



Calendar

2014 | 2015

Unlock the possibilities

Thompson Rivers University, Open Learning (TRU-OL) continues to build on the legacy of both the University College of the Cariboo (UCC) and BC Open University (BCOU). In 2005, UCC and BCOU were amalgamated to form Thompson Rivers University (TRU) and at that time the Open Learning division also came into existence.

TRU and TRU-OL reside on the traditional lands of the Tłk'emlúps te Secwépemc within Secwepemculew, the traditional territory of the Secwepemc People.

Today, TRU-OL is British Columbia's leading open and distance education provider. Based in the BC Centre for Open Learning, 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.

Beginning a post-secondary course or program is a big investment in time and money. Therefore, this calendar not only describes the courses and programs available for completion by distance and online learning but also can help prospective students determine, before they register, if distance learning is right for them.

Courses and programs offered on the main Kamloops and regional Williams Lake campuses are described in the TRU calendar and on the TRU website (www.tru.ca).



What is Open Learning?

Open Learning offers an independent approach to education, offering people flexibility, accessibility and choice regarding how, when and where they learn.

At TRU-OL, programs and course admissions have few academic and geographical restrictions and minimal prerequisites. Most programs have low residency requirements. Most courses have continuous, flexible registration: students can enrol in courses and programs at anytime from anywhere, and can complete courses online and by distance.

Courses and programs delivered by TRU-OL are credible: fully accredited and recognized by other post-secondary institutions. Students can take a single course with TRU-OL and transfer the credits to another institution or complete an entire program.

In addition, students may receive academic credit for their work experience, past education and training through transfer credit, educational laddering and prior learning assessment and recognition (PLAR).

Thompson Rivers University is a public institution and a member of the Association of Universities and Colleges of Canada (AUCC). TRU, Open Learning, which helped found the Canadian Virtual University-L'Université Virtuelle Canadienne (CVU-UVC), operates in collaboration with BCcampus and other institutions and with 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)

HOW TO APPLY TO AN OPEN LEARNING PROGRAM

1. Select a program and confirm availability and program details by referring to TRU-OL's website at www.truopen.ca.
2. Review the admission requirements outlined in this calendar and on the website.
3. Review academic regulations, including transfer credit and prior learning assessment and recognition (PLAR) information, in this calendar and on the website.
4. Complete the Program Admission form, either online or on a downloaded PDF form. Either submit the electronic form online, or fax or mail the completed PDF form to TRU-OL Admissions.
5. Ensure that additional documents, such as official transcripts, are also sent to TRU-OL. All official transcripts must be sent directly to TRU-OL from the post-secondary institution you attended.



Apply by Mail

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



Apply by Fax

Attention:
TRU, Open Learning, Admissions
250.852.6405

HOW TO REGISTER FOR AN OPEN LEARNING COURSE

1. Select a course(s) and confirm availability by referring to the TRU-OL website or contacting Student Services.
2. Review the prerequisites and declare, when registering, that these have been met.
3. Review academic regulations and policies, including registration, cancellation and withdrawal policies, listed in this calendar or on TRU-OL's website.
4. Confirm access to a computer with high-speed Internet, which is required for most courses. Other required equipment is noted in the **Course Descriptions** section of this calendar and on the website.
5. Be aware of the application deadlines and start date, if applicable.
6. Select a registration and payment method.



Register Online

www.truopen.ca

Register online 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)

Register by phone with American Express, MasterCard or VISA. Phone Student Services, with course details and credit card information, on weekdays from 8:00 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).



Register by Mail

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



Register by Fax

Attention:
TRU, Open Learning, Student Services
250.852.6405

Applicants with a documented disability who request services and/or accommodations must contact Disability Services at 1.888.828.6644 (toll-free in Canada) or 250.828.5023 (Kamloops and International), 12 weeks prior to their intended course start date.

Welcome to Thompson Rivers University, Open Learning



Alan Shaver
President and Vice-Chancellor,
Thompson Rivers University



THOMPSON RIVERS
UNIVERSITY

At Thompson Rivers University (TRU), we are proud to offer students of all ages, backgrounds and professions flexible and open access to a wide variety of educational credentials. We welcome you to TRU, Open Learning (TRU-OL), where you will enjoy open access to education; the ability to start at any time; and 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 toward 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 (TRU-OL). 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.

TRU-OL demonstrates its significant commitment to increasing learners' access to education and exploring ways to lower the costs of attaining credible credentials through its active participation in the OERu (Open Educational Resources universitas) international network. By practising educational openness in all its forms with other educational and governmental entities, TRU shows that the "modern university" is truly global, highly collaborative and engaged in many participatory and innovative practices of the open web.

(For more about OERu, see oeru.org.)

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, BC.

Thank you for choosing TRU to create your educational opportunities.



Gordon Tarzwell
Vice-Provost,
Open Learning
Thompson Rivers University

As the Vice-Provost for Thompson Rivers University, Open Learning (TRU-OL), I encourage you to review our many programs and courses and allow us to assist you in attaining your educational goals. We offer more than 55 programs and approximately 590 courses, which are offered in multiple delivery formats so that you can choose the style of learning that works best for you.

Study your own way by choosing between online and print modes of delivery, and complete your coursework independently or study in a group cohort capacity.

We 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 programs, 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 you can receive from any other accredited post-secondary institution in Canada. We pride ourselves on providing you with the most open access to education available in this country.

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

It is our hope that we can assist you in 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 (Student Services) or email us at student@tru.ca.

You can also find us at www.truopen.ca or on Facebook (facebook.com/TRU.OL).



Notices and Disclaimer

Calendar Notice

The 2014–2015 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of September 1, 2014, and describes courses and programs offered through TRU-OL at the time of publication.

Refer to TRU-OL's official website at www.truopen.ca regarding updates and changes to courses, programs and/or regulations and policies that may occur after publication of the print calendar.

TRU-OL's website contains current information and thus takes precedence over any other information published in this print calendar.

Student Notice

Every student accepted for registration with TRU-OL is 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* (FOIPPA) (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 General Counsel (250.828.6811) regarding TRU-OL's use of personal information under FOIPPA.

Notification of Disclosure of Personal Information to Statistics Canada

The federal *Statistics Act* (1985) 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 can ask Statistics Canada (at www.statcan.gc.ca) to remove their identification and contact information from the national database.

Disclaimer

The goal of the participating institutions mentioned in this calendar 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, policies and/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 and 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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Programs and Courses Overview

Distance Education Orientation

Course instruction is in English and courses and programs offered through TRU-OL have Canadian content.

Prospective students who are new to distance education are urged to read the **About Distance Education** page at www.tru.ca/distance/services/resources/distance.html on TRU-OL's website, which summarizes how to successfully start and continue as a distance learner, and links to **Keys to Success**, **Staying Motivated** and other useful pages. Also, contact Student Services with questions about studying through an open and distance university.

TRU-OL delivers over 330 distance courses of its own. Students may access additional courses (approximately 260) that are offered by TRU-OL's active partners in the university consortium, Simon Fraser University (SFU) and the University of Victoria (UVic). Students register in these courses with TRU-OL; however, either SFU or UVIC delivers them on TRU-OL's behalf.

Further, TRU offers distance education courses and programs through its TRU on-campus schools and faculties. See the **TRU Distance Education Programs and Courses** section on [page 101](#). Note that course instruction is in English and courses and programs offered through TRU-OL have Canadian content.



Canadian Virtual University

TRU-OL is a member of Canadian Virtual University- L'Université Virtuelle Canadienne (CVU-UVC), a collaboration of 11 Canadian universities that offers distance and online programs for degrees, diplomas and certificates. Refer to www.cvu-uvc.ca.

CredentiaLLing

TRU-OL is an accredited post-secondary institution. Thus, its students earn credentials that are recognized by industry, business and professional associations.

Students completing certificate, diploma or degree programs through TRU-OL are awarded TRU credentials, including: adult secondary school completion; certificates and diplomas (advanced and post-baccalaureate); associate degrees; bachelor's degrees; and graduate certificates.

Scheduling

Students can register in either a self-paced (continuous registration) or paced (with specific start and end dates) course. Self-paced/continuous registration courses are designed to be completed in 30 weeks maximum. Paced courses must be completed in substantially fewer weeks or sometimes in days, depending on the course. Courses must be completed by end dates.

Delivery Formats

Courses are delivered in print-based, web-based, online or in-person formats. Courses that are print- and web-based are generally scheduled as continuous registration courses. Those that are online and in-person are generally paced. Note that not all delivery formats are available for each course.

Communication

Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. See English Proficiency Requirements on [page 13](#).

Students can communicate with their Open Learning Faculty Member by email, phone or regular mail for print courses and also through Blackboard Learn (the learning management system) and electronic conferencing for web-based and online courses.

Required Equipment



Internet Access is Required

All web-based and online courses delivered by TRU-OL, including SFU and UVic courses described in this calendar, require **access to a computer with high-speed Internet**.

Internet access is also required by certain **print courses that use Internet resources**.

Web-based and online courses delivered by TRU-OL use the Blackboard Learn learning management system (LMS) or other learning technologies. Thus, an up-to-date browser that is compatible with TRU's version of Blackboard Learn and supports Adobe Flash is required. Updated word-processing software that can generate .doc files, such as Microsoft Word or Open Office, is also required.

Refer to the **Open Learning Student Orientation** page at www.tru.ca/distance/services/learner/techsoftware.html or contact the IT Service Desk at ITServiceDesk@tru.ca.

Services for Students



English Proficiency Requirement

The language used at TRU and TRU-OL is English and therefore all student services are provided in English. See [page 13](#).

Educational Advising

General Advising

Enrolment services officers in the TRU-OL's Student Services department offer general educational advising services for prospective students. TRU-OL's program advisors offer program advising for TRU-OL students.

Enrolment services officers are available to answer general questions about the course registration and program admission process. Contact them through **Student Services** (see the inside front cover of this calendar) regarding questions about:

- Registering for a TRU-OL course
- Transferring credit from a TRU-OL course to a program at another institution
- The TRU-OL program application process

Program Advising

Once students have received confirmation of their program admission, TRU-OL program advisors are available to assist them with required course selection and provide additional assistance, from program commencement to graduation.



Program Advisor

In this calendar, "program advisor" refers to a TRU-OL program advisor, rather than to an enrolment services officer, PLAR advisor or an advisor from another institution.

PLAR Advising

Students may be able to use certificate, diploma or associate degree studies toward a university degree, and/or they may be able to use prior learning assessment and recognition (PLAR), toward a university credential. The PLAR advisor can help prospective and current students explore these options.

See **PLAR (Prior Learning Assessment and Recognition)** on [page 11](#).

English and Mathematics Assessments

Students interested in upgrading their English or mathematics skills have access to voluntary assessments, which will help determine skill levels. Students who have been away from formal studies for some time are encouraged to make use of these assessments.

The TRU-OL Language and Writing Assessment and the English Assessment with First Nations Content can help students choose a TRU-OL English course at the level best suited to their needs. These assessments are voluntary, free of charge and available to students residing in Canada.

The Math Assessment Test helps students select a TRU-OL mathematics course at the appropriate level.



English and Math Assessments

The assessments and instructions for how to submit them are available at the **Educational Advising** page at www.tru.ca/distance/services/advising.html.

Financial Assistance

TRU's Student Awards and Financial Support department helps students access institutional and government financial assistance for part-time and full-time students. Students are encouraged to plan ahead to ensure optimal timing for their educational plans. See the **Student Awards and Financial Support** section on [page 23](#) and/or refer to the **Student Awards and Financial Support** page at www.tru.ca/awards.html.

Services for Students with Disabilities

TRU's Disabilities Services provides a variety of services and accommodations for students who need them and can prove their eligibility. Disabilities 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 enable students with disabilities to participate on the sole basis of their academic skills and abilities.



Contact

See the front inside cover of this calendar and/or refer to the **Services for Students with Disabilities** page at www.tru.ca/disabilityservices.html on the TRU website.

Services for Students

Accessing Services

New and returning students who require services, supports and/or accommodations are urged to contact Disability Services at least 12 weeks prior to the intended course start date. This is to allow for the substantial lead time that is often needed to arrange these services, supports and/or accommodations.

Inadequate lead time may result in a delay or the inability of Disability Services to arrange for:

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

Available Services

Services may include but are not limited to:

- 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 are eligible for services are those 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 disabilities
- Learning disabilities

Required Documentation

Students who require services, supports and/or accommodations must provide Disability Services with current documentation of their medical condition and/or disability. Acceptable documentation:

- Should not be older than five years
- Must be obtained from a certified health care professional with specific training and expertise in the diagnosis of the condition or conditions for which accommodations are requested

Refer to the **Academic Accommodation and Services for Students with Disabilities** policy at www.tru.ca/_shared/assets/Services_for_Students_with_Disabilities5619.pdf.

Distance, Regional and Open Learning (DROL) Library Services

With locations at both the Kamloops and Williams Lake campuses, TRU Library supports all current TRU students, staff and faculty. However, students registered in TRU-OL courses delivered by SFU or UVic receive library services from the institution delivering the course.

Students taking TRU-OL courses also have access to Distance, Regional and Open Learning (DROL) Library Services. **A current TRU Library account (student number and six-digit birth date: YYMMDD) is required to access online resources.**

TRU Library does not provide required textbooks.



Contact

See the front inside cover of this calendar for TRU Library contact information or refer to the **Distance, Regional and Open Learning** page at www.tru.ca/library/services/distance.html.

TRU Library's physical resources are at the Main Library and the House of Learning Library on the Kamloops Campus, and 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 and technology collections.

TRU Library's collection is an important educational resource that offers over 250,000 books, 136,000 ebooks, 13,000 videos (DVD and VHS), 31200 streaming videos, 30,000 periodicals, 100 article databases and an extensive collection of government documents, pamphlets and microforms. Resources and services are accessible through the web as well as by email, phone, mail or in person.



Student Responsibility

Students are responsible for charges on overdue, damaged or lost library materials. Official transcripts are withheld until charges are cleared. Students must ensure that they have a TRU email account (mytru.ca), as automatic library notices (overdue warnings) and scanned copies of requested articles and book chapters are delivered to students via TRU email accounts.

Services for Students

DROL Services

- Loans of all TRU Library's circulating items
- Access to TRU Library's online resources (ebooks and article databases)
- Access to TRU Library's Library Research 101: Doing Research at a Distance; Get Research Help; and subject-specific research guides
- Access to TRU Library's **Discover** search tool to find books, articles and other resources
- Personal research and reference assistance to find information on a particular topic and to learn effective use of article databases
- Online chat via the **AskAway** service
- Delivery of articles and book chapters to a TRU (**mytru.ca**) email address
- For students residing in Canada or the US, home or workplace delivery of books and videos
- Interlibrary loan service for articles, books and videos not in TRU Library's collection; request a Council of Prairie and Pacific University Libraries (COPPUL) card for out-of-BC borrowing
- In-person borrowing from other Canadian university libraries via the Canadian University Reciprocal Borrowing Agreement (CURBA), and from BC college and university libraries via the Council of Post Secondary Library Directors (CPSLD)

The Writing Centre

The Writing Centre is a free service and offers online and face-to-face consultations to help students organize and clarify their writing. TRU-OL students are welcome. Students can also work with volunteer tutors through the use of an online whiteboard.



Contact

Contact the Writing Centre at writing_ctr@tru.ca or 1.250.371.5689 (Kamloops and International) at least 24 hours in advance to schedule an appointment. Refer to **The Writing Centre** page at www.tru.ca/student-services/writingcentre/guides.html.

The Math Help Centre

The Math Help Centre is a free service offered by both mathematics and statistics faculty and upper-level students. TRU-OL students are welcome. Tutors can assist via Skype, email or telephone.



Contact

Contact the Math Help Centre at 250.852.7674 or mathhelp@tru.ca and refer to the **Math Help Centre** page at www.tru.ca/science/programs/math/math_help_centre.html.

Career Planning

TRU's Career Education Department offers Skype appointments with a TRU career counsellor. From the basics such as resumé review and interview practice to career assessment and mapping to advanced career planning, a counsellor can help students plan their new careers. Log into **TRU Symplicity** to book a Skype appointment and view available job positions. Refer to the **Career Planning** page at www.tru.ca/careereducation/careerplanning/online.html or contact TRU's Career Education Department at careereducation@tru.ca.

First Nations Learning Centres

TRU-OL provides a welcoming, supportive and positive environment for First Nations and Aboriginal learners through its First Nations Learning Centres (FNLC) partnerships. Within their own communities, learners can access a wide range of educational opportunities that use TRU-OL curriculum, administrative and academic support. A physical learning space helps support the success of individual learners. TRU-OL is equipped, through its academic research and experiences working with First Nations and Aboriginal communities, to meet the educational needs of learners and their communities. Contact student@tru.ca or 1.800.663.9711.

Admission

Open Admission

All persons are eligible for general admission to TRU-OL. Students can take TRU-OL courses without enrolling in a program. For courses with required prerequisites, students can explore the possibility of PLAR (see [page 11](#)).

Students can be admitted to TRU-OL and can register for courses without having to submit transcripts from secondary school. See the **Registration** section of this calendar.



GPA

Throughout this calendar, the acronym GPA is used for grade point average.

Requirements

- Applicants wishing to register in a TRU-OL course must first determine if their level of education or experience meets the prerequisites for that course (as stated in each course description).
- Applicants who wish to complete a credential through TRU-OL must complete and submit a Program Admission form.
- Applicants must have English proficiency 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. Most courses and programs offered through TRU-OL do not require English proficiency tests. See **English Proficiency Requirements** on [page 13](#).

Program Information

Program Admission

Prospective students are urged to familiarize themselves with TRU-OL's specific procedures, regulations and policies, tuition and fees, which differ from those of TRU campus-delivered programs and program admission procedures. See the **Regulations and Policies** ([page 26](#)) and the **Tuition and Fees** ([page 20](#)) sections in this calendar.

Applicants to specific programs are required to fulfill program admission requirements.

Contact TRU-OL Student Services (see the **front inside cover** of this calendar) with any questions.

To complete a TRU campus-based program, see the TRU calendar and/or website.



Program Admission Form

All applicants who wish to complete a credential through TRU-OL must complete and submit a Program Admission form. This applies to all program areas. The form is available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html.



Student Responsibility

TRU-OL assists students with any questions or problems that may arise concerning the interpretation of academic regulations and policies.

However, students are responsible for ensuring that they follow the regulations of their program and institution and 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.

Education Assessment

As part of the admission process, TRU-OL begins its education assessment for a student upon receipt of all of the following:

- A completed Program Admission form
- Full payment of the program plan fee and transcript assessment fee
- Official transcripts for all post-secondary studies
- Any additional program admission requirements.

Results of the assessment are included in the program plan, which students receive shortly after admission.

Admission

Transfer Credit

Transferring Credit from Other Institutions

As part of the admission process, students must arrange for official transcripts from all post-secondary institutions they have previously attended 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 their application, particularly if courses were completed more than seven years ago or were completed outside BC. Once admitted to a program, students wishing to take courses elsewhere to meet TRU-OL program requirements must first discuss this with a program advisor and apply for a Letter of Permission.

A student's record and program plan are updated when TRU-OL receives official transcripts, detailing course completion, from the external institution.



Student Responsibility

Students are responsible for ordering official transcripts and for requesting that external institutions send such transcripts to TRU-OL Admissions.

Letter of Permission

A student who is admitted to a TRU-OL program and who wants to take a course at another institution must first apply for a Letter of Permission, using the Letter of Permission Request form. One Letter of Permission per institution is required for such courses.



Student Forms

Letter of Permission Request and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html.

Program Plans

Once an applicant has completed the admission process, a program advisor assesses the student's transcripts, if applicable. The program advisor creates an individual program plan 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 sent to the student usually within six weeks of admission to the program. If a student wishes to change programs, a re-assessment fee is normally charged.

A program plan shows the following:

- (1) Requirements for the program
- (2) The student's transfer credit
- (3) The remaining credits required for program completion

Remaining credits may be earned through coursework or prior learning assessment and recognition (PLAR) (see [page 11](#)) or through a combination of both.



Student Responsibility

To ensure that a course satisfies their program requirements, students should consult their program plan or their program advisor 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.

Program Status

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

Students who were not enrolled in a program but who have received credit for individual courses at TRU-OL and now want to complete a program must apply for program admission as outlined above.

Admission

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 plan fees may apply (see the **Tuition and Fees** section on [page 20](#)).

Program Completion and Graduation

TRU-OL does not offer all of the courses required for completion of some TRU-OL programs. In these cases, students must apply to take courses at other post-secondary institutions by completing the Letter of Permission Request (see the **Student Forms** page at www.tru.ca/distance/services/forms.html).

Program advisors assist students with details regarding program completion requirements. Once students have fulfilled all requirements, including residency requirements, for programs offered through TRU-OL, students must apply to graduate.

Residency requirements are the minimum number of TRU credits (distance or on campus) that must be completed, as specified in program descriptions.

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.



Apply to Graduate

The Apply to Graduate form is in myTRU (mytru.ca) under the Student Resources tab and the My Academic Record area. See the **Regulations and Policies** section starting on [page 26](#) of this calendar and the **Graduation and Convocation** page at www.tru.ca/admreg/graduation.html for graduation application processes.

PLAR (Prior Learning Assessment and Recognition)

Students may be eligible for PLAR credit if they can demonstrate that they have learned a series of competencies (such as communication or problem-solving abilities) that are critical for success in completion of program requirements.

Students may be eligible for PLAR credit based on an assessment of their prior learning that either occurred outside of the formal education system or has not been accepted for transfer credit at TRU. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training; professional development workshops and seminars; and private study and/or volunteer work experience.

PLAR credit may be used to complete a TRU-OL credential or for other 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 a challenge examination or a process that includes a portfolio. PLAR credit may be awarded for pre-assessed training from selected employers, private training organizations and/or Continuing Studies programs.

For PLAR policies, refer to the **PLAR** page at www.tru.ca/distance/plar-ol.html and to the **Regulations and Policies** section starting on [page 26](#) of this calendar.

PLAR is marked by this identifier throughout the calendar:



Admission

Challenge Examinations

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. The amount of credit awarded is the same as completing the course as a registered student.

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

Portfolio-Assisted Assessments

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 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.



PLAR Credit and Transfer Credit

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. Transcript assessment and program plan fees may apply.

TRU-OL accepts PLAR credit 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.



Contact

For more about PLAR, how to apply, challenge examinations, portfolio-assisted assessments and fees, contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Before Registering

Course Prerequisites

TRU-OL

Prerequisites and recommendations are specified in the **Course Descriptions** section of this calendar and on TRU-OL's website. For post-secondary courses requiring no formal prerequisites, TRU-OL assumes that students have Grade 12 English or equivalent. For courses that have required prerequisites, students can explore the possibility of PLAR (see [page 11](#)) for those prerequisites.

When registering for courses, students must declare that they have met any required prerequisites. Contact Student Services to discuss.

SFU

Prerequisites are specified in the **Course Descriptions** section of this calendar and on TRU-OL's website. In addition to prerequisite declarations, SFU may require proof of previous learning.

Prior to registering for a TRU-OL course delivered by SFU, students are strongly advised to refer to the course outline, located on SFU's Centre for Online Distance Education (CODE) at <http://code.sfu.ca>.

UVic

Prerequisites are specified in the **Course Descriptions** section of this calendar and on TRU-OL's website.

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



Transfer Credit

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. Students who want an academic credential offered through SFU or UVic must apply for admission to either SFU or UVic.

The number of credits transferrable to a particular program is subject to specific regulations.

English Proficiency Requirements

TRU and TRU-OL

Students must have English proficiency suitable for the course level.

Post-secondary courses offered through TRU-OL require post-secondary English reading and writing skills. Some courses have unique proficiency requirements, as noted in the course description.

Prospective students intending to study via TRU-OL must self-assess by using the **English Proficiency Placement Table** on [page 14](#) as a guideline. For the purposes of assessment only, students may be asked to write TRU-OL's Language and Writing Assessment. This is a tool for assessment and not a test. For admission to some courses and programs, however, TRU-OL may require further proof of English proficiency.

Prospective students intending to study on campus at TRU must take the ACCUPLACER test. The results of this test indicate the level of English language study in which students are placed. On-campus students who have a Test of English as a Foreign Language (TOEFL) score or other test score are not required to take the ACCUPLACER and may instead enrol in either English as a Second Language (ESL) or on-campus courses, based on the scores in the English proficiency table.

Prospective students who do not have the required English proficiency for a particular course level are strongly urged to discuss their plans with a Student Services advisor (enrolment services officer) before registering.

SFU and UVic

It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Students may be required to provide proof of English proficiency appropriate to their level of study.

Refer to TRU-OL requirements and to specific course descriptions regarding English proficiency requirements.

Before Registering

English Proficiency Placement Table

Locate the test you took. Find your score and refer to the Action Available column for possible TRU placement. Note that this chart is for self-assessment purposes only. Students who want to register in TRU on-campus courses must take the ACCUPLACER (see page 13).

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)	Action Available for TRU and TRU-OL 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 band below 6.0	Level 6 in Essay Writing part	81+	4.5+ with no component score below 4.0	Overall 70+ No subtest below 60	Direct entry to all TRU and TRU-OL 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 in Essay Writing part	77+	4.0+ with no component score below 4.0	Overall 60+ No subtest below 50	Direct entry into Level 5 campus-based ESL**
71+	530-549	197-212	5.5+ with no band below 5.0	Level 4 in Essay Writing part	74+	4.0+ with no component score below 3.5	Overall 50+ No subtest below 40	Direct entry into Level 4 campus-based ESL; enrol in ABE-level TRU-OL ENGL course**
61+	500-529	173-196	5.0+	Level 3 and below in Essay Writing part	69+	3.5+	Overall 40+	Direct entry into campus-based Level 3 ESL; remedial ENGL required**

*LPI (Language Proficiency Index), a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC)'s Applied Research and Evaluation Services. Refer to LPI at www.lpitest.ca.

**Discuss with Student Services or program advisor.

If students self-assess and do not meet the requirements for direct entry, TRU-OL recommends that they complete TRU-OL's Language and Writing Assessment to determine the appropriate placement for them in English as a second language (ESL).

Registration

How to Register for a Course

1. Select a course and read the course description to ensure you have the prerequisites and equipment necessary to complete the course.
2. Confirm course availability on www.truopen.ca or by contacting Student Services. Most courses are offered on a continuous basis and are available throughout the year, but some are paced, with set start and end dates.
3. Review the course fees online or with Student Services. General fee information is available in this calendar (see [page 20](#)).
4. Review the academic regulations, including course registration, cancellation and course withdrawal policies in the **Regulations and Policies** section of this calendar.
5. Note the application deadline and 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.



Students with Disabilities

Applicants with a documented disability requesting services and/or accommodations must contact Disability Services (see [page 7](#)) 12 weeks prior to their intended course start date.



Student Responsibility

Students are encouraged to familiarize themselves with TRU-OL **Regulations and Policies**. TRU-OL will assist students with any questions or problems arising from the interpretation of academic regulations. However, students are responsible for ensuring that their academic programs meet the regulations of a particular institution. Thus, 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. See the **Regulations and Policies** section starting on [page 26](#) of this calendar regarding registration, extension, cancellation, withdrawal and repeat registration.



Register

Select one only of the following:

Register Online

With American Express, MasterCard or VISA

Follow the steps on the **Register Now** page at www.tru.ca/distance/register/registernow.html.

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 8:00 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

Complete the Course Registration form and fax to Student Services.

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 (payable to Thompson Rivers University)

Mail the completed Course Registration form with full fee payment to Student Services.

With student loan or grant

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

Registration

Continuous Registration

The following applies to courses with continuous registration (without fixed start dates):

- Most 3-credit distance courses are designed for student completion within a four-month period, based on 12 to 15 hours of study time per week. Students may also complete courses sooner.
- Students in full-time studies are expected to take a minimum of 9 credits during a four-month period.
- The maximum completion time for most continuous courses is 30 weeks from the date of registration. This period includes: course package processing and delivery; study time; assignments and marks delivery; and final examination writing. See the **Course Descriptions** section for specific courses.
- TRU-OL recommends that students complete assignments in sequential order and submit them to their Open Learning Faculty Member several weeks before the final exam so students can achieve the learning outcomes and prepare for the exam.
- For final exams, see the schedule of supervised examinations on [page 18](#).

Students who are receiving full-time financial support should refer to their study contract for course completion deadlines.



SFU W, Q and B Courses

Students planning to register in courses designated W (writing intensive), Q (quantitative) or B (breadth) must be confident that they can meet SFU's admission requirements pertaining to literacy, quantitative and breadth. To receive credit for a W, Q or B course, students must achieve a grade of C- or better in the course.

Refer to SFU's **Writing, Quantitative and Breadth Requirements** page at www.sfu.ca/ugcr/for_students/wqb_requirements.html.

As explained on that page, in W-designated courses, students learn 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 Q-designated courses, students develop quantitative (numerical, geometric) or formal (deductive, probabilistic) reasoning and skills in practical problem solving, critical evaluation and analysis.

In B-designated courses, students are exposed to concepts and ideas from a range of disciplines and perspectives outside of their programs.

Registration, Cancellation, Withdrawal, Extension and Repeat Registration

See the **Regulations and Policies** section.

Grading

TRU-OL, SFU and UVIC

Specific course assessments and marking rubrics are included in some but not all courses, while final grade information is in the **Regulations and Policies** section (starting on [page 26](#)) and on the **Grading Systems and Procedures** page at www.tru.ca/distance/services/policies/newgrading.html. After students complete a course, their grades are noted in myTRU.

TRU-OL does not receive or record assignment grades for courses delivered by SFU or UVIC.



Student Forms

Course Registration, Fee Deferral Request and other forms are available on the **Student Forms** page at www.tru.ca/distance/services/forms.html.



Student Responsibility

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

Full-time financial support students should refer to their study contract for course completion deadlines.

Registration

Course Delivery

TRU-OL

Most distance courses delivered by TRU-OL are offered on a continuous basis so that students may register throughout the year. Some courses, including labs, clinicals and practicums, selected classroom offerings and paced courses, have fixed start and end dates.

See TRU-OL's website at www.truopen.ca or contact Student Services for information about course availability.

SFU

SFU courses are paced. Students submit assignments according to established timelines.

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 website and are available from TRU-OL Student Services. Space is limited and early registration is advised.

UVic

UVic courses are paced. Course start dates are specific to the program area offering the course and are given in the course descriptions. If a start date is not listed, contact the UVic program area. Course completion times are given in the course descriptions.

Course registration deadlines apply. Deadlines are specified on TRU-OL's website and are available from TRU-OL Student Services. Space is limited and early registration is advised. To audit a TRU-OL course delivered by UVic, contact the UVic program area.

Some of these courses are available to students who reside outside Canada. However, if they require a face-to-face lab, classroom or field-trip components, they require travel to UVic or a designated site. Contact the UVic program area.

Course Materials

TRU-OL

After they register, students receive a course package that usually includes all compulsory textbooks and course materials required, unless otherwise noted.

These resources are normally in print format for print-based courses and in electronic format (often with some print material) for web-based and online courses.

Refer to the course information online or contact Student Services for more details.

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

After they register, students receive an emailed welcome letter with important information about their course and contact information for their Open Learning Faculty Member .

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

SFU

After they register, students receive an email from TRU-OL confirming registration; approximately three weeks prior to the course start date, they receive an email from SFU regarding course delivery. Thus, students are responsible for ensuring their email address and other contact information updated with both TRU-OL and SFU.

UVic

After they register, students receive an email from TRU-OL confirming registration. They then receive emailed instructions from UVic program areas about purchasing course textbooks and materials from the UVic Bookstore and accessing library resources.

Registration

Examinations

TRU-OL

The final examination may be either a supervised written exam or a project exam; students must apply to write supervised exams. Application deadlines are listed in the following schedule and on the **Examinations** page at www.tru.ca/distance/services/resources/exams.html.

Supervised written exams 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 exam is completed at the student's residence.

TRU-OL Supervised Examinations

Examination Session	Application Deadline
September 3-8, 2014	August 11, 2014
October 1-6, 2014	September 8, 2014
November 5-10, 2014	October 14, 2014
December 3-8, 2014	November 10, 2014
January 14-19, 2015	December 15, 2014
February 11-16, 2015	January 19, 2015
March 11-16, 2015	February 16, 2015
April 8-13, 2015	March 16, 2015
May 6-11, 2015	April 13, 2015
June 10-15, 2015	May 19, 2015
July 8-13, 2015	June 15, 2015
August 5-10, 2015	July 13, 2015
September 9-14, 2015	August 17, 2015
October 1-5, 2015	September 7, 2015
November 4-9, 2015	October 13, 2015
December 2-7, 2015	November 9, 2015

SFU

Most TRU courses have supervised midterm and/or final exams. All exams must be written on specific dates as scheduled by SFU. The schedule is published on the Centre for Online and Distance Education website at <http://code.sfu.ca>. Prior to registration, students are responsible for ensuring their availability to write scheduled exams.

UVic

UVic arranges examinations for its consortium courses.



Student Responsibility

See the **Regulations and Policies** section starting on [page 30](#) of this calendar regarding examinations for TRU-OL, SFU and UVic.

Transcripts

TRU-OL, SFU and UVic

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.

After students complete a course, their grades are noted in *myTRU*. TRU-OL students may order official transcripts on *myTRU*.

Registration

Transfer Credit

BC's post-secondary education system has a well-established transfer credit system, British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.bc.ca, particularly designed for students planning to take individual courses or a partial university program through various institutions.

Through TRU-OL's transfer credit options, previously earned credits can count toward a credential, which can expedite program completion. Anyone can apply for past credits to be transferred to their program by arranging for all official post-secondary transcripts to be sent to TRU-OL Admissions.

Transferring Credit to Other Institutions

Students planning to register in TRU-OL courses and to complete a program offered by another institution are advised to refer to that institution's admission information to determine initial program requirements.

Students planning to take courses through TRU-OL for transfer to another institution can register without submitting transcripts, though TRU-OL recommends that students obtain a Letter of Permission from their home institution to ensure that the course(s) selected will apply to their program of study.

Credit courses listed in this calendar and on www.truopen.ca that are delivered by SFU or UVic are TRU-OL university-level courses for which students receive TRU-OL credit on TRU-OL transcripts.

Students are expected to be aware of transfer credit policies prior to registration if they plan to transfer credit to other institutions.

SFU and UVic Transfer Credit

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, nor does such registration mean that students are admitted to the institution delivering the course. Refer to the individual institution's admission policies.

Students who take SFU-delivered courses designated W, Q or B and who then apply to SFU and receive an offer of admission will receive credit under the W, Q and B curriculum requirements, subject to transfer credit regulations.

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

CVU-UVC

TRU-OL is a member of Canadian Virtual University-L'Université Virtuelle Canadienne (CVU-UVC), a collaboration of 11 Canadian universities specializing in distance and online education. CVU-UVC has over 2,000 distance courses to choose from.

Students enrolled in a TRU-OL program that is listed on the CVU-UVC website at 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, NY, with a Canadian office in Kelowna, BC. Unless stated otherwise, TRU-OL requires that students have a grade of 3.0 or better in the AP 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 grade of 4.0 or better in the International Baccalaureate program to receive transfer credit.

Tuition and Fees

Courses Delivered by TRU-OL

Tuition

Canadian Residents and Permanent Residents

Course tuition varies by course. Yukon residents pay the same tuition as BC residents. See TRU-OL's website for specific fees.

Canadian Residents Living Outside of Canada

Canadian citizens who live outside of Canada will be charged the non-BC Canadian tuition rate.

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.

Definitions

- 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.

Payment

Tuition and other fees are due at the time of request for course registrations and other services and are payable to Thompson Rivers University (TRU) in Canadian funds.

The Board of Governors of TRU reserves the right to change tuition fees and the President of TRU reserves the right to change all other fees without prior notice.

In the event of any indebtedness to TRU, 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 TRU 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.

TRU-OL Course Fees

Administration:	\$87.85 per course
Technology:	\$5.83 per credit (17.49 for 3 credits)
Course Extensions:	\$93.61 per course eligible for extension
Formal Grade Appeals:	\$116.89 per course
Transcript Assessment:	\$46.53 for BC documents only \$87.66 for non-BC or combined documents
Transcripts:	\$8.40 per transcript
Program Plans:	\$58.44 per certificate (30-credit only): diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan
Bachelor's Degree Program Plans:	\$146.11 per plan
Course Materials Shipping Costs:	\$21 within Canada \$70 United States \$140 international
Taxes:	As applicable
Assignment Submissions Cost:	As applicable



All Students (TRU-OL, SFU and UVic)

- Tuition and fees are subject to change without notice. See TRU-OL's website for official, updated tuition and fees.
- Taxes are added, if applicable.
- Course administration and technology fees are non-refundable when students cancel their registration or withdraw from a course.
- Students are responsible for the cost of submitting assignments for grading.

Tuition and Fees



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 regarding income tax regulations.

Courses Delivered by SFU

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

\$167.10 tuition per credit + \$81.96 course administration fee + textbooks + \$40 course materials and service fee

Seniors

No reduced fees

International Students

\$595.40 tuition per credit + \$78.80 course administration fee + textbooks + \$40 course materials and service fee

All Students

- SFU fees are subject to change without notice
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- To audit an SFU course, contact SFU.

Courses Delivered by UVic

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

\$168.60 per credit (\$343.94 tuition per UVic fee unit) + \$39.40 course administration fee (varies by course) + textbooks + course materials fee

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-OL.

Seniors

No reduced fees

International Students

\$545.53 per credit (\$1,112.88 tuition per UVic fee unit) + \$39.40 course administration fee (varies by course) + textbooks + course materials fee

All Students

- Tuition fees per credit (per UVic unit) vary by course. UVic 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.
- Fees listed do not apply to all courses. See individual course descriptions or contact Student Services.

Tuition and Fees

Other Non-Tuition Course Costs

Textbooks and Course Materials

TRU-OL

The cost of textbooks and materials is provided in the online course description.

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 textbooks. The cost of textbooks is not included in course fees.

UVic

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

Rented Materials

SFU

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

UVic

Contact the specific program area at UVic.

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, administrative services and mandatory teleconferences in courses, except in the following countries:

Hong Kong: 800.965.261

India: 000.800.1007.576

Saudi Arabia: 800.814.5681

United Arab Emirates: 800.017.8313

SFU

Contact the specific program area.

UVic

Contact the specific program area.

Student Awards and Financial Support

How to Apply for Financial Support

1. Contact TRU-OL's Student Awards and Financial Support for part-time or full-time application forms and for updates regarding financial support:
www.tru.ca/distance/services/financial-support.html
OLfinaid@tru.ca
1.800.663.9711 (toll-free in Canada)
250.852.6802 (Kamloops and International)
2. Submit original part-time application forms to the TRU-OL Student Awards and Financial Support office. Faxed copies are not accepted.
3. Go to StudentAid BC at www.studentaidbc.ca to submit full-time application forms online.
4. Students who are making up a full-time course load from more than one institution (split-enrolled) must inform each institution's financial support office before registering.

Residency Requirements

Currently, only Canadian citizens and permanent residents are eligible to apply for financial support.

Refer to StudentAid BC (www.studentaidbc.ca) regarding residency requirements for part-time and full-time financial support.

Part-Time Bursaries and Grants (Non-Repayable)

The bursaries and grants listed in this subsection pay for all direct educational costs, including tuition and fees, required textbooks, miscellaneous allowance and some childcare (when applicable).

