statistics in the Social Sciences**

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. The student becomes familiar with ways to organize and analyze data, communicate research results, translate statistical jargon into meaningful English and understand basic theories underlying statistics, e.g. elementary probability theory.

**Prerequisites:** Principles of Mathematics 11 or Applications of Mathematics 12 or MATH 0633 or 1001. It is recommended that psychology majors take PSYC 2111 before taking PSYC 2101.

**Note:** Only one of PSYC 2101, SFU STAT 101 and STAT 1201 (formerly MATH 102) may be taken for credit in a program offered through TRU-OL.

**Equipment:** Calculator is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 2111

PRINT- or WEB-BASED 3 UNIV

**Introduction to Research in Experimental Psychology**

This course introduces the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. In this course you will read and analyze examples of research studies chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide you with an appreciation for the type of knowledge psychological research has produced. As well, you will develop your own research, which will use some of these tools to scientifically investigate a phenomenon that you have selected.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is recommended. PSYC 1111 and 1211 or PSYC 106 and 107 are also recommended.

**Note:** Only one of PSYC 2111 and PSYC 201 may be taken for credit.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## PSYC 2131

PRINT- or WEB-BASED 3 UNIV

**Introduction to Childhood and Adolescence**

This course is an introductory course in developmental psychology. Developmental psychology is the branch of psychology devoted to the study of human development and change. Course material will expose you to the key issues, methods, theories and research findings in this field. As change and development are an intrinsic part of the human experience, it is hoped that your learning in this course will foster a lifetime interest in the process of human development. The content of the course 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 through the course material. Emphasized as well is the intricate relation between the child and the contexts that support his/her development such as family life, peers, and culture.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is recommended.

**Note:** Students with credit for PSYC 3151, 3451, SFU PSYC 250, 351, 355 or UBC PSYC 301, 315 may not take this course for further credit.

**Equipment:** Computer with Internet, Windows Media Player and CD-ROM drive, is required for the web-based version of this course. Refer to pages 104-105 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 2161

PRINT- or WEB-BASED 3 UNIV

**Abnormal Psychology**

PSYC 2161 is designed to introduce students to the study of human behavioural disorders. Topics include behaviours ranging from functional to dysfunctional, the principles of psychological assessment, and the variety of professionals who might be involved in the assessment process and the methods they use. The course covers psychological, biological, and sociocultural approaches to understanding human behaviour. The course describes a wide variety of behavioural disorders, presents and interprets case studies, and outlines recommended treatments.

**Prerequisites:** None. PSYC 1111 and 1211 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:** Access to the Internet is required. Students will be expected to access TRU Library's online article databases.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 2311

WEB-BASED 3 UNIV

**Psychology of Sex Differences**

This course examines the psychology of one of society's most important current interests-how and why females and males differ - and in what ways are they more similar than we sometimes think. The development of gender roles affects nearly every aspect of life: family, education, work, sexuality, culture, emotional problems and the like. We examine different views of the biological and social influences on developing gender roles.

**Prerequisites:** 6 credits of Introductory Psychology is recommended.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 2689 SFU PSYC 268

WEB-BASED 3 UNIV

**Introduction to Law and Psychology**

This course provides an introduction to the area of law and psychology. The role and influence of psychology in the legal system will be discussed. Topics include: social psychology and law, developmental psychology and law, juvenile justice, experimental psychology and law, mental disability and law.

**Prerequisites:** SFU PSYC 102 (or SFU PSYC 101). Students with credit for PSYC 369 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** May. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## PSYC 2809 SFU PSYC 280

WEB-BASED 3 UNIV

**Introduction to Biological Psychology**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course surveys the major areas in biological psychology. Topics include the basics of neuroanatomy and nerve cell function, the behavioral and physiological effects of drugs and hormones in the nervous system, evolutionary perspectives on the brain and behavior, and the biopsychology of vision, the chemical senses, hearing, movement, biological rhythms, sex and cognitive processes.

**Prerequisites:** PSYC 1111 or SFU PSYC 100. SFU BISC 101 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## PSYC 3151

PRINT- or WEB-BASED 3 UNIV

**Developmental Psychology of Children**

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, family and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development) and personality.

**Prerequisites:** PSYC 1111 and 1211 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

**Note:** Students with credit for UBC PSYC 301 or 315 or SFU PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit. Students with credit for PSYC 3151 may not take SOCW 3551 for further credit.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 3451

PRINT- or WEB-BASED 3 UNIV

**Adolescent Development**

This course covers the adolescent years, continuing from where PSYC3151 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 1111 and 1211 or PSYC 106 (SFU PSYC 106) and 107 (SFU PSYC 107), or equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

**Note:** Students with credit for UBC PSYC 301 or 315 or SFU PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445. Students with credit for PSYC 445 may not repeat this course for further credit. Students with credit for PSYC 3451 may not take SOCW 3551 for further credit.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 3461

PRINT- or WEB-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 1111 and 1211 or PSYC 106 (SFU PSYC 106) and 107 (SFU PSYC 107), or equivalents. PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

**Note:** This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or SFU PSYC 357 may not take this course for further credit. Students with credit for PSYC 3461 may not take SOCW 3551 for further credit.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 3611

PRINT-BASED 3 UNIV

**Social Psychology I**

This course introduces the field of social psychology, focussing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice and interpersonal relations.

**Prerequisites:** PSYC 1111 and PSYC 1211 or PSYC 106 and PSYC 107, or equivalent skills and knowledge. PSYC 2111 is also recommended to facilitate the understanding of research methodology.

**Note:** Students with credit for PSYC 260, 308, or SFU PSYC 360 may not take this course for further credit.

**Equipment:** Access to a DVD player.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## PSYC 3621

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 3611, or its equivalent. A course such as TRU-OL's Introduction to Research in Experimental Psychology (PSYC 2111) is recommended.

**Equipment:** DVD player is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 3799 SFU PSYC 379

WEB-BASED 3 UNIV

**Clinical Forensic Psychology**

This course examines clinical approaches to the understanding of behavior in criminal and civil forensic settings. Topics related to the assessment, treatment and management of people suffering from mental disorder.

**Prerequisites:** SFU PSYC 201 and 268. SFU PSYC 241 is recommended.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## PSYC 3991

WEB-BASED 3 UNIV

**Psychology of Human Resilience**

This 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 explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

**Prerequisites:** This course requires 60 credits.

**Texts:** You will be consulting a variety of resources throughout the course, including peer-reviewed journal articles, selected web resources and video clips of interviews.

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## PSYC 4991

PRINT-BASED 3 UNIV

**Directed Studies**

This course is a requirement for completion of the Bachelor of Arts, psychology major (page 42) and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts (page 45). Students must review the literature, 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 and lower-level requirements of the Bachelor of Arts - Psychology Major degree and a minimum of 15 upper-level credits in Psychology.

**Note:** Students must consult with their TRU-OL program advisor before registering.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## RESP 1683

WEB-BASED 3 COL

**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.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## RESP 1691

WEB-BASED 3 UNIV

**Pulmonary Physiology and Introduction to Ventilation**

This course focuses on the fundamentals needed to understand the basic anatomy and physiology of ventilation, as well as mechanical ventilation and its clinical applications. In this course, pulmonary physiological processes are related to therapy, diagnostics and technology. These topics will assist in providing the much needed background a student requires to progress into the comprehensive curriculum of Respiratory Therapy. A prerequisite knowledge of basic anatomy is assumed for this course. This course consists of 2 major sections: "Pulmonary Physiology" and "Mechanical Ventilation."

**Prerequisites:** Knowledge of human anatomy is strongly recommended.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**RESP 2161**

WEB-BASED 3 COL

**Mechanical Ventilation**

This course 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 of the respiratory and cardiovascular systems, blood gas interpretation, and a background in basic science.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**RSMT 3501**

WEB-BASED 3 UNIV

**Introduction to Research Methods**

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in informing their understanding of their environment (work, social, local, global).