The Part-time Student Assistance Application form and complete application details are provided on the **Student Awards** page at www.tru.ca/distance/services/financial-support.html. and by the Student Awards and Financial Support office. Allow up to four weeks for processing the application.

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. First-time ABESAP applicants may be funded for up to two courses and must successfully complete both courses before being concurrently funded for more than two courses.

Canada Student Grant for Part-Time Students

This federal grant program provides funding to students in financial need who are registered in qualifying post-secondary courses and 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 Bursary

Established by the CKNW Orphans' Fund, this bursary 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 have not previously completed a post-secondary program of study.

Barbara Guttman-Gee Bursary

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

Open Learning Bursary

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

Student Awards and Financial Support

Full-Time Student Loans and Grants

StudentAid BC

Canada Student Loans and BC Student Loans are available to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs. See StudentAid BC at www.studentaidbc.ca to apply for full-time student loans and grants and to check the status of a loan application. Submit applications at least six weeks before funding is required. 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 9 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 that of TRU-OL. 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.

Consider that 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. For a full-time study term, students must register in the month prior to that term's start date. Late phone and web registrations are permitted up to the 10th of each month after the term start date.

See *Six Key Steps to Getting a Student Loan through TRU-OL* and registration deadlines on www.truopen.ca.

Any continuous-entry registrations received after the final deadline on the 10th of the month can only be applied to the following 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 9 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.



Student Responsibility

Students are responsible for submitting assignments on a regular schedule and for submitting all coursework by the end of the loan period. If they do not, a "technical withdrawal" from full-time study will apply, even if they do not formally withdraw.

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

Final examinations may be written in the month following the loan period.

Interest-Free Status

Students eligible for interest-free status are not required to make interest or principal payments on their outstanding Canada-BC-integrated student loan.

To be eligible, students must submit an interest-free application online and be enrolled full time in a program of study that is designated eligible for StudentAid BC funding. Most academic programs require a separate interest-free application **each semester**.

Students who are in interest-free status are in a "funded term" whether they have new loans or not; therefore, withdrawals and unsuccessful terms during this time may affect their eligibility for further assistance.

Apply online for interest-free status at StudentAidBC.ca.

Student Awards and Financial Support - Distance Education Terms

Term	Start Date	End Date
September	September 1	December 31
October	October 1	January 30
November	November 1	February 28
December	December 1	March 31
January	January 1	April 30
February	February 1	May 31
March	March 1	June 30
April	April 1	July 31
May	May 1	August 31
June	June 1	September 30
July	July 1	October 31
August	August 1	November 30

Student Awards and Financial Support

Full-Time Single Parent Bursary

Established by the CKNW Orphans' Fund, this bursary 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. Application forms are available on TRU-OL's 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 (an approved student loan).

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

Government of Canada's Lifelong Learning Plan (LLP)

Canadian residents and/or their spouses can withdraw up to \$10,000 per year from their registered retirement savings plan (RRSP) to finance full-time studies at post-secondary institutions, including TRU-OL. Refer to Canada Revenue Agency at www.cra-arc.gc.ca/menu-e.html.

Other Sources of Assistance

Other private bursaries and scholarships are available to students attending BC's post-secondary institutions, and most are available to TRU-OL students. Application procedures for these awards vary and most bursaries and scholarships have restrictions and conditions imposed on them. One example is the award established in memory of Cameron Beddome, Chief Recruitment Officer of TRU-OL (from 2007–2011), given each October to a TRU-OL program student who has successfully completed a minimum of one TRU-OL course in the last two years. Refer to the *Student Awards and Financial Support* page at www.tru.ca/distance/services/financial-support.html.

Also, refer to Scholarships Canada at www.scholarshipscanada.com, StudentAwards at www.studentawards.com and the Association of Universities and Colleges of Canada at www.aucc.ca/scholarships/index_e.html.



TRU *story:*
Shima built her career as an international artist and teacher while studying through Open Learning.

Thompson Rivers University is a credible, recognized post-secondary institution with an Open Learning Division that offers flexibility so you can study when and where you want.

More about Shima and other student success stories at www.truopen.ca/truestory

Over 590 courses and 55 programs. Online and distance.

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 (TRU). In the absence of other regulations, those of TRU apply. Refer to www.tru.ca/distance/services/policies.html for updates.

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 TRU’s website or contact Student Services for further information.

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

2. Formal Transfer Credit

2.1 Certificate, Diploma and Degree Programs

- 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.
 - Transfer credit is considered for all qualifying courses passed according to the standards of a sending institution that is recognized by TRU-OL.
 - 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.
 - 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.
- Authenticated translation is required of documents (official transcripts) in a language other than English or French.
 - Other formal studies may be considered for credit on an individual basis.
 - 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.”
 - Assessed transfer credit is applied on the basis of its applicability to a specific program.
 - 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.
 - 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.
 - 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 plan fees will be charged, and the seven-year rule on age of credit may apply (see “J” above).
 - Past courses from another post-secondary institution are given credit, provided they were transferable in the year taken.
 - 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.
 - 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.
 - 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.

Regulations and Policies

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. For details, see section 3 in these regulations and policies.*

2.2 Multiple Certificates and Diplomas

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

2.3 Second Credentials

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

2.4 Multiple Undergraduate Degrees

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

2.5 Letters of Permission

Students applying to take courses at other institutions for credit toward a credential offered through TRU-OL must obtain prior written permission with a Letter of Permission. The form is available on TRU-OL's 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 TRU-OL's 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. Transcript assessment 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.

Regulations and Policies

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 assessments, workplace assessments and/or other types of assessments.

Refer to the full policy on the TRU website or email plar-ol@tru.ca for further information.

- Prior Learning Assessment and Recognition (PLAR) – TRU Policy ED 2-0 at 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 TRU-OL's 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" (Audit) 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 major 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 (see subsections 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 subsection C and D, following. 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 subsection C and D, following. 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.
- F. Students may request to cancel their course registration by accessing the form online and via *myTRU*, by regular mail, email or fax.
- 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 subsection 4.6 for materials refunds eligibility.
 - i. Students who cancel their registration in a lab course as per subsection 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 subsection 4.6 for materials refunds eligibility.
 - ii. 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.

Regulations and Policies

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 7 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 subsection 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.
- E. Students may request to withdraw from a course by accessing the form online via myTRU, by regular mail, email or fax.
- F. Students who withdraw from a course do not receive a tuition refund.
- G. The course administration, technology and course 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 5 of the course. Approved withdrawals are noted on the TRU student record as a “W” (Withdrawal) grade.

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

4.6 Returning Course Materials: TRU-OL

- A. Students may return course materials purchased from TRU-OL. Returned course materials may be eligible for refund or replacement in the event of course(s) cancellation or course(s) withdrawal (in which students have received a grade of “W”), providing materials are returned within five weeks of their course(s) start date and 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. Returned in a bundled unit if purchased as such and returned in new (unopened and unused) condition);
 - v. Still being used in current TRU-OL courses.
- B. 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.
- C. Course materials must be returned prepaid to:
TRU, Open Learning
Materials Distribution Centre
Kamloops, BC V2C 0C8
- D. Materials refund details are as follows:
 - i. The materials refund is calculated as the amount paid for each eligible item in the return.
 - ii. A refund is processed normally within four weeks of receipt of materials.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. The shipping and handling fee charged for the shipping and handling of course packages will not be refunded.

Regulations and Policies

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

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

Refer to Course Extensions (for Open Learning Courses Only) policy – ED 3-12 at www.tru.ca/policy/education.html contact Student Services.

4.9 Course Repeaters—TRU-OL, SFU and UVic

Refer to Course and Program Repeaters – ED 3-3 at www.tru.ca/policy/education.html or contact Student Services.

5. Examinations

To ensure the credibility of degrees issued by TRU-OL, it is critical that all TRU-OL examinations 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.

5.1. Regulations: TRU-OL

Refer to Examinations – ED 3-9 at www.tru.ca/policy/education.html or contact Student Services.

5.2. SFU

- A. Midterm examinations are scheduled based on the course design and therefore some are scheduled as early as week 5, while others are scheduled as late as week 9. The course material provides complete information regarding examination policies and procedures. Final examinations are scheduled in week 14 and 15.

- B. All students must write examinations at specific dates and times. Rescheduling examinations is limited to medical or compassionate reasons (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 Centre for Distance and Online Education (CODE) at <http://code.sfu.ca>. Prior to registering, students are responsible for ensuring their availability to write scheduled examinations.

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, must 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 Prior to registering, students. Students living outside Canada may be charged additional fees. Contact SFU's CODE for details. Contact TRU-OL Student Services for additional assistance.

5.3 UVic

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 TRU website or contact Student Services.

- Grading Systems – ED 3-5 at 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.

Regulations and Policies

6.3 Grade Point Average (GPA)

- A. The 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 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 TRU website or contact Student Services.

- Appeals – ED 4-0 at www.tru.ca/policy/education.html

8. Program Completion and Graduation

8.1 Graduation Requirements: Certificate and Diploma Programs

- A. There are no minimum GPA requirements for the following Adult Basic Education programs: Intermediate Certificate; Advanced Certificate; and BC Adult Graduation Diploma.
- B. To qualify for certificates or diplomas offered through TRU-OL, students must have a GPA of 2.0 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 2.0 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 2.0), 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 3.5 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. Refer to www.tru.ca/admreg/graduation.html. Students wishing to attend the convocation ceremony should read subsection 8.4 for deadlines.
- 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.

Regulations and Policies

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. Refer to www.tru.ca/convocation.html.*

8.5 Parchments

- A. The notation “With Distinction” is not used on the parchment, only on the transcript.
- B. 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, a duplicate parchment. 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. Refer to www.tru.ca/admreg/academicrecords/replacement_credentials.html regarding a request for a duplicate parchment. Duplicate parchments are issued in the style of the parchment currently in use and 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 a 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* (FOIPPA).

- 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.

Regulations and Policies

- 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.

Index of Policies, Regulations and Procedures

This subset of TRU Policies applies to all campus and Open Learning courses/programs and is included here for convenience. For the most current policy information, refer to the **Index of All Policies** page 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
Course Extensions (for Open Learning courses only)	ED 3-12
Course Outlines	ED 8-3
Course and Program Repeaters	ED 3-3
Course Subject Acronym and Numbering	ED 3-8
Suspension 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 of Course Conflicts	ED 3-6
Selected Topics & Special Topics Courses	ED 2-3
Semester Schedules	ED 13-0
Student Academic Appeals	ED 4-0
Student Attendance	ED 3-1
Submission of Final Grades	ED 3-11
Waitlist	ED 3-7

Adult Basic Education (ABE)

Overview

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

An “adult” learner in the context of Adult Basic Education (ABE) means a person who is either at least 19 years of age or who is 18 years of age and has been out of the public school system a minimum of 12 months.

TRU-OL offers the following for adult learners:

- **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 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 assessments in English and mathematics, and financial assistance



Prior to Applying for ABE

Refer to the **Course Descriptions** section in this calendar and to TRU-OL's website or contact Student Services for program updates and the availability of courses outside Canada.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.

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 program do not necessarily need all the ABE Advanced Certificate courses. However, students need certain skills to succeed in a course. See [page 6](#) regarding assessments for English and mathematics placement.

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 this diploma, students are normally required to complete a minimum of three courses they have taken as adult learners. A minimum of two of the required courses must be completed through TRU to obtain the BC Adult Graduation Diploma.

The choice of courses depends on students' educational goals. Students who plan to first attend college and then transfer to a university or who plan to take certain vocational programs must complete a minimum of one 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 entrance requirements for the college or university they plan to attend. See admissions and transfer information at BCCAT (British Columbia Council of Admissions & Transfer) 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)

The Adult Basic Education Intermediate Certificate allows adult learners to return to and complete their education, thus enabling them to enter the workforce, vocational programs or Grade 12 studies.

Admission Requirements

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.

Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus).

Certificate Requirements

Four courses as follows:

English

ENGL 0401, *Reading and Writing English*

Mathematics

MATH 0401, *Intermediate Mathematics*

Science (one required)

Consult a program advisor for a list of suitable science courses.

Elective (one required)

Consult a program advisor for a list of suitable electives.

ABE Advanced Certificate

(Grade 11 equivalency)

The Adult Basic Education Advanced Certificate program allows adult learners to return to and complete their education, thus enabling them to enter the workforce, vocational programs or Grade 12 studies.

Admission Requirements

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.

Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus).

Certificate Requirements

Four courses, 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**

*If the course has not already been used to fulfill the science or mathematics requirement



Student Responsibility

Students are responsible for consulting with their program advisor to ensure that the courses they choose are available and/or are appropriate for their program of study and their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.



Adult Basic Education (ABE)



BC Adult Graduation Diploma

(Grade 12 equivalency)

The BC Adult Graduation Diploma (formerly the Adult Basic Education Provincial Diploma and the Adult Dogwood) allows adult learners to return to and complete the BC Ministry of Education secondary school requirements, thus enabling adult learners to enter the workforce or other post-secondary studies.

Admission Requirements

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.

Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus).

Diploma Requirements

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

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

Either ACCT 1211, *Accounting I* or else an approved mathematics or accounting course at the Grade 11 level or higher (not recommended for students wanting to pursue studies at other post-secondary institutions; consult with other institutions about admission requirements and recommended courses, if applicable)

Electives (three required)

BIOL 0601, *Provincial Biology*

ENGL 0641, *Survey of British Literature* (if not used toward an English requirement)

MATH 0633, *Provincial Mathematics*

PHYS 0601, *Senior Physics*

Consult a program advisor for a list of other suitable electives.



Transfer Credit for Adult Basic Education (ABE)

Approved Grade 12, college or university courses may be eligible for transfer credit (consult a program advisor). Prior completion of all ABE Advanced Certificate requirements 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 ABE Advanced Certificate and/or the BC Adult Graduation Diploma.

A completed Program Admission form, official transcripts from all schools and institutions attended and the appropriate fee are required for an assessment. The credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs or TRU-OL. Students may also apply for program admission on the ApplyBC website at applybc.ca.

Some non-formal courses and qualifications have also been assessed as providing transferable credit. Credit can also be earned for some ABE requirements by demonstrating knowledge through challenge examinations. See **Challenge Examinations** on [page 12](#).

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

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

Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Letter of Permission

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



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Student Responsibility

Students are responsible for consulting with their program advisor to ensure that the courses they choose are available and/or are appropriate for their program of study and their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.



PLAR

Requirements for some programs may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to the **Prior Learning Assessment and Recognition (PLAR)** page at www.tru.ca/distance/plar-ol.html, see the **PLAR** section in this calendar on [page 11](#) or contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Advanced Certificate in Liberal Arts

The Advanced Certificate in Liberal Arts 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-level and 4000-level curriculum.



PLAR applies (*see page 11*)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

30 credits of third- and fourth-year courses (upper level), with a GPA of 2.0 or higher, 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 may be lower level: first-year and/or second-year courses)

One of the following:

- BIOL 3431, *Plants and People* (3)
- ENVS 3991, *Environmental Studies: Sustainability* (3)
- GEOG 3991, *Global Climate Change and Regional Impacts* (3)
- HIST 3991, *Environmental History* (3)
- HUMN 3981, *Issues in Latin American Studies* (3)
- HUMN 3991, *Issues in Science and Society* (3)
- POLI 3991, *Globalization and Its Discontents: The Politics of Economic Change* (3)
- PSYC 3991, *Psychology of Human Resilience* (3)
- SOCI 3991, *Sociology of Diversity: Issues for Canadians* (3)
- VISA 3991, *Cultural Theory and Images* (3)



Arts



Associate of Arts

The Associate of Arts program provides students with a broad academic education to prepare them for the workplace and for upper-level university study.

Course credit may be used to complete other degree programs offered through TRU-OL.

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Degree Requirements

60 credits of first-year and second-year courses (upper-level courses may be used to meet program requirements), with a GPA of 2.0 or higher, 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 (anthropology, astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in a lab science
- 3 credits in mathematics, statistics or computer science
- 9 credits of first-year or second-year university-level courses



Transfer Credit

Degree requirements may be met through TRU-OL's university transfer courses or by taking university transfer courses at other recognized colleges and/or universities in BC. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at <http://bccat.ca>.

Courses used to complete this degree must also have transfer credit to one other BC university, including Simon Fraser University; the University of British Columbia; the University of Northern British Columbia; and the University of Victoria.

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, laboratory component (BIOL 1113/BIOL 1115, BIOL 1213/BIOL 1215, GEOG 1221, GEOL 1111, PHYS 1103/PHYS 1105 or PHYS 1203/PHYS 1205).

Additional credits (if any) earned in first-year laboratory courses do not count toward the 60 credits required.

No course may be used to meet more than one of the specific requirements.

Arts

Bachelor of Arts, General Program

The Bachelor of Arts, General program provides students with a broad education in arts, with specialization in two subjects. Students may complete the program with a concentration either in arts (English, fine arts, geography, history, psychology or sociology) or else in a combination of a 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.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits (including 45 upper-level credits), with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 Requirements (0-18 credits)

The number of credits and specific course requirements varies, depending on the area of specialization.

Upper-Level Requirements (45 credits)

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

15 upper-level elective credits

Additional Requirements (33-51 credits)*

The number of additional credits varies, depending on the area of specialization, and is between 33-51 lower- or upper-level credits.

*30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied credit: 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 Arts, General Studies

The Bachelor of Arts, General Studies 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.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits (including 45 upper-level credits), with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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)

Administrative studies courses are reviewed on a case-by-case basis; applied credit may not be used to meet arts requirements.

30 credits in humanities, sciences, social sciences or related interdisciplinary fields

15 upper-level elective credits

Elective Requirements (51 credits)*

(May be lower-level or upper-level credits)

*30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied credit: 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 Arts, Major Program

The Bachelor of Arts, Major program is designed for students wanting to specialize in one discipline. Students may complete one of the following five major programs: criminology, English, history, psychology or 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.



PLAR applies (see page 11)

Admission Requirements: All Majors

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements: All Majors

A 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 a program advisor before registering. Also, refer to the Directed Studies page at www.tru.ca/distance/programs/directed-studies.html.

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

Arts Double Major Program

Students have the option to complete a double major in any two of criminology, English, history, psychology or sociology. To graduate with a double major, both the lower-level requirements of each major and the upper-level requirements must be completed, including at least 30 credits in each major numbered 3000 or above.

This requires careful planning; thus, students must consult a program advisor if they intend to pursue this option.

Degree Requirements: Criminology Major

30 credits (with no more than 15 upper-level credits) may be applied studies: fine and performing arts studio courses and technology courses.

Education, business and administrative studies courses are reviewed on a case-by-case basis.

120 credits (including 45 upper-level credits), with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 or 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 Canadian Criminal Justice System* (3) or equivalent

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

SOCI 2710, PSYC 2111, *Introduction to Research in Experimental Psychology* or RSMT 3501, *Introductory Social Science Research* (3) or equivalent

Upper-Level Criminology Requirements (30 credits)

3 credits in advanced theory in criminology

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

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 GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 or Nineteenth Centuries* (3) or equivalent

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

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 be ENGL 4241, ENGL 4351)

3 credits of Directed Studies (may be ENGL 4991)

*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



Arts

Degree Requirements: History Major

120 credits (including 45 upper-level credits), with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 lower-level history courses (may be HIST 1161, HIST 2251)

Upper-Level History Requirements (30 credits)

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

3 credits of Directed Studies (HIST 4991)

Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

Degree Requirements: Psychology Major

114 credits (including 45 upper-level credits), with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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

6 credits in humanities other than English

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

PSYC 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 2131 or PSYC 2161)

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)

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 GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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)

Upper-Level Sociology Requirements (30 credits)

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

3 credits of Directed Studies (SOCI 4991)

Elective Requirements (57 credits)

15 credits of upper-level elective courses

42 credits of lower- or upper-level elective courses

Bachelor of Design

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



PLAR applies (see [page 11](#))

Admission Requirements

Applicants are admitted on a case-by-case basis according to TRU-OL admission policies (see the **Regulations and Policies** section starting on [page 100](#) in this calendar). Contact a program advisor to determine eligibility.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, with a GPA of 2.0 or higher, as follows:

General Education Requirements (27 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 Requirements (18 credits)

18 credits in historical or theoretical approaches to art; 9 at upper-level (may include VISA 1111, VISA 1121, VISA 3991)

Studio Requirements (75 credits)

75 credits in studio work; 36 at upper-level



Bachelor of Fine Art

The Bachelor of Fine Art (BFA) 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.



PLAR applies (see page 11)

Admission Requirements

Graduates of Georgian College Fine Arts Advanced Diploma may apply for admission and receive a block transfer. For information on Georgian College's Fine Arts Advanced Diploma, contact the Office of the Registrar at Georgian College (www.georgiancollege.ca/admissions/contact/) at 1.705.722.1511 (Canada or International).

Other applicants are admitted on a case-by-case basis, according to TRU-OL admission policies.

Contact a TRU-OL enrolment services officer via Student Services to determine eligibility.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, with a GPA of 2.0 or higher, as follows:

General Education Requirements (27 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 Requirements (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

Bachelor of Music, Performance

This degree program is available only to specific applicants.

The Bachelor of Music 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 of The Glenn Gould School: The Royal Conservatory of Music (ON).



PLAR applies (see page 11)

Admission Requirements

Admission to, or completion of, a Vancouver Academy of Music program (since 1994) or completion of The Glenn Gould School: The Royal Conservatory of Music Performance Diploma Program (since 1997)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Contact the Vancouver Academy of Music (www.vancouveracademyofmusic.com) at 1.604.734.2301 for more information about its residency requirements. Contact The Glenn Gould School: The Royal Conservatory of Music (www.learning.rcmusic.ca/glenn-gould-school) at 1.800.462.3815 (toll-free in Canada or the US) for more information about its residency requirements.

Degree Requirements*

Enrolment in a Vancouver Academy of Music program or the completion of The Glenn Gould School: The Royal Conservatory of Music Performance Diploma Program and completion of additional credit with a GPA of 2.0 or higher

*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: The Royal Conservatory of Music.

Degree requirements are as follows:

General Education Requirements (21 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

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 contact program staff at the Vancouver Academy of Music or The Glenn Gould School: The Royal Conservatory of Music for specific requirements.

Music Performance Requirements (number of credits varies)

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





Post-Baccalaureate Certificate in Liberal Arts

The Post-Baccalaureate Certificate in Liberal Arts 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 the **General Education Requirements** section on [page 100](#)).

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.



PLAR applies (see page 11)

Admission Requirements

A recognized bachelor's degree in any field of study, with a GPA of 2.0 or higher, as follows:

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

15 credits of third- and fourth-year courses (upper level), with a GPA of 2.0 or higher, as follows:

9 credits in upper-level humanities and/or social science and or/science, including one of the following:

- BIOL 3431, *Plants and People* (3)
- ENVS 3991, *Environmental Studies: Sustainability* (3)
- GEOG 3991, *Global Climate Change and Regional Impacts* (3)
- HIST 3991, *Environmental History* (3)
- HUMN 3981, *Issues in Latin American Studies* (3)
- HUMN 3991, *Issues in Science and Society* (3)
- POLI 3991, *Globalization and its Discontents: The Politics of Economic Change* (3)
- PSYC 3991, *Psychology of Human Resilience* (3)
- SOCI 3991, *Sociology of Diversity: Issues for Canadians* (3)
- VISA 3991, *Cultural Theory and Images* (3)

3 credits of Directed Studies (TRU-OL 4991 courses)

3 credits of upper-level liberal arts electives

Directed Studies

Directed Studies consist 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 a program advisor before registering. Also, refer to the **Directed Studies** page at www.tru.ca/distance/programs/directed-studies.html.

Business and Management Studies

Overview

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

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from **Student Services** and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Student Responsibility

Students are responsible for consulting with their program advisor to ensure that the courses they choose are available and/or are appropriate for their program of study and their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.

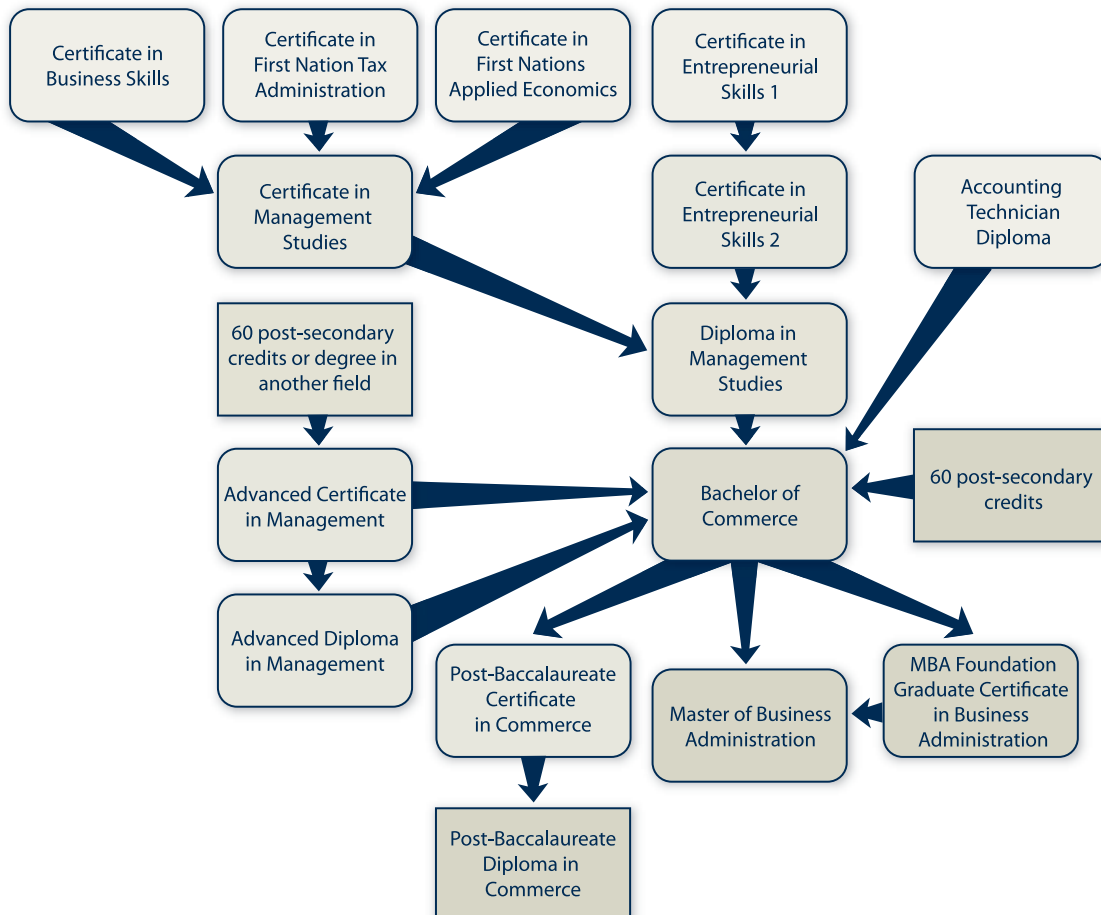


PLAR

Some requirements for various credentials in Business and Management Studies may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to the **Prior Learning Assessment and Recognition (PLAR)** page at www.tru.ca/distance/plar-ol.html, see the **PLAR** section in this calendar on [page 11](#) or contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Pathway Chart

The Pathway Chart illustrates the flexible program structure and how credits gained in one credential can count toward the next credential.



Business and Management Studies



Certificate in Business Skills

The Certificate in Business Skills program helps students develop the basic skills required to gain entry-level employment in business.

This certificate can be laddered into the Certificate in Management Studies ([page 51](#)), providing a pathway into the Diploma in Management Studies ([page 53](#)), which can eventually be laddered into the Bachelor of Commerce ([page 56](#)).



PLAR applies (*see page 11*)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

15 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements (6 credits)

CMNS 1811, *Business, Professional, and Academic Composition* (3)

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

Elective Requirements (9 credits)

9 credits of 1000- or 2000-level courses, normally selected from BBUS, MNGT, ACCT, ECON, CMNS 1291, MATH 1091, MATH 1101 and/or STAT 1201

Other, similar courses, considered on an individual basis

Supervisory Option (9 credits)

Students completing the following electives receive the Supervisory Option:

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

MNGT 1111, *Supervision* (3)

MNGT 2131, *Motivation and Productivity* (3)

Certificate in Entrepreneurial Skills 1

The Certificate in Entrepreneurial Skills program provides small business owners/operators with few employees the essential skills to help their enterprises thrive.

This certificate can be laddered into the Certificate in Entrepreneurial Skills 2 ([page 49](#)), providing a pathway into the Diploma in Management Studies ([page 53](#)), which can be laddered into the Bachelor of Commerce ([page 56](#)).



PLAR applies (*see page 11*)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

15 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements (12 credits)

ACCT 1211, *Accounting I* (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:

- 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

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

This certificate can be laddered into the Diploma in Management Studies (page 53), providing a pathway into the Bachelor of Commerce (page 56).



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on page 9)

A strong grounding in quantitative courses such as Mathematics 11 (Principles), MATH 0523 or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

Completion of Certificate in Entrepreneurial Skills 1 (page 48)

15 additional credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements (9 credits)

ACCT 1221, *Accounting II* (3)
BBUS 3621, *Analytical Decision Making* (3)
MNGT 2131, *Motivation and Productivity* (3)

Elective Requirements (6 credits)

Two of the following:

- BBUS 1371, *Management Information Systems 1* (3)
- BBUS 3121, *Financial Management* (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 First Nations Applied Economics

The Certificate in First Nations Applied Economics program can be laddered into the Certificate in Management Studies (page 51), providing a pathway to the Diploma in Management Studies (page 53), which can eventually be laddered into the Bachelor of Commerce (page 56).

This program provides key foundational skills and knowledge to assist in the development of a First Nations economic infrastructure and supports long-term benefits in the development of residential and commercial enterprises on First Nation lands. The program focuses specifically on residential and commercial development on First Nation lands and provides a basic understanding of impact analysis and skills in writing and presenting reports for investment proposals.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on page 9)

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

18 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements (15 credits)

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)

Elective Requirements (3 credits)

One of the following:

- ENGL 1101, *Composition* (3)
- CMNS 1811, *Business, Professional and Academic Composition* (3)
- ENGL 1021, *Composition and Indigenous Literature in Canada I* (3)



Business and Management Studies



Certificate in First Nations Taxation Administration

The Certificate in First Nations Taxation can be laddered into the Certificate in Management Studies ([page 51](#)), providing a pathway into the Diploma in Management Studies ([page 53](#)), which can eventually be laddered into the Bachelor of Commerce ([page 56](#)).

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



PLAR applies ([see page 11](#))

Admission Requirements

C+ or better in Principles of Math 11 or Applications of Math 12 or MATH 0523 or equivalent recommended

Basic computer literacy with Microsoft Office applications such as Word and Excel recommended (upgrade by taking BBUS 1371 or equivalent)

One of the following:

- English 12 or English 12 First Peoples with a minimum of 73% (on the government exam within the last five years)
- Level 5 on the composition section of the Language Proficiency Index (LPI), with all other categories of the LPI at a minimum of 70% (within the last two years)
- Satisfactory completion of the ACCUPLACER test at the university entrance level
- Completion of ENGL 0600 with a grade of C+ or better
- Completion of ESAL 0570 and ESAL 0580 with a grade of C+ or better

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

18 credits, with a graduating GPA of 2.0 or higher, as follows:

- 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

The Certificate in Management Studies program is well suited for students who have considerable work experience or a qualification in a technical field and 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 (page 48) or by completing 30 credits of coursework.

This certificate can be laddered into the Diploma in Management Studies (page 53) program, which can eventually be laddered into the Bachelor of Commerce (page 56).



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on page 9)

A strong grounding in quantitative courses, including Math 11 (Principles), MATH 0523 or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

30 credits, with a GPA of 2.0 or higher:

Core Requirements (minimum 12 credits)

A minimum of one of MNGT 1111, *Supervision* (3) or MNGT 1211, *Management Principles and Practices* (3)

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

A minimum of one business English course such as CMNS 1811, *Business, Professional, and Academic Composition* (3) or CMNS 1291, *Introduction to Professional Writing* (3)

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

Other, similar courses considered on an individual basis

Elective Requirements (up to 18 credits)

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

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

Areas of Specialization (Optional)

Two optional areas of specialization are available, as follows:

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)



Business and Management Studies



Accounting Technician Diploma

The Accounting Technician Diploma program 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.

This diploma can be laddered into the Bachelor of Commerce ([page 56](#)).



PLAR applies (*see page 11*)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Admission Recommendations

One of the following Math courses is recommended:

- Foundations Math 12 with a C+ or better
- Pre-Calculus Math 12
- Principles Math 12 with a C+ or better
- MATH 0633 or equivalent

In addition, one of the following is recommended:

- English 12
- English 12 First Peoples with a minimum of 73% (within the last five years)
- Level 5 on the composition section of the Language Proficiency Index (LPI), with all other categories of the LPI at a minimum of 70% (within the last two years)
- Satisfactory completion of ACCUPLACER at the university entrance level (see [page 13](#))
- ENGL 0661 with a grade of C+ or better
- ESAL 0570 and ESAL 0580 with a grade of C+ or better

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Diploma Requirements

60 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements (57 credits)

- ACCT 1211, *Accounting I* (3)
- ACCT 1221, *Accounting II* (3)
- ACCT 1921, *Accounting Systems I* (3)
- BBUS 1371, *Management Information Systems I* (3)
- BBUS 2541, *Management Accounting* (3)
- BBUS 3121, *Financial Management* (3)
- BBUS 3201, *Intermediate Financial Accounting I* (3)
- BBUS 3211, *Intermediate Financial Accounting II* (3)
- BBUS 3221, *Taxation* (3)
- BBUS 3231, *Income Tax External 2* (3)
- BBUS 3251, *Intermediate Management Accounting* (3)
- BBUS 3931, *Business Law* (3)
- BBUS 4231, *External Assurance (Auditing)* (3)
- ECON 1901, *Principles of Microeconomics* (3)
- ECON 1951, *Principles of Macroeconomics* (3)
- CMNS 1291, *Introduction to Professional Writing* (3)
- CMNS 1811, *Business, Professional, and Academic Composition* (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)

Elective Requirements (3 credits)

Students who elect to take BBUS 2211 instead of ACCT 1211/1221 must take an additional 3 credits of electives.

Accounting Technician Diploma students who are considering laddering into the Bachelor of Commerce ([page 56](#)) are encouraged to review that program's requirements before selecting diploma elective courses so that they can minimize the number of additional credits required to complete the degree.

Diploma in Management Studies

The Diploma in Management Studies program 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 51) and then complete 30 additional credits to earn the diploma.

This diploma can be laddered into the Bachelor of Commerce (page 56).

Admission Requirements

Open admission (see the **Admission** section on page 9)

A foundation in quantitative courses such as Mathematics 11 (Principles), MATH 0523 or equivalent

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Diploma Requirements

60 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements (minimum 30 credits)*

A minimum of 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)

A minimum of 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)

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

ECON 1901, *Principles of Microeconomics* (3)

CMNS 1291, *Introduction to Professional Writing*

CMNS 1811, *Business, Professional, and Academic Composition* (3)

A minimum of 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 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.

Areas of Specialization (Optional)

Several optional areas of specialization are available, as follows:

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 Resources 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: The Individual and Work Groups* (3)
- BBUS 3931, *Business Law* (3)

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)

Diploma in Management students who are considering laddering into the Bachelor of Commerce (page 56) are encouraged to review that program's requirements before selecting diploma elective courses in order to minimize the number of additional credits required to complete the degree.



Business and Management Studies

Advanced Certificate in Management

The Advanced Certificate in Management program 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 (see this page), which can eventually be laddered into the Bachelor of Commerce (page 56).



PLAR applies (see page 11)

Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through PLAR, strongly recommended

To gain the maximum benefit from this program, employment or volunteer experience in capacities where skills can be readily applied, strongly recommended

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

15 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements*

- BBUS 3611, *Open Thinking* (3)
- BBUS 3621, *Analytical Decision Making* (3)
- BBUS 3631, *Open Communication: Effective Communication Skills* (3)
- BBUS 3641, *Leadership Fundamentals* (3)
- BBUS 3671, *Contemporary Leadership* (3)

*Up to two approved alternate courses (6 credits) can be considered on an individual basis. Students benefit by taking BBUS 3611 before BBUS 3631 and 3641.

Advanced Diploma in Management

The Advanced Diploma in Management program 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 through this diploma can be applied to meet the requirements in the Bachelor of Commerce (page 56) and the Bachelor of General Studies (page 68).



PLAR applies (see page 11)

Admission Requirements*

A minimum of 60 credits of post-secondary studies; applicants without these may request a PLAR assessment

*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 program.

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Diploma Requirements*

45 credits, with a graduating GPA of 2.0 or higher, as follows:

- 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)
- BBUS 3631, *Open Communication: Effective Communication Skills* (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 3931, *Business Law* (3)
- BBUS 4681, *Leading Projects to Success* (6)
- BBUS 4751, *New Venture Creation* (3)
- BBUS 4833, *Effective Leadership* (3)

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

Bachelor of Business in Real Estate

The Bachelor of Business in Real Estate program allows members of the real estate community to upgrade their education to meet the accreditation requirements for various professional associations. This degree can be used toward admission requirements for the Master of Business Administration program (page 65).

Admission Requirements

Students must be admitted into University of British Columbia's Diploma in Urban Land Economics (DULE) before being admitted into the Bachelor of Real Estate. This diploma is offered by the Sauder School of Business' Real Estate Division. Those seeking transfer credit for real estate core and specialty requirements are required to apply to the Real Estate Division for evaluation of real estate equivalencies before applying to TRU-OL for program admission. Additional transfer credit for non-real estate courses will be considered by TRU-OL.



PLAR applies (see page 11)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, with a GPA of 2.0 or higher, as follows:

General Education Requirements (18 credits)

- 3 credits in English
- 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 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: The Individual and Work Groups* (3)
- BBUS 3031, *Business and Society* (3)
- BBUS 3121, *Financial Management* (3)
- BBUS 3431, *Introduction to Marketing* (3)
- BBUS 3621, *Analytical Decision Making* (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)

CMNS 1291, *Introduction to Professional Writing* or UBC ENGL 301, *Technical and Business Writing* (3)

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

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

Core Real Estate Requirements (24 credits)*

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 (real estate specialty/elective course)

*The above courses are delivered by UBC.

Real Estate Specialty Requirements (12 credits)*

Additional 400-level UBC courses selected in consultation with a program advisor

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

Elective Requirements (21 credits)

Courses in any discipline at any level

Additional Requirements

Completion of UBC's DULE or equivalent, as determined in consultation with UBC; contact the Sauder School of Business Real Estate Division at www.sauder.ubc.ca/Programs/Real_Estate_Division; contact phone numbers are listed on the website and differ for each program.



Business and Management Studies

Bachelor of Commerce

The Bachelor of Commerce program 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 pursue a general management degree or specialize in a business discipline by choosing from an array of concentrations: Accounting, Finance, General Management, Human Resources, Leadership, Marketing, Public Sector or Technology. Many students choose a concentration and go on to complete a professional designation after graduation. This degree can also be used toward meeting the admission requirements for the Master of Business Administration ([page 65](#)).

Admission Requirements

Normally, admission requires completion of a minimum of 60 applicable credits or a suitable two-year business diploma program. However, admission can be provisional, pending completion of required coursework.

Specific laddering agreements include:

- Applicants 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.
- Applicants who have completed the Certified Management Accountants (CMA) program are normally awarded a block of up to 90 PLAR transfer credits for successful completion of the CMA's syllabus, entrance examination, Strategic Leadership program and experience requirements.
- Applicants 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.
- Applicants 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.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, 45 at the upper-level, with a GPA of 2.0 or higher over all courses applicable to the degree but taken outside any block transfer, as follows:

General Education Requirements (18 credits)

3 credits in English

3 credits in natural sciences

6 credits in humanities or social sciences

6 credits in arts and sciences

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: The Individual and Work Groups* (3)

BBUS 3031, *Business and Society* (3)

BBUS 3121, *Financial Management* (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 Resources Management* (3) or 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)

BBUS 1371, *Management Information Systems 1*

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

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)

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

Two from the following:

- BBUS 3631, *Open Communication: Effective Communication Skills* (3)
- CMNS 1291, *Introduction to Professional Writing* (3)
- CMNS 1811, *Business, Professional, and Academic Composition* (3)

Elective Requirements (normally 33 credits)

Academic and/or applied credits to bring the total credits to 120, with 45 of the 120 credits at the upper-level

Concentration Requirements (15 credits)

Students must complete one of the following concentrations:

Accounting Concentration

The Accounting Concentration prepares students to become an integral part of an organization's financial management team or to enter public practice as an auditor, tax specialist or consultant. Government, non-profit organizations, major corporations, small businesses and high-worth individuals all need accountants to manage their financial affairs. Upon graduation, most students will choose to pursue the Chartered Professional Accountant (CPA) designation.

Required Courses

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 4231, *External Assurance (Auditing)* (3)
- BBUS 4251, *Advanced Management Accounting* (3)

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

Finance Concentration

The Finance Concentration is a demanding program that prepares students to play an important role in the financial industry. The profession is divided into two main fields, investments and managerial finance.

Investments deal with managing savings in the economy by transferring them to individuals and corporations in need of capital in exchange for an appropriate return. Professionals spend their time designing, pricing and trading investment instruments such as term deposits, personal loans, stocks, bonds and asset-backed securities to aid in the flow of funds. Some of our economy's biggest corporations, including banks, mutual fund companies, private equity firms and insurance companies, serve as intermediaries in this process.

In managerial finance, professionals arrange required financing 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 IPOs are used to finance seasonal build-ups in working capital and major asset purchases. In doing this, financial managers are careful not to expose the organization to unacceptable levels of risk by over borrowing or leaving exposures to currency or interest rate fluctuations unhedged.

Upon graduation, an increasing number of students go on to complete a professional designation such as the Chartered Financial Analyst (CFA) or Certified Financial Planner (CFP) or one of the many financial training programs offered by the Canadian Securities Institute.

Required Courses

BBUS 3151, *Investments I* (3)
BBUS 4151, *Investments II* (3)
FNCE 3180, *Risk Management and Financial Engineering* (3) (TRU on-campus courses) or Athabasca University's FNCE 403, *Risk Management* (distance course)

Two courses from the following:

- BBUS 3221, *Taxation* (3)
- BBUS 3451, *Professional Selling* (3)
- FNCE 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3) (distance course)
- FNCE 4160, *Portfolio Management* (3) (TRU on-campus course) or Athabasca University's FNCE 470, *Portfolio Management* (distance course)
- FNCE 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3)
- FNCE 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3) (distance course)

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



Business and Management Studies

General Management Concentration

The General Management Concentration is designed for students who do not want to specialize in a specific area of business, but instead would like to take an array of courses to receive 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

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

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

Human Resources Concentration

The Human Resources Concentration prepares students to pursue the Certified Human Resource Professional (CHRP) designation, which is increasingly becoming a requirement for advancement in the field.

Human resources management professionals are employee relations specialists who manage employee planning, 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.

Required Courses

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

BBUS 4135, *Motivation and Productivity* (3)

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

- BBUS 3661, *Strategic Human Resource Management* (3)
- BBUS 3811, *Introduction to Human Resources Management* (3)
- BBUS 3841, *Labour Relations* (3)

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

Leadership Concentration

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

Required Courses

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

6 credits from the following:

- BBUS 4661, *Managing Change* (3)
- BBUS 4681, *Leading Projects to Success* (6)
- LEAD 4901, *Strategic Thinking for Leadership* (3)

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

Marketing Concentration

The Marketing 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. Other employees in accounting, finance or human resource management simply assist marketing professionals in this primary task and depend on them to generate the revenues required for survival.

Required Courses

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)

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

Public Sector Management Concentration

The Public Sector Concentration provides students with the knowledge and skills required to work in a leadership capacity in federal, provincial, local or First Nations government or in the non-profit sector. It is offered in collaboration with the University of Victoria and acceptance into courses is subject to their approval. Students interested in public administration should consider the Bachelor of Public Administration ([page 60](#)), which is offered in association with the University of Victoria (UVic).

Required Courses

A 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)

Three courses from the following list, to bring the total concentration courses 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

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



Course Equivalencies

Only Public Sector Management concentration students may substitute the following public administration courses for certain core knowledge requirements:

BBUS 2721	BBUS 3129 and BBUS 4099
BBUS 3031	BBUS 4229
BBUS 3121	BBUS 4219 or BBUS 4489
BBUS 3811	BBUS 4319
BBUS 3931	BBUS 4529
BBUS 4701	BBUS 4209 or BBUS 4779
ECON 1901	BBUS 3109
ECON 1951	BBUS 4459
MNGT 1211	BBUS 3129

Technology Concentration

The Technology 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 the IT industry.

Required Courses

- BBUS 4681, *Leading Projects to Success* (6)
- 9 credits from a technology area

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



Business and Management Studies

Bachelor of Public Administration

The Bachelor of Public Administration program is designed to provide students with the knowledge and skills necessary to become effective managers and leaders in federal, provincial, municipal and First Nations government, as well as in the non-profit sector.

This degree can be used toward the admission requirements for the Master of Business Administration ([page 65](#)).

Admission Requirements

Students can ladder into the Bachelor of Public Administration (BPA) degree 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 degree.

For more about UVic's programs, refer to www.uvic.ca/hsd/publicadmin/.



PLAR applies (*see page 11*)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, including 45 upper-level credits, with a GPA of 2.0 or higher over all courses applicable to the degree but taken outside of any block transfer, as follows.

General Education Requirements (15 credits)

6 credits in communications (BBUS 3169 or CMNS 1291 or CMNS 1811) and/or English (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, *Management 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 Resources 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* (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 and Implementation* (3)

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

MATH 1101, *Finite Mathematics* (3) or a business math course (MATH 1091)

POLI 2219 (SFU POLI 221), *Introduction to Canadian Government* or 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

*Additional courses in political science and/or economics are recommended.

Post-Baccalaureate Certificate in Commerce

Designed for graduates of recognized baccalaureate degrees in business, this program allows students to build upon their undergraduate degree by specializing in another area of business and thereby expanding their employment potential.

Admission Requirements

Recognized baccalaureate degree in business

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements*

15 credits of business study, with a minimum grade of C+ in each course

*Students cannot use coursework from a previous credential to meet any of these 15 credits. Students with prior credit for courses equivalent or similar to some of the certificate courses must complete alternative coursework approved by TRU-OL.

Concentration Requirements (15 credits)

Completion of 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 4231, *Assurance (Auditing)* (3)
- BBUS 4251, *Advanced Management Accounting* (3)

Finance Concentration

BBUS 3151, *Investments I* (3)

BBUS 4151, *Investments II* (3)

FNCE 3180, *Risk Management and Financial Engineering* (3) (TRU on-campus course) or Athabasca University's FNCE 403, *Risk Management* (distance education)

Two courses from the following:

- BBUS 3221, *Taxation* (3)
- BBUS 3451, *Professional Selling* (3)

- FNCE 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3) (distance course)
- FNCE 4160, *Portfolio Management* (3) (TRU on-campus course) or Athabasca University's FNCE 470, *Portfolio Management* (distance course)
- BBUS 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3) (distance course)
- FNCE 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3) (distance course)

Human Resources Concentration

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

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

BBUS 3841, *Labour Relations* (3)

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

Leadership Concentration

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

6 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)



Business and Management Studies



Public Sector Management Concentration

A 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)

Three 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

Post-Baccalaureate Diploma in Commerce

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.

Admission Requirements

Recognized baccalaureate degree in a field other than business

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Diploma Requirements

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

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

A graduating GPA of 2.0 or higher and a minimum grade of C+ in each concentration course, as follows:

Core Requirements (3 credits)

BBUS 2211, *Introduction to Financial Accounting* or equivalent

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 program advisor and must include courses in business, management or economics.

Students are encouraged to select courses from the following 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)

Portrait of a Distance Student

Open Learning students
are Early Birds:

35%

DO COURSEWORK
IN THE MORNING

Business and Management Studies

Concentration Requirements (15 credits)

Students must complete 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 4231, *External Assurance (Auditing)* (3)
- BBUS 4251, *Advanced Management Accounting* (3)

Finance Concentration

BBUS 3151, *Investments I* (3)
BBUS 4151, *Investments II* (3)
FNCE 3180, *Risk Management and Financial Engineering* (3) (TRU on-campus course) or Athabasca University's FNCE 403, *Risk Management* (distance course)

Two courses from the following:

- BBUS 3451, *Professional Selling* (3)
- BBUS 3221, *Taxation* (3)
- FNCE 4130, *Advanced Financial Management* (3) (TRU on-campus course) or Nipissing University's ADMN 3117, *Financial Management II* (3) (distance course)
- FNCE 4160, *Portfolio Management* (3) (TRU on-campus course) or Athabasca University's FNCE 470, *Portfolio Management* (distance course)
- FNCE 4180, *International Financial Management* (3) (TRU on-campus course) or Nipissing University's ECON 3127, *International Financial Management* (3) (distance course)
- FNCE 4190, *Financial Institutions Management* (3) (TRU on-campus course) or Nipissing University's ADMN 2116, *Management of Financial Institutions* (3) (distance course)

General Management Concentration

- BBUS 2721, *Organizational Behaviour I: The Individual and Work Groups* (3)
- BBUS 3121, *Financial Management* (3)
- BBUS 3431, *Introduction to Marketing* (3)
- BBUS 3811, *Introduction to Human Resources Management* (3)

One additional approved 3000- or 4000-level BBUS or BUEC course

Human Resources Concentration

BBUS 3811, *Introduction to Human Resources Management* (3)
BBUS 3841, *Labour Relations* (3)
BBUS 3661, *Strategic Human Resource Management* (3)
6 credits of approved 4000-level BBUS courses such as BBUS 4661, *Managing Change* (3) or BBUS 4681, *Leading Projects to Success* (6) or BBUS 4833, *Effective Leadership* (3) and BBUS 4135, *Motivation and Productivity* (3)

Leadership Concentration

BUS 3641, *Leadership Fundamentals* (3)
BBUS 3671, *Contemporary Leadership* (3)
BBUS 4833, *Effective Leadership* (3)

Two courses from the following:

- BBUS 4661, *Managing Change* (3)
- BBUS 4681, *Leading Projects to Success* (6)
- LEAD 4901, *Strategic Thinking for Leadership* (3)

Public Sector Management Concentration

A 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



Business and Management Studies

MBA Foundation Graduate Certificate in Business Administration

TRU's MBA Foundation ensures all students have the foundational knowledge and skills needed to be successful at the MBA level. Students may be exempted from one or more of the six courses in the MBA Foundation, depending on their educational background. Once the program is successfully completed, students can advance to TRU's MBA. Business graduates will generally receive advanced standing for all six courses and can begin their MBA studies immediately.

The MBA Foundation may also be of interest as a stand-alone program to those students who just want an overview of business management. Professionals in fields such as medicine and dentistry, for example, can study management at the graduate level to better operate their businesses or practices. Those who complete the courses in the MBA Foundation, subject to the program's residency requirement, will be awarded a Graduate Certificate in Business Administration.

Admission Requirements

All students who meet the admission requirements for the program will be accepted. Students who do not meet the admission requirements (the education, language or quantitative and/or computing skills requirements) in the opinion of the MBA Committee will be asked to take specified undergraduate courses to upgrade.

Education Requirements

Acceptable 3- or 4-year undergraduate degree in any discipline with a minimum B average (GPA of 3.0 on a scale of 4.0) in the last 60 credits

Language Requirements

Applicants who did not complete their undergraduate degree in an English-language university in a country whose first language is English must have one of the following:

- A minimum TOEFL score of 600 with a TWE of 5.0 or higher (paper-based test), or a minimum of 100 with no section below 20 (IBT); or,
- IELTS of at least 7.0 (all bands); or,
- TRU ENGL 1100 and CMNS 1290 with a B (GPA of 3.0 on a scale of 4.0) or higher.

Quantitative and/or Computing Skills Requirements

Applicants must have adequate quantitative and/or computing skills in the opinion of the MBA Committee. Adequate quantitative skills include having a strong background in algebra and statistics. Adequate computing skills include having a strong background in word processing, presentation, and spreadsheet software.

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements*

BUSN 5011, *Managerial Statistics* (3)

BUSN 5021, *Financial Accounting* (3)

BUSN 5031, *Management Accounting* (3)

BUSN 5041, *Global Economics* (3)

BUSN 5051, *Marketing Management* (3)

BUSN 5061, *Human Resource Management* (3)

*Students may be exempted from MBA Foundation courses if the MBA Committee determines they have adequate recent undergraduate or graduate coursework in the area from an acceptable institution. Students must receive a grade of B (GPA 3.0) or higher in the corresponding undergraduate or graduate course(s) to be exempted.

Graduation Requirements*

The minimum passing grade in each course is a grade of B-. To graduate, students must maintain an overall program GPA of 3.0.

*Students who receive a grade of F in two or more 5000-level courses must withdraw from the program, regardless of their GPA.



Master of Business Administration

The Master of Business Administration (MBA) program focuses on producing managers and leaders who can meet current market challenges, with an emphasis on decision making in an uncertain environment; interpersonal and communication skills; ethics and social responsibility; and globalization. The program also caters to those wanting to develop their academic and applied research skills through its Course-Based, Graduate Thesis or Graduate Project Options. The completion of a thesis can serve as a stepping-stone to a PhD program and an eventual career in academics or consulting.

TRU's MBA program is unique among Canadian universities in that the same program is offered in the campus-based and online modalities on a full-time or part-time basis. This provides students with the ability to adopt the learning style that best suits them and to adjust their education to accommodate their busy work and personal schedules. Through the use of innovative online learning technologies, the MBA ensures all students receive the same rich learning experience regardless of modality with a focus on quality interaction among fellow students, faculty and industry professionals.

The courses in the MBA were specifically selected to develop the knowledge and applied skills needed to achieve success at the management and executive levels of any organization in any field. Students will complete the required courses in the MBA Core and select between three completion options: the Course-Based Option, Graduate Thesis Option or Graduate Project Option.

Learning Options

The MBA program can be completed on a part-time basis, and either by distance or on campus. Program start dates are September, January and May.

Admission Requirements

Completion of each course in the Graduate Certificate in Business Administration, with a GPA of 3.0 or higher, or exemption from the courses by the MBA Committee

Residency Requirements

A minimum of 21 TRU credits (distance or on-campus)

Degree Requirements

Core Requirements

BUSN 6011, *Ethics and Corporate Social Responsibility* (3)

(Prerequisite: Meets the admission requirements to the MBA)

BUSN 6021, *Corporate Finance* (3)

BUSN 6031, *International Business* (3)

BUSN 6041, *Leadership and Organization Development* (3)

BUSN 6051, *Supply Chain Management* (3)

BUSN 6061, *Strategic Management Information Systems* (3)

BUSN 6071, *Project Management and Consulting Methods* (3)

BUSN 6081, *Strategic Management* (3)

Course-Based Option Requirements

BUSN 6151, *Advance Marketing Management* (3)

BUSN 6211, *Advanced Corporate Finance* (3)

BUSN 6251, *Decision Analysis and Modelling* (3)

BUSN 6311, *Innovation and Entrepreneurship* (3)

Graduate Thesis Option Requirements

BUSN 6951, *Research Methods, Preparation, and Presentation* (3)

BUSN 6961, *Graduate Thesis* (12)

Graduate Project Option Requirements*

BUSN 6951, *Research Methods, Preparation, and Presentation* (3)

BUSN 6971, *Graduate Project* (9)

*Students may be exempted from MBA courses if the MBA Committee determines they have adequate graduate coursework in the area from an acceptable institution. Students must receive a grade of B (GPA 3.0) or higher in the corresponding graduate course(s).

Graduation Requirements*

Students who successfully complete each course or are exempted will be awarded an MBA. The minimum passing grade in each course is a grade of B-. Students must maintain an overall program GPA of 3.0 in order to graduate.

*Student who receive a grade of F in three or more 6000-level courses will be required to withdraw from the program, regardless of their GPA.

Education



Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html.

Graduate Certificate in Online Teaching and Learning

The Graduate Certificate in Online Teaching and Learning (EDDL) is designed and developed in collaboration with the TRU School of Education. This graduate-level certificate is designed to provide educators (K-12 teachers, post-secondary instructors and trainers) in BC and elsewhere, 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.

This certificate provides BC teachers with the ability to achieve an additional 15 credits above their baccalaureate credential. To qualify for an additional salary level (the 5+ category), teachers must take a minimum of 30 credits of senior level and/or graduate courses, according to the provincial Teacher Qualification Service (TQS). This is now provincially mandated across BC.

Admission Requirements

Candidates must have one of the following:

- A Bachelor of Education
- A bachelor's degree in another discipline, with teaching qualifications or experience
- Permission of Academic Director or designate

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

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements*

All five certificate level courses must be completed (for a total of 15 credits), as follows:

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)

*Students are required to maintain a minimum GPA of 3.0 to remain in the program. Students who receive one grade of F can be dismissed from the program. Students who receive a B- (70-74%) or lower in two or more courses must withdraw regardless of their GPA unless the program coordinator recommends otherwise.



TRU *story:*
Meghan, working woman and single mom, completed her bachelor's degree and changed careers.

More about Meghan and other stories at www.truopen.ca/truestory

Gain a new credential, higher income and better life. Over 590 courses and 55 programs. Online and distance.

General Studies

Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Student Responsibility

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

Students are responsible for consulting with their program advisor to ensure that the courses they choose are available and/or are appropriate for their program of study and their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.



PLAR

Some requirements for various credentials in **General Studies** may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to the **Prior Learning Assessment and Recognition (PLAR)** page at www.tru.ca/distance/plar-ol.html, see the **PLAR** section in this calendar on [page 11](#) or contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Certificate in General Studies

The Certificate in 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 British Columbia Council on Admissions & Transfer (BCCAT) at <http://bccat.ca>.

Courses taken for the Certificate in General Studies may be applied toward other TRU-OL programs, provided that specific program requirements are met.



PLAR applies (*see page 11*)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements*

30 credits of college or university courses or a combination of college and university courses numbered 1000 or above; 15 credits may be applied studies such as fine and performing arts studio courses and technology courses

*Education, business and administrative studies courses are reviewed on a case-by-case basis.



General Studies



Diploma in General Studies

The Diploma in 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 British Columbia Council on Admissions & Transfer (BCCAT) at <http://bccat.ca>.

Courses taken for the Diploma in General Studies may be applied toward other TRU-OL programs, provided that specific program requirements are met.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

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); 30 of these credits may be applied studies such as 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

The Bachelor of General Studies program 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.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements*

120 credits, with a GPA of 2.0 or higher, as follows:

Core Requirements (6 credits)

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

Upper-Level Requirements (45 credits)

15 credits may be applied studies such as fine and performing arts studio courses and technology courses

Elective Requirements (69 credits)

May be lower- or upper-level credit

60 credits may be applied studies (fine and performing arts studio courses and technology courses).

*Education, business and administrative studies courses are reviewed on a case-by-case basis.

Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Professional Associations

The following professional associations recognize TRU credentials earned through TRU-OL:

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



Criminal Record Check (CRC)

Students admitted to a Health and Human Services program that has a laboratory, clinical or practicum component must undergo a Criminal Record Check (CRC) to indicate the absence of a criminal record.

Consent to a Criminal Record Check forms are specific for each program.

CRC forms are available from Student Services and on the **Student Forms** page.

Medical Laboratory Assistant Certificate

- This certificate program, with the exception of its clinical components, is available to applicants residing inside or outside of Canada.

The Medical Laboratory Assistant (MLA) Certificate program consists of five theory courses, 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.

Admission Requirements

Proof of:

- Grade 12 or equivalent: order BC high school transcripts online through the BC Ministry of Education; original transcript required sent directly from the Ministry or School District
- Basic computer skills with typing at 40 words per minute: applicants must set up a typing test through the TRU Assessment Centre
- Confirmation of a practicum-training site

Certain admission requirements may be waived upon permission from the Academic Director or designate.

Additional Requirements

- Criminal Record Check (CRC) (see this page)
- Hepatitis B (HepB) vaccination (form and instructions supplied for those not previously vaccinated; mail original form)
- Hep B Blood Panel test for those previously vaccinated (to ensure immunity from future infection): test result may be faxed from the doctor's office to TRU, Open Learning Admissions



Health and Human Services



Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate 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)

*All areas of BC require that students complete the MLA Workshop prior to beginning the laboratory practicum component of the program.

Optional Course

MDLB 1611, *Pre-Analytical Histo-Pathology* (3)



Student Responsibility

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 required laboratory practicum component of this program.

For clinical practicum information, contact the OL Program Administrator, Science, before contacting a local lab about a placement.

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.

TRU provides liability coverage for students on unpaid practicum placements; however, workplace safety insurance varies by province. For personal protection, out-of-province students should check on this coverage in their home province or territory.

Medical Laboratory Assistant National Certificate

- This certificate program is available to students in provinces outside of BC who are required to write the national exam provided by the Canadian Society for Medical Laboratory Sciences (CSMLS) for employment in NB, NL, NS and PEI. Students in provinces and territories other than NB, NL, NS and PEI are asked to contact the TRU-OL program administrator, Science, to determine which program stream is suitable for them.

TRU has applied for the Canadian Medical Association (CMA) accreditation of the MLA National Certificate program. The program assessment is tentatively scheduled for Fall 2015.

The Medical Laboratory Assistant (MLA) National Certificate program consists of five theory courses and a clinical practicum, which is completed at a hospital or private laboratory under criteria developed by TRU. Combined, the courses and practicum provide the theory and skills required to function as a medical laboratory assistant in hospitals or private clinical laboratories.

The entire certificate program is equivalent to 20 to 24 weeks of full-time study and leads to rewarding employment in a health care setting.

A maximum of 30 weeks is permitted per course. Students have a maximum of two years to complete the entire program but are encouraged to complete it in less than a year. Extensions are not granted for this program.

Admission Requirements

Proof of:

- Grade 12 or equivalent (GED acceptable): Order BC high school transcripts online through the BC Ministry of Education; original transcript must be sent directly from the Ministry or School District
- Basic computer skills with typing at 30 words per minute on a five-minute test: applicants must set up a typing test through the TRU Assessment Centre
- Confirmation of a practicum-training site (mail original form)

Certain admission requirements may be waived upon permission from the Academic Director or designate.

Additional Requirements

Criminal Record Check (CRC) (see [page 69](#))

Hepatitis B (Hep B) vaccination (mail original form)

Hep B Blood Panel test for those previously vaccinated (to ensure immunity from future infection): test result may be faxed from the doctor's office to TRU, Open Learning Admissions

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

HLTH 1981, *Medical Terminology* (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 1611, *Pre-Analytical Procedures for Histopathology* (3)

MDLB 1991, *Laboratory Practicum - Evaluation of National Competencies* (3)



Student Responsibility

This program is not eligible for full- or part-time loan or grant funding through the Canada Student Loan suite of programs, which includes funding from student loan offices in each province. Funding may be available through other government or private sources. Students are responsible for providing their own funding.

Polysomnography Certificate

- This certificate program, with the exception of clinical components, is available to applicants residing inside or outside of Canada.

The Polysomnography Certificate program is designed to cover the theory required for EEG technologists, nurses and respiratory therapists pursuing careers in sleep medicine and polysomnography. This program is approved by the Board of Registered Polysomnographic Technologists (BRPT) as a STAR (sleep technology approved research)-designated focused education provider, which allows program graduates to apply to write the Certified Polysomnographic Technician (CPSGT) exam under Pathway 3 eligibility.

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 BC. Note that program capacity may be limited due to the availability of clinical placements.

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, refer to the Board of Registered Polysomnographic Technologists' website at www.brpt.org.

Admission Requirements

Open admission (see the [Admission](#) section on [page 9](#))

Admission Recommendations

Diploma in a health profession or an equivalent is strongly recommended

Additional Requirements

Criminal Record Check (CRC) (see [page 69](#))

Residency Requirements

A 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* (3)



Health and Human Services



Pre-Health Science Certificate

The Pre-Health Science Certificate 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.

Courses required for this program can be used as prerequisites for entry into many post-secondary health care programs, such as the Justice Institute's Advanced Care Paramedic (ACP) program.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Admission Recommendations

Graduation from Grade 12, with Principles or Foundations of Math 11, CHEM 12, BIOL 12, ENG 12 and PHYS 11 (with C+ average), or equivalent, is strongly recommended

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate 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, *Composition* (3) or campus-based ENGL 1100

The preceding courses are in addition to the following or alternative courses, as approved by a program advisor:

- HLTH 2501, *Pathophysiology* (4)
- HLTH 2511, *Pharmacology* (3)
- PSYC 1111, *Introductory Psychology I* (3) or campus-based PSYC 1110
- PSYC 2111, *Introduction to 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 Requirements

One of either:

- Current Emergency Medical Responder (EMR) course offered by the Justice Institute (2 credits): 105 hours/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 1101, *Composition* (3); or an alternate course approved by a program advisor



Note

The following courses, required for the Pre-Health Science Certificate program, can be applied toward admission into the Justice Institute'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)



Student Responsibility

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.

Social Service Worker Certificate

- This certificate program is available to applicants residing in Canada.
- 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.

The Social Service Worker 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. This program offers courses in social work theory and practice, counselling skills, lifespan development, social services and social science.

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. Refer to WorkBC at www.workbc.ca for employment trends and opportunities information.

Credits from this certificate can be transferred into TRU's Social Services Worker Diploma or the Human Service Diploma programs. Prospective students can contact the program coordinator at OLsocialwork@tru.ca about how this certificate can be applied to their future learning by applying the credit earned from this certificate to a diploma in human service or a degree in social work.

Two courses in this 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 at institutions throughout Canada, including TRU. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at <http://bccat.ca>.



PLAR applies (see page 11)

Admission Requirements

English entrance requirement; may be fulfilled through one of three ways:

- ENGL 0661, *Written Communication* (3) or equivalent, with a grade of 73% or higher
- Grade 12 English, completed within the last five years, with a grade of 73% or higher on the combined English 12 and government exam

- Completion of one of: the TRU-OL Language and Writing Assessment; the Language Proficiency Index (LPI); or the English Assessment with First Nations Content (students obtaining a writing level score of 5 or 6 are exempt from ENGL 0661)

60 documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years

Social Service Worker Certificate Application form

Phone interview with the program coordinator

Admission Recommendations

Completion of a Grade 12 program or the Adult Graduation Diploma

Additional Requirements

A satisfactory CRC (see [page 69](#)) is required before students can secure a field placement. Therefore, a Consent to a Criminal Record Check (CRC) form must be completed in full and submitted to a program assistant prior to registering for the practicum, HUMS 1671. An additional CRC may be required by the agency providing the practicum placement opportunity.

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

A 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 Skills for 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)



Health and Human Services



Practicum Requirements

Students must also participate in the final course, HUMS 1671: a 210-hour practicum in a social service setting. To be eligible for the practicum, a grade of C or higher is required in each program course.

In HUMS 1671, students have a choice of two timeframe options:

- Part-time: three days a week for a total of 10 weeks
- Full-time option: five days a week for a total of six weeks

Contact the program coordinator at OLsocialwork@tru.ca to begin the process of obtaining a practicum. The program coordinator assists students in obtaining a suitable practicum placement in communities close to a student's residence and gives final approval to the arrangements. The field placement is based on availability and resources in the community the student selects.

Anesthesia Assistant Post-Diploma

- Admissions to this post-diploma program are currently suspended for 12-18 months. Check TRU-OL's website for updates regarding admissions to this program.

The Anesthesia Assistant Post-Diploma program is designed to provide those 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 and with support of a TRU-based instructor, following criteria developed by TRU.

Admission Requirements

Qualification as a Respiratory Therapist or Registered Nurse with critical care experience, or an equally qualified individual (proof of association membership is required)

At least one year of post-graduate clinical experience

A letter from an anesthesiologist, recommending the candidate's suitability



TRU *story:*
Rebecca, who returned to education after 15 years, successfully balanced full-time work and motherhood with education.

More about Rebecca and other stories at www.truopen.ca/truestory

A flexible alternative to in class course-taking with easily transferable credits. Over 590 courses and 55 programs. Online and distance.

Health and Human Services

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Post-Diploma Requirements

Pre-Entrance Exam

A pre-entrance exam (ANES 0011) is required to determine the student's course of studies. Students who pass all subject areas of the exam directly enter and complete the program's core courses prior to their clinical practicum. Students who do not pass all subject areas of the pre-entrance exam must either take the corresponding course(s) that relates to the failed subject area from the exam or else take all four support courses rather than writing the exam.

Support Course Requirements

HLTH 2573, *Arterial Blood Gases* (3)

HLTH 2511, *Pharmacology* (for Health Sciences) (3)

RESP 1781 *Principles and Applications of Respiratory Therapy Equipment I & II* (3)

RESP 2161, *Mechanical Ventilation* (3)

Core Course Requirements

ANES 4001, *Anesthesia Equipment* (3)

ANES 4011, *Hemodynamic and Physiological Monitoring* (3)

ANES 4021, *Pharmacology and Principles of Clinical Anesthesia* (3)*

ANES 4031, *Clinical Anesthesia and Special Considerations* (3)

ANES 4101, *Anesthesia Practicum* (4)

Clinical Practicum

Following successful completion of all core anesthesia theory components, students must complete the full-time clinical practicum (ANES 4101) of approximately 16 weeks, depending on the student's previous experience as an Anesthesia Assistant.

To proceed to the clinical practicum, students must have current Advanced Cardiovascular Life Support (ACLS) certification. Proof of this certification 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. Refer to the **Clinical Affiliation** page on TRU-OL's website.

Program Completion

Candidates are normally expected to complete this program in less than two years; the maximum time allowed for completion is three years. Students are expected to continue with full- or part-time employment during their study period.



Student Responsibility

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 required laboratory practicum component of this program.

For clinical practicum information, contact the OL Program Administrator, Science, before contacting a local lab about a placement.

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.

TRU provides liability coverage for students on unpaid practicum placements; however, workplace safety insurance varies by province. For personal protection, out-of-province students should check on this coverage in their home province or territory.



Health and Human Services

Bachelor of Health Science

The Bachelor of Health Science program provides health care diploma students and graduates from recognized programs and institutions with the opportunity to obtain a bachelor's degree.

The program is 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.



PLAR applies (see page 11)

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

A 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 toward the residency requirement

Degree Requirements

120 credits (minimum of 45 upper-level credits), with a GPA of 2.0 or higher, as follows:

Lower-Level Requirements

6 credits in first-year English (university-level composition and literature (ENGL 1001 or ENGL 1011 or ENGL 1101, Composition), 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)

Upper-Level Requirements

3 credits in research methods (HLTH 3501 or approved upper-level equivalency)

6 credits in HLTH 3101, 4021 or 4011

Elective Requirements

A minimum of 15 credits of required coursework must be academic electives*, of which a minimum of 6 credits are upper-level

The number of elective credits required depends on the number of credits awarded for the diploma program and any other relevant academic transfer credit awarded.

*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 are not be considered for additional credit toward this degree.



Transfer Credit

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.

Graduate Certificate in Child and Youth Mental Health

- This certificate program is available only to applicants residing in Canada, unless approved by the program coordinator.

The Graduate Certificate in Child and Youth Mental Health program is designed for individuals who hold bachelor's or master's degrees, are employed as social workers, counsellors, child and youth care workers, education counsellors or nurses and 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 BC'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 (2003; progress report, 2008).

The program's curriculum takes a multi-modal, strengths-based approach to working with children and families with serious mental health concerns. Aboriginal and cross-cultural content is included.

The program is transitioning from being offered on a cohort basis to a continuous self-paced basis. Students may begin the program when they wish, once their program application has been approved.

As of May 2014, CYMH 5511 is available on a continuous basis in a self-paced format. As of September 2014, CYMH 5521 is available on a continuous basis in a self-paced format. CYMH 5531 is available on a continuous basis in a self-paced format as of January 2015.

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 to which they plan to apply.

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



PLAR applies (see page 11)

Admission Requirements

A recognized bachelor's or master's degree, with a GPA of 3.0 or higher

Admission Recommendations

A degree in child and youth care, nursing, social work, education or psychology; other degrees may be recognized in combination with professional experience

Volunteer or paid experience working with children or youth who are mentally, physically or behaviourally challenged

A counselling course

Additional Requirements

Official transcripts, sent directly to TRU-OL Admissions from the delivering institution

Program fee, Admissions Checklist and Personal History form; submitted with Program Admission form

Consent to Criminal Record Check (CRC) (see page 69)

Residency Requirements*

A minimum of 15 TRU credits (distance; this program is not offered on campus)

Graduate Certificate Requirements

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 5511 is a prerequisite for CYMH 5521 and 5531. All theory courses must be successfully completed before registering for an internship.

In accordance with TRU Graduate Studies Grading Policy, students with a grade lower than 70% in two or more courses must withdraw regardless of their GPA unless the program coordinator recommends otherwise.



Health and Human Services



Clinical Internship Requirements

CYMH 5541, *Clinical Internship and Capstone* (5)

A total of 210 hours must be completed for an internship, which can be completed on a part-time or full-time basis. 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. Some students may need to relocate at their own expense, if suitable service agencies are unavailable near their home or in a nearby community, to complete an internship.

Acceptance into the graduate certificate program does not guarantee that students are placed into a practicum. Refer to TRU-OL's website or contact the program coordinator for program updates and more about the internship.

Non-Program Requirements

Students who wish to take up to three courses without being admitted to the graduate certificate program may register in the following courses, subject to approval from the program coordinator, 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)

Completion of the Admissions Checklist, Personal History form, Program Admission form and the delivery of unofficial copies of transcripts are required for non-program students. (Students from New Brunswick are not required to complete the Program Admission form.) Submit documentation to the program coordinator at OLsocialwork@tru.ca.



CRC

To secure a clinical internship placement, students must complete and submit a Consent to Criminal Record Check (CRC) form to the program assistant. An additional CRC may be required by the agency providing the internship.

Transition Courses: Health

Transition Health courses are suitable for nationally or internationally educated health professionals or students entering or participating in entry-level health programs.

Nationally educated health professionals may choose these courses to support a transition in their professional practice or to receive credit toward a post-diploma undergraduate degree program.

Internationally educated health professionals may choose some of these courses to support their Canadian licensure.

Students in entry-level health programs may opt for the theory courses as an elective or find a course suitable for transfer credit toward a course in their program of study.

Courses

- BIOL 1593, *Anatomy and Physiology I* (3)
- BIOL 1693, *Anatomy and Physiology II* (3)
- HLTH 1981, *Medical Terminology* (3)
- HLTH 2501, *Pathophysiology* (4)
- HLTH 2511, *Introduction to Pharmacology* (3)
- HLTH 2573, *Arterial Blood Gases* (3)
- HLTH 3101, *Client-Directed Care Management* (3)
- HLTH 4011, *Issues in Health Care* (3)
- HLTH 4021, *Health Policy* (3)
- LEAD 3511, *Occupational Health & Safety Legislation and Standards* (3)
- RSMT 3501, *Introduction to Research Methods* (3)

Also, see the Pre-Health Science Certificate program ([page 72](#)), which provides general educational breadth and specific health related content required or recommended for entry into many health care programs.



English Proficiency

Internationally educated nurses whose first language is not English must 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.

Nursing

Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Professional Associations

The following professional associations recognize TRU credentials earned through TRU-OL:

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



Criminal Record Check (CRC)

Students admitted to a Health and Human Services program that has a laboratory, clinical or practicum component must undergo a Criminal Record Check (CRC) to indicate the absence of a criminal record.

Consent to a Criminal Record Check forms are specific for each program.

CRC forms are available from Student Services and on the **Student Forms** page.

Health Care Assistant Certificate

The Health Care Assistant (HCA) Certificate program provides individuals to work in both residential care and community settings. It is based on core values and beliefs that are foundational to 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 is organized around the concepts of caring, safety, critical thinking and a professional approach to practice. The 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.

Theory courses in this program are delivered in a self-paced, continuous enrolment format. HLTH 1155, *Personal Care and Assistance (Skills Practicum)*, is a face-to-face course, which is offered three times a year (April, August and December) at TRU's Kamloops campus over a five-day period, as are HLTH 1251, *Home Support and Assisted Living (Practice)* and HLTH 1301, *Practice Experience in Multi-Level or Complex Care*.

Admission Requirements

The HCA Certificate program meets the requirements for registration with the BC Care Aid Registry.



PLAR applies (see page 11)

Prior to being admitted to the program, applicants must meet the following:

Educational Requirements

- Successful completion of Grade 10; completion of Grade 11 is strongly recommended
- Grade 10 English or equivalent; Grade 11 English or equivalent is strongly recommended
- A demonstrated ability to speak, read, comprehend and write English at a minimum Grade 10 level



Nursing

General Admission Requirements

Ability to use the computer and Internet at a basic skill level

Admission Recommendations

Volunteering or experience working with the elderly

Volunteering in a residential care facility is strongly recommended

Discussion with a home support worker

Additional Requirements

Following formal program admission and prior to enrolment in lab and practice courses:

- Satisfactory and current Criminal Record Check (CRC) (see [page 79](#)): a clear CRC is a pre-practicum and pre-employment requirement of most agencies
- Health Status Declaration: a signed form must be submitted
- Red Cross Emergency First Aid with CPR Level C (or equivalent) or CPR-HCP Certificate within the last two years
- Up-to-date Immunization Record: required for the practice course
- Food Safe Certificate
- WHMIS Certificate

The prospective HCA student should be in good health with no back problems.

It is important that the prospective HCA 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. Flexibility and maturity are desirable characteristics of an HCA.

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); specifically, HLTH 1155 and HLTH 1301

Certificate Requirements

To remain in the program, students must achieve a 70% in each of the following:

- HLTH 1051, *Health 1: Interpersonal Communications* (3)
- HLTH 1001, *Health 2: Lifestyle and Choices* (2)
- HLTH 1011, *Health and Healing: Concepts for Practice* (3)
- HLTH 1101, *Health Care Assistant: Introduction to Practice* (3)
- HLTH 1153, *Personal Care and Assistance (Theory)* (3)

- HLTH 1155, *Personal Care and Assistance (Skills Practicum)* (1)
- HLTH 1201, *Healing 1: Caring for Individuals Experiencing Common Health Challenges* (4)
- HLTH 1251, *Home Support and Assisted Living (Practice)* (2)
- HLTH 1301, *Practice Experience in Multi-Level or Complex Care* (3)
- HLTH 1351, *Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges* (2)

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 contact OL Admissions at OLAdmissions@tru.ca.



Student Responsibility

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.

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.

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.