**Prerequisites:** 60 credits of coursework and STAT 1201 or equivalent are strongly recommended.

**Start Date:** Registration deadline applies. Refer to page 13.

**Completion:** 14 weeks. Refer to page 16.

**SCDE 2019** **SFU SCD 201**

WEB-BASED 3 UNIV

**Introduction to Sustainable Community Development**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course builds on understanding of strengths and weaknesses of conventional approaches to development; rationale for alternative approaches; varying interpretations of community and of development; and essential components for creating local economic development strategies. Sustainable community development is introduced as a framework to meet current social and economic needs, while ensuring adequate resources are available for future generations.

**Prerequisites:** 30 credits. SFU's Sustainable Community Development (SCD) certificate program approval or permission of SFU's Director of SCD.

**Note:** Students may not take this course for credit toward SFU's SCD post-baccalaureate diploma. Students with credit for SFU CED 201 may not take this course for further credit. Students may not take this course concurrently with upper-level SFU SCD courses.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SCDE 3019** **SFU SCD 301**

WEB-BASED 4 UNIV

**Sustainable Community Development Theory and Practice**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is a theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic and social aspects of development. The course emphasizes economic and policy instruments and planning tools for engaging in and implementing sustainable community development.

**Prerequisites:** SFU's Sustainable Community Development (SCD) certificate program approval and SFU CED or SCD 201; or SCD diploma program approval; or 60 credits; or permission of SFU's Director of SCD.

**Note:** Students with credit for SFU CED 301 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SCDE 4019** **SFU SCD 401**

WEB-BASED 4 UNIV

**Social Enterprise for Sustainable Community Development**

This course is an introduction to the theory and practice of social enterprise within a sustainable community development context, including the appropriate form of social enterprise for a particular purpose, essential elements of business planning, fundamental skills, such as market research and operating within a dynamic environment and organizational development and change.

**Prerequisites:** SFU CED 301 or SCD 301 or permission of the Director of SCD.

**Note:** Students with credit for SFU CED 401 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SCDE 4039** **SFU SCD 403**
WEB-BASED 4 UNIV

**Leadership in Sustainable Community Development**

This course is concerned with approaches sustainable community development leaders require as agents of change, including tackling complex community issues in addition to offering innovative tools for engaging others in a meaningful collaborative process.

**Prerequisites:** SFU CED 301 or permission of SFU's Director of SCD.

**Note:** Students with credit for SFU CED 403 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SCDE 4109** **SFU SCD 410**
WEB-BASED 4 UNIV

**Special Topics in Sustainable Community Development**

This course focuses on a specific topic within the field of sustainable community development not covered by regularly scheduled, required courses in the program.

**Prerequisites:** SFU CED 301 or SCD 301 or permission of SFU's Director of SCD.

**Note:** Students with credit for SFU CED 410 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SOCI 1009** **SFU SA 100W**
WEB-BASED 4 UNIV

**Perspectives on Canadian Society (SA)**

**SFU-designated Writing-Intensive (W) and Breadth (B) course. Refer to Page 16.**

This course is an examination of Canadian society from the perspective of the social sciences - an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society and also to those who may be considering further work in sociology and anthropology. Topics considered include class structure, the nature of Canada's population, regional variation, gender relations, multiculturalism and Native issues.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SOCI 1111**
PRINT- or WEB-BASED 3 UNIV

**Introduction to Sociology I**

Together with SOCI 1211, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

**Prerequisites:** None. This course or equivalent is a prerequisite to advanced sociology courses.

**Note:** Students with credit for SOCI 1509 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 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**SOCI 1211**
PRINT- or WEB-BASED 3 UNIV

**Introduction to Sociology II**

Together with SOCI 1111, this course is an introduction to 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 1111, 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. SOCI 1111 or equivalent skills and knowledge are recommended.

**Exclusions:** Students with credit for SOCI 1509 (formerly SFU SOCI 100) may not take this course for further credit.

**Note:** The required texts as listed in the detailed course description are not included in the SOCI 1211 course package. Students who have previously taken SOCI 1111 may already have the required texts. Please refer to the detailed course description for specific text information and instructions on acquiring the texts needed. Students who do not already have these texts will need to acquire them before registering in SOCI 1211.

**Equipment:** Computer with Internet is required for the web-based version of this course for further credit. Refer to pages 104 or the TRU-OL website.

**Texts:** If required, students can order texts from Student Services.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**SOCI 1509** **SFU SA 150**
WEB-BASED 4 UNIV

**Introduction to Sociology (S)**
**SFU-designated Breadth (B) course. Refer to Page 16.**
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 1111 or 1211 may not take this course for further credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**SOCI 2251**
ONLINE 3 UNIV

**Sociological Explanations of Criminal Behaviour**
This course, also known as CRIM 2251, will critically examine the sociological, socio-cultural and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories and symbolic interactionist theories. Some of the specific theories subjected to critical examination are those concerned with class and group conflict, subcultures, labelling and gender.
**Prerequisites:** None
**Equipment:** Computer with Internet is required. Refer to pages 104 or the TRU-OL website.
**Start Date:** Refer to the TRU-OL website or contact Student Services to confirm course availability and the registration deadline.
**Completion:** 16 weeks.

**SOCI 2501**
PRINT-BASED 3 UNIV

**The Sociology of Crime**
This course adopts a radically sociological view of crime that focuses on the ways that crime is socially constructed, and in so doing, it challenges many of our assumptions about the criminal justice system. It focuses on the creation of law, police work, activities of the courts and the experience of incarceration, and it provides an excellent introduction to the application of social theory.
**Prerequisites:** None
**Note:** Students who take this course may not take SOCI 4221 for further credit. Students with credit for SOCI 4221 may not take this course for further credit.
**Equipment:** Computer with Internet is required for the web-based version of this course for further credit. Refer to pages 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**SOCI 2509** **SFU SA 250**
WEB-BASED 4 UNIV

**Introduction to Sociological Theory (S)**
This course offers an account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.
**Prerequisites:** SFU SA 150.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**SOCI 2521**
WEB-BASED 3 UNIV

**Criminal Justice and Corrections**
This course, also known as CRIM 2521, consists of three modules and provides an introduction to the criminal justice system. The first module provides an introduction to the way criminal justice operates and also examines the way the police are organized and operate in Canada. The second considers the criminal courts, while the third deals with the operation of the correctional system.
**Prerequisites:** An introductory Social Science course is recommended but not required.
**Equipment:** Computer with Internet is required. Refer to pages 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks.

**SOCI 3169** **SFU SA 316**
WEB-BASED 4 UNIV

**Tourism and Social Policy (S A)**
This course offers an examination of tourism from the perspectives of sociology and anthropology, focusing primarily upon the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.
**Prerequisites:** SFU SA 101 or SFU SA 150 or SFU SA 201.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**SOCI 3459** **SFU SA 345**
WEB-BASED 4 UNIV

**Race, Immigration, and the Canadian State (SA)**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course provides an introduction to critical perspectives on the social construction of race, nation building and transnational migration, with an emphasis on state policies and the experiences of immigrants. The course will cover a review of colonialism and the construction of a racialized labour market. Core topics may include: racialization of space; anti-racist feminist thought; immigration policy; settlement services; multiculturalism; citizenship; racial profiling; diasporas; and refugees. Comparative material will be used to complement the Canadian focus.