Nursing

Seniors Living Management Certificate

- This certificate program, with the exception of practicum components, is available to applicants residing inside or outside of Canada.
- 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.

The Seniors Living Management Certificate program, 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.

As the 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.

This program appeals to individuals wishing to establish or expand their employment opportunities in the growing field of seniors residence management.

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.



PLAR applies (see page 11)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Ability to use the computer and Internet at a basic skill level

Admission Recommendations

Experience working or volunteering with active seniors

Additional Requirements

Criminal Record Check (CRC) (see [page 79](#))

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

23 credits, with a graduating GPA of 2.0 or higher, as follows:

- MNGT 1211, *Management Principles and Practices* (3)
- MNGT 2131, *Motivation and Productivity* (3)
- Any approved human resource management course:
 - o HLTH 1021, *Nutrition for Health and Changing Lifestyles* (3)
 - o HLTH 3711, *Healthy Aging: A Contemporary Perspective** (3)
 - o HLTH 3713, *Seniors Residential Site Operations** (5)
 - o HLTH 2707, *Seniors Living Observational Practicum** (1)
 - o HLTH 3707, *Seniors Living Project Practicum** (2)

*These courses are currently under development. Consult a program advisor to determine when they will be open for registration.



Transfer Credit

Individuals working in the seniors' residences industry may have prior courses or diplomas that will transfer in as credit courses.



Student Responsibility

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.

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study and/or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.

Nursing



Return to Registered Nurse Practice Certificate

- This program, with the exception of clinical components, is available to applicants residing inside or outside of Canada.

The Return to Registered Nurse Practice Certificate program is designed to provide educational access to non-practicing nurses and support their re-entry into professional practice. All candidates must have previous registered nurse 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 re-instatement of licensure or initial registration in BC
- Internationally educated nurses (IEN) who have previously been registered by a Canadian provincial regulatory authority or International regulatory authority and who are required by the CRNBC to complete courses, or a program of study, to either gain re-instatement of licensure or initial registration in BC

The courses (theoretical, laboratory and practice) are intended to acquaint participants with substantive knowledge, values and skills to support nursing practice decisions and actions within the context of an evolving Canadian health care system. In addition, the courses aim to inspire and support professional growth, which is integral to the maintenance of continuing competency.

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

The following admission documentation must be submitted to TRU-OL Admissions:

- CRNBC Assessment of Application letter: An email message or copy of the CRNBC Assessment 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 transcript(s) from nursing program(s) 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.
- Requisite Skills and Abilities form: Submit the signed form indicating the CRNBC brochure was read and understood.
- Assessment interview: Following the submission of the application and all admission requirements, the program coordinator contacts the applicant and completes an assessment interview to determine approval for program admission.

Admission Process

Applications are reviewed and considered after all admission requirement documentation for the program is 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 are advised of their eligibility for admission and informed of course dates and registration procedures as soon as documents are received and admission requirements are satisfied, provided that the program has adequate space.

Nursing

Additional Requirements

Criminal Record Check (CRC) (see [page 79](#))

Residency Requirements

A minimum of 8 TRU credits (distance or on-campus); specifically, NURS 3641, 3643 and 3651

Certificate Requirements (17 credits minimum)

Certificate completion within three years of initial course enrolment

Completion of the lab workshop course, NURS 3643, in Kamloops over a four-day weekend (offered three times a year): must be completed before the practice course NURS 3651

Completion of NURS 3641, 3643 and 3651 through TRU-OL

At least a C grade (minimum 60%) in each required course and a cumulative GPA of 2.33 (minimum 65%):

- 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

Practice Course Requirements

Prior to registering in the practice course, NURS 3651, students must submit:

- Up-to-date immunization records
- Proof of current WHMIS (Workplace Hazardous Materials Information System) training
- Practice Placement Request form
- Resumé
- Proof of current CPR Level C or CPR-HCP (Health Care Provider) training

Grades are determined as per TRU Grading System Policy ED 3 using the Academic/Career/Development Grading System.

Additional Requirements

An additional 3 credits may be required for the certificate, based on an individual student assessment and recommended plan by the School of Nursing student advisor. Potential candidates are assessed on an individual basis by the School of Nursing advisor. This program was developed for Registered Nurses (RNs) with prior Canadian work experience and may not be suitable for all IENs. Prior to program admission, IEN candidates may be required to complete additional coursework or individualized prerequisites, such as working in the Canadian health care system.

Applicants requiring individual courses only should contact Student Services for more information.



Student Responsibility

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 another 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 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.



Nursing

Transition Courses: Nursing

Transition Nursing courses are suitable for nationally or internationally educated health professionals or students entering or participating in entry-level nursing programs.

Nationally educated nurses may choose these courses to support a transition in their professional practice or to receive credit toward a post-diploma undergraduate degree program.

Internationally educated nurses may choose some of these courses to support their Canadian licensure.

Students in entry-level nursing programs may opt for the theory courses as an elective or find a course suitable for transfer credit toward a course in their program of study.

Courses

HLTH 1061, *Medical English* (3)

HLTH 2121, *Pharmacology Principles and Practices* (3)

HLTH 2911, *Perinatal Nursing, Foundational Concepts* (3)

HLTH 2931, *Psychiatric-Mental Health Nursing Concepts* (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 are designated for internationally educated nurses residing in BC and seeking College of Registered Nurses of British Columbia (CRNBC) licensure.

To take these practice courses, applicants must supply:

- Satisfactory Health Declaration from a general or family physician or nurse practitioner
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C, current within one year)
- Up-to-date immunizations record (refer to Health Link BC - Immunization for Health Care Workers in BC)
- Satisfactory current Criminal Record Check (CRC) (see [page 79](#))
- Health Sciences Placement Network (HSPnet) Consent form
- Letter of assessment from CRNBC indicating eligibility for nurse licensure

TRU 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.



Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.

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



Letter of Permission

A Letter of Permission is required before registering in a course that is at any other post-secondary institution but is not listed in this calendar or on TRU-OL's website. Students who proceed without a Letter of Permission may find that a course does not meet requirements or may be subject to transcript assessment fees.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Student Responsibility

Students must select their distinct subject areas in consultation with a program area advisor. They must check with their program advisor to ensure their course selection meets the degree requirements and to ensure courses selected are appropriate for their program of study and/or to meet their future educational goals.



Transfer Credit

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.



Options

Campus-based equivalents to most course requirements are available.



PLAR

Some requirements for various credentials may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to the **Prior Learning Assessment and Recognition (PLAR)** page at www.tru.ca/distance/plar-ol.html, see the **PLAR** section in this calendar on [page 11](#) or contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Associate of Science

The academic breadth of the Associate of Science degree program prepares students for the workplace and for upper-level university study. Degree requirements may be met through TRU-OL's university-level courses by taking courses at TRU or transfer courses at other recognized universities.



PLAR applies (*see page 11*)

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Associate Degree Requirements*

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

- 6 credits in English (university-level composition and literature (ENGL 1001, 1011 or 1101)
- 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

*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 (BIOL 1113/1115, 1213/1215; CHEM 1503/1505, 1523/1525; GEOG 1221; GEOL 1111; PHYS 1103/1105, 1203/1205).

Science

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 a program advisor before registering. Also, refer to the **Directed Studies** page at www.tru.ca/distance/programs/directed-studies.html.



TRU *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 Science, General Program

The Bachelor of Science, General 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; thus, it is important to monitor TRU-OL's website for new course offerings.

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))



PLAR applies (see [page 11](#))

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

6 credits in English (university-level composition and literature, such as ENGL 1001, 1011 or 1101)

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 equivalent (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: BIOL 1113, 1115, 1213, 1215, 2131, 2341, 3021, 3101, 3131, 3231, 3431)
- Chemical science (chemistry: CHEM 1503, 1505, 1523, 1525; biochemistry: BIOL 3131, 3231)
- Physical science (astronomy; physics: PHYS 1103, 1105, 1203, 1205)
- Earth science (geology, GEOL 1111; atmospheric science; physical geography, GEOG 1221; geophysics; physical oceanography)
- Mathematics (including statistics) (MATH 1101, 2111 or 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)

AND

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

*30 credits of the degree requirements (with no more than 15 credits at the upper-level) may be applied studies: 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.



Bachelor of Science, Major Program

The Bachelor of Science, Major 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 TRU-OL's website for new course 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 (see the **Admission** section on [page 9](#))

Residency Requirements

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

Degree Requirements

120 credits, with a GPA of 2.0 or higher, as follows:

General Education Requirements (24 credits)

(May be met with lower- or upper-level university courses; see the **General Education Requirements** section on [page 100](#))

6 credits in English (university-level composition and literature: ENGL 1001, 1011 or 1101; 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

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

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

- Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology): BIOL 1113, 1115, 1213, 1215, 2131, 2341, 3021, 3101, 3131, 3231, 3431)
- Chemical science (chemistry, biochemistry): CHEM 1503, 1505, 1523, 1525, BIOL 3131, 3231
- Physical science (astronomy, physics): PHYS 1103, 1105, 1203, 1205
- Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography): GEOG 1221, GEOL 1111
- Mathematics (including statistics): 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 the area of the major (biology/life science); 3 credits of Directed Studies

15 upper-level elective credits (may be science or non-science courses; check with a program advisor to ensure course selection meets degree requirements)

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies: 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.

Technology

Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Student Responsibility

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study and/or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript credit assessment fees.



PLAR

Some requirements for various credentials in Technology may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to the **Prior Learning Assessment and Recognition (PLAR)** page at www.tru.ca/distance/plar-ol.html, see the **PLAR** section in this calendar on [page 11](#) or contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Water Treatment Technology Program

The Water Treatment Technology program is designed to address the educational requirements of entry and advanced level operators in water treatment, distribution and collection systems.

The Water Treatment Technology Diploma allows graduates to pursue employment in many industries.

Typical examples include:

- Water and wastewater facilities: municipalities, regional districts and industrial engineering firms
- Environmental and ecological services
- Laboratories: analytical
- Water companies: utility
- Water treatment equipment, services and supplies: retail
- Government facilities, such as provincial parks, national parks, Correctional Services, RCMP and Canada Border Services

The diploma credential can be further laddered into the Bachelor of Technology (Trades and Technology Leadership) program ([page 95](#)) or the Bachelor of Technology ([page 93](#)) program.

The Water Treatment Technology Program provides a progressive structure with four levels of credentials:

- Level I Water Treatment Technology Certificate: 15 credits of coursework
- Level II Water Treatment Technology Certificate: Level I plus an additional 15 credits of coursework (for a total of 30 credits)
- Level III Water Treatment Technology Certificate: Level II plus an additional 15 credits of coursework (for a total of 45 credits)
- Water Treatment Technology Diploma: Level III plus an additional 15 credits of coursework (for a total of 60 credits)

To be recognized as a certified operator in the province of BC, individuals must hold an Environmental Operators Certification Program (EOCP) certificate. Refer to www.eocp.ca.



PLAR applies (*see page 11*)

Admission Requirements

Completion of BC Grade 12 (or equivalent) is required, while Chemistry 11 and Math 11 (Foundations) are both recommended.



Technology

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).

Certificate and Diploma Requirements

Students taking these courses and applying them toward a certificate I, II or III or Water Treatment Diploma must obtain a minimum grade of C (60%) in each course to meet program requirements.

Level I Water Treatment Technology Certificate (15 credits)

Admission Requirements

As above

Certificate Requirements (15 credits)

- 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)

Level II Water Treatment Technology Certificate (30 credits)

Admission Requirements (15 credits)

Completion of Level I Water Treatment Technology Certificate or equivalent

Certificate Requirements (15 credits)

- 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)*

*Consult the program coordinator regarding the options available for completing WTTP 1891. Recommended completion is in Kamloops at the Centre for Water Quality.

Level III Water Treatment Technology Certificate (45 credits)

Admission Requirements (15 credits)

Completion of Level II Water Treatment Technology Certificate or equivalent

Certificate Requirements (15 credits)

- 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)

Water Treatment Technology Diploma (60 credits)

Admission Requirements (45 credits)

Completion of Level III Water Treatment Technology Certificate or equivalent

Certificate Requirements (9 credits)

- 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)

Elective Requirements (3 credits)

- WTTP 2891, *Practicum II* (3)*

*Consult the program coordinator regarding options for completion of WTTP 2891. The program is designed to be flexible so that students who are currently working at a plant can apply to complete the practicum at their workplace. Practicum details are arranged between students, onsite practicum supervisors and the program coordinator.

Technology

Certificate in Information Technology

The Certificate in Information Technology gives students the freedom to pursue a wide variety of complementary information technology (IT) courses offered by TRU (distance or on-campus) as well as those offered by distance through TRU-OL's consortium partners.

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 48) may be taken as a complementary program to this certificate.

On completion of the Certificate in Information Technology, students may ladder into either the Diploma in Information Technology and Management (page 92) or the Diploma in Management Studies (page 53).

Students planning to ladder into a Bachelor of Computing Science program should consult with their program advisor to ensure that any UVIC CMPT courses they plan to take are transferable into this program.

Admission Requirements

Provincial Grade 12 Diploma or equivalent is recommended

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

For the certificate and the diploma combined, 60 credits must include a minimum of 18 credits at the 2000-level and 30 credits in IT subjects.

30 credits, with a graduating GPA of 2.0 or higher, as follows:

Core Requirements

MNGT 1701, *Doing Business in Canada* (3) or approved equivalent

ENGL 1101, *Composition* or CMNS 1291, *Introduction to Professional Writing* or CMNS 1811, *Business, Professional, and Academic Composition* or approved alternative (3)

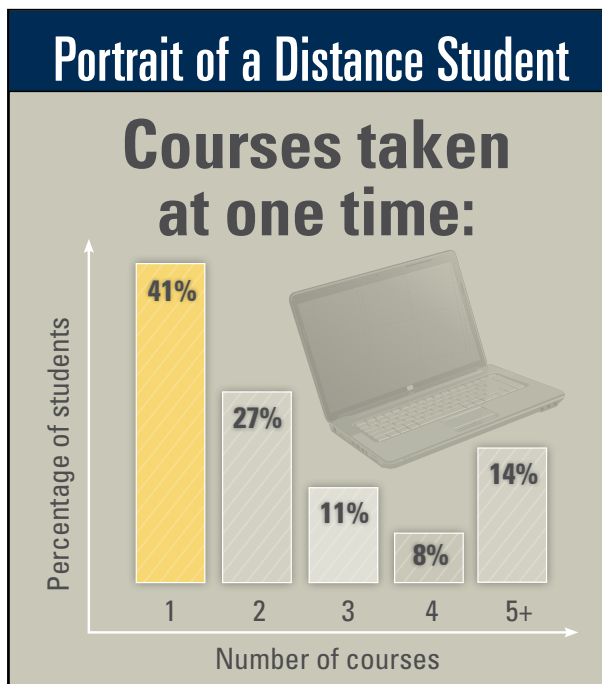
3 to 6 credits in introductory IT and computer application courses (BBUS 1371); students with Microsoft MOS certification and/or other IT vendor certifications may be exempted from this requirement

15 to 18 credits in approved TRU IT-related courses, transfer credit courses, or PLAR credit; courses may include TRU-OL COMP courses (or on-campus TRU COMP courses), subject to appropriate prerequisites

Elective Requirements*

3-credit elective

*CMPT courses do not meet requirements; contact a program advisor.



Technology

Diploma in Information Technology and Management

The Diploma in Information Technology and Management program supports the academic pursuits of students who have completed the Certificate in Information Technology (page 91). Normally, students complete diploma courses on a part-time basis while employed in the industry. Students who are taking the Diploma in Management Studies (page 53) 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 with 30 or more transferable credits, with a minimum 21 credits in IT or related courses (CMPT, COMP, MIST)

For certificates with less than 30 credits or lacking key prerequisites, TRU-OL may specify that courses in addition to those required for the diploma be completed, such as 3 credits of ENGL or CMNS.

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)

Diploma Requirements

For the certificate and the diploma combined, 60 credits must include a minimum of 18 credits at the 2000-level and 30 credits in IT subjects.

Normally, 30 credits, with a GPA of 2.0 or higher, as follows:

Core Requirements

ENGL 1101, *Composition* or CMNS 1291, *Introduction to Professional Writing* or CMNS 1811 or approved equivalent

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)

Elective Requirements

18 credits of approved electives, subject to prerequisites, such as BBUS 2211, BBUS 2541, BBUS 3431 and BBUS 3621; 2000-level or above COMP; courses that do not overlap with previous studies

Bachelor of Computing Science

The Bachelor of Computing Science degree consists of general and concentrated computing coursework. It is designed for those wishing to enter the field of computing science or those wishing to pursue graduate studies. The program concentrates on small to medium business environments.

This program is designed for a wide range of candidates including (but not limited to):

- Graduates of any (non-computing) undergraduate program in arts, business, education, engineering or science wishing to obtain a second degree in computing science
- Graduates of a two- or three-year diploma program in computing, management information systems or information science
- Graduates of a BCS degree or any undergraduate computing program, wishing to upgrade their knowledge and skills
- Students currently enrolled in a TRU science program
- Individuals wishing to enter a career involving computer-based systems, with special emphasis on small and medium sized companies and organizations



PLAR applies (see page 11)

Admission Requirements

Completion of a computing science diploma or an undergraduate program in arts, business, education, engineering or science

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Technology

Degree Requirements*

120 credits, (including a minimum of 45 at the upper-level), with a GPA of 2.0 or higher, as follows:

Lower-Level Requirements (75 credits)

COMP 1131, *Computer Programming 1* (3)

COMP 1231, *Computer Programming 2* (3)

6 credits in discrete structures

3 credits in an introduction to computer systems

3 credits in visual program design

COMP 2230, *Data Structures and Algorithms* (3)

3 credits in website design and development

ENGL 1101, *Composition* (3)

CMNS 1291, *Introduction to Professional Writing* or equivalent (3)

33 academic elective credits in any subject area at upper- or lower-level

3 credits in any course excluding science

9 credits in any course excluding computing science

*Students who do not meet all first- and second-year course requirements through transfer credit and PLAR must take the listed first- and second-year courses, meet prerequisites for those courses before registering in them and ensure all program requirements are achieved before graduation.

Upper-Level Requirements (45 credits)

COMP 3271, *Computer Networks* (3)

COMP 3411, *Operating Systems* (3)

COMP 3521, *Software Engineering* (3)

COMP 3541, *Web Design and Programming* (3)

COMP 3611, *Database Systems* (3)

COMP 4531, *Advanced Software Engineering* (3)

COMP 4911, *Computing Science Project* (3)

15 upper-level credits in computing

9 upper-level academic elective credits

Bachelor of Technology

The Bachelor of Technology program is intended to provide individuals possessing strong technical expertise with the background skills required to help them become effective workplace managers. Graduates will understand how to:

- Communicate clearly in a culturally diverse workplace
- Effectively communicate with and lead teams
- Manage change in the workplace
- Manage large scale projects
- Manage emerging technologies
- Operate business in a sustainable fashion
- Support occupational health and safety
- Effectively function in a global economy
- Analyze and perform research

Graduates of the Bachelor of Technology program also have the option of using many of their courses as prerequisites toward TRU's Master of Business Administration ([page 65](#)).

Students with a recognized four-year trades qualification or technology diploma can gain up to 60 credits toward this degree.

Admission Requirements*

Completion of a two-year diploma in technology, a recognized trades qualification or equivalent

University-level writing skills; assessed during the admission process

*Prospective students without university-level writing skills should enrol in an introductory first-year English composition course (ENGL 1101, *Composition*).

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)



Technology



Degree Requirements

63 credits, as approved by TRU-OL (at least 45 of which must be at the upper-level), with a GPA of 2.0 or higher, as follows:

Lower-Level Requirements (18 credits)

6 credits in composition and interpersonal communications (CMNS 1291, *Introduction to Professional Writing* or ENGL 1101, *Composition* and one communication studies course approved by a program advisor)

3 credits in statistics (STAT 1019, 1201 or equivalent)

3 credits in organizational behaviour (BBUS 2270 or equivalent)

6 credits in micro- and macro-economics (ECON 1900 or 1901 and ECON 1951 or equivalent)

Advanced Requirements (45 credits)

12 credits in business organization, teamwork and leadership (four business administration courses as approved by a program advisor)

6 credits in economics (two courses that usually have an environmental and international focus; must be approved by a program advisor)

3 credits in organizational communications

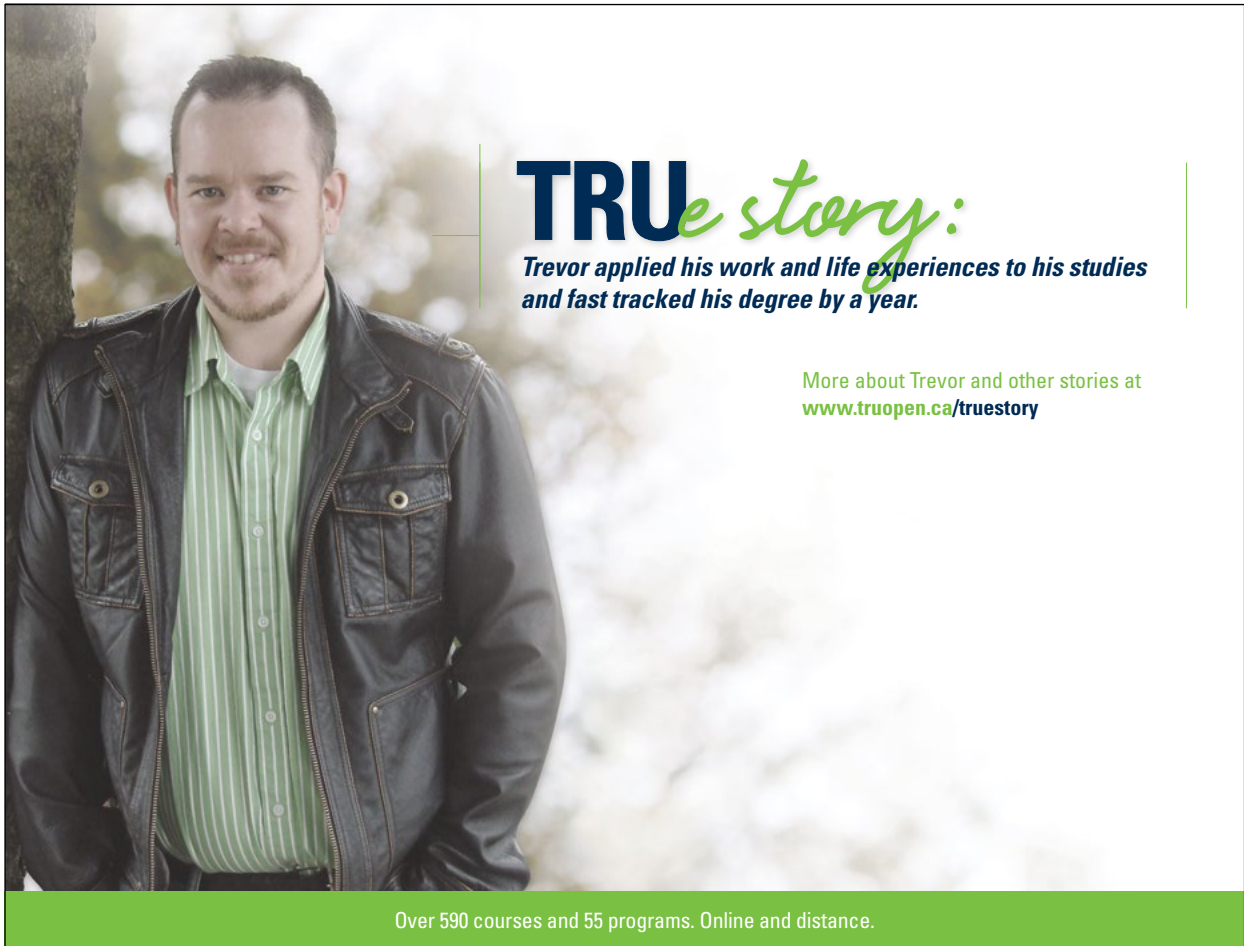
3 credits in occupational health and safety (LEAD 3511 or equivalent)

9 credits in specialized electives (approved by a program advisor)

3 credits in emerging technologies (approved by a program advisor)

3 credits in research methods (RSMT 3501 or equivalent)

6 credits in project management (two courses approved by a program advisor, such as BBUS 4681 or equivalent)



TRU *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 55 programs. Online and distance.

Technology

Bachelor of Technology (Trades and Technology Leadership)

The Bachelor of Technology, Trades and Technology Leadership program provides qualified tradespersons 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.



PLAR

Students with a recognized four-year trades qualification typically receive up to 60 PLAR credits toward the 120 credits required to complete this credential.

Admission Requirements

- Provincial Grade 12 Diploma or approved equivalent and Red Seal Trades Qualification or recognized diploma of technology or equivalent

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits (minimum 45 at the upper 3000 and 4000 level), with a GPA of 2.0 or higher:

Core Requirements (60 credits)

Upon an applicant's admission, TRU-OL determines the number of credits attributable to this program from the applicant's trade qualification or technology diploma. If additional lower-level credits are required to meet program requirements, a wide variety of courses are available.

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

General Education Requirements (15 credits, including 3 upper-level credits)

3 credits in English (university-level composition and literature (ENGL 1001, *Literature and Composition 1* or ENGL 1021, *Composition and Indigenous Literature in Canada 1*)

3 credits in applied communications (such as CMNS 1291, *Introduction to Professional Writing*; CMNS 1811, *Business, Professional, and Academic Composition*; ENGL 1101, *Composition*; or approved alternative)

3 credits in computing science (BBUS 1371, *Management Information Systems 1*)

3 credits in natural science (generally upper-level)

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

Required Courses (45 credits)

Core Leadership Requirements (18 credits)

3 credits in MNGT 1111, *Supervision* or MNGT 1211, *Management Principles*

BBUS 3641, *Leadership Fundamentals* (3)

BBUS 4135, *Motivation and Productivity* (3)

BBUS 4661, *Managing Change* (3)

LEAD 3511, *Occupational Health & Safety Legislations and Standards* (3)

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

Elective Requirements (27 credits)

A minimum of 12 credits from the following closed electives:

- BBUS 3611, *Open Thinking* (3)
- BBUS 3621, *Analytical Decision Making* (3)
- BBUS 3631, *Open Communication: Effective Communication Skills* (3)
- BBUS 3671, *Contemporary Leadership* (3)
- BBUS 4681, *Leading Projects to Success* (6)
- BBUS 4833, *Effective Leadership* (3)

A minimum of 15 credits of open electives that complement the overall leadership program; these include additional credits beyond the 12 credits selected for the above closed electives and any of the following additional courses:

- 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.



Tourism



Overview

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form.



Student Forms

Program Admission and other forms are available from Student Services and on the **Student Forms** page at www.tru.ca/distance/services/forms.html on TRU-OL's website.



Student Responsibility

Students are responsible for consulting with their program advisor to ensure courses selected are appropriate for their program of study and/or to meet their future educational goals. Students who proceed without approval may find that a course does not meet requirements and may be subject to transcript assessment fees.



PLAR

Some requirements for various credentials in Tourism may be met with credits earned by prior learning assessment and recognition (PLAR). Refer to the **Prior Learning Assessment and Recognition (PLAR)** page at www.tru.ca/distance/plar-ol.html, see the **PLAR** section in this calendar on [page 11](#) or contact PLAR Advising at PLAR_OL@tru.ca or toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

Event Management Certificate

The Event Management Certificate program is designed to help students acquire the skills necessary to plan and manage festivals and special events; upgrade skills for entering the workforce; and meet students' schedules as full- or part-time learners.

Credit gained through this certificate can be applied toward a diploma in event management or the Bachelor of Tourism Management ([page 97](#)).

Admission Requirements

Open admission (see the **Admission** section on [page 9](#))

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)

Certificate Requirements

18 credits, with a minimum graduating GPA of 2.0 or higher

General Education Requirements

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)

Bachelor of Tourism Management

The Bachelor of Tourism Management 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 and Hospitality Administration stream courses may not be available by distance.

Admission Requirements

- Graduation from a recognized two-year tourism/hospitality program, with a 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 to the program upon completing a minimum of 60 credits of directly applicable coursework, preferably including core business and tourism or hospitality foundation courses.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)

Degree Requirements

120 credits, 45 at the upper-level, with a GPA of 2.0 or higher over all courses taken outside the block transfer

General Education Requirements (21 credits)

(May be met with lower- or upper-level university courses)

6 credits in English (university-level composition and literature (may be ENGL 1001 or 1021 and ENGL 1011 or 1031)

3 credits in statistics (may be STAT 1201)

3 credits in humanities (other than English)

3 credits in introductory economics (may be ECON 1221 or ECON 1901)

3 credits in approved geography (human, cultural or regional geography relevant to tourism; may be GEOG 1191)

3 credits in natural science

Core Business and Tourism/Hospitality Course Requirements (30-33 credits)

These are typically part of approved diploma programs.

Tourism Management Stream

A minimum of one course from six of the following seven subject areas. Suggested courses are in parentheses after each area name:

- Accounting (BBUS 2211)
- Computer applications (BBUS 1371)
- Marketing (BBUS 3431)
- Entrepreneurship I
- Business communication (CMNS 1291 or BBUS 3631)
- Human resource management (BBUS 3811)
- Organizational behaviour (BBUS 2721)

A minimum of one course from four of the following five subject areas:

- Introduction to tourism (CONV 1011)
- Tourism business law (BBUS 3931)
- Co-op or practicum (may be completed through PLAR; see the PLAR section in this calendar)
- Community and cultural issues (CONV 1031)
- Environmental stewardship (ENVS 3991)

Hospitality Administration Stream

A minimum of one course from each of the following 11 subject areas. Suggested courses are in parentheses after each area name:

- Accounting (BBUS 2211)
- Computer applications (BBUS 1371)
- Marketing (BBUS 3431)
- Accommodations
- Hospitality marketing
- Co-op or practicum (may be completed through PLAR)
- Business communication (CMNS 1811, 1291 or BBUS 3631)
- Human resource management (BBUS 3811)
- Organizational behaviour (BBUS 2721)
- Food and beverage service
- Hospitality law (CONV 1051)



Tourism

Upper-Level Requirements (minimum 24 credits)

A minimum of one course from the following subject areas:

- Tourism policy and planning (SOCI 3169 or Vancouver Island University's TRMT 470, Policy and Planning in Recreation and Tourism)
- Financial management for tourism (BBUS 3121)
- Entrepreneurship II (BBUS 4751)
- Community and cultural issues II (BBUS 3031)
- People management/human relations (BBUS 3661)
- Organizational leadership (BBUS 4833)
- Advanced communication (BBUS 3631)
- Graduating seminar

Contact the program advisor for alternatives.

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

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

- Marketing research (BBUS 3481)
- Promotions management (BBUS 4481)
- Consumer behaviour (BBUS 3471)
- International tourism marketing (BBUS 4471 or TRMT 368 from Vancouver Island University)
- An additional four upper-level tourism, hospitality, or closely related specialty courses approved by TRU-OL (refer to the above four categories and the 3000- and 4000-level courses listed next under "Other Elective Requirements")



TRU *story:*
April juggles operating her own fly fishing business with online education.

More about April and other stories at www.truopen.ca/truestory

Gain a new credential, higher income and better life. Over 590 courses and 55 programs. Online and distance.

Tourism

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*



Other Institutions

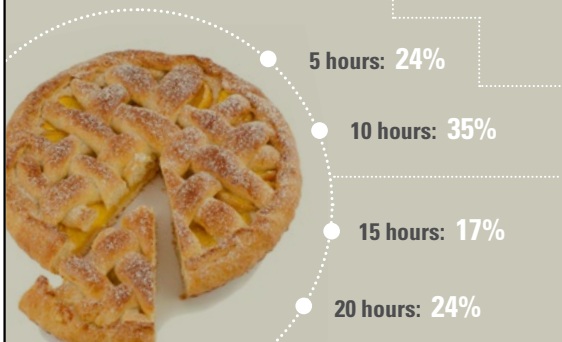
Various tourism/hospitality courses are also offered to part-time students via distance delivery through other BC post-secondary institutions, including Capilano University (www.capilanou.ca; 604.984.4960) and Vancouver Island University (www.viu.ca; 250.740.6396).

Portrait of a Distance Student

Education is a slice of life:

The number of hours Open Learning students spend on schoolwork each week varies, from five to over 20.

168 HOURS IN A WEEK



General Education Requirements

Arts and Science Degree Programs

Degree programs in arts, fine and performing arts (design, fine arts, music) and science offered through TRU-OL require the completion of general education requirements. All degrees require 6 credits of university-level English. In addition, degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science.

Courses in other discipline areas may not be used to meet specified general education requirements of arts and science programs. To meet general education requirements for arts and science degree programs, students are urged to consult with a program advisor before registering in courses.

Courses in the following discipline areas meet general education requirements for arts and science degree programs.

Humanities	Kinesiology
Art History	Mathematics
Classical Languages and Literature	Microbiology
Classical Studies	Ocean Science
Comparative Literature	Physical Anthropology
Communications	Physical Geography
Creative Writing	Physics
Cultural Studies	Physiology
History	Statistics
Humanities	Zoology
Journalism	Social Sciences
Linguistics	Anthropology
Media Studies	Archaeology
Modern Languages and Literature	Criminology
Music History	Economics
Philosophy	International Relations
Religious Studies	Political Science
Theatre Studies	Psychology
Mathematics and/or	Regional/Human/ Cultural Geography
Natural Sciences	Sociology
Astronomy	Interdisciplinary Fields
Biochemistry	Asian Studies
Biology	Canadian Studies
Botany	Environmental Studies
Chemistry	Gender Studies
Computer Science	Indigenous (First Nations) Studies
Earth Science	Latin American Studies
Ecology	Urban Studies
Environmental Science	Women's Studies
Geology	
Geophysics	

Business and Related Degree Programs

Some degree programs in business offered through TRU-OL require 3 to 6 credits of university-level English and completion of requirements in humanities, social sciences and sciences. Students are advised to consult with their program advisor before registering in courses to meet general education requirements for business degree programs.

Courses in the following arts and science discipline areas meet general education requirements for business degree programs. Computing science, mathematics and statistics courses can be used as arts and science but not as natural science electives.

Humanities	Natural Sciences
Communications and Journalism	Astronomy
English	Biology
Film	Chemistry
History	Computing Science
Languages	Earth Science
Music	Environmental Science
Philosophy	Geology
Religious Studies	Mathematics
Speech	Ocean Science
Visual and Performing Arts	Physical Anthropology
Social Sciences	Physical Geography
Anthropology (excluding physical anthropology)	Physics
Archaeology	Statistics
Canadian Studies	Arts and Science Electives
Economics	Electives include all disciplines listed under humanities, social science and natural science, plus the following disciplines:
Geography (excluding physical geography)	Applied Economics
Political Science	Computer Science
Psychology (excluding statistics or data analysis courses)	Economics
Sociology (excluding statistics or data analysis courses)	English
	Mathematics



TRU Distance Education Programs and Courses

Schools and Faculties

Thompson Rivers University offers distance courses and programs through the Faculty of Science and the School of Business and Economics. Distance education programs are listed here by faculty. For further information about a particular distance program, contact the appropriate TRU faculty.

Faculty of Science

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

Animal Welfare Certificate

Refer to www.tru.ca/science/programs/distance/awcp.html.

This is a program of studies for animal care givers who are interested in upgrading their work skills and for individuals interested in a career in Animal Welfare. The Animal Welfare Certificate Program has been jointly developed by Thompson Rivers University (TRU), and the BC Society for the Prevention of Cruelty to Animals (BC SPCA).

Building on the Animal Health Technology Diploma program offered by TRU, and the Bachelor of Science Degree that has prepared graduates for successful entry into Veterinary School, this Certificate program is supported by both TRU and the BC SPCA.

The program is divided into two levels (AWCP 1700 and AWCP 1710). Each level is comprised of a series of modules.

Completion of AWCP 1700 or AWCP 1710 results in the student obtaining a certificate of completion and undergraduate course credits at TRU. These credits are honoured at the University of British Columbia in certain programs. It is possible for a student to complete only selected modules, depending on their individual requirements.

Animal Health Technology

Refer to www.tru.ca/science/programs/aht/disted.html.

The TRU Animal Health Technology Distance Education (AHTDE) program allows a students located anywhere in Canada and already working in a veterinary clinical setting to achieve their goal of becoming an Animal Health Technologist via our Internet-based program. This is achieved by a dynamic partnership of TRU AHT course instructors, a supportive veterinary employer willing to provide clinical mentoring and a student who is a self-motivated and independent learner.

The Canadian Veterinary Medical Association (CVMA) Animal Health Technology/Veterinary Technician Program Accreditation Committee views the AHTDE program as a fully accredited program delivering training in two methods – on-campus and by distance.

Graduates of the program are eligible to write the Veterinary Technician National Examination (VTNE). Upon successful completion of the VTNE, graduates can then apply for Registered Animal Health Technologist (RAHT) status with their provincial Animal Health Technologist/Veterinary Technician association.

Asthma Educators' Certificate

Refer to www.tru.ca/science/programs/distance/asthma.html.

This multidisciplinary, CNRC-approved, online, asthma educators' program is the result of a collaborative partnership between TRU, the University of Alberta and The Alberta Asthma Centre. (The CNRC is The Canadian Network for Respiratory Care.)

Successful completion of the program's three courses provides students with the background necessary to educate clients in the areas of prevention, health promotion and disease self-management. Program completion also means students are eligible to sit the CNRC exam for national certification as an asthma educators.

The Asthma Educators' Certificate is currently assigned six upper-level credits in the distance-delivered Bachelor of Health Science degree through TRU.

Entry into the program requires that prospective students have at least a two-year diploma or a degree in a health-related field of study (RN, RRT, PT, RPh, MD).



Student Responsibility

Prior to online registration, prospective students must contact the program coordinator at CAECRE@tru.ca with their professional designation to ensure they meet program entry requirements.

TRU Distance Education Programs and Courses

Certified Respiratory Educators' Program

Refer to www.tru.ca/science/programs/distance/cre.html.

This program is intended for health care professionals (HCPs) who have an interest in the management of asthma and chronic obstructive pulmonary disease (COPD). Successful completion of this CNRC-approved, four-course program prepares participants to challenge the established CNRC Certified Respiratory Educator (CRE) certification exam, which is offered annually in June and November in many major centres in Canada.

Current program structure requires the interested HCP to complete the four courses comprising the program in a specified order. This requirement ensures that skill of patient-centred communication, collaborative partnerships and health education teaching skills are optimally developed, practised and transported between the courses along with the appropriate disease management concepts.

The Certified Respiratory Educators' Program has been assigned a maximum of nine upper-level credits in the TRU Bachelor of Health Science.

Entry into the program requires that prospective students have at least a two-year diploma or degree in a health-related field of study (RN, RRT, PT, RPh, MD).

COPD Educators' Program

Refer to www.tru.ca/science/programs/distance/copd.html.

This program is no longer offered independently. The ASHS 4720 COPD disease management course that was part of this program has been incorporated into the Certified Respiratory Educator (CRE) program. Those students interested in becoming COPD Educators are directed to the CRE program.

School of Business and Economics

Refer to www.tru.ca/business.html to register for a distance program or course through the School of Business and Economics.

Administrative Assistant Certificate

Refer to www.tru.ca/business/programs/certificates_diplomas/administrative_assistant_certificate.html.

The Administrative Assistant Certificate is an office administration program designed to prepare students for employment in a wide range of positions in business. The program can be taken full time (over 10 months) or part time (over a three-year period maximum).

Successful graduates will possess excellent communication skills, be team players, and have a positive attitude. They will be flexible and be 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 strong knowledge of the business environment. As key employees in an organization, administrative assistants need to remain current and be ready to take on new responsibilities.

After completing the Administrative Assistant Certificate, graduates can pursue the Certified Administrative Professional (CAP) designation or ladder into the Executive Assistant Diploma and then possibly a business degree either on-campus or online.

Those who complete just the first semester courses will be awarded a Business Fundamentals Certificate. This will qualify graduates for some entry-level office administration positions, but further study is recommended.

Courses

ABTS 1550, *Online Learner Success*
 ABTS 1100, *Word Processing 1*
 ABTS 1130, *Keyboarding 1*
 ABTS 1140, *Keyboarding 2*
 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*



TRU Distance Education Programs and Courses

Legal Administrative Assistant Certificate

Refer to www.tru.ca/business/programs/certificates_diplomas/legal_administrative_assistant_certificate.html.

The Legal Administrative Assistant Certificate, currently available online only, is designed to provide students with the legal training required for positions with local law firms. Students receive legal training in the topics required by the industry. The program is taken over 18 months. Learners who are interested in taking this program should have previous office experience.

Courses

ABTS 1550, *Online Learner Success*
 ABTS 1200, *Introduction to Computers*
 ABTS 1100, *Word Processing 1*
 ABTS 1110, *Word Processing 2*
 ABTS 1140, *Keyboarding 2*
 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*



HD-CVUU-0011

If you can't find what you're looking for in our calendar, check out our partners in Canadian Virtual University for over 2000 courses online.

CVU  UVC

www.cvu-uvc.ca

Courses

For up-to-date course information and descriptions, which may reflect changes that occurred after publication of this print calendar, refer to TRU-OL's website.

Reading a Course Description

Courses are listed alphabetically and numerically by the TRU-OL course letter code and number. Letter codes represent the subject areas while numbers represent the academic levels.

- Four-digit course numbers beginning with “0” indicate high school level.
- 1000-level courses are generally taken in the first year of a program. They usually have no prerequisites and are considered lower level.
- 2000-level courses are generally taken in the second year of a program. They may have prerequisites and are considered lower level.
- 3000-level courses are generally taken in the third year of a degree program. Most have specific or recommended prerequisites and are considered upper level.
- 4000-level courses are generally taken in the third or fourth year of a degree program. Most have specific or recommended prerequisites and are considered upper level.

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

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

CODE 1234 **SFU/UVIC CODE 123**

Delivery Formats
Courses are offered as online, print-based, web-based, or in person as indicated. Refer to [page 105](#).

PRINT-BASED OR WEB-BASED 3 UNIV

Course Name (SA)
Description and outline of course content and topics.
Prerequisites/Corequisites: Required, assumed and/or recommended before or concurrently with course registration.
Exclusions: Courses that cannot be taken for further credit.
Note: Additional information for some courses.
Equipment: Required/recommended equipment other than computer and Internet.
Start Date(s): Given for each course.
Completion: Maximum time for each course.

Course Credits, Course Level/Type Designations
Course credit values are given as used by SFU, UBC, UNBC and most community colleges in BC (3 TRU-OL credits = 1.5 UVic units)
Course level/type designations are defined as follows:
PREP High-school credit (ABE courses)
COL College credit, normally applied to certificate and diploma programs (excluding advanced and post-baccalaureate programs)
UNIV University credit
NC Non-credit as defined by TRU-OL

Some SFU courses show (A), (S) or (SA) after the course title. These designations are important because depending on the program a student is pursuing (sociology or anthropology major/minor) they are required to take a certain number of courses in a specific designation. In addition, upper-division B (breadth)-designated courses are labelled B-Hum (humanities), B-Soc (social sciences) or B-Sci (science).

Refer to SFU's Designated W, Q and B Courses page at www.sfu.ca/ugcr/for_faculty/certified_wqb_courses.html.

TRU, Open Learning Courses

Delivery Formats and Scheduling

The delivery format is shown under the TRU-OL course code and number. Delivery formats are print-based, web-based, online and in-person. The delivery format determines the scheduling of the course: whether it is self-paced or paced.

Delivery Formats

Print-Based

Print-based courses are **self-paced**. Students study individually at their own pace, with Open Learning Faculty Member support.

The courses are delivered primarily via packages of printed and sometimes audio-visual materials that are sent out to students. Some print-based courses include resources that require Internet access. All mandatory resources are accessible at dial-up modem speeds, while any resources that require high-speed Internet access are optional.

Web-Based

Web-based courses are **self-paced**. Students study individually at their own pace, with Open Learning Faculty Member support.

Courses are delivered primarily via the Internet, using a learning management system: Blackboard Learn. Other materials such as DVDs and textbooks may be sent out to students, although some courses require that students purchase materials separately. These courses require high-speed Internet access.

Online

Online courses are **paced**. Students study in cohorts, led by an Open Learning Faculty Member. Students interact online and may work on learning activities or assignments together.

Courses are delivered primarily via the Internet. They may use a learning management system. Other materials such as DVDs and textbooks may be sent out to students, although some courses require that students purchase materials separately. These courses require high-speed Internet access.

In-Person

In-person courses are **paced**. Students study in a physical classroom, lab, clinical or practicum placement, workshop or other such setting. Students interact face-to-face and may work on learning activities or assignments together. Students complete these courses during a set timeframe.

In-person courses may also require Internet access for mandatory or optional resources. High-speed Internet access is normally available onsite.

Scheduling

The delivery format, which is shown under the TRU-OL course code and number, influences the scheduling of the course: whether the course is **self-paced** or **paced**.

Self-Paced

Print-based and **web-based** courses are **self-paced**. They are offered on a continuous registration basis: students can register throughout the year. Usually, students complete these courses in 16 to 30 weeks.

These courses are designed for independent study. Students complete them by studying on their own and by deciding where and when they want to study. They receive support from an Open Learning Faculty Member.

Paced

Online and **in-person** courses are **paced**, meaning that they have predetermined registration times and specific start and end dates. Students complete these courses within a set timeframe, which can vary from a few days to several weeks.

Courses offered by consortium partners are paced. They are offered at specific times during the year and must be completed within a specific timeframe.

These courses are designed for collaborative work. Students complete them by working in groups (cohorts): beginning the course; submitting assignments; and completing final exams on (or by) predetermined dates, or by beginning and ending labs, clinicals, practicums, internships and specific classroom sessions at approximately the same time. Extensions to paced courses are limited and are granted only in exceptional circumstances. Labs are not eligible for extensions.

Prerequisites and Corequisites

These are required before a student can register in a particular course. Many courses have no prerequisites. However, even if "none" is noted for the prerequisites for a course, there may be other items (courses, knowledge, skills and experience) that are strongly recommended so that students can achieve success in that course. Corequisites may be listed: these must be concurrent with course registration.

TRU, Open Learning Courses

Required Equipment

All web-based and online courses delivered by TRU-OL, SFU and UVic require access to a computer with high-speed Internet. Print-based courses may also require a computer with high-speed Internet.

Most web-based and online courses are delivered using a learning management system (LMS). TRU-OL uses Blackboard Learn for most of its web-based and online courses.

Students access the LMS to locate course module commentaries, contact their Open Learning Faculty Member, participate in online discussions, post and read discussion postings and check for course bulletins that may arise as students proceed through the course. Thus, students require an up-to-date browser that is compatible with TRU-OL's version of Blackboard Learn or compatible with the LMS used by the institution delivering the course. The browser must also support Adobe Flash player because some courses contain media in a Flash format.

An updated version of Microsoft Word, Open Office or any word-processing software capable of generating .doc files is required for many courses.

Some courses may include CDs, DVDs or podcasts, which require access to equipment that can play the associated file formats. Some courses require that students have particular software. See individual course descriptions for equipment requirements other than the need for a computer with an Internet connection and an up-to-date browser that supports Adobe Flash and check the online course description regarding equipment and software.

The delivering institution of a course provides technical assistance to students. For technical assistance for TRU-OL courses, refer to TRU-OL's website or contact the IT Service Desk at ITServiceDesk@tru.ca. Refer to code.sfu.ca for SFU and to publicadmin.uvic.ca for UVic.



Computer with Internet Requirement

A **computer with high-speed Internet** is assumed for all web-based and online courses and thus is not noted in the course descriptions. For questions about equipment or software needed for courses, contact either Student Services (for TRU-OL courses) or the institution delivering the course.

Textbooks and Materials

Textbooks and materials information is omitted from the course descriptions in this calendar, as this information can change throughout the year. Refer to course descriptions on TRU-OL's website.

For some courses, textbooks and materials are in a course package that is sent to students. However, for other courses, students must purchase textbooks and materials. Refer to the delivering institution's website and/or contact Student Services.

Start Date

The start date depends on the delivery format of a course and on the delivering institution.

Registration deadlines apply to some courses, as noted in the course descriptions.

Completion

The maximum time allotted for course completion depends on the delivery format of a course and on the delivering institution.

Course Descriptions

"I study on campus full-time and also take courses through Open Learning because I want to shorten my degree to three years and get the extra courses I need to prepare for the MCAT and medical school."

– Dave Sahadeo, Respiratory Therapy program student

ACCT 1211

PRINT- and WEB-BASED 3 COL

Accounting I

Students develop the ability to record business transactions and prepare financial statements for a small business enterprise. Topics include accounting and the business environment; recording business transactions; adjusting entries; closing entries and completing the accounting cycle; merchandising accounting; accounting information systems; internal control and cash; receivables; property, plant and equipment; goodwill and intangible assets; and current liabilities and payroll accounting.

Prerequisites: Provincial Grade 12 Diploma or equivalent is recommended.

Exclusions: Students cannot receive credit for more than one of BBUS 2211 or ACCT 1211.

Start Date: Continuous registration.

Completion: 30 weeks.

ACCT 1221

PRINT- and WEB-BASED 3 COL/UNIV

Accounting II

Building on *Accounting I*, students develop the ability to prepare and analyze increasingly complex financial statements. Topics include partnership accounting; corporate accounting; long-term liabilities; investments and international operations; the cash flow statement; and financial statement analysis.

Prerequisites: ACCT 1211.

Exclusions: Students cannot receive credit for more than one of ACCT 1221 or BBUS 2211.

Start Date: Continuous registration.

Completion: 30 weeks.

ACCT 1921

ONLINE 3 UNIV

Accounting Systems

Students are introduced to accounting software packages through the use of Sage Accounting (previously Simply Accounting). Topics include an introduction; accounts payable; accounts receivable; payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currencies and remittances; project allocations; reconciliations and deposits; and comprehensive setup.

Prerequisites: ACCT 1211/1221 or BBUS 2211 are recommended. Basic computer and file management skills are also recommended.

Start Date: Registration deadline applies.

Completion: 13 weeks.

ANES 0011

PRINT-BASED NC

Anesthesia Assistant Placement Exam

Registration in this course 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.

Note: Students must apply to write the exam in a TRU-OL invigilated centre. For assistance, contact the Examinations department, Enrolment Services or a program advisor.

Start Date: Continuous registration.

Completion: 30 weeks.

ANES 4001

WEB-BASED 3 COL

Anesthesia Equipment

This course gives students a thorough understanding of anesthesia equipment. The structure, function and operating principles of components used in such equipment is described. Current information on anesthetic pollution, equipment hazards and checks and maintenance procedures for anesthetic equipment is discussed.

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.

Note: Taking this course does not imply admission to the Anesthesia Assistant program.

Start Date: Continuous registration.

Completion: 30 weeks.

ANES 4011

WEB-BASED 3 COL

Hemodynamic and Physiological Monitoring

This course establishes the relationship between cardiopulmonary physiology and patho-physiology and the technical aspects of hemodynamic monitoring. Topics include preoperative assessment and preparation of the patient; monitoring during anesthesia; general anesthesia techniques; and post-operative care of the patient. Students learn about the pharmacology, the physiology and the anatomy relevant to the practice of both general and regional anesthesia. On successful 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.

Note: Taking this course does not imply admission to the Anesthesia Assistant program.

Start Date: Continuous registration.

Completion: 30 weeks.

ANES 4021

WEB-BASED 3 COL

Pharmacology and Principles of Clinical Anesthesia

In this course, students are introduced to the theory of clinical anesthesia. Students also build upon their general knowledge of pharmacological principles and learn pharmacology in the context of clinical anesthesia. Both general and regional anesthesia are considered. Students learn the theory of current safe practice in pre-anesthetic care, preparation, induction, maintenance and emergence from general anesthesia. The application of the anesthetic workstation and other technology used in the delivery of anesthesia are considered, as this course builds upon the theories from ANES 4001, *Anesthesia Equipment* and ANES 4011, *Hemodynamic and Physiologic Monitoring*.

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: Registration deadline applies.

Completion: 12 weeks.

ANES 4031

WEB-BASED 3 COL

Clinical Anesthesia and Special Considerations

This course is intended to build upon the content and concepts explored in ANES 4021. The focus of this course is to synthesize the knowledge gained in ANES 4021 and explore the application of anesthesia in specific practice areas and contexts. General, regional, and specialty areas of anesthesia are considered. This course is delivered in a Case-Based Learning format. Upon completion of this course, the Anesthesia Assistant student will have completed the final knowledge-based course in the series of Anesthesia Assistant Program Diploma courses. As such the student will have been exposed to the entire curriculum outlined in the National Educational Framework for Anesthesia Assistants document. Upon successful completion of this course, the student will be eligible for commencing their Anesthesia Assistant Program clinical internship (ANES 4101).

Prerequisites: It is highly 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, ANES 4011 and ANES 4021 is also recommended.

Start Date: Registration deadline applies.

Completion: 12 weeks.

ANES 4101
IN-PERSON 4 COL

Clinical Anesthesia

This clinical course exposes students to a wide range of anesthesia cases and experiences. Additionally, students develop an understanding of clinical anesthesiology and are offered opportunities 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, 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-social sciences (B-Soc) course.

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.

Exclusions: Students with credit for SFU SA 170 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ANTH 2019 **SFU SA 201W**
WEB-BASED 4 UNIV

Anthropology and Contemporary Life (A)

SFU-designated writing-intensive (W) course.

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.

Exclusions: Students with credit for SFU SA 291 may not take this course for further credit.

Note: This course is equivalent to SFU SA 201.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

APEC 1611
ONLINE 2 UNIV

Introduction to First Nations Taxation

This introductory level course is intended to help First Nations tax administrators, and others interested in working in this field, to 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 a Provincial Grade 12 Diploma or equivalent.

Note: This paced course uses a learning management system that students 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.

Start Date: Registration deadline applies.

Completion: 12 weeks.

APEC 1621
ONLINE 2 UNIV

Establishing First Nation Tax Rates and Expenditures

This course offers a detailed overview of establishing property tax rates through a local services budget. Students focus on estimating local service costs, creating preliminary budgets and working with the council. Students also estimate local revenues and determine, where applicable, tax rate multiples. Although this course 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 is devoted to using a custom spreadsheet application for local government budgeting and tax-rate setting.

Prerequisites: APEC 1611.

Start Date: Registration deadline applies.

Completion: 10 weeks.

APEC 1631
ONLINE 3 UNIV

Assessments and Assessment Appeal Procedures

Students are introduced to property markets and property assessment, with an emphasis on property assessments and assessment appeals in Canada under the authority of the *First Nations Fiscal and Statistical Management Act* (FSMA) or s.83 of the *Indian Act*. Topics include land tenure, 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.

Prerequisites: APEC 1611.

Start Date: Registration deadline applies.

Completion: 8 weeks.

APEC 1641

ONLINE 3 UNIV

Administration: Tax Notices, Collecting and Enforcement

This course discusses the management of a First Nation and/or local government tax administration system. Students focus on taxpayer notification, local revenue billing, collecting and enforcement. Best practices from systems across Canada are presented along with the regulatory requirements associated with the *First Nations Fiscal and Statistical Management Act*. A substantial portion of the course is 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.

Equipment: Windows 2006 or newer, Windows XP Pro or Windows 7 (Microsoft Vista is not supported).

Start Date: Registration deadline applies.

Completion: 8 weeks.

APEC 1651

ONLINE 2 UNIV

Communications, Tax Payer Relations, and Dispute Resolution

Students discuss the establishment of mutually beneficial working relationships between First Nation tax authorities and taxpayers, focusing on interest-based negotiations, communication templates for taxpayers and media and best practices in taxpayer relations. The course also provides an overview of the informal and formal dispute resolution processes related to the *First Nations Fiscal and Statistical Management Act* and the *First Nation Tax Commission* (FNTC).

Prerequisites: APEC 1611, APEC 1621, APEC 1631 and APEC 1641 are recommended.

Start Date: Registration deadline applies.

Completion: 8 weeks.

APEC 1661

ONLINE 2 UNIV

Service Contracts and Joint Agreements

This course discusses the development of service and joint agreements with local governments and/or private partners. Students focus on local service agreements between two local governments or local service agreements private contracts, in addition to 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.

Prerequisites: APEC 1611 and APEC 1621 are recommended.

Start Date: Registration deadline applies.

Completion: 11 weeks.

APEC 1671

ONLINE 2 UNIV

Development Cost Charges

Students discuss the development of a fair and transparent development cost charge (DCC) system for First Nations or local governments. The focus is on creating DCC systems under the authority of the FMA and FNTC procedures and standards related to DCCs. The course presents DCC best practices throughout Canada.

Prerequisites: APEC 1611 and APEC 1621 are recommended.

Start Date: Registration deadline applies.

Completion: 8 weeks.

APEC 1681

ONLINE 3 UNIV

Capital Infrastructure and Debenture Financing

Students learn to use long term debenture financing as a tool for providing local government infrastructure. The course focuses on the regulatory requirements related to long-term debentures in the FMA, and emphasizes the legal, planning, and policy requirements established by FNFA, the FNTC and the FMB. Best practices are presented for economic, capital and financial planning, required by any First Nation interested in borrowing under the authority of the FMA.

Prerequisites: APEC 1611, 1621, 1631, 1641 and 1651 are recommended.

Start Date: Registration deadline applies.

Completion: 8 weeks.

APEC 2641

ONLINE 3 UNIV

Residential and Commercial Development on First Nation Lands

This course is an overview of how to conduct residential and commercial development on First Nation lands. Students focus on case studies of successful First Nation residential and commercial developments, and executing developments, using the *Indian Act*, the *First Nations Fiscal and Statistical Management Act* and the *First Nations Land Management Act*. The course provides students with a series of model laws, agreements and systems that support residential and commercial development on First Nation lands.

Prerequisites: None.

Start Date: Registration deadline applies.

Completion: 14 weeks.

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 Nation lands. This course investigates the source of these higher costs and how to reduce expenditure, while introducing the concept of transaction costs. Students discuss how private and public investment work together to create economic growth, and focus on the interests of investors and what First Nations can do to facilitate investment on their lands. This course is of interest to both First Nations and interested investors.

Prerequisites: ECON 1221 is recommended.

Corequisite: ECON 2631 is recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks.

APEC 2701
ONLINE 3 UNIV

Economic Feasibility and Impact Analysis on First Nation Lands

This course is an introduction to cost-benefit analysis as it relates to investment activity on First Nation land. In order to understand cost-benefit analysis, students acquire skills and knowledge on the time value of money as well as basic statistical concepts. The concepts and techniques required for economic feasibility analysis and economic impact analysis are introduced. The course material is delivered using real case studies as it relates to First Nation projects.

Prerequisites: None. Principles of Math 11 or Applications of Math 12 or MATH 0633 is recommended; ECON 1221 or ECON 1901 or ECON 1951 is recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks.

ARCH 1009 **SFU ARCH 100**
WEB-BASED 3 UNIV

Ancient Peoples and Places SFU-designated breadth (B) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ARCH 1319 **SFU ARCH 131**
WEB-BASED 3 UNIV

Human Origins

SFU-designated breadth (B) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ARCH 2269 **SFU ARCH 226**
WEB-BASED 3 UNIV

The Prehistory of Religion: Shamans, Sorcerers, and Saints

SFU-designated breadth-humanities/social sciences (B-Hum/B-Soc) course.

This course charts the emergence and changes in the expression of human religious behaviour. 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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ARCH 3019 **SFU ARCH 301**
WEB-BASED 3 UNIV

Ancient Visual Art SFU-designated breadth-humanities (B-Hum) course.

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: 45 credit hours.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

BBUS 1371
WEB-BASED 3 UNIV

Management Information Systems 1

Students acquire the basic knowledge and skills needed to effectively utilize information systems and technology in support of organizational strategy. Topics include an introduction to information systems; strategy and information systems leadership; information networks; the Internet and social media; enterprise resource planning and business applications; e-business; wireless and mobile technology; knowledge management; developing and implementing information systems; security and information systems auditing; and ethics, privacy, and the future of information systems. Students also develop practical computing skills relating to operating systems, word processing and spreadsheets.

Prerequisites: A basic understanding of computers is recommended.

Exclusions: Students cannot receive credit for more than one of BBUS 1371, CMPT 1181, CMPT 1191 or CMPT 1508 or campus-based courses BBUS 1370, BBUS 2370, COMP 1000, COMP 1350, COMP 1700 or COMP 1910.

Equipment: Microsoft Office 2007 software.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 2121
ONLINE 3 UNIV

Introduction to Law for Public Sector Managers

Students study the key aspects of Canadian law and legal institutions of relevance to public sector managers. Topics include private law and public law; constitutional law, human rights law, common law, statutes, regulations, and policy; federal, provincial and local government powers; the roles of courts and administrative decision-makers; the legislative process and principles of statutory interpretation; and administrative law dealing with the powers and duties of administrative decision makers.

Prerequisites: None.

Start Date: Registration deadline applies.

Completion: 13 weeks.

BBUS 2211
 PRINT- or WEB-BASED 3 UNIV

Introduction to Financial Accounting

Students develop the ability to prepare and analyze the financial statements of public corporations. Topics include an overview of corporate financial reporting, transaction analysis and accounting entries; double-entry accounting systems; merchandising and inventory; internal control, cash and receivables; long-lived assets and current liabilities; financial reporting concepts and accounting for partnerships; corporations; long-term liabilities; cash flow statement; investments; and financial statements analysis.

Prerequisites: Grade 11 mathematics is recommended.

Exclusions: Students cannot receive credit for more than one of ACCT 1211/1221 or BBUS 2211.

Start Date: Continuous registration.
Completion: 30 weeks.

BBUS 2541
 WEB-BASED 3 UNIV

Management Accounting

Students develop the ability to collect, analyze and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions. Topics include the changing role of management accounting and basic concepts; product costing and cost accumulation; process costing and hybrid product costing systems; activity-based costing and activity-based management; activity analysis, cost behaviour and cost estimation; cost-volume profit analysis; absorption and variable costing; profit planning and activity-based budgets; standard costing and flexible budgeting; and cost management tools and decision making.

Prerequisites: ACCT 1211/1221 or BBUS 2211.

Start Date: Continuous registration.
Completion: 30 weeks.

BBUS 2721
 PRINT or WEB-BASED 3 UNIV

Organizational Behaviour I: The Individual and Work Groups

Students examine the behaviour of individuals and how they interact with each other in different workplace organizations. Topics include an orientation to organizational behaviour; individual behaviour; individual and behavioural processes; team processes; organizational dynamics; and organizational processes.

Prerequisites: MNGT 1211 or BBUS 3129 is recommended.

Start Date: Continuous registration.
Completion: 30 weeks.

BBUS 3031
 WEB-BASED 3 UNIV

Business and Society

Students explore the complex business environment and the relationships organizations have with civil society, the natural environment, and each other. Through this examination, students learn that ethical decision-making is critical to the successful management of any organization. Topics include primary and secondary stakeholder groups; the impacts of various organizational-stakeholder relationships; the varying levels of responsibility of stakeholder groups; the biases, influences, and reasons that drive stakeholder perspectives; changing economic, political, social, and cultural forces and their influences on business and society; the continuum of socially responsible management and ethical business practices; and the challenges and opportunities that influence where an organization fits on the continuum.

Prerequisites: 75 credits applicable to the Bachelor of Commerce.

Start Date: Continuous registration.
Completion: 30 weeks.

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 learn about 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; and income distribution and taxation. Other topics include the national income and expenditure accounts, unemployment and inflation.

Prerequisites: Third-year university standing is recommended.

Note: Consortium courses are paced; therefore, it is important that students participate on a weekly basis.

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

Start Date: September. Registration deadline applies.

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.

Exclusions: Only one of BBUS 3119 or UVIC HSD 404 or UVIC POL 350 may be taken for credit.

Start Date: September. Registration deadline applies.

Completion: 4 months.

BBUS 3121
PRINT- or WEB-BASED 3 UNIV

Financial Management

Students develop a basic understanding of business finance, which deals with how organizations effectively manage their operating and fixed assets and fund them with an optimal mix of debt and equity financing. Topics include financial statement analysis; financial forecasting; working capital management and short-term borrowing; valuing financial assets; cost of capital; capital budgeting and risk; capital markets and sources of long-term financing; dividend policy; and foreign exchange.

Prerequisites: BBUS 2211 or ACCT 1211/1221, MATH 1091 and STAT 1201 are recommended. MNGT 1701, ECON 1901 and ECON 1951 are also recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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; and 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.

Exclusions: Only one of BBUS 3129, MNGT 1211 and ADMN 122 may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 4 months.

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; and the research proposal and report.

Prerequisites: Third-year university standing is recommended.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 3151
ONLINE 3 UNIV

Investments I

Students examine basic investing and portfolio management from a global perspective. Topics include risk and return; diversification and assets allocation; types of securities; buying and selling securities; stock valuation; price behaviour and market efficiency; behavioural finance and the psychology of investing; interest rates; bond prices and yields; portfolio management; return, risk and the security market line; performance evaluation and risk management; options and futures; fixed income, including corporate and government bonds and mortgage-backed securities; and international portfolio management.

Prerequisites: BBUS 3121 and STAT 1201 are strongly recommended.

Start Date: A registration deadline applies.

Completion: 17 weeks.

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 and 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.

Exclusions: Students cannot receive credit for more than one of BBUS 3169 or ENGL 1071 or ENGL 301 or UVic's ENGL 302.

Start Date: September. Registration deadline applies.

Completion: 4 months.

BBUS 3201
WEB-BASED 3 UNIV

Intermediate Financial Accounting I

Students learn to prepare the income statement, a statement of retained earnings, and the asset side of the statement of financial position. Topics include the conceptual framework; reporting financial performance; financial position; revenue recognition; cash and receivables; inventory; investments; property, plant, and equipment; depreciation, impairment and disposition; and intangible assets and goodwill.

Prerequisites: BBUS 3201 and MATH 1091 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3211

WEB-BASED 3 UNIV

Intermediate Financial Accounting II

Building on BBUS 3201, *Intermediate Financial Accounting I*, students learn to prepare the current liabilities, long-term liabilities, and shareholders' equity sections of the statement of financial position and the cash flow statement. Topics include current liabilities and contingencies; long-term financial liabilities; shareholders' equity; complex financial instruments and earnings per share; income taxes; pension and other employee future benefits; leases; accounting changes and error analysis; the cash flow statement; and other measurement and disclosure issues.

Prerequisites: BBUS 3201 and MATH 1091 are recommended.

Equipment: A CD-ROM and a calculator with financial functions.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3221

WEB-BASED 3 UNIV

Taxation

Students examine the conceptual structure of the *Income Tax Act* and the application of its rules to practical situations. Topics include the concept of income; employment income; business income; capital cost allowance and eligible capital property; income from property, income from other sources, and other deductions; capital gains and losses; taxable income and tax payable for individuals; taxable income and tax payable for corporations; and international taxation.

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 recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3231

ONLINE 3 UNIV

Income Tax 2

Building on BBUS 3221, *Taxation*, students examine the taxation of corporations, corporate distributions and transactions between corporations and their shareholders. Topics include taxable income and tax payable for corporations; taxation of corporate investment income; other issues in corporate taxation; corporate taxation and management decisions; rollovers under Section 85; corporate reorganizations; purchase or sale of a business; partnerships; death of a taxpayer; trusts and estate planning; advanced international tax issues; and Goods and Services Tax/Harmonized Sales Tax.

Prerequisites: BBUS 3221 is strongly recommended.

Start Date: Registration deadline applies.

Completion: 13 weeks.

BBUS 3251

WEB-BASED 3 UNIV

Intermediate Management Accounting

Building on BBUS 2541, *Management Accounting*, students further develop their ability to use quantitative and non-quantitative information to make effective planning and control decisions. Topics include strategy, balanced scorecard and profitability analysis; period cost application; cost allocation, including joint products and byproducts; revenue and customer profitability analysis; process costing and spoilage, rework and scrap; cost management and quality, time, and the theory of constraints; capital budgeting; transfer pricing and multinational management control systems.

Prerequisites: BBUS 2541. MATH 1101 or an equivalent course providing exposure to linear programming and familiarity with Excel are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3331

PRINT-BASED 3 UNIV

Introduction to Production and Operations Management

Students examine 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 requirement planning, project management and quality control.

Prerequisites: STAT 1201; MATH 1171, 1091 or 150 are recommended. Students must be comfortable with basic algebra.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3431

WEB-BASED 3 UNIV

Introduction to Marketing

Students receive an overall view of the marketing function, the role of marketing in society and its application within organizations. Topics include marketing value; understanding customer's value needs; creating value; communicating value; and delivering value.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3451

WEB-BASED 3 UNIV

Professional Selling

Students examine an overall analysis of the professional selling function and gain insight into the role of personal selling in marketing and society and its applications within organizations. Topics include being a professional salesperson; knowing your product; finding customers; presenting successfully; closing sales; and managing and being managed.

Prerequisites: BBUS 3431.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3471

WEB-BASED

3 UNIV

Consumer Behaviour

Students develop an appreciation for the influence consumer behaviour has on marketing activities. Students apply psychological, social and cultural concepts to marketing decision making. Topics include the importance of consumer behaviour and research; internal influences such as motivation and involvement, personality, self-image, life-style, perception, learning, attitude formation, attitude change and communication; external influences such as culture, subculture, social class, reference groups, family and the diffusion of innovations; and consumer decision making.

Prerequisites: BBUS 3431.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3481

WEB-BASED

3 UNIV

Marketing Research

Students gain an understanding of marketing research and its value in analyzing consumers, markets, and the environment. Topics include an overview of market research and research design; exploratory research; descriptive research; scaling; sampling; and data analysis and reporting.

Prerequisites: BBUS 3431 and STAT 1201.

Exclusions: Students cannot receive credit for more than one of BBUS 3149, BBUS 3481, ADMN 457 or BBUS 3480.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3511

WEB-BASED or ONLINE

3 UNIV

International Business

Students examine globalization and the steps managers take to establish or expand their operations in international markets. Students explore the influence of forces such as culture, economics, politics and geography on management decision making. Topics include the business and economic impact of globalization; the economic, geographical, social, cultural, political and legal influences on global business; international business opportunities and modes of entry; the risks associated with global business; human resource needs for international operations; financing international ventures; international marketing issues, including customer benefits, promotions, pricing, product or service branding and targeting strategies; international production and distribution; and planning an international business venture.

Prerequisites: 60 credits; BBUS 3431, MNGT 1701 and MNGT 1211 are recommended.

Start Date: Continuous registration for web-based. Registration deadline for online version.

Completion: 30 weeks for web-based; 14 weeks for online.

BBUS 3611

WEB-BASED

3 UNIV

Open Thinking

Students examine open thinking, as well as successful strategic thinking and creative thinking. Open thinking is explored by encouraging students to practice techniques that encourage creativity, identify strategies to broaden their approach to issues, and analyze the context within which they traditionally think.

Prerequisites: Third-year standing is recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks (online participation required).

BBUS 3621

WEB-BASED

3 UNIV

Analytical Decision Making

Students focus on the development, implementation, and utilization of business models for making informed managerial decisions. Topics include an introduction to decision making; problem definition and opportunity delineation; compiling relevant information; generating ideas; evaluating and prioritizing potential solutions; financial forecasting; and developing the implementation plan.

Prerequisites: First-year university standing. A strong working knowledge of computers or an introductory computer course is strongly recommended.

Equipment: CD-ROM drive, anti-virus software and QuickTime.

Start Date: Registration deadline applies.

Completion: 14 weeks (online participation required).

BBUS 3631

WEB-BASED

3 UNIV

Open Communication: Effective Communication Skills

Students expand their knowledge and enhance their professional communication skills for a variety of purposes and levels. These include writing; speaking; conducting meetings; giving presentations and interpersonal dialogues; and using electronic media.

Prerequisites: Third-year standing is recommended. A strong working knowledge of computers or an introductory computer course is also recommended.

Equipment: CD-ROM drive, anti-virus software and QuickTime.

Start Date: Registration deadline applies.

Completion: 14 weeks (online participation required).

BBUS 3641

WEB-BASED

3 UNIV

Leadership Fundamentals

Students develop an in-depth understanding of what leadership is and what leaders do to be successful. Emphasis is on the development of practical leadership skills. Topics include reflection, self-awareness, and leadership; building trust and maintaining trust; developing successful interactions; and coaching fundamentals and feedback techniques.

Prerequisites: Third-year standing is recommended. A strong working knowledge of computers or an introductory computer course is also recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks (online participation required).

BBUS 3661

WEB-BASED

3 UNIV

Strategic Human Resource Management

Students acquire 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, familiarity with information technology concepts and experience using the web are also recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks (online participation required).

BBUS 3671

ONLINE

3 UNIV

Contemporary Leadership

Students develop the essential knowledge, skills and competencies to apply leadership concepts to all aspects of their work. They explore and develop their leadership style and examine the relationship between leadership and management, and explore what makes a good leader. Attention is also given to analyzing leadership stories, identifying relationships and connections, and examining the level of alignment between organizational values and personal values.

Prerequisites: BBUS 3641 is recommended. A strong working knowledge of computers or an introductory computer course is also recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks (online participation required).

BBUS 3811

WEB-BASED

3 UNIV

Introduction to Human Resources Management

Students are introduced to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures. Current Canadian issues and practices are examined. Topics include the need for human resources management and its growing professionalism; human resource planning including job design and analysis; recruitment and selection; compensation; employee development; workplace health and safety; and employee relations.

Prerequisites: BBUS 2721 and an introductory course in business, management or supervisory skills are recommended.

Exclusions: Students cannot receive credit for more than one of BBUS 3811, BUSM 122, BUSM 222, BBUS 3661 or BBUS 4319.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3841

PRINT-BASED

3 UNIV

Labour Relations

Students explore the different aspects of union-management relations, while focusing on both the Canadian and international experience. Topics include an overview of labour relations; the participants in labour relations; the union certification process; collective bargaining; reaching an impasse in bargaining; the administration of the contract; and resolving contract disputes.

Prerequisites: 30 credits. BBUS 3931 is recommended.

Exclusions: Students cannot receive credit for more than one of BBUS 3841, ADMN 324, ADMN 424 or ADMN 447.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 3931

PRINT- or WEB-BASED

3 UNIV

Business Law

Students examine the legal environment in which businesses operate and how common law, provincial and federal government statutes influence decision making. Topics include the legal system and the law relating to torts, contracts, forms of business organization, agency, sale of goods, consumer protection, competition, credit, real estate, the environment, intellectual property, international business and employment.

Prerequisites: 30 credits is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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: BBUS 3119 or equivalent. Third-year university standing is recommended.

Start Date: September. Registration deadline applies.

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 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.

Start Date: May. Registration deadline applies.

Completion: 4 months.

BBUS 4135
PRINT-BASED 3 UNIV

Motivation and Productivity

Students integrate theory and practice to examine the effect supervisory practices have on employee motivation. 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.

BBUS 4151
ONLINE 3 UNIV

Investments II

Building on BBUS 3151, *Investments I*, students explore investing at an advanced level, focusing primarily on fixed income alternatives.

Topics include measuring yield and bond price volatility; duration and interest rates; treasury and local government securities; residential mortgage loans; price and yield behaviour of pass-through securities; collateralized mortgage obligations and stripped mortgage-backed securities; collateralized debt obligations; bonds with embedded options; fixed income portfolio management; and liability-driven strategies and performance evaluation.

Prerequisites: BBUS 3151 is strongly recommended.

Start Date: Registration deadline applies.

Completion: 17 weeks.

BBUS 4201
WEB-BASED 3 UNIV

Advanced Financial Accounting

Building on BBUS 3201, *Intermediate Financial Accounting I* and BBUS 3211, *Intermediate Financial Accounting II*, students examine a number of complex variables and their effect on financial reporting and disclosure. Topics include international financial accounting standards; financial instruments; intercorporate investments; consolidations; foreign currency translations and hedge accounting; translations and consolidations of foreign subsidiaries; and not-for-profit accounting; and professional ethics.

Prerequisites: BBUS 3201 and 3211. MATH 1091 and BBUS 1371 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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 includes the analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

Prerequisites: BBUS 3119, BBUS 3109 and/or 3149 are recommended. Either third-year university standing or permission of UVic's program manager is also recommended.

Exclusions: Only one of BBUS 4209 (UVIC ADMN 420) and BBUS 4659 (UVIC ADMN 465) may be taken for credit.

Start Date: September. Registration deadline applies.

Completion: 4 months.

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 is on provincial and federal planning and reporting structures. The course begins with an introduction to the Excel spreadsheet program.

Prerequisites: Third-year university standing.

Exclusions: Only one of either BBUS 4219 or BBUS 4489 may be taken for credit.

Start Date: September. Registration deadline applies.

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 on 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: None.
Third-year university standing is recommended.

Exclusions: Only one of either BBUS 4229 or UVIC ADMN 554 may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4231

WEB-BASED 3 UNIV

Assurance (Auditing)

Students evaluate the accuracy of an organization's financial statements using quantitative and non-quantitative techniques to determine if there is a reasonable assurance that the information provided is free from material error. Topics include an overview of auditing; professional standards, ethics, and legal liabilities; audit objectives, evidence, procedures, and documentation; planning, materiality and risk; internal control; audit sampling; computer auditing; revenue and collection cycle; acquisition and expenditure cycle; inventory and capital asset balances; production and payroll cycles; finance and investment cycle; and investments, long-term debt, shareholders' equity balances and completion of the audit.

Prerequisites: BBUS 3201, 3211, BBUS 1371 and STAT 1201 are required. BUEC 3101 is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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.

Exclusions: Only one of either BBUS 4239 or UVIC ADMN 545 may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4251

ONLINE 3 UNIV

Advanced Management Accounting

Building on BBUS 3251, *Intermediate Management Accounting*, students explore the integrative and interdisciplinary role of management accounting and its contribution to the strategic management process. Students discuss the provision of quantitative and non-quantitative information for planning, control, and decision making. Topics include costing systems; allocating costs and revenues including support service costs, fixed costs, joint product costs, bundled product revenues and customer profitability; management information systems; the importance of budgeting; the importance of variance analysis; capital budgeting and investment decision making; quality issues and supply chain strategies; transfer pricing; performance measurement; compensation issues; and strategic processes and balanced scorecards.

Prerequisites: BBUS 3251 and BBUS 3121 are recommended.

Start Date: Registration deadline applies.

Completion: 17 weeks.

BBUS 4319 **UVIC ADMN 439**

WEB-BASED 3 UNIV

Public Sector Human Resources and Labour Relations

This course examines various aspects of the human resource function within public sector organizations and compares current theory and practice in human resource planning; job analysis and design; recruitment and selection; performance management; career planning; staff development; and occupational health and safety

Prerequisites: Third-year university standing is recommended.