**Prerequisites:** SFU SA 101, 150 or 201.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SOCI 3559** **SFU SA 355**
WEB-BASED 4 UNIV

**Quantitative Methods (SA)**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course provides an examination of measurement issues within sociological and anthropological research, focusing on the logical and conceptual construction and interpretation of tables and an examination of the uses and abuses of statistics. Through an introduction to 'hands on' use of the computer, this course emphasizes the applications, rather than the mathematics, of statistics.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SOCI 3569** **SFU SA 356W**
WEB-BASED 4 UNIV

**Ethnography and Qualitative Methods (SA)**

**SFU-designated Writing-Intensive (W) course. Refer to Page 16.**

This course examines the qualitative field methods, including participant observation, interviewing, archival research, cross-cultural research, life histories, network analysis, mapping and ethical problems, of fieldwork.

**Prerequisites:** SFU SA 255.

**Equipment:** Computer with Internet, is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SOCI 3589** **SFU SA 358**
WEB-BASED 4 UNIV

**The Philosophy of the Social Sciences (SA)**

This course analyzes the nature of explanation in the social sciences: 'mind' and action; positivist and interpretive modes of explanation; sociological and historical explanation; objectivity; forms of relativism; and the concept of rationality.

**Prerequisites:** SFU SA 101, 150 or 201.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

**SOCI 3991**
WEB-BASED 3 UNIV

**Sociology of Diversity: Issues for Canadians**

This course offers special topics in the sociology of diversity for in-depth study. This upper-level sociology course explores the tensions and challenges that arise from multiculturalism, the presence of multiple nations within the state of Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Some of the questions to be explored include the following: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status? This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business or general studies. Please note that you will need to obtain your textbooks prior to registering for the course.

**Prerequisites:** 60 Credits.

**Note:** This course meets the upper-level requirement for the Bachelor of Arts, sociology major (page 43).

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

**SOCI 4209** **SFU SA 420**
WEB-BASED 4 UNIV

**Sociology of Aging (S)**
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 1509, ANTH 1019 or ANTH 2019.
**Note:** This course is the same as SFU GERO 420 and students may take only one for credit.
**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.
**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.
**Completion:** 13 weeks.

**SOCI 4221**
PRINT-BASED 3 UNIV

**The Social Construction of Crime and Deviance**
This course offers an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism and ethnomethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences.
**Prerequisites:** SOCI 1111 or SOCI 1211 or equivalent.
**Note:** Students with credit for SOCI 2501 may not take this course for further credit.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**SOCI 4301**
PRINT- 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:** An introduction to sociology, such as the TRU, Open Learning's SOCI 1111 or SOCI 1211, or the equivalent.
**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**SOCI 4311**
PRINT- or WEB-BASED 3 UNIV

**Sociology of the Family: 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 1111 or equivalent skills and knowledge
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

**SOCI 4991**
PRINT-BASED 3 UNIV

**Directed Studies**
This course is a requirement for completion of the Bachelor of Arts, sociology major (page 43) 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 the literature, and submit a major research paper based on the course reading list.
**Prerequisites:** General education and lower-level requirements of the Bachelor of Arts - Sociology Major degree and a minimum of 15 upper-level credits in Sociology.
**Note:** As registration procedures differ for Directed Studies courses, students are required to consult with their TRU-OL program advisor before registering.
**Start Date:** Continuous registration.
**Completion:** 30 weeks. Refer to page 16.

## SOCW 2061

PRINT- or WEB-BASED 3 COL/UNIV

**An Introduction to Social Work Practice**

This course introduces students to social work practice through an exploration of the history, philosophical foundation and theoretical perspectives of the profession of social work. This includes a review of the relevant codes of ethics and practice standards that guide practitioners. This course also provides an overview of the roles in which social workers become involved, for example, as advocates, policy analysts, administrators, activists, educators, counsellors, facilitators, mediators, organizers and researchers. Social workers are committed to working for social justice, so the course also examines the social structures influencing people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

**Prerequisites:** None. It is recommended that you take this course, SOCW 2061 before taking SOCW 2121.

**Note:** SOCW 2061 is a required course in the TRU-OL Social Service Worker Certificate program. This course is equivalent to an Introduction to Social Work practice offered by many Canadian post-secondary institutions and is an entrance requirement for the TRU-OL Social Service Work program.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16

## SOCW 2121

PRINT- or WEB-BASED 3 COL/UNIV

**Social Welfare in Canada**

This course provides an overview of the income security system in Canada - its development, programs and the major policy debates. It is intended for those seeking an understanding of the many income security programs and policies, how they reflect ideologies and how they work (or fail to work) in practice.

**Prerequisites:** None. It is recommended, though not necessary, that students take SOCW 2061 before taking SOCW 2121, as some of the theoretical concepts in SOCW 2061 provide a foundation for the material in SOCW 2121.

**Note:** SOCW 2121 is a required course in the TRU-OL Social Service Worker Certificate program. It is also one of two prerequisite courses for all students seeking admission to the School of Social Work. This course is the equivalent of Social Welfare in Canada offered by many Canadian post-secondary institutions.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## SOCW 3551

PRINT- or WEB-BASED 3 COL/UNIV

**Human Development**

An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course differs from many others in the field in that it integrates a life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups. Human development and behaviour will be viewed through the lens of Aboriginal, feminist and anti-oppressive approaches to practice.

**Prerequisites:** None

**Note:** This course is required for the TRU-OL Social Service Certificate Program. Students with credit for PSYC 2131, 3151, 3451 or 3461 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).

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## SPAN 1001

PRINT- or WEB-BASED 3 UNIV

**Introduction to Spanish I**

This humanities course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the Spanish language series Destinos: An Introduction to Spanish produced by WCBH/ Boston, the course emphasizes the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America and South America. Several oral assignments are completed by phone.

**Prerequisites:** None. Basic knowledge of Spanish is strongly recommended. The course is also designed for students who have studied Spanish previously, allowing them to refresh their language skills.

**Note:** Students who speak Spanish as their first language or students with credit for a Spanish 11 or higher course may not take this course for further credit.

**Equipment:** Video recorder, DVD player, and phone are required. Computer with Internet and CD-ROM drive is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

## SPAN 1011

PRINT- or WEB-BASED — 3 UNIV

**Introduction to Spanish II**

This humanities course is the continuation of SPAN1001. Based on the highly praised Spanish language series Destinos: An Introduction to Spanish produced by WCBH/Boston, this course continues the development of both oral and written communicative abilities. The Destinos series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America and South America. Several oral assignments are completed by phone.

**Prerequisites:** SPAN 1001 or the equivalent.

**Note:** Students who speak Spanish as their first language or students with credit for a Spanish 11 or higher course may not take this course for further credit.

**Texts:** Students can order the required text from Student Services.

**Equipment:** Video recorder, DVD player, and phone are required. Computer with Internet and CD-ROM drive is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## SPAN 1029 — SFU SPAN 102

WEB-BASED — 3 UNIV

**Introductory Spanish I**

This course is the first half of first year Spanish. Emphasis is placed on developing conversation and comprehension skills as well as understanding how Spanish grammar works.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Students who have completed B.C. high school Spanish 12 within the past two years will not be admitted to SPAN 102 for credit. See the Language Training Institute advisor for placement.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## SPAN 1039 — SFU SPAN 103

WEB-BASED — 3 UNIV

**Introductory Spanish II**

This course is the second-half of first year Spanish. As in SPAN 1029, the course emphasizes oral skills and grammar while continuing to develop reading and writing proficiency. By the end of the semester, students will be able to communicate in Spanish using a wide range of grammatical structures and vocabulary. SPAN 1039 should be taken in the semester immediately following SPAN 1029.

**Prerequisites:** SPAN 1029, grade 12 Spanish or equivalent.

**Note:** Students with Grade 12 Spanish will need to get clearance from the department before registering at this level.

**Equipment:** Computer with Internet, are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## SPAN 3019 — SFU SPAN 301

WEB-BASED — 3 UNIV

**Advanced Spanish Grammar and Writing**

This course provides a detailed examination of contemporary Spanish grammar. Appropriate grammatical usage is reinforced by exercises and writing assignments. Both advanced learners and native speakers will benefit through intensive work on a wide range of grammatical phenomena.