Exclusions: Credit will be granted for only one of BBUS 3661 or UVic's ADMN 431 or 431A or 447 or 531.

Start Date: September. Registration deadline applies.

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 in 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.

Exclusions: Only one of either BBUS 4379 or UVIC ADMN 537 may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4411

WEB-BASED 3 UNIV

Services Marketing

Students examine the important issues facing service providers and the successful implementation of a customer focus in service-based businesses. Topics include an overview of services marketing; understanding the customer in services marketing; standardizing and aligning the delivery of services; the people who deliver and perform services; managing demand and capacity; and promotion and pricing strategies in services marketing.

Prerequisites: BBUS 3431. BBUS 3471 and BBUS 3481 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 4431

WEB-BASED 3 UNIV

Retail Marketing

Students develop an in-depth understanding of retail and services management as well as non-store retailing. Topics include an overview of retail marketing; retail marketing, financial and location strategy; merchandising; pricing and distribution; promotion including communications, store layout, store design, visual merchandising; and customer service.

Prerequisites: BBUS 3431. BBUS 3471, BBUS 3651 and 60 credits are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 4451

ONLINE 3 UNIV

E-Commerce

Students examine how the Internet is rapidly becoming one of the primary communication, marketing and commercial medium for businesses in almost every industry, and how managers can effectively use this tool to execute their organization's strategic plans. Topics include an overview of electronic commerce; e-marketplaces including auctions and portals; online marketing and consumer behaviour; business-to-business e-commerce; e-government; e-learning; social networks; search engine maximization; e-commerce security; payment solutions and order fulfillment; e-commerce security; e-commerce strategy and global issues; legal, ethical and tax issues; and launching an e-commerce business.

Prerequisites: None.

Start Date: Registration deadline applies.

Completion: 13 weeks.

BBUS 4459

WEB-BASED 3 UNIV

UVIC ADMN 445**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.

Exclusions: Only one of either BBUS 4459 or UVIC ECON 312 may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4469

WEB-BASED 3 UNIV

UVIC ADMN 446**Local Government Land Use Planning**

Focusing on small and mid-size communities, this course provides, to local government administrators and staff, an overview of land use planning principles and regulations. 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.

Exclusions: Only one of BBUS 4469 or ADMN 470 (if 470 is taken in the same topic) may be taken for credit.

Start Date: September. Registration deadline applies.

Completion: 4 months.

BBUS 4471

WEB-BASED 3 UNIV

International Marketing

Students explore all aspects of marketing from a global perspective to better respond to international opportunities and competitive situations. Topics include an overview of international marketing; social, cultural, political, and legal environments; international market-entry opportunities; planning and managing market entry strategies and products; global distribution and pricing; international promotion, sales, and negotiation; and international market planning.

Prerequisites: BBUS 3431. BBUS 3651 and 3471 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 4481

WEB-BASED 3 UNIV

Integrated Marketing Communications

Students examine the promotional mix including advertising, publicity, personal selling and sales promotion from an integrative perspective. Students create and manage these promotional tools to successfully execute a business' strategic plan. Topics include an overview of integrated marketing communications (IMC) and brand building; basic IMC strategies; creating, sending and receiving brand messages; IMC functions; social, legal and ethical issues in IMC; international marketing communication; and effectiveness, measurement and evaluations.

Prerequisites: BBUS 3431. BBUS 3651 and 3471 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 4491

WEB-BASED or ONLINE 3 UNIV

Business-to-Business Marketing

Students examine the importance and impact of marketing products and services to other businesses and organizations in the economy, the unique nature of business customer's needs, and the different marketing strategies that can be employed to meet those needs.

Topics include exploring business markets and business marketing; creating value for business customers; designing product and channel strategies; establishing strong communications; building strong sales and pricing; and managing programs and customers.

Prerequisites: BBUS 3431 is recommended.

Start Date: Continuous registration for web-based. Registration deadline for online.

Completion: 30 weeks for web-based; 17 weeks for online.

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 become familiarized with local government law and legal issues that arise in relation to local government activities and learn how to read case law and legislation.

Prerequisites: Third-year university standing. Work experience in a local government setting is an asset.

Start Date: September. Registration deadline applies.

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.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4661

WEB-BASED 3 UNIV

Managing Change

Students learn to become agents for change, thereby improving human resources and organizational effectiveness and productivity. In today's business environment, a human resource practitioner must be a skilled change manager. Topics include processes of change; perspective of self and others; creating a climate for change; facilitating change transition; gaining commitment and sustaining momentum; and the institutionalization of change and beyond.

Prerequisites: 60 credits. BBUS 2721 and 3693 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 4681

WEB-BASED 6 UNIV

Leading Projects to Success

Students focus on the development, implementation, and utilization of business models for making informed managerial decisions. Topics include an introduction to decision making; problem definition and opportunity delineation; compiling relevant information; generating ideas; evaluating and prioritizing potential solutions; financial forecasting; and developing the implementation plan.

Prerequisites: 60 credits. BBUS 3611 and 3641. Strong working knowledge of computers or an introductory computer course is recommended.

Start Date: Refer to TRU-OL's website or contact Student Services.

Completion: 21 weeks (online participation required).

BBUS 4701

WEB-BASED

3 UNIV

Business Policy and Strategy

Students explore the basic concepts and methodologies of developing and executing successful business strategies in a dynamic global environment. Effective strategy is about developing a competitive advantage. Learners develop insights into the workings of CEO and top management teams in preparation for senior positions in management. Topics include an overview of strategic management; creating competitive advantages; strategies for creating a competitive advantage; and implementing those strategies.

Prerequisites: 90 credits, including all core requirements of the Bachelor of Commerce.

Exclusions: Students cannot receive credit for more than one of BBUS 4701 and BBUS 4799.

Start Date: Continuous registration.

Completion: 30 weeks.

BBUS 4751

ONLINE

3 UNIV

New Venture Creation

Students develop the skills, value, and attitudes needed for success as an entrepreneur whether starting a new venture from scratch, joining or acquiring an existing business or creating a new venture inside a larger organization. The primary activity is the development of a comprehensive business plan. Topics include an overview of entrepreneurship and small business in Canada; entrepreneurial mindset, characteristics, competences and ethics; creativity, idea generation and feasibility studies; business plans; part-time and full-time entrepreneurship; location and capacity planning; marketing research for new ventures; financing new ventures; creating a financial plan; legal structures and issues; new venture development team; risk analysis and management; and reviewing, identifying and evaluating educational technologies.

Prerequisites: None.

Start Date: Registration deadline applies.

Completion: 13 weeks.

BBUS 4759

WEB-BASED

UVIC ADMN 470

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 and 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: None.

Third-year university standing is recommended.

Start Date: July–August (condensed offering). Includes three-day on-campus workshop. Registration deadline applies..

Completion: 4 months.

BBUS 4779

WEB-BASED

UVIC ADMN 477

3 UNIV

Strategic Planning and Implementation

This course examines 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 statements; 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.

Exclusions: Only one of BBUS 4779, ADMN 577, ADMN 411, ADMN 412 or ADMN 470 with these topics may be taken for credit.

Start Date: May. Registration deadline applies.

Completion: 4 months.

BBUS 4789

WEB-BASED

UVIC ADMN 478

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 and considers ways in which the policy capacity of urban/regional government might be improved.

Prerequisites: None.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4799

WEB-BASED

UVIC ADMN 479

3 UNIV

European Border 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 and considers ways in which the policy capacity of urban/regional government might be improved.

Prerequisites: Third-year standing is recommended.

Exclusions: Only one of UVic BBUS 479 and 579 or 548 (if taken in the same topic) can be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 4 months.

BBUS 4833

WEB-BASED 3 UNIV

Effective Leadership

Students develop a collection of leadership skills for diverse organizational and community contexts. They increase their awareness of the interaction between self, systems and organizational context; explore how leaders take action to make a positive difference; and investigate various approaches to leadership within a variety of contexts. Students are expected to articulate their vision of leadership in diverse situations, and are required to apply theoretical concepts to workplace, community, or volunteer experiences.

Prerequisites: BBUS 3671 is required. 60 credits is recommended.

Start Date: Refer to TRU-OL's website for course availability and schedule.

Completion: 14 weeks (online participation required).

BIOL 0501

PRINT- OR WEB-BASED PREP

General Biology

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use and basic cell biology before considering the evolution of biological diversity. As students explore the diversity of life, they progress from microbes to plants and animals. Students observe in labs, participate in neighbourhood field trips and utilize a comprehensive textbook and CD-ROMs to supplement their knowledge and eventually integrate and apply their biology skills to ecology.

Prerequisites: Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.

Equipment: A CD-ROM drive, Apple QuickTime 6.5 and FlashPlayer 7.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 0601

PRINT- OR WEB-BASED PREP

Provincial Biology

This provincial-level course in human biology (equivalent to Grade 12 biology) is an optional science courses that may be used to meet the requirements of the BC Adult Graduation Diploma. Students develop an understanding and appreciation for how scientific knowledge is obtained and organized and how these methods can be applied to everyday life. This course is concerned primarily with human biology, such as reproduction, circulation, the heart, immunity, the nervous system and genetics. Topics include cell biology; photosynthesis and cellular respiration; human anatomy and physiology; and genetics. Several textbook chapters concerned with biological topics are also included, 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.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 1001

PRINT- or WEB-BASED 3 UNIV

Understanding Biology

Students are introduced to biological principles applicable to many contemporary problems of human well-being and long-term survival, and students who do not intend to major in science are provided with a scientific perspective. Students who plan to proceed to advanced courses in biology should take BIOL 1113 and BIOL 1213, rather than BIOL 1001.

Prerequisites: None. A Provincial Grade 12 Diploma or equivalent is recommended.

Equipment: A DVD Player.

Start Date: Continuous registration.

Completion: 30 weeks.

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.

BIOL 1115, the optional laboratory component of BIOL 1113, is usually offered once per year in the summertime in Kamloops, BC.

Prerequisites: Biology 11 or 12 (C+ or better) and Chemistry 11 are 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: A computer with speakers.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 1115

IN-PERSON 1 UNIV

Biology Laboratory 1

This is a five-day lab course in which students perform experiments that illustrate the principles learned in BIOL 1113: Principles of Biology 1.

Prerequisites: None. Prior or concurrent registration in BIOL 1113 or equivalent is strongly recommended.

Note: Labs are held in June or July at TRU, Kamloops campus. 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 TRU-OL's website or contact Student Services for course availability and 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, the optional laboratory component of BIOL 1213, is usually offered once per year in the summertime in Kamloops, BC.

Prerequisites: Biology 11 or 12 (C+ or better) and Chemistry 11 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 1215

IN-PERSON 1 UNIV

Biology Laboratory 2

This is a five-day lab course in which students perform experiments that illustrate the principles learned in BIOL 1213, *Principles of Biology II*.

Prerequisites: None. Prior or concurrent registration in BIOL 1213 or equivalent is recommended.

Note: Labs are held in June or July at TRU, Kamloops campus. 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 TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 1 week.

BIOL 1593

WEB-BASED 3 UNIV

Anatomy and Physiology I

This is the first of two comprehensive theory courses in which students survey 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. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

Prerequisites: None. Biology 11 or 12 (C+ or better) and Chemistry 11 is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 1595

IN-PERSON NC

Anatomy and Physiology: Laboratory 1

This in-person laboratory course is the first half of the laboratory component generally required for a fundamental first-year anatomy and physiology course. Students are introduced to the structure and function of the human body, beginning with an orientation to the body and proceeding to the functions of a generalized cell. These functions include the atoms and molecules that make up organic molecules, tissues, organs and organ systems, as well as the integumentary, skeletal, muscular and nervous systems. Students focus on the healthy functioning of the body, and consider each system's contribution to overall health and the maintenance of homeostasis.

Prerequisites: None. Biology 11 or 12 (C+ or better), Chemistry 11 and BIOL 1593 or an equivalent theory course are strongly recommended.

Start Date: The lab is held for five days during the summer at TRU, Kamloops campus. Registration deadline applies.

Completion: 1 week.

BIOL 1693

WEB-BASED 3 UNIV

Anatomy and Physiology II

Continuing from BIOL 1593, *Anatomy and Physiology I*, this is the second of two comprehensive theory courses, in which students survey 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. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

Prerequisites: None. Biology 11 or 12 (C+ or better), Chemistry 11 and BIOL 1593 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 1695

IN-PERSON NC

Anatomy and Physiology: Laboratory 2

This in-person laboratory course is the second half of the laboratory component generally required for a fundamental first-year anatomy and physiology course. Students focus on the nervous system and the senses, in addition to the endocrine, circulatory, respiratory, urinary, digestive and reproductive systems.

Prerequisites: None. BIOL 1593, BIOL 1595, and BIOL 1693 or BIOL 1590 are strongly recommended.

Start Date: The lab is held for 5 days (1 week) during the summer in Kamloops. Registration deadline applies.

Completion: 1 week.

BIOL 2029

WEB-BASED

SFU BISC 202

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, with a grade of C- or higher.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

BIOL 2131

PRINT- or WEB-BASED 3 UNIV

Cell and Molecular Biology

Students examine the basic properties of cells and cell organelles, in addition to the properties of differentiated cell systems and tissues. The course aims 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 instructed in how to critically examine data and interpretations presented by researchers.

Prerequisites: None. CHEM 1503, CHEM 1505, CHEM 1523 and CHEM 1525 and BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215 or equivalents are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 2341

PRINT- or WEB-BASED 3 UNIV

Principles of Genetics

In this introduction to a fascinating and controversial area of contemporary science, students are presented with basic terms, principles and research methods used in the study of genetics.

The transmission, distribution, arrangement and alteration of genetic information is discussed, in addition to how genetic information functions and is maintained in populations.

Prerequisites: None. BIOL 1113, 1115, 1213, or 1215 or equivalent and BIOL 2131 are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 3001

ONLINE 3 UNIV

Biostatistics

After successful completion of this course, students can demonstrate their understanding of the nature of data and the challenges involved in collecting and handling data.

Student activities include planning the collection of data necessary to examine a particular problem—biological or otherwise, applied or theoretical; manipulating, summarizing and describing a data set; deciding on a statistical approach for testing hypotheses; performing data analysis using current statistical tools (software and techniques); using statistical analysis in scientific investigations as a tool for description and hypotheses testing; providing inference and interpreting and evaluating statistical analyses used by others; and designing experiments and analyzing and interpreting the results of experiments or observational studies.

Prerequisites: None. An introductory statistics course and 60 credits of post-secondary education are recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks.

BIOL 3021

PRINT- or WEB-BASED 3 UNIV

Community and Ecosystem Ecology

This course is a survey of the theoretical development of community and ecosystem ecology as a science. Students examine the major influences on the organization and development of ecological communities, including 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 also examine the classification, diversity and conservation of ecological communities. The course provides extensive experience in the practice of ecology through a field research project.

Prerequisites: None. 6 credits of introductory biology are recommended.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 3101

PRINT- or WEB-BASED 3 UNIV

Animal Behaviour

This course provides a basic introduction to the study of behaviour. Students concentrate on the evolution of behaviour by natural selection, and briefly consider behavioural genetics, development and mechanistic aspects. The major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour and human behaviour. Students develop a basic understanding of the evolution and adaptation of behaviour.

Prerequisites: None. BIOL 1113, 1115, 1213, 1215 or equivalent and BIOL 3021 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 3131

ONLINE 3 UNIV

Introduction to Biochemistry

Students are introduced to cellular chemistry and the structure and function of biological molecules. Topics include nucleic acids, enzymes and other proteins, carbohydrates, lipids and vitamins. The course also provides an introduction to metabolic pathways and bioenergetics, including glycolysis, fermentation and respiration, oxidation of fatty acids and photosynthesis.

Prerequisites: None. 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.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 16 weeks.

BIOL 3231

ONLINE 3 UNIV

Biochemistry

Students examine the structure, function, synthesis and degradation of macromolecules (carbohydrates, lipids, nucleic acids and proteins). The biochemistry of DNA repair and intracellular transport of proteins is also addressed.

Prerequisites: None. BIOL 3131 is strongly recommended (with a minimum of a C).

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 16 weeks.

BIOL 3431

WEB-BASED

3 UNIV

Plants and People

Students analyze 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, spice, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

Prerequisites: None. 60 credits is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

BIOL 3701

ONLINE

3 UNIV

Advanced Human Anatomy

This is an advanced course in human anatomy that is of interest to learners who intend to study physical therapy, occupational therapy or medicine. The focus of the course is to relate anatomical structures to human activity and function. Students examine the musculoskeletal, cardiovascular and nervous systems in detail and focus on how they are interconnected.

Prerequisites: None. 6 credits in introductory anatomy and/or general biology and 60 credits of post-secondary education are recommended.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BIOL 4141

ONLINE

3 UNIV

Evolution

Students examine central concepts in the contemporary theory of evolution, such as 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 modern evolutionary synthesis. This historical approach addresses the manner in which scientific theories are first proposed and continuously modified to accommodate new findings. Students' major projects consist of independent research into some of the current controversies surrounding evolutionary theory. Topics include the origins of living systems; species and their origins and extinctions; adaptation and its constraints; systematics; and evolutionary ethics.

Prerequisites: None. BIOL 3021 is strongly recommended.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

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.

BUEC 2041

PRINT- or WEB-BASED

3 UNIV

Managerial Economics

Students focus on the application of economic models and rationale choice to business decision making. Topics include an overview of managerial economics; demand and supply; costs of production and the organization of the firm; market structure and pricing and output decisions; game theory and pricing strategies; and the economics of information and the role of government in the marketplace.

Prerequisites: ECON 1901, ECON 1951 and MATH 1171.

Start Date: Continuous registration.

Completion: 30 weeks.

BUEC 3101

WEB-BASED

3 UNIV

Economic and Business Statistics

Students learn advanced statistical techniques and methods and their application in business and economics. Topics include probability theory; sampling methods and estimation; hypothesis testing; the analysis of variance; regression analysis and correlation; and index numbers, time-series analysis and forecasting.

Prerequisites: STAT 1201 and MATH 1171.

Start Date: Continuous registration.

Completion: 30 weeks.

BUSN 5011

ONLINE 3 UNIV

Managerial Statistics

Students examine 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: Meets the admission requirements to the Graduate Certificate in Business Administration.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 5021

ONLINE 3 UNIV

Financial Accounting

Students acquire the knowledge and skills necessary to understand financial statements. They analyze the many accounting policy choices available to companies, and the consequences of these choices for users. Topics include recording basic financial transactions, financial statement preparation, adjusting entries, accounting for receivables and inventories, depreciation and sale of capital assets, bonds and long-term debt, equity transactions, the cash flow statement, revenue and expense recognition, and leases and pensions.

Prerequisites: Meets the admission requirements to the Graduate Certificate in Business Administration.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 5031

ONLINE 3 UNIV

Management Accounting

Students explore the three functions managers must perform within their organizations: planning operations, controlling activities and making 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 an introduction to management accounting; costs and cost behaviours; job or project costing; activity-based costing; cost behaviour and the contribution margin; cost, volume, profit analysis; budgeting; budget variances and performance evaluation; performance measures and the balance scorecard; and short-term decision analysis.

Prerequisites: BUSN 5021.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 5041

ONLINE 3 UNIV

Global Economics

Students develop an understanding of the theoretical framework within which the performance of an economy can be analyzed. Topics include an 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: Meets the admission requirements to the Graduate Certificate in Business Administration.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 5051

ONLINE 3 UNIV

Marketing Management

Students examine the key principles and concepts of marketing in a variety of contexts including nonprofit, international, environmental, and service issues. Topics include marketing strategy, marketing research, customer relationship management, market segmentation, branding, pricing strategies, channels of distribution, integrated marketing communications and international marketing.

Prerequisites: Meets the admission requirements to the Graduate Certificate in Business Administration.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 5061

ONLINE 3 UNIV

Human Resource Management

Students acquire 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 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: Meets the admission requirements to the Graduate Certificate in Business Administration.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6011

ONLINE 3 UNIV

Ethics and Corporate Social Responsibility

Students become more effective decision makers by examining the meaning and role of ethics in the business environment, and the social responsibility of business organizations. Topics include the relationship between business and society; identifying stakeholders and issues; the theoretical basis of business ethics; business ethics in management and leadership; the concept of corporate social responsibility; corporate social responsibility in practice; regulating business; ownership and governance of the corporation; environmental and business responsibilities; globalization and business responsibilities; and ethics, responsibilities and strategy.

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6021

ONLINE 3 UNIV

Corporate Finance

Students acquire the knowledge and skills required to effectively manage a firm's operating and fixed assets, and to fund those assets with an optimal mix of short-term and long-term debt and equity financing. 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: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6031

ONLINE 3 UNIV

International Business

Students are introduced to 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 research and development and global human resource management.

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6041

ONLINE 3 UNIV

Leadership and Organizational Development

Students adopt a systematic understanding of the characteristics of a successful leader and what is required by leaders to attune and align organizations to the ever-changing global business environment. Topics include new realities as a force for change; the prime task of leadership – identifying new realities; critical systems thinking; philosophies, theories and styles of leadership; the systematic leadership approach; authority, obedience and power; authority, power, leadership and group dynamics; organizational behaviour, group dynamics and change; the shadow side of leadership; leadership and ethics; systematic leadership and strategy; and “the leader in you.”

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6051

ONLINE 3 UNIV

Supply Chain Management

Students acquire the knowledge and basic skills to effectively design a supply chain for an organization. Topics include an introduction to supply chain, the 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 an overview of special types of supply chains such as green and humanitarian aid supply chains.

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6061

ONLINE 3 UNIV

Strategic Management Information Systems

Students learn to effectively manage a firm's information and technology assets in order to meet the information needs of the organization. Topics include information systems strategies; the development of information system assets; organizational information infrastructure; databases and data management including decision making support; enterprise resource planning systems; e-business; social media use by organizations; information security and risk management; innovating with information technology; and leadership and management of information systems.

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6071

ONLINE 3 UNIV

Project Management and Consulting Methods

Students explore the concepts and practical techniques to apply consulting methods in their work and to participate in or manage complex projects. Topics include the five stages of the consulting process, which include entry and contracting, discovery and dialogue, analysis and the decision to act, engagement and implementation and closing; analysis and presentation techniques; and examination of the five major project process groups, which include project initiation, planning, execution, controlling and closing.

Prerequisites: BUSN 6041.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6081

ONLINE 3 UNIV

Strategic Management

Students examine the role of senior management in developing and implementing corporate strategy in a global context. They learn to analyze the firm's external and internal environment to identify and create competitive advantage as well as to formulate, implement and evaluate cross-functional decisions that directly affect the ability of an organization to achieve its stated objectives. Topics include an introduction to strategic management, measures of firm performance, analysis of the external environment, analysis of the internal environment, business-level strategy, corporate-level strategy, acquisition and restructuring strategies, international strategies, corporate governance, organizational structures and controls, strategic leadership and corporate social responsibility and ethics.

Prerequisites: Completion of all other MBA Core courses.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6151

ONLINE 3 UNIV

Advanced Marketing Management

Students acquire the knowledge and skills required to develop, implement, and control successful marketing strategies. Topics include the art of case analysis; consumer behaviour; marketing research and competitive analysis; marketing segmentation and position; market entry and pricing; retail selling, private labels and channels of distribution; marketing communications; Internet marketing; corporate social responsibility and nonprofit marketing; sales management; and international marketing.

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6211

ONLINE 3 UNIV

Advanced Corporate Finance

Building on BUSN 6020, Corporate Finance, students continue to develop their knowledge and skills in corporate finance. Topics include long-term financial planning; sources of long-term financing; working capital management; sources of short-term financing; international corporate finance; risk management; business valuation; mergers and acquisitions; corporate restructuring; bankruptcy, reorganization and liquidation; and Economic Value Added.

Prerequisites: BUSN 6021.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6251

ONLINE 3 UNIV

Decision Analysis and Modelling

Students learn to integrate personal judgment and intuition in realistic business situations with the most widely applicable methodologies of decision and risk analysis, probability and statistics, competitive analysis, and management science. Topics include an introduction to decision analysis and modelling; spreadsheet engineering and error reduction; framing decision analysis problems; framework for analyzing risk; data analysis; resource allocation with optimization models; multi-period deterministic models; multi-factor deterministic models; regression modelling; strategic interactive decisions; and interpreting models, data and decisions.

Prerequisites: Meets the admission requirements to the MBA.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6311

ONLINE 3 UNIV

Innovation and Entrepreneurship

Students acquire the knowledge and skills needed to manage the development of innovations, to recognize and evaluate potential opportunities to monetize these innovations, to plan specific and detailed methods to exploit these opportunities, and to acquire the resources necessary to implement these plans. Topics include entrepreneurial thinking; innovation management; opportunity spotting and evaluation; industry and market research; business strategy; business models and business plans; financial forecasting and entrepreneurial finance; pitching to resource providers and negotiating deals; and launching new ventures.

Prerequisites: BUSN 6021.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6951

ONLINE 3 UNIV

Research Methods, Preparation, and Presentation

Students receive an overview of the scientific method, research preparation and the styles of communication used to disseminate research at the graduate level. Topics include the role of business research, theory and the business research process, organization structure and ethical issues, defining a research problem, qualitative research tools, survey research, observation methods and experimental research, measurement and scaling concepts, sampling and sample size, working with data, quantitative statistical analysis and writing a research report.

Prerequisites: Approval of the MBA Committee.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6961

ONLINE 9 UNIV

Graduate Project

Students in the Graduate Project Option in the Master of Business Administration degree program prepare and defend a report that addresses a particular management issue or problem. The report is completed under the direction of a faculty member and evaluated by a project defence committee.

Prerequisites: BUSN 6951.

Start Date: Registration deadline applies.

Completion: 16 weeks.

BUSN 6971

ONLINE 12 UNIV

Graduate Thesis

Students in the Graduate Thesis Option in the Master of Business Administration degree program prepare and defend a thesis in accordance with the policies established by the Research, Innovation, and Graduate Studies Office. The thesis is completed under the supervision of a faculty member and a thesis supervisory committee and evaluated by a thesis defence/examining committee.

Prerequisites: BUSN 6951.

Start Date: Registration deadline applies.

Completion: 16 weeks.

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. Students then progress to 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: A DVD player. Videos and a lab kit are included in the course package.

Start Date: Continuous registration.

Completion: 30 weeks.

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; valence bond theory of bonding; and organic chemistry. The significant organic chemistry portion of the course focuses on the bonding and structure of organic compounds, compound naming, functional groups, conformational and stereochemical features, oxidation reduction reactions, substitution and elimination reactions and enolate chemistry.

Prerequisites: None. Chemistry 11 or Chemistry 12 and Principles of Math 12 or Foundations of Math 12 are strongly recommended.

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. To complete the equivalent of the entire first year (6 credits) of university-level chemistry, students must complete CHEM 1503, 1523, 1505 and 1525 or CHEM 1500 and CHEM 1520.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 1505

WEB-BASED NC

Chemistry Laboratory 1

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 familiarized with these topics, and demonstrate their proficiency in various laboratory techniques.

Prerequisites: None. Chemistry 11 or Chemistry 12 or Principles of Math 12 or Foundation of Math 12 are strongly recommended. A first-year general chemistry course such as CHEM 1503 is recommended as a corequisite for this course.

Equipment: A non-programmable, single numeric line calculator. A lab kit is included in the course package.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 1523

PRINT- or WEB-BASED 3 UNIV

Principles of Chemistry

This course is the second half of first-year chemistry theory and is designed for students with a strong background in chemistry. Topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy and free energy.

Prerequisites: None. CHEM 1500 (C- or higher) or CHEM 1503 and CHEM 1505 or equivalent and Chemistry 12 or (a grade of B or higher) are strongly recommended.

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. To complete the equivalent of the entire first year (6 credits) of university-level chemistry, students must complete CHEM 1503, 1523, 1505 or 1525. The TRU equivalents of these courses are CHEM 1500 and CHEM 1520.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 1525

WEB-BASED NC

Chemistry Laboratory 2

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. 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 (K_a) determination, oxidation-reduction reactions, and electrochemical cells. Students are expected to become familiar with these topics and demonstrate proficiency in various laboratory techniques.

Prerequisites: None. 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 corequisite, are strongly recommended.

Equipment: A non-programmable, single numeric line calculator. A lab kit is included in the course package.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 2123

PRINT-BASED 3 UNIV

Organic Chemistry 1

Students review the basic principles of chemical bonding as they apply to organic molecules and introduces the concepts of functional groups, nomenclature, stereochemistry and reaction mechanisms. The systematic chemistry of alkanes, alkenes, alkynes, alkyl halides, alcohols and ethers are discussed, in addition to the theory and use of spectroscopy in identifying organic compounds. Working through this course, students are expected to apply their knowledge to problem-solve, deduce structures and synthesize simple organic molecules, using the studied reactions. The relationships between organic chemistry and other disciplines are noted. CHEM 2125 is the laboratory companion to 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 corresponding laboratory courses.

Prerequisites: None. CHEM 1503, 1505, 1523 and 1525 or equivalent are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 2125

IN-PERSON 1 UNIV

Organic Chemistry Laboratory 1

This is a five-day lab course in which students perform experiments that illustrate the principles learned in CHEM 2123: Organic Chemistry 1.

Prerequisites: None. Prior registration in CHEM 2123 or equivalent is recommended.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: Labs are held for 5 days during the summer at TRU, Kamloops campus. 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 2

Students continue their 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. Students also explore the chemistry of various organic compounds found in biological systems: carbohydrates, amino acids, proteins and peptides, and nucleic acids. Students are expected to apply their knowledge to problem-solve, deduce structure and synthesize simple organic molecules, using the studied reactions. Relationships between organic chemistry and other disciplines are noted. CHEM 2225 is the laboratory companion to this course.

Prerequisites: None. CHEM 2123 and 2125 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

CHEM 2225

IN-PERSON

1 UNIV

Organic Chemistry Lab 2

This is a five-day lab course in which students perform experiments that illustrate the principles learned in CHEM 2223: Organic Chemistry 2.

Prerequisites: None. CHEM 2223 and CHEM 2123 and 2125 or equivalent are recommended.

Note: Labs are held in June or July at TRU, Kamloops. 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 TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 1 week.

CMNS 1109

WEB-BASED

SFU CMNS 110

3 UNIV

Introduction to Communication Studies SFU-designated breadth-social sciences (B-Soc) course.

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CMNS 1291

PRINT- or WEB-BASED or ONLINE 3 UNIV

Business Communication

Students practice occupational writing, including correspondence and reports. Students begin by applying strategies and formats for correspondence with emphasis on employment letters, customer relations letters and persuasive messages. Students then focus on report preparation, with practice in writing descriptions, instructions, progress reports and proposals.

Prerequisites: None. CMNS 1811 or another postsecondary English course such as ENGL 1001 or 1021 or 1999 are recommended, or equivalent skills as demonstrated by an assessment, are recommended.

Note: This course replaces ENGL 1071.

This course is not applicable to the general education requirements of any TRU-OL degree.

Exclusions: Students with credit for ENGL 1071 cannot take this course for further credit.

Start Date: Continuous registration for print- and web-based. Registration deadline for online.

Completion: 30 weeks for print or web-based; 14 weeks for online.

CMNS 1309

WEB-BASED

SFU CMNS 130

3 UNIV

Communication and Social Change

An introduction to the forms, theories and institutions of communication as they relate to broader social change, with a focus on the political, economic and regulatory shifts characterizing Canadian and transnational media systems. This course is a requirement for a major or minor in communication.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CMNS 1811

PRINT- or WEB-BASED or ONLINE 3 UNIV

Written Communication

Students are introduced to writing clear, positive messages and to understanding basic writing strategies. The course is designed to help students to be more proficient at the writing required for home, school, and in the workplace. Students are shown techniques for effective writing and practice writing e-mail correspondence, memos, letters, college essays, and workplace reports.

Prerequisites: None. English 11 or equivalent is recommended.

Note: This course replaces ENGL 1061.

Students who already have credit for a post-secondary English or business communications course are usually exempted from CMNS 1291 as a requirement. This course is not applicable to the general education requirements of any TRU-OL degree.

Exclusions: Students with credit for ENGL 1061 may not take this course for further credit.

Start Date: Continuous registration for print- and web-based. Registration deadline for online.

Completion: 30 weeks for print and web-based; 14 weeks for online.

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: SFU CMNS 110 or SFU CMNS 130.

Exclusions: Students with credit for SFU CMNS 253 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CMNS 2599 SFU CMNS 259
WEB-BASED 3 UNIV

Acoustic Dimensions of Communication I

This course is designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media and sonic environments.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: A CD player.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: SFU CMNS 110 or SFU CMNS 130.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CMNS 3559 SFU PUB 355W
WEB-BASED 4 UNIV

Online Marketing for Publishers

SFU-designated writing-intensive (W) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 (literary, regional and general trade) and particular types of books (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.

Exclusions: 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.

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: 75 units, including SFU CMNS 353 and SFU CMNS 362.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 include 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. Students also gain hands-on experience creating and maintaining a relational database, using Microsoft Access or LibreOffice, available at: www.LibreOffice.org.

Prerequisites: XCOMP 0109 (formerly CMPT 1509) or equivalent.

Start Date: January. Registration deadline applies.

Completion: 13 weeks.

CMPT 2159 **UVIC TECB 401**
WEB-BASED 3 UNIV

Systems Analysis and Design I

This course provides students with a 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 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, such as CGA and CMA.

Prerequisites: XCMP 0109 (formerly CMPT 1509) or equivalent. CMPT 2129 is recommended.

Start Dates: May. Registration deadline applies.

Completion: 13 weeks.

CMPT 2319 **UVIC TECJ 230**
ONLINE 3 UNIV

Web Design and Management I

This course provides students with the technical skills and conceptual understanding to create and manage professional websites. This course 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 learn the basics, such as hypertext mark-up language (HTML), including creating links, adding graphics and applying cascading style sheets to web pages. Students 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, is provided. Many of these skills are developed through hands-on exercises.

Prerequisites: XCMP 0109 (formerly CMPT 1509) or equivalent experience. Ability to download and install software.

Start Date: January. Registration deadline applies.

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: XCMP 0109 (formerly CMPT 1509) or equivalent.

Start Date: May. Registration deadline applies.

Completion: 13 weeks.

CMPT 3159 **UVIC TECJ 315**
ONLINE 3 UNIV

Relational Database Management Systems

This course provides students with an understanding of the design, creation, maintenance and management of a relational database management system (RDBMS).

Students learn how to create and access data using structured query language (SQL), which is the programming language used by most large relational database management systems, including Oracle, IBM DB2, MS SQL Server and Sybase, and by open source products such as MySQL and PostgreSQL.

Prerequisites: XCMP 0109 (formerly CMPT 1509) and 2129 or equivalent.

Start Date: September. Registration deadline applies.

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 learn to install and configure the Vaadin and Eclipse products as well as their choice of the following database products: MySQL, MSSQL or Oracle. Students build a web-based graphical user interface (GUI) application that incorporates multiple forms and GUI controls (like buttons and lists of values) and can generate dynamic reports. The course incorporates extensive hands-on work: students deploy and test their web-based applications to the open source Apache Tomcat web server.

Prerequisites: XCMP 0109 (formerly CMPT 1509) (UVIC TECJ 100), 2129 (UVIC TECJ 432) and 3159 (UVIC TECJ 315) or equivalent experience.

Start Date: January. Registration deadline applies.

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 using HTML, CSS and text editors to create basic, static websites. 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 (PHP: hypertext preprocessor). 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: XCMP 0109 (formerly CMPT 1509) and 2319 or equivalents.

Start Date: May. Registration deadline applies.

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 use Microsoft Project software with a case study to gain practice in applying these concepts.

Prerequisites: XCMP 0109 (formerly CMPT 1509) or equivalent.

Equipment: A CD-ROM drive.

Start Date: September, January. Registration deadline applies.

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. The course complements the technical content of the CBIS program by addressing issues of information technology from the human perspective. Students 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: XCMP 0109 (formerly CMPT 1509) or equivalent.

Start Date: January. Registration deadline applies..

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. 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. 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.

Prerequisites: XCMP 0109 (formerly CMPT 1509) and CMPT 3009 or equivalents.

Start Date: September. Registration deadline applies.

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 provides students with an understanding of the concepts and technologies related to building an effective enterprise identity management architecture. Students examine the concepts, tools, and technologies that allows enterprises to build an identity management architecture that achieves business process goals on a foundation of managed digital identity. It also investigates the intersection between corporate and public worlds of online identity, thus providing an opportunity to look at the way living online is fundamentally changing how communities of trust are developed.

Prerequisites: None. Having user accounts for online resources in enterprise or Internet-based settings is recommended.

Start Date: September. Registration deadline applies.

Completion: 13 weeks.

COMP 1109 **SFU CMPT 110**
WEB-BASED 3 UNIV

Programming in Visual Basic SFU-designated quantitative (Q) course.

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 Mathematics 12 or equivalent or any 100-level MATH course.

Exclusions: 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 this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

COMP 1131
WEB-BASED or ONLINE 3 UNIV

Computer Programming 1

This course provides problem-solving and computer programming skills for students with no prior experience in the area of programming. Students use Java, a high-level, object-oriented computer programming language, to learn the fundamentals of computer programming including how to write, compile and execute programs. Familiarity with computers is beneficial.

Prerequisites: Principles of Math 12 or C+ or better in Physics 12 is strongly recommended.

Start Date: Continuous registration for web-based. Registration deadline for online.

Completion: 30 weeks for web-based or 16 weeks for online.

COMP 1231
WEB-BASED or ONLINE 3 UNIV

Computer Programming II

In this continuation of COMP 1131: Computer Programming I, students are introduced to the programming tools required to solve a more advanced set of problems. Students further develop their knowledge of the principles of object-oriented design and programming, including the use of interfaces and inheritance, and learn the fundamentals of sorting data and data structures.

Prerequisites: None. COMP 1131 or equivalent is strongly recommended.

Start Date: Continuous registration for web-based. Registration deadline for online.

Completion: 30 weeks for web-based; 16 weeks for online.

COMP 1659 **SFU CMPT 165**
WEB-BASED 3 UNIV

Introduction to the Internet and the World Wide Web

SFU-designated breadth-science (B-Sci) course.

In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works and how web pages are created, and begin to learn how to program.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. Background in computer science is not assumed.

Exclusions: Students may not take this course for further credit if they have obtained credit for, or are enrolled in: a CMPT course at the 200 division or higher; SFU CMPT 118 or 170; or SFU IAT 265 or 267.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

COMP 2231
WEB-BASED or ONLINE 3 UNIV

Data Structures and Algorithms

Students are introduced to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students also design new algorithms for each 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 most appropriate for solving a particular problem.

Prerequisites: None. Completion of COMP 1231 or equivalent is strongly recommended.

Start Date: Continuous registration for web-based. Registration deadline for online.

Completion: 30 weeks for web-based; 16 weeks for online.

COMP 3051

WEB-BASED 3 UNIV

Algorithm Design & Analysis

Students learn algorithm definition; tools and methods for algorithm analysis and design; mathematical notations; choice of data structure; space and time efficiency; computational complexity; and algorithms for searching and sorting.

Prerequisites: None. Completion of COMP 2230 or equivalent is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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. Students are introduced to computer communication network design and its operations, and discuss 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, students should be able, in part, to design, implement and maintain a typical computer network (LAN).