**Prerequisites:** SFU SPAN 202.

**Equipment:** Computer with Internet, are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## STAT 1019 — SFU STAT 101

WEB-BASED — 3 UNIV

**Introduction to Statistics**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course looks at the collection, description, analysis and summary of data, including the concepts of frequency distribution, parameter estimation and hypothesis testing.

**Prerequisites:** BC Math 11 (or equivalent) or basic algebra (see beginning-level requirements in the SFU calendar).

**Note:** To receive credit for both SFU STAT 100 and STAT 1019, SFU STAT 100 must be taken first. The course is intended to be accessible to students who are not specializing in Statistics. Students with credit for SFU ARCH 376, SFU BUEC 232 (formerly 332) or STAT 2709 (formerly MATH 272 and 371), may not subsequently receive credit for STAT 1019. Students with credit for STAT 1201, 2019, SFU STAT 203, SFU STAT 301, MATH 1157 or SFU MATH 102, may not take STAT 1019 for further credit.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## STAT 1201

PRINT-BASED 3 UNIV

**Introduction to Probability and Statistics**

This is an introductory course on the concepts and methods of statistics, covering topics such as variability, 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.

**Prerequisites:** Although this course does not involve complex mathematics, Principles of Math 11, Pre-calculus 11, Foundations of Math 11, Math 0523 or equivalent skills as established by the math placement test (see page 7) is strongly recommended. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Basic computer literacy is recommended.

**Note:** Only one of STAT 1019, STAT 1201, and PSYC 2101 may be taken for credit in programs offered through TRU-OL.

**Equipment:** TI-83 ®, TI-83 Plus ®, or a TI-84 Plus ® calculator for assignments and the final exam. Computer with Internet and CD-ROM drive is required for the print-based and the web-based version of this course. Software for the course can only be used in a Windows environment and not on Macintosh computers. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## STAT 2019 SFU STAT 201

WEB-BASED 3 UNIV

**Statistics for the Life Sciences**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course provides an introduction into research methodology and associated statistical analysis techniques for students with training in the life sciences.

**Prerequisites:** 30 credits.

**Note:** Students with credit for SFU STAT 101, 102, 203 (formerly 103), 270 (formerly MATH 272) or 301 may not take SFU STAT 201 for further credit. Intended to be particularly accessible to students who are not specializing in Statistics.

**Equipment:** Computer with Internet, are required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## STAT 2039 SFU STAT 203

WEB-BASED 3 UNIV

**Introduction to Statistics for the Social Sciences**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course, which is aimed at students in the social sciences, looks at descriptive and inferential statistics. Areas of focus include: scales of measurement; descriptive statistics; measures of association; hypothesis tests; and confidence intervals.

**Prerequisites:** Students in Sociology and Anthropology are expected to take SFU SA 255 before this course. Students with credit for SFU STAT 101, 102, 103, 201, 270, ARCH 376 or, BUEC 232 (formerly 332), may not receive further credit. It is recommended that students take SFU SA 255, CRIM120, POL213 or equivalent before enrolling in this course.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## STAT 2709 SFU STAT 270

WEB-BASED 3 UNIV

**Introduction to Probability and Statistics**

**SFU-designated Quantitative (Q) course. Refer to Page 16.**

This course examines the basic laws of probability, sample distributions. Introduction to statistical inference and applications.

**Corequisites:** SFU MATH 152 or 155 or 158. Students wanting an intuitive appreciation of a broad range of statistical strategies may want to initially take SFU STAT 100, 101, 201, 203, 270 and 302.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## VISA 1049 SFU FPA 104

WEB-BASED 3 UNIV

**Music Fundamentals**

This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation. An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature will be accompanied by practical exercises. The course is designed for students with no formal music training. May be of particular interest to students in other departments.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

## VISA 1101

PRINT-BASED 3 UNIV

**Colour: An Introduction**

This studio course in art, based on ten half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature and colour schemes. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

**Prerequisites:** None.

**Note:** Additional common items may be required to complete assignments. Refer to the detailed course description on the TRU-OL website or contact Student Services.

**Equipment:** DVD player is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## VISA 1111

PRINT- or WEB-BASED 3 UNIV

**A Survey of Western Art I**

This humanities course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

**Prerequisites:** None.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## VISA 1121

PRINT- OR WEB-BASED 3 UNIV

**A Survey of Western Art II**

This humanities course, a continuation of VISA 1111, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

**Prerequisites:** None.

**Texts:** Students can order required texts from Student Services.

**Equipment:** Computer with Internet is required for the web-based version of this course. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## VISA 1201

PRINT-BASED 3 UNIV

**Mark and Image**

This studio course in art, with ten one-hour programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

**Prerequisites:** None.

**Note:** The course package includes the basic materials needed to complete the coursework (pens, paper, charcoal, etc.).

**Equipment:** DVD player is required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## VISA 1301

PRINT-BASED 3 UNIV

**Material and Form**

This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, 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.

**Note:** Students are required to document their work with photography or videotaping and submit a working notebook to their Open Learning Faculty Member.

**Equipment:** DVD player and camera or video camera are required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

## VISA 1419 SFU FPA 140

WEB-BASED 3 UNIV

**Music after 1900**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is an introductory survey of major historical trends and practices of music in the 20th and 21st centuries as revealed by the study of selected music examples. Critical issues fundamental to an understanding of contemporary composition will be examined (e.g. impressionism, twelve-tone music, indeterminacy, the role of technology, improvisation).

**Prerequisites:** SFU FPA 104.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

### VISA 3991

WEB-BASED 3 UNIV

**Cultural Theory and Images**

This interdisciplinary course offers special topics in cultural theory and images for in-depth study. The course examines the ways different theories of culture inform the processes and practices of visual production, circulation and reception. It focuses on the ideas of major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall and Said, whose work on the intersection/interaction of power and meaning has influenced much current research on representation. Working individually or with a partner, you select issues or research problems that interest you, conduct literature research, assess sources of information, and present your findings. During this process, you are able to interact with an experienced faculty member as well as with other learners from various backgrounds. Critically engaging with and responding to, the thoughts and opinions of other participants is one of the most significant activities in this course. Theory is for thinking, and in this case, it is specifically for thinking about looking. Learning activities are interactive and designed to take advantage of the image-rich environment of the World Wide Web.

**Prerequisites:** 60 credits.

**Equipment:** Computer with Internet is required. Refer to page 104 or the TRU-OL website.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WNGL 1009 SFU WL 100

WEB-BASED 3 UNIV

**Introduction to World Literature**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course explores how texts resonate in other cultural contexts, influence foreign traditions, and become works of world literature. Breadth-Humanities.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

### WOST 1019 SFU GSWS 101

WEB-BASED 3 UNIV

**Gender Talk**

**SFU-designated Breadth (B) course. Refer to Page 16.**

This course is an interdisciplinary study of the social and cultural construction of gender, and how ideas about masculinity and femininity shape current issues, knowledge, popular culture, and social policy.

**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.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

### WOST 1029 SFU GSWS 102

WEB-BASED 3 UNIV

**Feminist Action**

**SFU-designated Breadth (B) course. Refer to Page 16.**

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.