Prerequisites: None. COMP 2130 and 2230 or 2231 or equivalents are strongly recommended.

Equipment: 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.

COMP 3411

ONLINE 3 UNIV

Operating Systems

This course introduces the principles and techniques for the design and implementation of operating systems (OS) including: interrupts; computer resource management (memory management, processor management, I/O management, file management, process management and security management); and process communication. Additional topics include Job Control Language and batch processing; case studies of operating systems; Real Time OS; and concurrent computations. This course includes a practical OS design project.

Prerequisites: None. Experience with data structures and algorithms or a course similar in content to COMP 2230/2231 are strongly recommended.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 16 weeks.

COMP 3521

ONLINE 3 UNIV

Software Engineering

This third-year course introduces students to large-scale software development including software design, implementation, and maintenance. Topics include 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; and team organization and review. Students apply the new techniques and knowledge from this course to develop a software project in a software engineering project course.

Prerequisites: None. COMP 2231 is strongly recommended.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 16 weeks.

COMP 3541

ONLINE 3 UNIV

Web Site Design and Programming

This third-year course examines all major aspects of website 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 (multithreading). Students concentrate on client-side Web programming and are introduced to server-side Web programming.

Prerequisites: None. COMP 2231 is strongly recommended.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 16 weeks.

CONV 1011

ONLINE 3 UNIV

Introduction to Tourism

Students are introduced to the tourism industry. Consideration is given to the concepts and vocabulary common throughout the tourism sectors. Students critically examine the competition for resources with other industries.

Prerequisites: None.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

CONV 1021

ONLINE 3 UNIV

Introduction to Special Event Management

Students are introduced 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.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

CONV 1031

ONLINE 3 UNIV

Celebrating Community and Culture

Students explore how to attract and include a variety of communities and cultures in special events. Consideration is given to cross-cultural issues and the challenges of creating “authentic” experiences while respecting the local environment and traditions of the people who live there.

Prerequisites: None.

Start Date: Refer to TRU-OL’s website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

CONV 1041

ONLINE 3 UNIV

Event Volunteer Management

Students are introduced to concepts and theories for the successful management of event volunteers. Current trends and their impacts on volunteer organizations are examined. Students participate in a volunteering experience for a special event.

Prerequisites: None.

Start Date: Refer to TRU-OL’s website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

CONV 1051

ONLINE 3 UNIV

Legal Liability and Risk Management

Students are introduced 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. Students are also provided with an overview of 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 is equivalent to CONV 1051.

Start Date: Refer to TRU-OL’s website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

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 to apply 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 determines the application of course content.

Prerequisites: None.

Note: TRU on-campus course TMGT 1150 is an alternate and is equivalent to CONV 1061.

Start Date: Refer to TRU-OL’s website or contact Student Services for course availability and registration deadline.

Completion: 14 weeks.

CRIM 1019

WEB-BASED

SFU CRIM 101

3 UNIV

Introduction to Criminology SFU-designated breadth-social sciences (B-Soc) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 1039

WEB-BASED

SFU CRIM 103

3 UNIV

Psychological Explanations of Criminal and Deviant Behaviour SFU-designated breadth-social sciences (B-Soc) course.

This course is an introduction to, and critical examination of, biogenetic, psychiatric and psychological explanations of criminal and deviant behaviour. Special attention is given to the hypothesized links between criminality and genetics, physiology, the endocrine system, mental disorders, personality, moral development and other forms of social learning.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed. SFU PSYC 100 and 102 are recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 1049

WEB-BASED

SFU CRIM 104

3 UNIV

Sociological Explanations of Criminal and Deviant Behaviour SFU-designated breadth-social sciences (B-Soc) course.

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. SFU SA 150 is recommended.

Exclusions: Students with credit for SOCI 450 or 451 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 1161

WEB-BASED or ONLINE 3 UNIV

The Canadian Legal System

Students examine the history, development and present-day operation of the Canadian legal system. Topics 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.

Start Date: Continuous registration for web-based. Registration deadline for online.

Completion: 30 weeks for web-based; 14 weeks for online.

CRIM 1319 **SFU CRIM 131**

WEB-BASED 3 UNIV

Introduction to the Criminal Justice System—A Total System Approach
SFU-designated breadth-social sciences (B-Soc) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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-social sciences (B-Soc) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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; and state and private sector programs designed to deal with such behaviour.

Prerequisites: SFU CRIM 101 and 131.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 2209 **SFU CRIM 220**

WEB-BASED 3 UNIV

Research Methods in Criminology
SFU-designated quantitative (Q) course.

This course is designed as an introduction to criminological research and is intended to develop 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: None. Any SFU 100-division CRIM course is recommended.

Exclusions: Students with credit for SFU CRIM 120 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 2251

WEB-BASED or ONLINE 3 UNIV

Sociological Explanations of Criminal Behaviour

In this course, identical to SOCI 2251, students critically examine the sociological, socio-cultural and socio-psychological explanations of criminal behaviour. These include ecological theories, conflict theories, control theories and symbolic interactionist theories. The specific theories subjected to critical examination are those concerned with class and group conflict, subcultures, labelling and gender.

Prerequisites: None.

Start Date: Continuous registration for web-based. Registration deadline for online.

Completion: 30 weeks for web-based; 17 weeks for online.

CRIM 2309 **SFU CRIM 230**

WEB-BASED 3 UNIV

Criminal Law

This course examines the nature, purpose, scope, sources and 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: SFU CRIM 135.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**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; and community-based corrections programs and outcomes.

Prerequisites: SFU CRIM 131.**Equipment:** CD and DVD players.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**Completion:** 13 weeks.**CRIM 2521**

WEB-BASED or ONLINE 3 UNIV

Introduction to the Canadian Criminal Justice System

This introductory course, also offered as SOCI 2521: Criminal Justice and Corrections, consists of three modules. The first module provides an introduction to the operation of the criminal justice system and examines the organization and operation of police in Canada. The second module considers the criminal courts, and the third module examines the operation of the correctional system.

Prerequisites: None. An introductory social science course is recommended.**Start Date:** Continuous registration for web-based. Registration deadline for online.**Completion:** 30 weeks web-based; 17 weeks for online.**CRIM 3009** **SFU CRIM 300W**

WEB-BASED 3 UNIV

Current Theories and Perspectives in Criminology**SFU-designated writing-intensive (W) course.**

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 (geography, political science and cultural studies).

Prerequisites: SFU[87] CRIM 101.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**Completion:** 13 weeks.**CRIM 3129**

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; and 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.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**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; and 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. SFU CRIM 131 is recommended.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**Completion:** 13 weeks.

CRIM 3159 **SFU CRIM 315**
WEB-BASED 3 UNIV

Restorative Justice

SFU-designated breadth-social sciences (B-Soc) course.

The course contrasts restorative justice with the dominant retributive/punitive model of justice through a critical analysis of these two paradigms of justice. Several key principles, assumptions and concepts necessary for understanding the foundation and practice of restorative justice are introduced and explored.

Prerequisites: 45 units.

Equipment: A DVD player.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 3209 **SFU CRIM 320**
WEB-BASED 3 UNIV

Quantitative Research Methods in Criminology

SFU-designated quantitative (Q) course.

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 in certain major criminological studies.

Prerequisites: SFU CRIM 101 and one of SFU CRIM 120 or 220.

Note: This course may be taken concurrently with SFU CRIM 321.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 and one of SFU CRIM 120 or 220.

Note: This course may be taken concurrently with SFU CRIM 320.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 and 230.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 are used. Feminist perspectives are featured, along with other approaches to human reproduction.

Prerequisites: None.

Exclusions: This course is identical to SFU GSWS 334 (or WS 334); students may not take both courses for credit. Students who have taken SFU CRIM 416, 417 and 418 under the title Law and Reproduction may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: SFU CRIM 330.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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; and 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. SFU CRIM 241 is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 3559 **SFU CRIM 355**
WEB-BASED 3 UNIV

The Forensic Sciences

SFU-designated breadth-social sciences (B-Soc) course.

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 is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 with GPA of 2.67 or higher; 90 completed units.

Note: Completion of this course does not guarantee admission to field practice. This course is reserved for criminology majors and honours programs.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Exclusions: Students who have taken SFU CRIM 318 under this topic may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 behaviour. These include not only the genetic factors that affect behaviour and therefore could potentially predispose towards crime, but also biochemical, neurological, nutritive and accidental effects such as head injuries. This course looks critically at all evidence both for and against any possible biological predispositions for criminogenic behaviours, together with the interaction with the environment. In particular, moral and ethical issues are considered and debated.

Prerequisites: SFU CRIM 101.

Exclusions: Students with credit for SFU CRIM 416 in the 2000 or 2001 summer semester may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

CRIM 4179 **SFU CRIM 417**
WEB-BASED 3 UNIV

Current Issues in Criminology and Criminal Justice

A critical analysis of certain “hot” issues in criminology and criminal justice. The topics covered change from term to term.

Prerequisites: SFU CRIM 101.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the 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 are also examined. This course also examines women’s struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today.

Prerequisites: SFU CRIM 330.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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; and the relationship between corrections administration and other components of the criminal justice system.

Prerequisites: SFU CRIM 101, 131 and 241. SFU POL 251 is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 are explored.

Prerequisites: SFU CRIM 251.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 are examined.

Prerequisites: SFU CRIM 101. SFU CRIM 380 is recommended.

Exclusions: Students who took SFU CRIM 416, 417 or 418 in Spring 2010 under this topic may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 16 weeks.

CYCA 1019 **UVIC CYC 100**
WEB-BASED 3 UNIV

Introduction to Professional Child and Youth Care Practice: Part 1

Historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts, and an introduction to strength-based practice, inclusiveness, caring in context, normative development and critical reflection. Emphasis is 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.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 1029 **UVIC CYC 100B**
WEB-BASED 3 UNIV

Introduction to Professional Child and Youth Care Practice: Part 2

Continues the historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. Child and youth care practice values and perspectives (strength-based practice, inclusiveness, caring in context, normative development and critical reflection) are also considered. Emphasis is 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.

Start Date: January. Registration deadline applies.

Completion: 12 weeks.

CYCA 1529 **UVIC CYC 152**
WEB-BASED 3 UNIV

Introduction to Helping Skills in Child and Youth Care Practice

Focuses on introducing foundational helping and communication skills. The 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.

Exclusions: Only one of CYCA 1529 (UVIC CYC 152) or UVIC CYC 252 may be taken for credit.

Equipment: A web cam and microphone.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 1669 **UVIC CYC 166A**
WEB-BASED 3 UNIV

Lifespan Development I (Conception to Late Childhood)

Introduces students to concepts and models of how human behaviour is acquired, maintained and modified. 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.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 1679 **UVIC CYC 166B**
WEB-BASED 3 UNIV

Lifespan Development II (Adolescence to Late Adulthood)

Introduces students to concepts and models of how human behaviour is acquired, maintained and modified. 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.

Start Date: January, May. Registration deadline applies.

Completion: 12 weeks.

CYCA 1719 **UVIC CYC 171**
WEB-BASED 3 UNIV

Introduction to Families: Issues, Patterns and Processes

Introduces frameworks and theories for conceptualizing child and youth care practice with families who are experiencing a variety of difficulties. Takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender and socio-economic status). The ultimate goal is to help students to understand the diversity and complexity of family issues, patterns and processes in local and international contexts.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Exclusions: Only one of either CYCA 1719 (UVIC CYC 171) or CYCA 373 (UVIC CYC 373) may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 12 weeks.

CYCA 2409 **UVIC CYC 240**
WEB-BASED 3 UNIV

Ethical Decision-Making in the Human Child and Youth Care Practices

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. 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 university standing.

Exclusions: Only one of either CYCA 2409 (UVIC CYC 240) or CYCA 340 (UVIC CYC 340) may be taken for credit.

Start Date: January, May. Registration deadline applies.

Completion: 12 weeks.

CYCA 2509 **UVIC CYC 250**
WEB-BASED 3 UNIV

Introduction to Law in Child and Youth Care Contexts

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 university 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.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 2659 **UVIC CYC 265**
WEB-BASED 3 UNIV

Introduction to Group Work in Child and Youth Care Practice

A presentation of theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students explore how to plan for and to facilitate groups, in a participatory, skill-building and experiential learning format.

Prerequisites: First-year CYCA/CYC required courses or equivalents.

Exclusions: Only one of either CYCA 2659 (UVIC CYC 265) or UVIC CYC 465 may be taken for credit.

Start Date: January. Registration deadline applies.

Completion: 12 weeks.

CYCA 2809 **UVIC CYC 280**
WEB-BASED 3 UNIV

Creating Programs and Environments for Young Children

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. Provincial Grade 12 Diploma or equivalent is assumed.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 3649 **UVIC CYC 364**
WEB-BASED 3 UNIV

Disability and Child and Youth Care Practice

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 university standing.

Note: Only one of the following: CYCA 3779 (UVIC CYC 364) or UVIC HSD 464 or UVIC SOCW 469 may be taken for credit.

Start Date: January. Registration deadline applies.

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 will 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 will be framed within a social justice approach.

Prerequisites: Third-year university standing.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 3819 **UVIC CYC 381**
WEB-BASED 3 UNIV

Leadership, Advocacy and Policy for the Early Years

Explores leadership, advocacy and policy within the context of key political debates and controversies affecting early-years services. Key areas of study will 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 university standing.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 4239 **UVIC CYC 423**
WEB-BASED 3 UNIV

Research Methods in Child and Youth Care

The design of research and evaluation in child and youth care. Within an applied research practitioner context, students are introduced to the knowledge and skills necessary to locate, understand and use research about child and youth care. Students examine research/evaluation designs and methodologies for improving child and youth care practice.

Prerequisites: Third-year university standing.

Start Date: September. Registration deadline applies.

Completion: 12 weeks.

CYCA 4249 **UVIC CYC 424**
WEB-BASED 3 UNIV

Qualitative and Quantitative Analysis in Child and Youth Care

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 in the logic of interpreting evaluation data. Students will explore how to interpret, analyze, code and write about qualitative data in order to interpret relationships between variables and be introduced to inferential statistics.

Prerequisites: Third-year university standing.

Note: Only one of either CYCA 4249 (UVIC CYC 424) or UVIC HSD 425 may be taken for credit.

Start Date: January, May. Registration deadline applies.

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 is on practitioners' roles in strengthening community capacity for early-years care and development. Local, national and international case examples are employed to explore the relationships between theory, practice and supportive policies. Students undertake a major project designed to stimulate transformative processes in the provision of early-year services within the context of communities.

Prerequisites: Fourth-year university standing.

Start Date: January. Registration deadline applies.

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 implications and effects within various cultural and economic contexts; (b) methods of program evaluation, including ethical implications; (c) impacts on programs, practitioners, communities, families and young children; and (d) and relevance to diverse cultural contexts.

Prerequisites: Fourth-year university standing.

Start Date: January. Registration deadline applies.

Completion: 12 weeks.

CYMH 5511
ONLINE 3 UNIV

Context and Theory in Child and Youth Mental Health Practice

This course is a paced, moderated and interdisciplinary 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 by the program coordinator to take this as a professional development course. A background in social work, counselling, child and youth care, education or nursing is recommended.

Start Date: Registration deadline applies.

Completion: 16 weeks.

CYMH 5521
ONLINE 3 UNIV

Assessment for Intervention in Child and Youth Mental Health

This paced, moderated and interdisciplinary course is designed to enable bachelor's- and master's-prepared social workers, counsellors, child and youth care workers and nurses to provide assessment and treatment for clients with mental health disorders.

Prerequisites: Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the program coordinator to take this as a professional development course. A background in social work, counselling, child and youth care, education or nursing is recommended. CYMH 5511 is strongly recommended.

Start Date: Registration deadline applies.

Completion: 16 weeks.

CYMH 5531

ONLINE 4 UNIV

Intervention in Child and Youth Mental Health

This group-based course prepares students to develop a comprehensive intervention plan based on the unique strengths and needs of a child and their family. Learners 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 by the program coordinator to take this as a professional development course. A background in social work, counselling, child and youth care, education or nursing is recommended. CYMH 5511 and CYMH 5521 are strongly recommended.

Start Date: Registration deadline applies.

Completion: 16 weeks.

CYMH 5541

WEB-BASED 5 UNIV

Child and Youth Mental Health

This course provides the structure and supervision for field experience in child and youth mental health. Field education offers students 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 that appropriate supervision is available within, or can be contracted outside of, the agency. Included in this course is a capstone project, which integrates theory, practice, and research.

Prerequisites: Admission to Child and Youth Mental Health Program and successful completion of CYMH 5511, 5521 and 5531.

Note: A part- or full-time internship (210 hours) is required. Students provide potential internship sites for the program coordinator to make arrangements for the internship.

Start Date: Continuous registration.

Completion: 30 weeks.

ECON 1039

WEB-BASED 4 UNIV

Principles of Microeconomics SFU-designated breadth-social science (B-Soc) and quantitative (Q) course.

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.

Exclusions: Students with credit for SFU ECON 200 cannot take ECON 103 for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ECON 1221

ONLINE 3 UNIV

Introduction to Basic Economics

Students develop a basic understanding of economic principles in order to discuss issues at the level covered by the media. Topics include an introduction to microeconomics; the importance of government; an introduction to macroeconomics; macro policies and trade; industrial organization and products costs; and market structures, including perfect and imperfect competition.

Prerequisites: None

Exclusions: Students who have previously taken ECON 1901 or ECON 1951 and received a grade of C- or higher cannot take ECON 1221 for further credit.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 17 weeks.

SFU ECON 103

ECON 1901

PRINT- or WEB-BASED 3 UNIV

Principles of Microeconomics

Students examine the interaction between individuals and firms in various types of markets. Topics include the fundamental principles of microeconomics; supply and demand; markets and welfare; government intervention; behaviour of the firm; market organization; and income distribution.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Exclusions: Students cannot receive credit for more than one of ECON 1039, ECON 1901, and BBUS 3109.

Start Date: Continuous registration.

Completion: 30 weeks.

ECON 1951

PRINT- or WEB-BASED 3 UNIV

Principles of Macroeconomics

Students examine the behaviour of the economy at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; and exchange rate policy; purchasing power and interest rate parity.

Prerequisites: None. ECON 1901 is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

ECON 2631

ONLINE 3 UNIV

Aboriginal Economics

Students investigate issues relating to Aboriginal self-governance and economic development. Topics include an introduction to Canadian Aboriginal peoples and their communities; the public sector in Canada and the public sector of First Nations; an overview of First Nations Economies; an introduction to urban and regional economics; how markets operate and the implication of market failures; and economic development on First Nations lands.

Prerequisites: None. ECON 1221, ECON 1901 or ECON 1951 are recommended.

Start Date: Registration deadline applies.

Completion: 17 weeks.

EDDL 5101

WEB-BASED 3 UNIV

Education Technology in the Curriculum

This applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. This course is intended to be a general launching point for exploration and learning about information technology (IT). 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. Students bring a unique set of experiences and interests that enhance learning and determine individual learning needs.

Prerequisites: A Bachelor of Education or a bachelor's degree in another discipline, along with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

Start Date: Registration deadline applies.

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 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 or a bachelor's degree in another discipline, along with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

Start Date: Registration deadline applies.

Completion: 12 weeks.

EDDL 5131

ONLINE 3 UNIV

Multimedia in the Curriculum

This course is designed to introduce educators and their students to computer and web-based multimedia tools such as text, video, audio, digital photographs and graphics. In addition to learning how to use the tools, there is an emphasis on sound pedagogical practice to promote teaching and learning. Educators 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 or a bachelor's degree in another discipline, along with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

Start Date: Registration deadline applies.

Completion: 13 weeks.

EDDL 5141

ONLINE 3 UNIV

Online Teaching and Learning

This applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. Instructors are introduced to the theory and practice of online teaching and learning, and explore strategies for facilitating courses in an online environment. Participants reflect on their experiences as online learners to develop their own philosophy of online teaching and learning, and plan and conduct an online learning activity for their fellow participants. Emphasis is placed on student engagement and motivation, creating collaborative and interactive experiences, and gaining practical experience. The online seminar format models the development of learning communities. Participants read and discuss current issues and provide feedback to their fellow learners about their online facilitation experiences.

Prerequisites: A Bachelor of Education or a bachelor's degree in another discipline, along with teaching qualifications, or experience or permission from the School of Education's Associate Dean or designate.

Start Date: Registration deadline applies.

Completion: 12 weeks.

EDDL 5151 **SFU EDUC 100W**
 WEB-BASED 3 UNIV

Managing Your Technology Classroom

This course is an exploration of methodologies, tools and technologies to enhance teaching and learning in specific educational contexts. Participants engage in critical discourse about the use of information technology in a number of different educational settings, evaluate available resources and develop strategies to effectively use those resources for themselves and their students.

Prerequisites: A Bachelor of Education or a bachelor's degree in another discipline, along with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

Start Date: Registration deadline applies.

Completion: 13 weeks.

EDUC 1009 **SFU EDUC 100W**
 WEB-BASED 3 UNIV

Selected Questions and Issues in Education

SFU-designated breadth-humanities (B-Hum) course.

An introduction to a small but representative sample of basic questions and issues in education. Students examine questions relating to: the concept or idea of education; learning and the learner; teaching and the teacher; and more generally, the broader contexts of education. This course also introduces students to different ways of exploring educational questions and issues from philosophical and critical analysis, to historical and cross-cultural studies, to empirical research.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Exclusions: Students with credit for 300- and 400-level education courses cannot take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 2209 **SFU EDUC 220**
 WEB-BASED 3 UNIV

Introduction to Educational Psychology

SFU-designated breadth-social sciences (B-Soc) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 2229 **SFU EDUC 222**
 WEB-BASED 3 UNIV

Research Methods in Educational Psychology

SFU-designated quantitative (Q) course.

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.

Prerequisites: SFU EDUC 220 must be taken as a corequisite.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 2309 **SFU EDUC 230**
 WEB-BASED 3 UNIV

Introduction to Philosophy of Education

SFU-designated breadth-humanities (B-Hum) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 are exposed to various educational issues and questions. They are 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 and 403 or who hold a teaching certificate may not take this course for credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 3139 **SFU EDUC 313**

WEB-BASED 3 UNIV

Numeracy and Society**SFU-designated quantitative (Q) course.**

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 and 402 or corequisite SFU EDUC 403.

This course is designed for students not working in a mathematics or science specialization.

Start Dates: September, January, May, subject to availability.

Registration deadline applies.

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; and interdisciplinary approaches to early intervention in the home, school and community.

Prerequisites: EDUC 2209 or SFU PSYC 250.

Start Dates: September, January, May, subject to availability.

Registration deadline applies.

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.

Start Dates: September, January, May, subject to availability.

Registration deadline applies.

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: One of SFU EDUC 100, 220, 230; or 240; or SFU EDUC 401/402; or corequisite SFU EDUC 403.

Start Dates: September, January, May, subject to availability.

Registration deadline applies.

Completion: 13 weeks.

EDUC 3419 **SFU EDUC 341**

WEB-BASED 3 UNIV

Literacy, Education and Culture**SFU-designated breadth-humanities (B-HUM) course.**

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 units, including three in EDUC courses.

Start Dates: September, January, May, subject to availability.

Registration deadline applies.

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 through education the needs of an aging population.

Prerequisites: 60 units.

Start Dates: September, January, May, subject to availability.

Registration deadline applies.

Completion: 13 weeks.

EDUC 4129 **SFU EDUC 412W**
WEB-BASED 4 UNIV

Design for Learning: Secondary Language Arts

SFU-designated writing-intensive (W) course.

This course focuses on teaching secondary school language arts and addresses aspects of the theory and practice of language arts education. Students examine their own thinking about language arts education through critical reflection, work with the prescribed curriculum, and explore various ways to develop engaging learning experiences for young adults within a consistent framework using appropriate instructional materials and methods.

Prerequisites: SFU EDUC 401 and 402 or corequisite EDUC 403.

Note: Students with credit for EDUC 412 or EDUC 472 prior to Summer 2001 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 4379 **SFU EDUC 437**
WEB-BASED 4 UNIV

Ethical Issues in Education

Ethical problems in education are identified and examined. Four major areas of concern are explored: (1) the normative character of education as a whole; (2) the justification of education; (3) ethical questions related to equality, autonomy, interpersonal relationships, and rights in education; and (4) moral education and values education.

Prerequisites: 60 units, including 3 units in education.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 numbered UVIC ED-B 442.

Start Date: September. Registration deadline applies.

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 (cooperative learning, culturally appropriate assessment and community involvement); bias in curriculum resources; and entry points in selected curriculum areas (language arts, social studies, art and music) for integrating approaches that employ a range of multicultural and anti-racist resources.

Prerequisites: SFU EDUC 401 and 402 or corequisite SFU EDUC 403.

Exclusions: Students with credit for SFU EDUC 382 cannot take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 4429 **UVIC EDCI 442**
ONLINE 3 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 instructor.

Note: This was formerly part of EDUC 4439/UVIC EDCI 446.

Start Date: January. Registration deadline applies.

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 units.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 the Canadian legal system; legal history; legal reasoning; dispute resolution strategies; the role of the courts; and family, environmental, property and contract laws.

Prerequisites: 60 units.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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. It includes an examination of curriculum and methodology for use with ESL learners in elementary and secondary schools.

Prerequisites: Registration in the Faculty of Education (TRU students should be either certified teachers or registered in a teacher education program), diploma in Applied Linguistics or major in Applied Linguistics.

Start Date: September. Registration deadline applies.

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 certified teachers or registered in a teacher education program), diploma in Applied Linguistics or major in Applied Linguistics or permission of the instructor.

Start Date: January. Registration deadline applies.

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 and 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 units, including 6 units in education. Teaching experience is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 and 402 or PSYC 250 or corequisite SFU EDUC 403.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 units.

Note: EDUC 4659 may be applied toward the minor in early childhood education (offered through SFU).

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 engages 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: SFU EDUC 464.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 4679 **SFU EDUC 467**
WEB-BASED 4 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 analyses and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

Prerequisites: 90 units, including 3 units in education.

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).

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 units.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 4759 **SFU EDUC 475**
WEB-BASED 4 UNIV

Designs for Learning: Elementary Mathematics SFU-designated quantitative (Q) course.

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 and 402 or corequisite EDUC 403.

Exclusions: Students with credit for EDUC 4759 prior to SFU Summer 2001 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 and 402 or corequisite SFU EDUC 403.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

EDUC 4859 **SFU EDUC 485W**
WEB-BASED 8 UNIV

Designs for Learning: Writing SFU-designated writing-intensive (W) course.

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 and self-evaluation; teaching writing-research, acquisition, self-disclosure, risk and creativity, thought and discipline and evaluation; teacher as researcher and reflective observation; analysis of data; program evaluation; peer support systems; and teacher as developer of curriculum-student writing, drama, literature and use of texts.

Prerequisites: SFU EDUC 401 and 402 or corequisite SFU EDUC 403.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 0401
PRINT-BASED PREP

Reading and Writing English (Grade 10 English equivalency)

Students develop their writing skills by practising the stages of writing from rough draft to the final draft, including grammar, sentence structure, revising and editing. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes.

Prerequisites: None. Grade 8 English or equivalent is recommended. Placement can be made on the basis of TRU-OL's Language and Writing Assessment.

Additional Requirements: A standard dictionary (such as The Gage Canadian Dictionary).

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 0501

PRINT OR WEB-BASED PREP

Advanced English Skills (Grade 11 English equivalency)

Students review and practise the skills necessary for writing effectual 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.

Prerequisites: None. Successful completion of Grade 10 English or ENGL 0401 or equivalent is recommended. Placement can be made on the basis of TRU-OL's Language and Writing Assessment.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 0601

WEB-BASED PREP

Introduction to Literature (Grade 12 English equivalency)

Students are introduced to Canadian writers and different forms of fiction. Students learn to think critically about literature.

Prerequisites: None. Successful completion of ENGL 0501 or English 11 is recommended. Placement can be made on the basis of TRU-OL's Language and Writing Assessment.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 0641

PRINT- or WEB-BASED PREP

Survey of British Literature (Academic Grade 12 English equivalency)

Students are presented with a traditional survey of English literature from its earliest beginnings to the second half of the 20th century.

Prerequisites: None. Successful completion of ENGL 0501 or English 11 is recommended. Placement can be made on the basis of TRU-OL's Language and Writing Assessment.

Equipment: A CD player.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 0661

PRINT-BASED PREP

Written Communication

This course meets the elective requirement but not the English requirement (Grade 12) for the BC Adult Graduation Diploma.

Students develop an understanding of basic writing strategies and approaches for writing clear, positive messages. The course is designed to help students be more proficient at writing for home, school, and in the workplace. It demonstrates techniques for effective writing and provides students with opportunities to practice various forms of writing, such as e-mail messages, memos, letters, college essays and workplace reports.

Prerequisites: English 11 or equivalent.

Note: 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.

ENGL 1001

PRINT- or WEB-BASED or ONLINE 3 UNIV

Literature and Composition 1

This course satisfies the first half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students are introduced to short stories and the novel through examples of the genres drawn primarily from the 20th 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.

Exclusions: 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 1999 for further credit in some programs.

Start Date: Continuous registration for print- and web-based.

Registration deadline for online.

Completion: 30 weeks for print- and web-based; 16 weeks for online.

ENGL 1009

WEB-BASED

SFU WL 100

3 UNIV

Introduction to World Literature SFU-designated breadth- humanities (B-Hum)course.

This course explores how texts resonate in other cultural contexts, influence foreign traditions and become works of world literature.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September. Registration deadline applies.

Completion: 13 weeks.

ENGL 1011

PRINT- or WEB-BASED 3 UNIV

Literature and Composition II

This course satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU-OL.

This course is the second part of first-year English and introduces students to poetry and drama. The course briefly considers the major features of poetry, and then examines how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style and how specific subjects can be treated in different ways. Students study a selection of modern and contemporary poems. In addition, students analyze 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.

Exclusions: 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 1999 for further credit in some programs.

Equipment: A CD player.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 1019

WEB-BASED

SFU ENGL 101W

3 UNIV

Introduction to Fiction**SFU-designated writing-intensive (W) and breadth (B) course.**

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 pays some attention to literature of the 20th century and attention to writing skills.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 1021

PRINT- or WEB-BASED 3 UNIV

Composition and Indigenous Literatures in Canada I

This course satisfies the first half of the introductory English literature and composition requirement for degrees offered through TRU-OL.

This course introduces students to an exciting range of Indigenous Canadian literature and orature, including autobiographies, speeches, essays, short stories and storytelling. Students also have the opportunity to listen to audio CDs of interviews and readings by many of the authors studied in the course and view a video of a storytelling performance and an interview with a contemporary Indigenous multimedia artist.

Prerequisites: English 12 or equivalent.

Exclusions: 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 1999 for further credit in some programs.

Equipment: A CD and a DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 1029

WEB-BASED

SFU ENGL 102W

3 UNIV

Introduction to Poetry**SFU-designated writing-intensive (W) and breadth-humanities (B-Hum) course.**

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 pays some attention to literature of the 20th century and attention to writing skills.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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. It satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU.

Course requirements include reading novels, a novel excerpt, one-act and full-length plays and a wide range of poems. The course offers a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the 20th century. Students develop an appreciation for the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these writers to contemporary literature. Students also identify, analyze and discuss many literary conventions related to fiction, drama, and poetry. In addition, students gain 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.

Exclusions: Students with credit for ENGL 1011 or ENGL 1029 may not take this course for further credit.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 1049 **SFU ENGL 104W**
WEB-BASED 3 UNIV

Introduction to Prose Genres
SFU-designated writing-intensive
(W) and breadth-humanities
(B-Hum) course.

This course studies a variety of prose genres, such as the essay, biography, autobiography, travel narrative and journalistic writing. May include works that 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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 1101
PRINT- or WEB-BASED 3 UNIV

Composition

The aim of this course is to prepare students to communicate for a variety of purposes and spheres, including academic, business, personal and community. It is designed to help students gain control over the conventions of writing through readings, extensive writing practice, guided self-evaluation and feedback from their Open Learning Faculty Member. Topics include effective writing processes, academic writing format and style, rhetorical methods of organization, critical reading skills and integrating and documenting research sources. Students also find guidelines for writing and apply grammatically correct and academically appropriate sentence structure, style, diction and tone.

Prerequisites: None. 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 TRU ENGL 0600 or 0601 or equivalent.

Exclusions: Students with credit for SFU ENGL 1999, or TRU ENGL 1100 may not take this course for further credit.

Start Date: Continuous registration.
Completion: 30 weeks.

ENGL 1999 **SFU ENGL 199W**
WEB-BASED 3 UNIV

Introduction to University Writing
SFU-designated writing-intensive
(W) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Exclusions: Students who have taken SFU ENGL 204 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 2059 **SFU ENGL 205**
WEB-BASED 3 UNIV

Restoration and
Eighteenth-Century Literature
SFU-designated breadth
(B) course.

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-division SFU English courses.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 2079 **SFU ENGL 207**
WEB-BASED 3 UNIV

Twentieth-Century Literatures
in English
SFU-designated breadth
(B) course.

This course is the study of 20th-century North American, British and/or Post-colonial literatures.

Prerequisites: Two 100-level SFU English courses.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 17th century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, selections from Milton's *Paradise Lost*, 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.

Exclusions: Students with credit for UBC's ENGL 201 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 2211

PRINT- or WEB-BASED 3 UNIV

English Literature of the Eighteenth and Nineteenth Centuries

Continuing from ENGL 2111, *English Literature from Chaucer to Milton*, students examine some of the key writings of major authors in English literature from the 18th and 19th centuries. 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 is strongly recommended.

Exclusions: Students with credit for UBC's ENGL 201 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 3049

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-division SFU English courses and two 200-division SFU English courses.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 3119

WEB-BASED 4 UNIV

Early Shakespeare

This course is a study of the works of William Shakespeare performed before 1601.

Prerequisites: Two 100-division SFU English courses and two 200-division SFU English courses.

Note: Students may take both ENGL 3119 and SFU ENGL 313 for credit toward the English major.

Exclusions: Students with credit for SFU ENGL 312 require permission of the department to take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 3279

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.

Exclusions: Students who have taken SFU ENGL 325 for credit may not take ENGL 3279 for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

ENGL 3309

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-division SFU English courses and two 200-division SFU English courses.

Exclusions: Students with credit in SFU ENGL 329 or 333 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SFU ENGL 311

4 UNIV

ENGL 3579

WEB-BASED

SFU ENGL 357

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-division SFU English courses and two 200-division English courses.

Exclusions: Students with credit for SFU ENGL 356 or SFU 358 may not take this course for further credit.

Start Dates: January. Registration deadline applies.

Completion: 13 weeks.

ENGL 3599

WEB-BASED

SFU ENGL 359

4 UNIV

Studies in the Literature of British Columbia

This course is the study of selected works of British Columbian literature.

Prerequisites: Two 100-division SFU English courses and two 200-division English courses.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 20th 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. An in-depth 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 to see in it reflections of the major themes of modern British fiction.

Prerequisites: ENGL 1001 and 1011 or equivalents.

Exclusions: Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

Equipment: A CD player is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 4321

PRINT- or WEB-BASED 3 UNIV

Modern Canadian Fiction

Students are familiarized with extraordinary authors and their writing and encouraged to develop 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, students are acquainted 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.

Exclusions: Students with credit for UBC's ENGL 420 or SFU's ENGL 3579 may not take this course for further credit.

Equipment: A CD player is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 4341

PRINT-BASED 3 UNIV

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a rich 25-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of 12 plays.

Prerequisites: ENGL 1001 and 1011 or equivalents.

Note: Required coursework includes the viewing of 12 one-hour video programs.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 4351

PRINT-BASED 3 UNIV

Modern American Fiction

Literature is one way of making sense of the world. Students explore how modern American writers have attempted to make sense of the rapidly changing 20th century. Although there is a world of difference between 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 (according to gender, class or race) affect our perception of the world, as both writers and readers.

Prerequisites: ENGL 1001 and 1011 or equivalents.

Start Date: Continuous registration.

Completion: 30 weeks.

ENGL 4879 SFU ENGL 487W

WEB-BASED 4 UNIV

Topics in Children's Literature SFU-designated writing-intensive (W) course.

This course is an advanced seminar in children's literature. May be organized by author, genre or critical approach. The course is reserved for English honors, major, joint major and minor students.

Prerequisites: SFU ENGL 387.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

ENGL 4991

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for the completion of the Bachelor of Arts, English major and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts. Students review the original and interpretive literature in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.

Prerequisites: General education and lower-level English requirements of the Bachelor of Arts, English Major, and at least 15 upper-level credits in English.

Note: As registration procedures differ for Directed Studies courses, students are must consult with their program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks.

ENVR 5039

ONLINE

UVIC ER 503

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 explore topics such as the mutualistic associations of mycorrhizae; appropriate species selection grounded in an understanding of species that 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: Eligibility for acceptance into the Native Species and Natural Processes program.

Start Date: January. Registration deadline applies.

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 that contribute to their success at both the individual and population levels. Upon course completion, students will be able to identify common invasive species and know their distributions, lifecycles, growth habits, reproductive characteristics and adaptation. Additionally, students will have an understanding of control options embracing preventative, cultural, biological and chemical control methods. The course explores 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 the program office.

Start Date: January. Registration deadline applies.

Completion: 12 weeks.

ENVS 3991 **SFU ER 399**
 WEB-BASED 3 UNIV

Environmental Studies: Sustainability

This upper-level course is a Web seminar offering special topics in environmental studies for in-depth study. Students focus 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. Emphasis is 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.

Prerequisite: None. 60 credits is strongly recommended.

Equipment: A CD-ROM drive, Anti-Virus software and QuickTime.

Start Date: Continuous registration.

Completion: 30 weeks.

FNST 1019 **SFU FNST 101**
 WEB-BASED 3 UNIV

Introduction to First Nations Studies SFU-designated breadth-humanities/social sciences (B-Hum/B-Soc) course.

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline and a survey of prehistory, traditional cultures and Aboriginal languages of Canada's First Nations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Equipment: A CD player. A DVD player is optional.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

FNST 2019 **SFU FNST 201**
 WEB-BASED 3 UNIV

Canadian Aboriginal Peoples' Perspectives on History SFU-designated breadth-social sciences (B-Soc) course.

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European peoples. It also addresses questions of research methodologies in studying Aboriginal/European relations.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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. Students learn 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. Students who have studied French previously can refresh their language skills in this course, particularly their communicative abilities.

Prerequisites: French 10 or equivalent.

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: A CD player, a DVD player and a phone; Intel-based Mac users must install a Windows Emulator to use the CD-ROM for this course.

Start Date: Continuous registration.

Completion: 30 weeks.

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. Students 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.

Exclusions: 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 are not applicable for the non-credit option.

Equipment: A CD player, a DVD player and a phone.

Start Date: Continuous registration.

Completion: 30 weeks.

FREN 1209

WEB-BASED

SFU FREN 120

3 UNIV

French for Beginners

This course provides an introduction to basic vocabulary, grammatical structures and speech patterns. Emphasis is placed on oral expression and listening comprehension. This course is reserved for students who have not studied or experienced French.

Prerequisites: None.

Exclusions: Students with credit for SFU FREN 099 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

FRST 3073

WEB-BASED

3 UNIV

Forest Harvesting

Students consider 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: None. A graduate diploma from a recognized technical college or university, with a major in forestry, biology, wildlife, natural resources or geography is strongly recommended. Field experience and enrolment in TRU's Natural Resource Sciences program is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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. Students look at both determinist and possibilist views and focus on topics such as resource exploitation, population growth and the impact of human activities on the environment.