**Equipment:** Computer with Internet is required. Refer to *http://code.sfu.ca/*.

**Start Dates:** September, January, May, subject to availability. Registration deadline applies. Refer to page 13.

**Completion:** 13 weeks.

### WTTP 1171

WEB-BASED 1 COL

**Environmental Legislation**

This course introduces students to the basic principles of law with an emphasis on federal, provincial and municipal environmental legislation that impacts water treatment operations. The field of water treatment is governed by many regulations and as such, operators must have a clear understanding of their responsibilities. Other topics include the concepts of due diligence, liability, methods of compliance, tort and case law.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology Program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1181

WEB-BASED 1 COL

**Occupational Health and Safety**

This course introduces students to the issues of health and safety as it applies to water and waste water treatment operations. General course topics include occupational health safety regulations, construction and plant safety procedures and occupational hygiene. The field of water treatment is governed by many occupational health and safety regulations and as such, operators must clearly understand their responsibilities to ensure their workplace remains safe. Hazards commonly encountered at water utility plants as well as the methods, procedures and controls to overcome these dangers, will be discussed.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology Program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1191

WEB-BASED 1 COL

**Communications**

This course introduces learners to some best practices in community relations and provides some practical information for improving communication skills. Good communication skills are important in building a good relationship within the community and in ensuring water utility plants have the financial support required for optimal performance. Topics include how to: establish good community relations; format regular business correspondence; deliver presentations; communicate with the media; and document procedures and plans.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology Program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16

### WTTP 1291

WEB-BASED 1 COL

**Moving Water**

A water treatment process operator must be fully familiar with process water flows from their origin to their destination. Process waters include the main process water flow, chemical solutions, wastewaters and other fluids, including gases. This course looks at the movement of the main process water flow through a treatment facility and the equipment used to control the flow.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology Program. WTTP 1731 is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1301

WEB-BASED 1 COL

**Major Process Equipment**

Prior to filtration, raw water supplied to a treatment facility is often conditioned by the addition of chemicals. These chemicals modify the physical and chemical characteristics of the water. They also modify the nature of the organic and inorganic materials in solution or suspension. This course describes the equipment used to achieve the initial mixing of chemicals with the process water stream. It also describes the equipment used to flocculate coagulants within the process water stream.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology Program. WTTP 1731 and 1291 are recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1311

WEB-BASED 1 COL

**Secondary Process Equipment**

A water treatment process operator must be fully familiar with the secondary flows that feed air, chemical solutions and emergency power in support of the main process water treatment. This course looks at these systems and the equipment used in secondary processes such as air handling, chemical feeding and standby power systems. It also reviews management of wastewater and solids from the primary process trains and the building systems which support the treatment facilities. Finally, students review how records should be organized and kept.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology Program. WTTP 1731, 1291 and 1301 are recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1701

WEB-BASED 3 COL

**Water Sources**

This course provides training in the development of new and existing water sources. It focuses on ground and surface water sources as they relate to the way drinking water is treated and distributed. Areas of study include basic water supply hydrology, groundwater sources, surface water sources, emergency and alternate water sources, source water conservation, source water quality and source water protection.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1711

WEB-BASED 3 COL

**Water Treatment I**

This course 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.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1721
WEB-BASED 3 COL

**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.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1731
WEB-BASED 3 COL

**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.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1801
WEB-BASED 3 COL

**Electrical Fundamentals 1**

This course offers an introduction to the electrical trade as it applies to the daily operation of water/wastewater treatment plants. Topics discussed include basic: electrical principles; electrical safety; motor control principles; and the fundamentals of electric motors. It is important to note that this course is designed from the viewpoint of plant operators, so they can develop more awareness of the trades and allow students to function more effectively.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program. Completion of level one of the WTTP program is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1821
WEB-BASED 3 COL

**Instrumentation I**

This course offers an introduction to the instrumentation trade as it applies to the day to day operation of water/wastewater treatment plants. Topics discussed include process control principles, terminology and troubleshooting techniques. It is important to note that this course is not designed to create tradespersons, but is designed from the viewpoint of plant operators, so they can develop more awareness of the trades and allow them to function more effectively.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program. Completion of level one of the WTTP program is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1851
WEB-BASED 3 COL

**Water Treatment II**

This course is a continuation of Water Treatment 1. More advanced topics such as water softening, pH control, pre-oxidation and dissolved metals removal will be covered. An overview of chemical feed systems as well as chemical dosage calculations will also be covered.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program. Completion of level one of the WTTP program is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 1891
IN-PERSON 3 COL

**Practicum I**

This course offers hands-on practical training, which is integral to the development of future operators. Students progress through practical experiences involving basic electrical and instrumentation, mechanical system maintenance, laboratory procedures and plant operation fundamentals.

**Prerequisites:** Industry experience or completion of all previous level two courses within the Water Treatment Technology program.

**Note:** This practicum is normally completed at the center for Water Quality in Kamloops. Students may apply for exceptions. This course is subject to minimum enrolment numbers and is scheduled on a as needed basis.

**Start Date:** This course is subject to sufficient enrolment, i.e. there is a minimum number of five registrants required for the course to be offered.

**Completion:** Normally 2.5 weeks.

### WTTP 2051

WEB-BASED 1 COL

**Introduction to Water Chemistry**

This course provides the fundamentals of chemistry as it applies to the water industry. The intent is to lay the foundation so operators can understand more advanced theories involving chemical reactions in water. The topics will include the theory behind pH, alkalinity and titrations. These topics are supported by concepts such as chemical equations, equilibriums, acid base theory and buffering capacity.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2061

WEB-BASED 1 COL

**Inorganic Species in Water**

The focus of this course is on the study of inorganic species (metals and non-metals) that are found in water and wastewater. Topics include identification and removal techniques of inorganic species in treatment systems. Basic terminology, reactions and equation analysis are also covered.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program. WTTP 2051 is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2071

WEB-BASED 1 COL

**Organic Species in Water**

The focus of this course is on the organic content as it applies to the water and wastewater industries. Topics include identification, analysis and treatment techniques related to organic compounds. The discussions include the effects of naturally occurring and human made organics in water.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.WTTP 2051 is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2131

WEB-BASED 1 COL

**The History, Mechanisms, and Classifications of Filters**

This course provides students with a basic understanding of water filtration mechanisms, concepts, equations and the various methods of classifying filtration systems. Topics include a historical overview of the development of water treatment in Europe and North America and its impacts on water filtration today. In addition, the mechanisms governing filtration are covered along with concepts in fluid dynamics and the equations used. Finally, the media properties, filtration classifications and river, slow sand and precoat or cake filtration are discussed.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2141

WEB-BASED 1 COL

**Slow and Rapid Sand Filtration**

With proper pre-treatment of the water, slow and rapid sand filters are applicable for treatment of any surface supply. Such filters are effective even for highly polluted waters. Even relatively large variations in bacterial pollution loads can be handled in a well-designed and well-operated sand media water plant. This course covers in detail, the process of slow and rapid sand filtration as introduced in Basic Principles of Sedimentation and Filtration. Topics include filter operation, performance optimization, maintenance and backwashing techniques.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2151

WEB-BASED 1 COL

**Membrane and Alternative Filtration Techniques**

All filtration techniques have advantages and disadvantages, depending on source water and finished water requirements. In this course, various alternative filtration processes, such as membranes, pressure sand, manganese green sand, activated carbon, pro-coat and sediment filtration are explained and discussed. A large portion of the course is dedicated to membrane filtration and includes topics of pore size and physical classifications, performance and application, as well as membrane fouling, cleaning and integrity.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2171

WEB-BASED 1 COL

**Basic Principles of Disinfection**

This course is designed to cover the basic principles of water disinfection. Topics include history of disinfection, causes of waterborne diseases and disinfection goals. Basic properties and uses of chlorine and disinfection by-products will also be discussed.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2181

WEB-BASED 1 COL

**Standard Disinfection Practices**

The intent of this course is to cover more in-depth concepts related to the more common forms of water disinfection. Chlorination, ozone disinfection, and UV technologies are covered.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2191

WEB-BASED 1 COL

**Advanced Disinfection and Flouridation Practices**

Alternate disinfection practices are a focus of this course, along with fluoridation. Maintenance and calibration procedures used in monitoring equipment for both disinfection and fluoridation are also covered.

**Prerequisites:** Industry experience or completion of level two portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2291

WEB-BASED 1 COL

**Computers in Industry**

This course introduces the student to the components of a computerized system. The understanding of the personal computer will help the student understand other micro processed-based control equipment as well as how to use the personal computer more effectively. The course topics will cover the personal computer hardware, operating system and typical software applications found in industry.

**Prerequisites:** Industry experience or completion of level three portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2301

WEB-BASED 1 COL

**Advanced Programmable Logic Controller**

This course takes the student beyond the entry level and introduce them to more advance topics such as analogue signal handling, more sophisticated instructions than just timers and counters, as well as how discrete and analogue values can be passed from one Programmable Logic Controllers to another. Basic topics such as serial and Ethernet communications will be included in the course.

**Prerequisites:** Industry experience or completion of level three portion of the Water Treatment Technology program. WTTP 2701 is recommended.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2311

WEB-BASED 1 COL

**Industrial Communications and SCADA Systems**

This course gives the student an understanding of modern plant-wide control systems. These systems rely on merging technologies such as computers, Programmable Logic Controllers, operator interfaces and micro processor-based plant-floor devices together into a Supervisory, Control and Data Acquisition system.

**Prerequisites:** Industry experience or completion of level three portion of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2331

WEB-BASED 1 COL

**People Management**

This course provides an introduction to the area of human resources management in the water industry. The course includes the art of management and the role of the manager, decision-making and time management, written records, human resource management and communication skills. The course emphasizes the strong people management skills that enable managers to lead teams effectively and to understand their roles and responsibilities as a leader.

**Prerequisites:** Industry experience or completion of level three of the Water Treatment Technology Program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2341

WEB-BASED 1 COL

**Asset and Operations Management**

This course identifies the key assets and operations of a water company and introduces students to the qualities of an effective asset and operations management program in the water industry. In addition, the course examines the skills required for operations management, asset identification, designing an asset maintenance program, data acquisition and management and water conservation

**Prerequisites:** Industry experience or completion of level three of the Water Treatment Technology Program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2351

WEB-BASED 1 COL

**Financial Management**

This course covers the basic accountancy matters that students need to be familiar with in the daily operations of a business, as well as financial techniques used in operational management issues in the water industry. The course includes financial basics, management accounts and budgets, financial accounts and international legislation.

**Prerequisites:** Industry experience or completion of level three of the Water Treatment Technology Program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2701

WEB-BASED 3 COL

**Electrical Fundamentals II**

This course is a continuation of Electrical Fundamentals 1 which looks beyond the basic electricity fundamentals and motor control towards the utilization of electrical theory in practical applications. While further fundamental theory is to be covered, such as solid-state electronics and numbering systems, the majority of the information covered in these modules will reference practical applications.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration.

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2721

WEB-BASED 3 COL

**Advanced Coagulation and Particle Removal**

This course is a continuation of Water Treatment 2 where coagulation in general terms was introduced. This course takes an in-depth look at coagulation and particle removal. Topics discussed include the advanced principles of coagulation, emerging technologies, jar testing, and clarification methods and equipment. The course aims to provide operators with information that will improve their ability to assess conditions in the water treatment plant and make decisions to ensure the smooth operation of their treatment process.

**Prerequisites:** Industry experience or completion of the level two portion of the WTTP program.

**Equipment:** Computer with Internet required. Self-organized field trips may be required for gathering of data for assignments..

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2801

WEB-BASED 3 COL

**Microbiology and Toxicology**

The goal of this course is to introduce you to some of the unifying concepts of biology, microbiology and toxicology relating to water, the most common and significant source of infectious diseases caused by microbial contamination. The course will explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

**Prerequisites:** Industry experience or completion of level three of the Water Treatment Technology program.

**Equipment:** Computer with Internet required.

**Start Date:** Continuous registration

**Completion:** 30 weeks. Refer to page 16.

### WTTP 2891

IN-PERSON 3 COL

**Practicum II**

This course will represent the second onsite practicum. The intent of this course is to provide hands-on activities, as students enter the final phase of the program. The students will be ledthrough a series of topics covered in terms three and four, such as advanced process control concepts, Supervisory, Control and Data Acquisition (SCADA) systems and Microbiological laboratory procedures.

**Note:** Due to the facility location some students are unable to attend the on-site practicum in Kamloops. However, due to the flexible program format, plant operators can apply to have the practicum performed at a more convenient location.

**Start Date:** This course is subject to sufficient enrolment, i.e. there is a minimum number of five registrants required for the course to be offered.

**Completion:** 30 weeks. Refer to page 16.

# Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn up to six credits toward completion of their degree for oral and written fluency in languages other than English by writing a language course challenge examination.

More information on restrictions regarding the challenging of language courses by students, for whom the challenged course is their first language, is listed on **page 7**.

TRU-OL currently offers the following three-credit language course challenge examinations for students as part of the prior learning and recognition (PLAR) option (**pages 11 and 27**).

For more information, contact Student Services.

CROA 3001
Advanced Croatian I (3)

CROA 3011
Advanced Croatian II (3)

DUCH 1001
Introduction to Dutch I (3)

DUCH 3001
Advanced Dutch Composition I (3)

DUCH 3011
Advanced Dutch Composition II (3)

DUCH 4001
Advanced Dutch Composition III (3)

DUCH 4011
Advanced Dutch Composition IV (3)

FREN 1001
Introduction to French I (3)

FREN 1011
Introduction to French II (3)

FREN 3021
Advanced French Composition I (3)

FREN 3031
Advanced French Composition II (3)

GERM 1001
Introduction to German I (3)

GERM 1011
Introduction to German II (3)

GERM 3001
Advanced German Composition I (3)

GERM 3011
Advanced German Composition II (3)

GREK 3001
Advanced Greek Composition I (3)

GREK 3011
Advanced Greek Composition II (3)

HEBR 2001
Second-Year Hebrew I (3)

HEBR 2011
Second-Year Hebrew II (3)

HUNG 3001
Advanced Hungarian Composition I (3)

HUNG 3011
Advanced Hungarian Composition II (3)

ITAL 1001
Introduction to Italian I (3)

ITAL 1011
Introduction to Italian II (3)

ITAL 3001
Advanced Italian Composition I (3)

ITAL 3011
Advanced Italian Composition II (3)

KORE 3001
Advanced Korean Composition I (3)

KORE 3011
Advanced Korean Composition II (3)

MAND 3001
Advanced Mandarin Composition I (3)

MAND 3011
Advanced Mandarin Composition II (3)

POLS 3001
Advanced Polish Composition I (3)

SPAN 1001
Introduction to Spanish I (3)

SPAN 1011
Introduction to Spanish II (3)

SPAN 3001
Advanced Spanish Composition I (3)

SPAN 3011
Advanced Spanish Composition II (3)

# Consortium Distance Programs and Courses



## University Consortium

In 1984, the government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency was selected to be the central administrative headquarters for the University Consortium. Simon Fraser University (SFU), the University of Victoria (UVic) and the University of British Columbia (UBC) were original members. The current arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the delivering institution. TRU-OL distance courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL. Students may register through UBC Access Studies for distance courses delivered by UBC (refer to **pages 219-220**) with special access privileges awarded to TRU-OL program students. Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) are also members of the BC University Consortium. Their courses are not available for registration through TRU-OL. Contact individual institutions for more information.

Royal Roads University (RRU)
*www.royalroads.ca*
250.391.2511
1.800.788.8028

University of Northern British Columbia (UNBC)
Regional Operations Office
*www.unbc.ca/regops*
250.960.6300
*registrar-info@unbc.ca*

## Simon Fraser University

***http://code.sfu.ca***

Simon Fraser University (SFU) offers several certificate, diploma and degree programs, in part or completely by distance. Prospective students (i.e. students who wish to receive a credential upon completion of a program) must apply for admission to SFU and meet admission requirements and deadlines. Note, all programs have limits to the number of credits a student can transfer, which includes SFU course credits taken as a TRU-OL student. Once admitted, students in most cases must also apply to the school or department for acceptance into the specific program. TRU-OL courses delivered by SFU, as noted in the course section of this calendar, transfer credit to SFU (subject to transfer credit regulations). Go to *http://code.sfu.ca/* for information about applying for admission to SFU.

To access course availability and program requirements refer to *http://code.sfu.ca* or contact the Centre for Online and Distance Education by email at *codehelp@sfu.ca* or phone 778.782.3524 or 1.800.663.1411 (toll-free in Canada).

The following programs are available in part or entirely through distance education.

Criminology General Certificate
Certificate in Correctional Studies
Certificate in Forensic Studies
Certificate in Health and Fitness Studies
Certificate in Liberal Arts
Police Studies Certificate Program
Certificate in Sustainable Community Development
Legal Studies Certificate Program
Post-Baccalaureate Diploma in Communication
Post-Baccalaureate Diploma in Criminology
Post-Baccalaureate Diploma in Early Learning
Post-Baccalaureate Diploma in Education
Post-Baccalaureate Diploma in Gerontology
Post-Baccalaureate Diploma in Sustainable Community Development
Bachelor of Communication, Art and Technology — Communication Minor
Bachelor of Communication, Art and Technology — Publishing Minor
Bachelor of Applied Sciences — Computing Science Minor
Bachelor of Arts and Social Sciences — Criminology Minor and Major
Bachelor of Arts and Social Sciences — English Minor and Major
Bachelor of Arts and Social Sciences — Joint Sociology/Anthropology and Criminology Major
Bachelor of Arts and Social Sciences — Sociology Minor
Bachelor of Arts and Social Sciences — Publishing Minor
Bachelor of Arts and Social Sciences — Gerontology Minor
Bachelor of Biomedical Physiology and Kinesiology — Kinesiology Minor
Bachelor of Education — Curriculum and Instruction Minor
Bachelor of Education — Early Learning Minor
Bachelor of Education — Elementary Generalist Minor
Bachelor of Education — Physical Education Minor
Bachelor of Education — Educational Psychology Minor
Bachelor of Education — Environmental Education Minor
Bachelor of Education — Learning Disabilities Minor

**Note:** A minor or major program can only be awarded upon the successful completion of a bachelor's degree from SFU.

# Consortium Distance Programs and Courses

## 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 to encourage student-to-student and student-to-instructor interactions. For information about UVic programs offered by distance, refer to the program website or contact the department by email or phone, as listed.

**Note:** Students are advised that registration in TRU-OL courses delivered by UVic may not automatically be accepted for transfer credit to a specific UVic program of study.

**Certificate in Adult and Continuing Education**
*www.uvcs.uvic.ca/Program/Certificate-in-Adult-Continuing-Education/ACECERT/*
*brandh@uvic.ca*
250.721.8944

**Professional Specialization Certificate in Collections Management**
*www.uvcs.uvic.ca/aspnet/Program/Detail/?code=PSC%20CM*
*crmcoord@uvic.ca*
250.721.6119

**Certificate in Computer Based Information Systems**
*www.uvcs.uvic.ca/Program/Computer-Based-Information-Systems-CBIS/CBIS/*
*bmt@uvcs.uvic.ca*
250.721.8072

**Graduate Professional Certificate in Cultural Sector Leadership**
*www.uvic.ca/hsd/publicadmin/programs/graduate/graduateCertificates/index.php#section0-4*
*hkirkham@uvic.ca*
250.721.8067

**Certificate in Environmental and Occupational Health**
*www.uvcs.uvic.ca/Program/Certificate-Program-in-Environmental-Occupational-Health/HPEO/*
*eoh@uvcs.uvic.ca*
250.721.6129

**Certificate in Local Government Management**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Certificate in Performance Management**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Certificate in Public Policy and Governance**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Certificate in Public Sector Management**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Certificate in Voluntary and Nonprofit Sector Management**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Certificate in Business Administration**
*www.uvcs.uvic.ca/Program/Certificate-in-Business-Administration-CBA/BUSADMCERT1/*
*bmt@uvcs.uvic.ca*
250.721.8073

**Certificate in Restoration of Natural Systems**
*www.uvcs.uvic.ca/Program/Restoration-of-Natural-Systems-Certificate/RNS-CERT/*
*jpivnick@uvcs.uvic.ca*
250.721.8463

**Diploma in Restoration of Natural Systems**
*www.uvcs.uvic.ca/Program/Restoration-of-Natural-Systems-Diploma/RESNATSYS/*
*jpivnick@uvcs.uvic.ca*
250.721.8463

**Diploma in Cultural Resource Management**
*www.uvcs.uvic.ca/Program/Diploma-in-Cultural-Resource-Management/CULRESMNG/*
*crmcoord@uvic.ca*
250.721.6119

**Diploma in Local Government Management**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/diplomas/index.php#section0-6*
*hkirkham@uvic.ca*
250.721.8067

**Diploma in Public Relations**
*www.uvcs.uvic.ca/Program/Public-Relations-Diploma-Program/HPPRD/*
*publicrelations@uvcs.uvic.ca*
250.721.6129

**Diploma in Public Sector Management**
*http://www.uvic.ca/hsd/publicadmin/programs/undergraduate/diplomas/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Bachelor of Arts in Child and Youth Care**
*www.cyc.uvic.ca/prospective/distance/index.php*
*vziegler@uvic.ca* or *kharriso@uvic.ca*
250.721.7984

**Minor in Public Administration**
*www.uvic.ca/hsd/publicadmin/programs/undergraduate/minorInPA/index.php*
*hkirkham@uvic.ca*
250.721.8067

**Bachelor of Science in Nursing**
*http://nursing.uvic.ca/distance/PostRNOverview.php*
*cindymac@uvic.ca*
250.721.7961

**Bachelor of Social Work**
*http://www.uvic.ca/hsd/socialwork/current/bsw/index.php*
*socw@uvic.ca*
250.721.8036

**Education**
*http://www.uvcs.uvic.ca/education/programs/k12/*
*brandh@uvic.ca*
250.721.8944

## University of British Columbia (UBC)

***http://ctlt.ubc.ca/distance-learning***

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 *http://distancelearning.ubc.ca*, the UBC Distance Education website. Students may register through UBC Non-Degree 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 Non-Degree Studies, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Non-Degree Studies for more information at:
*http://students.ubc.ca/nondegree*
604.822.1428
604.822.5945 (Fax)

Students may register through UBC Non-Degree Studies for the following distance courses delivered by UBC.

APBI 100, *Soil and the Global Environment* (3)

APBI 200, *Introduction to Soil Science* (3)

APBI 418, *Intensive Fish Production* (3)

APBI 419, *Fish Diseases* (3)

APBI 428, *Integrated Pest Management* (3)

ARST 556E, *Topics in Archival Automation: Records Systems in the Digital Environment* (3)

AUDI 402, *Neuroanatomy for Audiology and Speech Language Pathology* (3)

AUDI 403, *Introduction to Neurolinguistics* (1.5)

BIOL 200, *Cell Biology I: Structural Basis* (3)

CIVL 200, *Engineering and Sustainable Development* (3)

CLST 301, *The Technical Terms of Medicine and Biological Science* (3)

DENT 407, *Special Oral Care in the Community: Provisions of Special Oral Health Services in Community Settings* (6)

DHYG 400, *Current Issues in Oral Health Sciences* (6)

DHYG 401, *Oral Epidemiology* (6)

DHYG 402, *Dental Hygiene Practice I* (6)

DHYG 405, *Oral Microbiology and Immunology* (3)

DHYG 412, *Oral Health Care Trends and Topics* (6)

DHYG 433, *Assessment and Treatment Planning for Advanced Periodontal Diseases* (3)

DHYG 435, *Oral Medicine and Pathology* (3)

DHYG 461, *Literature Review I* (4)

DHYG 462, *Literature Review II* (4)

ENGL 112, *Strategies for University Writing* (3)

ENGL 222, *Literature in Canada* (3)

ENGL 301, *Technical Writing* (3)

ENGL 303, *Intermediate Composition* (6)

ENGL 304A, *Advanced Composition* (3)

ENGL 320, *History of the English Language* (6)

ENGL 321, *English Grammar and Usage* (3)

ENGL 322, *Stylistics* (3)

ENGL 330A, *The Structure of Modern English: Sounds and Words* (3)

ENGL 331, *The Structure of Modern English: Sentences and Their Uses* (3)

ENGL 348A, *Shakespeare and the Renaissance: Shakespeare* (3)

ENGL 348C, *Shakespeare and the Renaissance: Shakespeare* (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 462A, *Twentieth Century British and Irish Studies: The Modern British Novel* (3)

ENGL 468A, *Children's Literature* (3)

ENGL 470A, *Canadian Studies: Canadian Literary Genres* (3)

EOSC 114, *The Catastrophic Earth: Natural Disasters* (3)

EOSC 116, *Mesozoic Earth: Time of the Dinosaurs* (3)

EOSC 118, *Earth's Treasures: Gold and Gems* (3)

EOSC 310, *The Earth and the Solar System* (3)

EOSC 311, *The Earth and its Resources* (3)

EOSC 314, *The Ocean Environment* (3)

EOSC 315, *The Ocean Ecosystem* (3)

EOSC 326, *Earth and Life Through Time* (3)

ETEC 500, *Research Methodology in Education* (3)

ETEC 510, *Design of Technology Supported Learning Environments* (3)

ETEC 511, *Foundations of Educational Technology* (3)

ETEC 512, *Application of Learning Theories to Instruction* (3)

ETEC 520, *Planning and Managing Technologies in Higher Education* (3)

ETEC 521, *Indegeneity, Technology and Education* (3)

ETEC 522, *The Business of e-Learning* (3)

ETEC 530, *Constructivist Strategies for e-Learning* (3)

ETEC 531, *Curriculum Issues in Cultural and Media Studies* (3)

ETEC 532, *Technology in the Arts and Humanities Classroom* (3)

ETEC 533, *Technology in the Mathematics and Science Classroom* (3)

ETEC 540, *Text Technologies: The Changing Spaces of Reading and Writing* (3)

ETEC 565A, *Learning Technologies: Selection, Design and Application* (3)

ETEC 565G, *Special Course in Subject Matter Field: Culture and Communication in Virtual Learning Environments* (3)

ETEC 565M, *Special Topics: Mobile Education* (3)

ETEC 590, *Graduating Project* (3)

FIST 332, *Studies in Genre or Period: Irish Cinema and Culture* (3)

# Consortium Distance Programs and Courses

## (UBC) > Continued

FMST 316, *Family Studies: Human Sexuality* (3)

FNH 200, *Exploring our Food* (3)

FNH 250, *Nutrition: Concepts and Controversies* (3)

FNH 454, *Fish Nutrition* (3)

FOPR 261, *Basic Geomatics for Natural Resources* (2)

FOPR 262, *Forest Access and Transportation* (3)

FOPR 362, *Sustainability and Forest Operations* (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 Resource Management* (3)

FRST 449A, *Directed Studies in Forestry: Wood Uses* (1)

FRST 449B, *Directed Studies in Forestry: Wood Properties and Identification* (2)

GEOG 350, *Introduction to Urban Geography* (3)

GRSJ 300, *Introduction to Gender Relations* (3)

HIST 102, *World History from 1500 to the 20th Century* (6)

HIST 104, *Topics in World History: Cultures in Contact* (3)

HIST 106, *Global Environmental History* (3)

HIST 329, *Canadian Social History* (6)

HIST 432, *International Relations of the Great Powers in the 20th Century* (6)

HIST 441, *History of the Holocaust* (3)

HIST 444, *Slave Societies in the Americas* (3)

HIST 451, *Family and Community in Latin America* (3)

HIST 480, *Social History of Modern China* (6)

HIST 481, *Education and Society in Modern China* (3)

IHHS 411, *Violence Across the Lifespan* (3)

JAPN 100, *Beginning Japanese* (3)

JAPN 101, *Beginning Japanese I* (3)

LFS 302A, *International Field Studies in Sustainable Agriculture* (3)

LFS 490A, *Topics in Agricultural Sciences* (3)

LIBR 500, *Foundations of Information Technology* (3)

LIBR 501, *Foundations of Society and Information Organizations* (3)

LIBR 526, *Literature and Other Materials for Young Adults* (3)

LIBR 529, *Services for Families and Early Literacy in the Preschool Years* (3)

LIBR 548F, *History of the Book* (3)

LIBR 548H, *Community Informatics* (3)

LIBR 559M, *Social Media for Information Professionals* (3)

LIBR 561, *Information Policy* (3)

LIBR 562, *International Librarianship: Issues and Innovations* (3)

LIBR 575, *Academic Libraries* (3)

LFS 302, *International Field Studies in Sustainable Agriculture: Cuba* (3)

LFS 490A, *Topics in Agricultural Sciences* (3)

MUSC 103, *Introduction to the Theory of Music* (3)

NURS 502, *Ethics and Politics of Nursing* (3)

NURS 504, *Research and Evidence-Based Practice* (3)

NURS 505, *Statistical Literacy in Nursing: Health Promotion* (3)

NURS 512, *Leadership in Nursing* (3)

NURS 540, *Educational Processes in Nursing* (3)

NURS 552, *Methods in Nursing Science* (3)

NURS 586V, *Advanced Understanding of and Response to Violence in Families* (3)

PATH 417A, *Bacterial Infections in Humans* (3)

PATH 417B, *Bacterial Infections in Humans* (6)

PATH 427, *Basic Principles of Infection Prevention and Control* (3)

PATH 467, *Basic Microbiology for Infection Control* (3)

PATH 477, *Basic Epidemiology for Infection Control* (3)

PHIL 120, *Introduction to Logic and Critical Thinking* (3)

PHIL 220A, *Symbolic Logic* (3)

PHIL 433A, *Bio-Medical Ethics* (3)

PHIL 434A, *Business and Professional Ethics* (3)

PHIL 435A, *Environmental Ethics* (3)

PHYS 100, *Introductory Physics* (3)

PHYS 333, *Energy and Climate* (3)

PSYC 300A, *Behaviour Disorders* (3)

PSYC 300B, *Behaviour Disorders* (6)

PSYC 304, *Brain and Behaviour* (6)

PSYC 307, *Cultural Psychology* (3)

PSYC 308A, *Social Psychology* (3)

PSYC 309B, *Cognitive Processes* (6)

PSYC 314, *Health Psychology* (3)

PSYC 315, *Childhood and Adolescence* (3)

PSYC 320, *Psychology of Gender* (6)

RELG 306, *Archaeology of the Bible* (3)

SOCI 100A, *Introduction to Sociology: Socialization and Social Construction* (3)

SOCI 100B, *Introduction to Sociology: Inequality on Local and Global Scales* (3)

SOCI 430B, *Perspectives on Global Citizenship* (3)

SOWK 320, *Introduction to Social Work Research* (3)

SOWK 450, *Social Work Practice in Community Mental Health* (3)

SOWK 522, *Family Mediation and Conflict Resolution* (3)

SOWK 570E, *Advanced Understanding of and Response to Violence in Families* (3)

SURG 510, *Surgical Care in International Health* (3)

SURG 512, *Global Disability: A Surgical Care Mandate* (3)

WMST 224C, *Women in Literature* (6)

WMST 300, *Introduction to Gender Relations* (3)

WOOD 475, *Wood Properties, Identification, and Uses* (3)

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