Prerequisites: None. A provincial Grade 12 diploma or equivalent is recommended. Lower-level geography courses (such as GEOG 1221) or courses in other social sciences are recommended.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

GEOG 1221

PRINT- or WEB-BASED

4 UNIV

Introduction to Physical Geography

This course provides an opportunity for understanding a part of the complex physical and biological environment in which human beings live. Students are introduced to basic processes that influence the characteristics and spatial relationships of climate, water cycle and vegetation. Students examine the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The cycling of water and other Earth resources within the living zone (the biosphere) are discussed. Students focus 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. Students are then asked to observe and to interpret aspects of their local environment by applying what they have learned.

Prerequisites: None.

Note: This course includes a lab component with a value of 1 of the total 4 credits.

Start Date: Continuous registration.

Completion: 30 weeks.

GEOG 2211

PRINT- or WEB-BASED

3 UNIV

Geography of Culture and Lands

This course is an introduction to the cultural geographic study of environment, focusing on the evolution of landscape, the creation of vernacular regions and human relationships with nature.

Prerequisites: None. An introductory human geography course is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

GEOG 2221

PRINT- or WEB-BASED 3 UNIV

Regional Geography of Canada

This course examines the physical, human and economic geography of Canada, from a regional context. Students focus 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. The distribution patterns of people, cultural groups and economic activities are explored to illustrate how the regions are part of larger, interconnected systems (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.**Start Date:** Continuous registration.**Completion:** 30 weeks.**GEOG 2231**

PRINT- or WEB-BASED 3 UNIV

Geography of British Columbia

This course uses the concepts and methods of regional geography to explore the character of British Columbia, through study of the province's diverse physical and human landscapes. Students focus on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization and economic activity. Students also examine 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 (GEOG 1221 or 1191), geology (GEOL 1011 or 1111) or equivalent skills and knowledge is recommended.**Start Date:** Continuous registration.**Completion:** 30 weeks.**GEOG 2649**

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 from the instructor.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**Completion:** 13 weeks.**GEOG 3129**

WEB-BASED 3 UNIV

SFU GEOG 312**Geography of Natural Hazards**

This course provides an introduction to the occurrence and origin of natural hazards such as volcanic eruptions, landslides and so on. Interaction between the relevant natural processes and society is examined, as well as the prediction of natural events and the amelioration of the effects of such events within different cultural contexts.

Prerequisites: SFU GEOG 111 or SFU EASC 101. Students with credit for SFU GEOG 212 may not take this course for further credit.**Start Dates:** September, January, May, subject to availability. Registration deadline applies.**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 issues from various perspectives. 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 their 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: 60 credits.**Equipment:** QuickTime. A DVD player is optional.

Textbooks: Students are responsible for acquiring the textbook and course resources.

Start Date: Continuous registration.**Completion:** 30 weeks.**GEOL 1011**

PRINT-BASED 3 UNIV

Introduction to Geoscience

In this non-lab course, students examine the nature of the Earth and its development through time. Topics include the Earth's origins and composition; volcanoes; earthquakes; and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves.

Prerequisites: None.**Note:** A student who has completed GEOL 1011 may take GEOL 1111 to gain a lab science credit.**Exclusions:** Students may not receive credit for GEOL 1111 and GEOL 1011. Students with credit for GEOL 1111 may not take GEOL E41011 for further credit.**Equipment:** A DVD player.**Start Date:** Continuous registration.**Completion:** 30 weeks.

GEOL 1031
 ONLINE 3 UNIV

Dinosaur Earth

Students explore dinosaurs and their domination of terrestrial habitats for approximately 160 million years during the Mesozoic era. The course begins with a review of global plate tectonics and climate with specific reference to the Mesozoic period. Students examine the evolution of the dinosaurs from 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 is also considered. This course is intended to meet the science requirements of non-science programs and to be of interest to students who have taken other courses in earth and environmental sciences.

Prerequisites: None.
Start Date: Registration deadline applies.
Completion: 16 weeks.

GEOL 1111
 PRINT- or WEB-BASED 4 UNIV

Introduction to Earth Science

This lab course studies the nature of the Earth and its development through time. Students examine the Earth's origins and composition, in addition to volcanoes, earthquakes, and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves. The lab component of the course focuses on the 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.
Exclusions: Students with credit for GEOL 1011 may not take GEOL 1111 for further credit.
Equipment: A DVD player. Rocks, minerals, and topographic maps are included in the course package.
Start Date: Continuous registration.
Completion: 30 weeks.

GEOL 2391
 WEB-BASED 3 UNIV

Environmental Geology

Students examine geological processes and material and their interaction with human activities, environmental planning and management.

Prerequisites: None. Provincial Grade 12 diploma or equivalent is assumed. An introductory geology course is strongly recommended.
Start Date: Continuous registration.
Completion: 30 weeks.

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.
Exclusions: Students with credit for SFU GERM 103 or higher may not take this course for further credit.
Equipment: A CD-ROM drive.
Start Dates: September, January, May, subject to availability. Registration deadline applies.
Completion: 13 weeks.

GERO 3009 **SFU GERO 300**
 WEB-BASED 3 UNIV

Introduction to Gerontology

SFU-designated breadth-social sciences (B-Soc) course. 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 and social policy and the politics of aging. Throughout the course, emphasis is placed on normal aging.

Prerequisites: 60 units.
Exclusions: Students who have taken SFU GERO 101 may not take this course for further credit.
Start Dates: September, January, May, subject to availability. Registration deadline applies.
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 units. SFU STAT 203 (formerly SFU STAT 103) or equivalent is recommended.
Start Dates: September, January, May, subject to availability. Registration deadline applies.
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 are given the opportunity to explore theories and models designed to explain health-related behaviours and the determinants of health. Strategies for behavioural change and development of socioenvironmental approaches are discussed in the context of an aging Canadian population.

Prerequisites: 60 units. SFU GERO 300 is recommended.
Start Dates: September, January, May, subject to availability. Registration deadline applies.
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: SFU GERO 300 and SFU PSYC 357 or SFU GERO 420/SA 420.
Equipment: A CD player.
Start Dates: September, January, May, subject to availability. Registration deadline applies.
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 units. SFU GERO 300 is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 units and SFU GERO 300 or SFU BPK 110.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 behaviour as we age. This course embraces an interdisciplinary perspective, taking into account the physiological, psychological, interpersonal and social influences that shape our understanding of sexuality in the aged.

Prerequisites: None. SFU GERO 101 or SFU GERO 300 is recommended.

Start Dates: January. Registration deadline applies.

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: Contact SFU's Hellenic Studies department for course placement.

Exclusions: Students with credit for SFU LANG 110 when offered with the same title may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: Contact SFU's Hellenic Studies department for course placement.

Exclusions: Students with credit for SFU LANG 160 when offered with the same title may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 can 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 also receive extensive training in speaking, reading and writing at the level of a simple newspaper article.

Prerequisites: SFU GRK 160 or permission from SFU's Hellenic Studies department.

Exclusions: Students with credit for SFU LANG 210 when offered with the same title may not take this course for further credit.

Start Dates: January. Registration deadline applies.

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 SFU's Hellenic Studies department.

Exclusions: Students with credit for SFU LANG 260 when offered with the same title may not take this course for further credit.

Start Dates: January. Registration deadline applies.

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. The course stresses integrated and 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 crmcoord@uvic.ca before registering. Work in or access to a local museum, gallery, heritage site or cultural organization is recommended.

Start Date: September. Registration deadline applies.

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. The course also addresses topics in museum management.

Prerequisites: Permission from UVic's Cultural Resource Management program (www.uvcs.uvic.ca/cultural). Contact register@uvcs.uvic.ca. Work in or access to a local museum, gallery, heritage site or related institution is recommended.

Note: Students interested in this course may also wish to take UVIC HA 486A.

Exclusions: Students with credit for UVIC HA 486 may not take this course for further credit.

Start Date: January. Registration deadline applies.

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 register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Exclusions: Students with credit for UVIC HA 486 may not take this course for further credit.

Start Date: September. Registration deadline applies.

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 crmcoord@uvic.ca. Work in or access to a local museum, gallery, historic site or related institution is recommended.

Exclusions: Students with credit for UVIC HA 487 may not take this course for further credit.

Start Date: September. Registration deadline applies.

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 from UVic's Cultural Resource Management program (www.uvcs.uvic.ca/cultural). Contact register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: January. Registration deadline applies.

Completion: 4 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 from UVic’s Cultural Resource Management program (www.uvcs.uvic.ca/cultural). Contact register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: January. Registration deadline applies.

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 are also addressed. Content may address specialized collections areas.

Prerequisites: Permission from UVic’s Cultural Resource Management Program (www.uvcs.uvic.ca/cultural). Contact register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: January. Registration deadline applies.

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 register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: September. Registration deadline applies.

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 from UVic’s Cultural Resource Management program (www.uvcs.uvic.ca/cultural). Contact register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: September. Registration deadline applies.

Completion: 3 months.

HART 4959 **UVIC HA 488G**
WEB-BASED 3 UNIV

Public Programming

This course examines the critical role of public 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 from UVic’s Cultural Resource Management program (www.uvcs.uvic.ca/cultural). Contact register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: September. Registration deadline applies.

Completion: 3 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 register@uvcs.uvic.ca. Work in or access to a local museum gallery, historic site or related institution is recommended.

Start Date: September. Registration deadline applies.

Completion: 3 months.

HIST 1121

PRINT- or WEB-BASED 3 UNIV

Canadian History to 1867

Students are provided a general chronological overview of Canadian history in the pre-Confederation era, including an introduction to 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: A CD player.

Start Date: Continuous registration.

Completion: 30 weeks.

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 17th century, the 18th-century Age of Enlightenment and developments in Eastern Europe and Russia, and culminating in the great watershed of the French Revolution. In addition to discussing military and political developments, the course describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisites: None.

Exclusions: Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

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. Students 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.

Exclusions: Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

Equipment: A CD player.

Start Date: Continuous registration.

Completion: 30 weeks.

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, and includes an overview of the major historical events in British Columbia. Students 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: None. Successful completion of secondary school history courses and a first-year university history course or equivalent skills and knowledge are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

HIST 2779

WEB-BASED

SFU HIST 277

3 UNIV

History of Greek Civilization SFU-designated breadth-humanties (B-Hum) course.

This course surveys the history of Greek civilization from Mycenaean Greece to the 20th century.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Exclusions: Students who have taken HIST 307 (SFU HIST 307 ST) may not take HIST 2779 (SFU HIST 277) for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

HIST 3049

WEB-BASED

SFU HIST 304

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 of lower-division history.

Exclusions: Students who have taken SFU HIST 391-4 D200 in Spring 2005, SFU HIST 309-4 E100 in Spring 2006 or SFU HIST 486 E100 in Summer 2007 may not take this course for further credit.

Start Dates: January. Registration deadline applies.

Completion: 13 weeks.

HIST 3389

WEB-BASED

SFU HIST 338

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 units, including 9 units of lower-division history units. SFU HIST 225 is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 and 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 units, including 9 units of lower-division history units.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

HIST 4991

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for the completion of the Bachelor of Arts, History Major, and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students 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 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 program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1001

WEB-BASED 2 COL

Health 2: Lifestyle and Choices

Students are introduced to a holistic concept of health and the components of a health-enhancing lifestyle. Participants are invited to reflect on their own experience of health while recognizing challenges and resources that can impact lifestyle choices. Students are also introduced to a model that is applied to understanding the multi-faceted aspects of health and healing.

Prerequisites: None.

Equipment: A computer microphone and headset.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1011

WEB-BASED 3 COL

Health and Healing: Concepts for Practice

Developing a theoretical framework for practice, students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a Health Care Assistant (HCA). This course focuses on concepts of caring and person-centred care; basic human needs and human development; and family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice.

Prerequisites: HLTH 1001 and 1051.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1021

WEB-BASED 3 UNIV

Nutrition for Health and Changing Lifestyles

Students are introduced to the relationship between nutrition and health. Students focus on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture and identifying standards of healthy eating in Canada.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

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 care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. Participants develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

Prerequisites: None

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1061

WEB-BASED 3 UNIV

Medical English

Participants develop and strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development is facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications, medication administration and health care contexts. Through the use of reading for general meaning, word expansions, and vocabulary building, internationally educated health care providers are 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.

Note: This course is intended for students who have English as a second language.

Equipment: A computer microphone and headset are required. A webcam is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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 awareness and understanding of various health-related careers and to prepare them to enter health-related educational programs. Within the context of an Indigenous worldview, 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 course outcomes.

Prerequisites: None.

Start Date: Registration deadline applies.

Completion: 14 weeks.

HLTH 1101

WEB-BASED 3 COL

Health Care Assistant: Introduction to Practice

This course focuses on workplace settings and contexts, team work in health care settings, legal and ethical issues, professional approaches to practice and self-reflective practice. Students are also introduced to employability skills that will be helpful in finding a position.

Prerequisites: HLTH 1001, HLTH 1051, and HLTH 1011. Out-of-province educated HCAs will be granted permission to take the course. HLTH 1051, HLTH 1001, and HLTH 1011 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1121

WEB-BASED 3 COL

Foundational Human Anatomy - Physiology for Health Promotion

This course promotes 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. Foundational to the practice of health is awareness of body systems and recognition of body system changes across the lifespan. Students gain knowledge of appropriate interventions to maintain physical health and reduce the chances of disease from physiological dysfunction and develop the ability to communicate this knowledge to others.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

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 and dealing with a variety of patient situations are also reviewed. Emphasis is placed on the 12-lead ECG, recognition of arrhythmias that require immediate response and the properties that comprise an accurate ECG tracing.

Prerequisites: None. Completion of HLTH 1981 is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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 assists the student to integrate theory from other courses and to develop a theoretical understanding of caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

Prerequisites: None. HLTH 1001, 1011, 1051, 1101, 1201 and 1351 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1155

IN-PERSON 1 COL

Personal Care and Assistance (Skills Practicum)

This course offers students an 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. Students 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 (30 hours participation) several times per summer at TRU, Kamloops.

Start Date: A registration deadline applies.

Completion: 1 week.

HLTH 1201

WEB-BASED 4 COL

Healing 1: Caring for Individuals Experiencing Common Health Challenges

Students focus on the normal structure and function of the human body and normal bodily changes associated with aging. Common challenges to health and healing in relation to each body system are explored. Participants are encouraged to analyze person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

Prerequisites: HLTH 1001, 1051, 1011 and 1101.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 1251

IN-PERSON 2 COL

Home Support and Assisted Living (Practice)

Students are provided an opportunity to apply their accumulated knowledge and skills with individuals and families in a community setting. Students become increasingly familiar with the role of the Health Care Assistant within a Home Support Agency, and develop abilities that prepare graduates to assume the role of a Community Health Worker.

Prerequisites: Admission to the program and HLTH 1051, HLTH 1001, HTLH 1011, HLTH 1201, HLTH 1153, HLTH 1155, HLTH 1301 and HLTH 1351.

Start Date: Continuous registration.

Completion: 30 weeks maximum (60 clinical hours), depending on particular clinical environment, scheduling and individual Health Care Assistant competencies.

HLTH 1301

IN-PERSON 7 COL

Practice Experience in Multi-Level or Complex Care

This supervised clinical practice experience provides students with an opportunity to apply the knowledge and skills gained from previous program courses while working with individuals in a multilevel or complex care setting. A portion of this clinical experience is devoted to working with individuals who experience cognitive challenges. Students gain expertise and confidence with the role of the Health Care Assistant within a continuing care facility.

Prerequisites: Admission to the program and HLTH 1051, HLTH 1001, HLTH 1011, HLTH 1101, HLTH 1153, HLTH 1155, HLTH 1201 and HLTH 1351.

Start Date: Continuous registration.

Completion: 30 weeks maximum (210 clinical hours), depending on the clinical environment, scheduling and individual Health Care Assistant competencies.

HLTH 1351

WEB-BASED 2 COL

Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

Students build on the content learned from previous courses to explore concepts and caregiving approaches that allow them to work effectively with individuals who experience cognitive or mental challenges. Emphasis is placed on recognizing behaviours and identifying person-centered intervention strategies.

Prerequisites: None. HLTH 1051, HLTH 1001, HLTH 1011, HLTH 1101 and HLTH 1201 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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, or allied health fields. Students develop a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 2121

WEB-BASED 3 COL

Pharmacology Principles and Applications

Students explore basic concepts of pharmacology required to safely administer medications to a diversity of clients across the lifespan in a variety of health care contexts. This course provides students with a working knowledge of drug therapy, in preparation for using 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.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 2501

WEB-BASED 4 UNIV

Pathophysiology

Students discuss the general principles of disease and review information dealing with specific disorders of body systems or individual organs. This course is designed for a target audience of health care practitioners.

Prerequisites: None. Two semesters of anatomy and physiology are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 2511

WEB-BASED

3 UNIV

Introduction to Pharmacology

Students develop an understanding of the theoretical concepts surrounding pharmacology, such as the pharmacokinetics and pharmacodynamics of drugs and the concepts surrounding pharmacotherapy. This course 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, clinical effects and side effects are emphasized.

Prerequisites: None. 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.

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 non-invasive measurements and interpretation, collection and sampling of blood gases are examined, with particular emphasis on clinical applications.

Prerequisites: None. 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.

HLTH 2707

WEB-BASED

1 UNIV

Seniors Living Observational Practicum

Students explore the roles and skills required for employment in the seniors living industry and develop an understanding of the seniors' living environment. This course should be completed early in the certificate program.

Prerequisites: None.

Start Dates: Continuous registration.

Completion: 30 weeks.

HLTH 2911

WEB-BASED

3 UNIV

Perinatal Nursing: Foundational Concepts

Participants 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 the entry-level nursing competencies and standards of care required in perinatal practice.

Prerequisites: Second-year standing in TRU's 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.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 2931

WEB-BASED

3 UNIV

Psychiatric and Mental Health Nursing

This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional and cultural aspects of psychiatric-mental health care. Students enhance their 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: 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.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 3101

WEB-BASED

3 UNIV

Client-Directed Care Management

This course is intended for professionals working in the health system and for upper-level students in health degree programs who wish to develop their knowledge and skill in care management. Students explore the theory of care management within a client-directed service philosophy, including ethical decision-making using bioethical principles, the balancing of autonomy and risk, the legal context of care management and system barriers to client-directed service delivery. Using teleconferences and online discussions (mainly small-group seminars), the course is delivered in the context of current and emerging health policy and organizational structures.

Prerequisites: None. A Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks for discussions; 20 weeks for the assignments and project exam.

HLTH 3611

WEB-BASED 3 UNIV

Professional Growth

This course is designed to acquaint health practitioners with the standards that govern professional practice, update participants' awareness of Canadian health care system trends and perspectives, and advance their understanding of disciplinary inquiry emerging from multiple ways of knowing.

Prerequisites: Admission to the Return to Registered Nurse Practice Program; current CRNBC Registration; or permission of the Associate Dean or designate.

Start Date: January, May and September. Registration deadline applies.

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. Relational health concepts are emphasized, 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; current CRNBC Registration; or permission of the Associate Dean or designate.

Start Date: January, May and September. Registration deadline applies.

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; current CRNBC Registration; or permission of the Associate Dean or designate.

Start Date: January, May and September. Registration deadline applies.

Completion: 20 weeks.

HLTH 3707

WEB-BASED 2 UNIV

Seniors Living Project Practicum

This course, to be completed near the end of the certificate, provides an opportunity for students to consolidate learning throughout the program with the completion of an on-site project.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 3713

IN-PERSON 5 COL

Seniors Residential Site Operations

Students develop an understanding of the scope of managerial oversight in seniors' residences. Students explore the responsibilities and accountabilities of the manager, including managing changing populations within varied segments of the industry (independent living, assisted living); sales and marketing; risk management; labour relations in the workplace; staff development; and residential services.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

HLTH 4001

ONLINE 3 UNIV

Social Determinants of Health

This course provides an opportunity for participants to develop or strengthen their understanding of social determinants of health using local, regional, national and international perspectives. Participants critically examine social inequities and the health consequences in diverse populations.

Prerequisites: None. Completion of 60 credits is recommended.

Equipment: Computer microphone and headset.

Start Date: Registration deadline applies.

Completion: 16 weeks.

HLTH 4011

ONLINE 3 UNIV

Issues in Health Care

This course explores current issues in health care, and the Canadian health care system. Students review issues from a range of perspectives, such as those of an individual, family member, health care professional, lobby group, health care administrator or politician. Critical thinking skills and knowledge of health determinants in global and Canadian contexts are developed in small groups. Issue analysis touches on legal and ethical frameworks and students build on their understanding of the code of ethics and the scope of practice for their health care profession.

Prerequisites: None. Familiarity with health care issues in Canada and fourth-year standing are strongly recommended.

Equipment: The use of a printer.

Start Date: Registration deadline applies.

Completion: 14 weeks maximum for the discussion portions; 20 weeks for the assignments and exam.

HLTH 4021

ONLINE 3 UNIV

Health Policy

This seminar-style course introduces students to policy analysis processes, concepts and outcomes of public policy-making, with an emphasis on health. Students use their foundational knowledge on public policy analysis and apply this knowledge to Canadian health policy issues. As health care professionals, students use their knowledge of health policy and determine how this knowledge of policy analysis might apply in their health care workplaces. Students utilize critical thinking, research and critiquing skills to developing their knowledge of Canada's evolving health care system in response to economic, cultural, technological, political, ideological and globalization factors and forces. Students experience the whole public policy process as they apply their foundational knowledge on public policy-making to a current major health policy issue in their province or territory. Students also participate in a simulated policy community while applying policy analysis knowledge to a major current health care policy issue in Canada.

Prerequisites: HLTH 4011.

Equipment: A CD-ROM drive and the use of a printer.

Start Date: Registration deadline applies.

Completion: 14 weeks maximum for discussions; 20 weeks for assignments and exam.

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.

Start Date: September. Registration deadline applies.

Completion: 13 weeks.

HUMN 1029

SFU HUM 102W

WEB-BASED 3 UNIV

Classical Mythology

SFU-designated writing-intensive (W) and breadth-humanities (B-Hum) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

HUMN 1309

SFU HUM 130

WEB-BASED 3 UNIV

Introduction to Religious Studies

SFU-designated breadth-humanities (B-Hum) course.

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: Equivalent courses: GS 230, HUM 230.

Exclusions: Students who have taken SFU HUM 230 prior to 2007 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

HUMN 1519

SFU HUM 151

WEB-BASED 3 UNIV

Ancient Greek I : An Introduction to the Classical Greek Language

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks

HUMN 3011

PRINT- or WEB-BASED 3 UNIV

History of Science

Students examine the development of science in society, beginning with the earliest scientific ideas, and 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. Students discuss issues that address 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 also recommended.

Exclusions: Students with credit for HUMN 300 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

HUMN 3981

WEB-BASED 3 UNIV

Issues in Latin American Studies

This seminar course explores the social aspects of the economic, political, and cultural issues in Latin American countries. After an introduction to the basic issues that challenge Latin America as a region, students examine and research the distribution of wealth and economic globalization, democracy and social movements and various aspects of Latin American culture. The course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education and general studies.

Prerequisites: 60 credits.

Note: This course is one in a series of upper-level critical analysis and research courses offered by TRU-OL. Other courses offered in the 399 series are: ENVS 3991, VISA 3991, GEOG 3991, HUMN 3991, POLI 3991, PSYC 3991 and SOCI 3991.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

HUMN 3991

WEB-BASED 3 UNIV

Issues in Science and Society

This course is an examination of the effect of science on society. The course offers sample readings and websites and encourages students to discover their own collection of resources on science in modern society. A summary of the historical development of scientific ideas is provided before students explore the advances, functions and implications of science in society and discuss social forces that can lead to the misuse of science and science fraud. In addition, students focus on current and future controversies in life sciences and technological innovation for examples of the influence of science on daily life. This upper-level course requires a significant amount of reading, Web research, independent work and conference-based discussion and 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.

University-level courses in history, science or social science are recommended.

Note: Students with credit for HUMN 300 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

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 develop knowledge and skills to increase their effectiveness in helping relationships with client populations. Topics include group dynamics, assertive behaviour and conflict management.

Prerequisites: None.

Note: This course is part of the Social Service Certificate program but may also be taken by students not in this program.

Start Date: Registration deadline applies.

Completion: 16 weeks.

HUMS 1581

ONLINE 3 UNIV

Introduction to Professional Human Service Practice

Students are oriented to the field of human services by exploring concepts related to professional values, ethics, conduct and self-renewal. Strategies for effective observation and record keeping skills are developed. This course includes a one week work experience for students to further apply and integrate their learning in the 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. The one-week field work experience is student self-directed as part of one of the course assignments.

Start Date: Registration deadline applies.

Completion: 14 weeks.

HUMS 1611

ONLINE 3 UNIV

Interviewing Skills

Students are introduced to and develop the interviewing techniques and methods required to complete informational and referral interviews as well as facilitate problem-solving interviews. Students 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 to respond to multicultural encounters are also reviewed.

Prerequisites: None.

Note: This course is part of the Social Service Certificate program; however, non-program students are welcome. Social Service Certificate program students who have taken HUMS 1101 are not required to take HUMS 1611.

Equipment: A video camera or webcam.

Start Date: Registration deadline applies.

Completion: 16 weeks.

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 variety of problem situations in the course of their duties. To prepare students for work, students are provided opportunities for observation and practical acquaintance with social service work in their community. A combination of 210 hours of fieldwork and home study enables students to integrate theory and knowledge into their practice.

Prerequisites: Program admission.

Note: Students complete the practicum in a social service agency other than their current place of employment.

Equipment: A video camera or webcam.

Start Date: Continuous registration.

Completion: 15 weeks minimum and 30 weeks maximum.

HUMS 1771
ONLINE 3 UNIV

Introduction to First Nations Studies and Human Service Practice

Students are introduced 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. This course emphasizes understanding of the past and working with the present and future within a context of self-government, healing and empowerment. Students focus on the knowledge, skills and attitudes towards the development of culture and competence and decolonizing practice in the human services field.

Prerequisites: None.

Note: This course is part of the Social Service Certificate program but may be taken by non-program students.

Start Date: Registration deadline applies.

Completion: 14 weeks.

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.

Exclusions: 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 SFU's Language Training Institute advisor for placement. asklti@sfu.ca.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: None. Grade 11 biology, chemistry and physics are recommended. Provincial Grade 12 Diploma or equivalent is assumed.

Exclusions: 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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

KINE 1109 **SFU BPK 110**
WEB-BASED 3 UNIV

Human Nutrition: Current Issues SFU-designated breadth-science (B-Sci) course.

This course is an introduction of the principles of human nutrition, with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

KINE 1409 **SFU BPK 140**
WEB-BASED 3 UNIV

Contemporary Health Issues
SFU-designated breadth-science (B-Sci) course.

This course explores health from a holistic perspective, in which health is viewed as physical, psychological and social well-being. It considers genetics; environment; personal health behaviours (such as diet, exercise, stress management and drug use); socioeconomic status; health care delivery systems; and aging, with the intent to improve students' abilities to evaluate health information.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

KINE 1429 **SFU BPK 142**
WEB-BASED 3 UNIV

Introduction to Kinesiology
SFU-designated breadth-science (B-Sci) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

KINE 1439 **SFU BPK 143**
WEB-BASED 3 UNIV

Exercise: Health and Performance
SFU-designated breadth-science (B-Sci) course.

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 (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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 are studied and discussed in detail.

Prerequisites: SFU BPK 205, SFU MBB 201 (or MBB 231). SFU BPK 201 is recommended. Students must provide transcripts proving the prerequisites are met.

Exclusions: Students with credit for SFU BPK 410 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 the 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: SFU BPK (or KIN) 105 or 205 (formerly KIN 100), and 110. Students must provide transcripts proving the prerequisites are met. Students with credit for SFU BPK 220 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: BPK (or KIN) 105 (or 205), and 110. Students must provide transcripts proving the prerequisites are met.

Exclusions: Students with credit for SFU KIN 312 or BPK (or KIN) 424 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 the 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: SFU BPK (or KIN) 142 & either BPK (or KIN)105 w/ a grade of C or higher) or BPK (or KIN) 205. Students must provide transcripts proving the prerequisites are met.

Exclusions: Available only through correspondence, this course is not counted as an upper level optional course for a major in kinesiology. Students with credit for BPK (or KIN) 324 or BPK (or KIN) 326 or KIN 325 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

KINE 3429 **SFU BPK 342**
WEB-BASED 3 UNIV

Active Health

An extension of SFU BPK (or KIN) 143, 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 the effects of prescribed exercise.

Prerequisites: SFU BPK (or KIN) 105 (or 205), 142 and 143. Students must provide transcripts proving the prerequisites are met.

Equipment: A CD player.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: SFU BPK (or KIN) 105 or 205 and 142. Students must provide transcripts proving the prerequisites are met.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: SFU BPK (or KIN) 105 or 205 (formerly KIN 100), 142 and 90 units. Transcripts proving the prerequisites have been met are required.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

LATN 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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

LATN 1629 **SFU HUM 162**
ONLINE 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: SFU HUM 161 or permission from SFU's Language Training Institute asklti@sfu.ca.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

LBR5 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 is situated in the context of current debates, trends and issues.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

LEAD 3511

WEB-BASED 3 UNIV

Occupational Health & 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 are able to interpret and apply statute and best practices to the workplace in a manner that provides for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

Prerequisites: Third-year standing. BBUS 3811 or MNGT 1111 or MNGT 1211 is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

LEAD 4901

WEB-BASED 3 UNIV

Strategic Thinking for Leadership

Students combine their leadership knowledge, skills and experience to date, to develop the strategic thinking skills required to be superior leaders within an organization. The focus is on strategic leadership and strategic management, including critical thinking through the development and assessment of a strategic plan. Students also consider 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.

Start Date: Registration deadline applies.

Completion: 13 weeks.

MACM 1019

WEB-BASED 3 UNIV

Discrete Mathematics I SFU-designated breadth-science (B-Sci) and quantitative (Q) course.

This course is an introduction to counting, induction, automata theory, formal reasoning and modular arithmetic.

Prerequisites: BC Math 12 (or equivalent), or any of MATH 100, 150, 151, 154, 157.

Note: Although not a requirement, taking a prior introductory course at the university level, such as SFU MATH 151, enhances students' logical reasoning skills and is beneficial in the successful completion of this course.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

MATH 0101

PRINT-BASED NC

Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

Prerequisites: None. Grade 9 Math is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 0401

PRINT-BASED PREP

Intermediate Mathematics

This ABE intermediate-level math course is equivalent to Grade 10 Algebra. Upon completion of this course, students are well-prepared for the ABE advanced-level course, MATH 0523 or Algebra 11. This course also prepares students for studies in a variety of technical, business and scientific fields requiring an understanding of intermediate-level mathematics.

Prerequisites: None. Grade 9 Math is recommended.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 0523

PRINT-BASED PREP

Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 algebra. The course offers 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.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 0633

PRINT-BASED NC

Pre-Calculus

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory university 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. This course (previously MATH 034) fulfils the requirement for Provincial-Level Math.

Prerequisites: MATH 0523, Grade 11 Math or equivalent and some basic algebra.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

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, students are instructed in equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Prerequisites: None. Principles of Math 12 or Pre-Calculus 12 or Math 0633 or equivalent course is strongly recommended.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

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: None. One of Principles of MATH 12 or MATH 1001 completed within the last two years is strongly recommended.

Exclusions: Students who already have credit for MATH 1091 may not take Math 1071 for further credit.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 1091

PRINT- or WEB-BASED 3 UNIV

Business Mathematics

Students are introduced to the mathematics of management, which includes such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. This course assumes no prior knowledge of the mathematics of finance, as each of the topics is presented in a step-by-step manner, with many examples provided.

Prerequisites: None. Principles of Math 11, Pre-Calculus 11, Foundations of Math 12, or MATH 0523 or equivalent skills as established by the Math Placement Test are strongly recommended.

Note: This course is NOT the equivalent of TRU's MATH 1070 or MATH 1071.

This course does not meet the mathematics or science requirements for arts and science degree programs offered through TRU-OL.

Exclusions: 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.

Equipment: A calculator with financial functions, including power, reciprocal, natural logarithmic and memory.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 1101

PRINT-BASED 3 UNIV

Finite Mathematics

First-year university students are provided an opportunity to develop mathematical skills in areas other than calculus. The course has a numerical leaning tied to solving problems that have direct relevance in the real world and includes such topics as systems of linear equations, linear programming, finite probability and descriptive statistics.

Prerequisites: None. Principles of Math 11, Pre-Calculus 11, Foundations of Math 11, or MATH 0523 or equivalent skills as established by the Math Placement Test are strongly recommended.

Note: Students with credit for MATH 1091 or equivalent may not be required to take this course for TRU-OL business programs.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 1141

PRINT-BASED 3 UNIV

Calculus I

This is considered a first course in calculus, primarily for students intending to continue to advanced courses in calculus, and mathematics in general. Students are offered detailed instruction in differential calculus and its applications, with an introduction to antiderivatives.

Prerequisites: None. One of the Principles of MATH 12, Pre-Calculus 12, MATH 1001 or MATH 0633 or equivalent skills as established by the Math Placement Test is strongly recommended.

Exclusions: Only one of MATH 1157, 1171 and 1141 may be taken for credit.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 1157

PRINT-BASED

3 UNIV

Calculus for Biological and Social Sciences

This course emphasizes applications rather than theory. Students begin with a review of algebra, to ensure the necessary mathematical skills to succeed in the course, and before they are introduced to limits and continuity. Students then progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima. Students apply these mathematical tools to a variety of real-world problems, including medical issues, epidemics, carbon dating, memory and criminology.

Prerequisites: None. One of the Principles of MATH 12, Pre-Calculus 12, MATH 1001, MATH 0633 or equivalent skills as established by the Math Placement test is strongly recommended.

Note: This course does not meet the calculus requirement of the TRU-OL Associate of Science or Bachelor of Science degree programs.

Exclusions: Only one of MATH 1157 and MATH 1171, or MATH 1141 may be taken for credit.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

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. Students begin with a brief review of algebra in order to ensure the necessary mathematical skills to succeed in the course. Students are then introduced to limits and continuity, and progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima and minima..

Prerequisites: None. One of the Principles of MATH 12, Pre-Calculus 12, MATH 1001, MATH 0633 or equivalent skills as established by the Math Placement test is strongly recommended.

Note: This course does not meet the calculus requirement of the TRU-OL Associate of Science or Bachelor of Science degree programs

Exclusions: One of MATH 1157, MATH 1171 and MATH 1141 may be taken for credit.

Equipment: A scientific calculator with scientific notation and logarithmic, exponential and trigonometric functions (including inverse functions).

Start Date: Continuous registration.

Completion: 30 weeks.

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 further develop their skills in this subject.

Prerequisites: None. MATH 1141 or equivalent is strongly recommended.

Exclusions: Only one of MATH 1241 and TRU-OL's former introductory calculus courses (MATH 110 and 111) may be taken for credit.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 1519

WEB-BASED

SFU MATH 150

4 UNIV

Calculus I with Review SFU-designated quantitative (Q) course.

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; Newton's 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: Pre-Calculus 12 (or equivalent) with a grade of at least B+; or MATH 100 with a grade of at least B-; or a satisfactory grade on SFU's Calculus Readiness Test. Transcripts proving prerequisites are met are required.

Exclusions: Students with credit for either MATH 151, 154 or 157 may not take MATH 150 for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 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.

Start Date: September, January and May.

Completion: 20 weeks.

MATH 1909

WEB-BASED

SFU MATH 190

4 UNIV

Principles of Mathematics for Teachers

SFU-designated quantitative (Q) course.

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. This course is intended to be particularly accessible to students who are not specializing in mathematics.

Prerequisites: Pre-Calculus 11 or Foundations of Mathematics 11 (or equivalent) with a grade of at least B; or SFU FAN X99 course with a grade of at least C; or a satisfactory grade on SFU's Quantitative Placement Test. Transcripts proving prerequisites are met are required.

Exclusions: This course may not be counted towards an SFU Mathematics minor, major or honours degree requirement. Students who have taken (or received transfer credit for) or are currently taking SFU MATH 150, 151, 154 or 157 may not take SFU MATH 190 for credit without permission of the SFU Department of Mathematics.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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. Students explore the following topics: 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: None. Two courses in differential and integral calculus such as MATH 1141 and 1241 are strongly recommended.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MATH 2121

PRINT- or WEB-BASED

3 UNIV

Linear Algebra

Students explore the following topics: systems of linear equations; matrix arithmetic; determinants; real vector spaces; linear transformations; eigenvalues; eigenvectors; and diagonalization.

Prerequisites: One of Principles of MATH 12, MATH 0633, MATH 1001 or equivalent skills. MATH 1141 or equivalent skills as established by the Math Placement are strongly recommended.

Equipment: A scientific calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

MDLB 0511

IN-PERSON

NC

Phlebotomy Workshop

This practical course allows students to develop and demonstrate the skills learned in MDLB 1321: Phlebotomy Procedures and Specimen Preparation. Students further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and gain experience in performing venipuncture under the guidance of experienced MLAs.

Prerequisites: Permission of the Program Administrator, Science.

Note: All areas of the province of British Columbia now require that students complete this course prior to beginning the practical skills component of the program, MDLB 1721: Lab Practicum: Evaluation of Competencies.

Start Date: Offered throughout the year.

Completion: 2 days.

MDLB 0521

In-Person NC

MLA Workshop

This practical course allows students to develop and demonstrate the skills learned in HLTH 1141, MDLB 1221, 1321 and 1521. Students further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and gain experience in performing venipuncture and laboratory procedures under the guidance of experienced MLAs or MLTs.

Prerequisites: Admission to the Medical Laboratory Assistant Program and successful completion of all theory courses. Exemption may be made for out-of-province students. All areas of the province of BC now require that students complete this workshop before starting the practicum course, MDLB 1721.

Start Date: Offered throughout the year: refer to the Phlebotomy Workshop Schedule at <https://www.tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop.html>. The program coordinator contacts students to discuss the date and location.

Completion: 5 days.

MDLB 1221

WEB-BASED 3 COL

Professional Practices and Safety in Health Care

This course is an in-depth examination of 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: None. HLTH 1981 and HLTH 1141 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

MDLB 1321

WEB-BASED 3 COL

Phlebotomy Procedures and Specimen Preparation

This course is an in-depth examination of the practice of phlebotomy, and provides a comprehensive background in its related theory and principles. Students discuss the theory of body fluid analysis, automated instrument loading, slide staining and laboratory information systems. Practitioner safety is emphasized.

Prerequisites: None. HLTH 1981, MDLB 1141 and MDLB 1221 are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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, HLTH 1141, MDLB 1221 and MDLB 1321 is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

MDLB 1611

WEB-BASED 3 COL

Pre-Analytical Procedures for Histopathology

This course is designed for the working Medical Laboratory Assistant and focuses on the basic concepts of pre-analytical histopathology including: anatomic pathology histology specimens, preparation for cutting, processing and accessioning. A cytology component in this course covers specimen preparation, processing and accessioning.

Prerequisites: Admission to the Medical Laboratory Assistant program or proof of graduation from a recognized Medical Laboratory Assistant program, 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.

Start Date: Continuous registration.

Completion: 30 weeks.

MDLB 1721

PRINT-BASED 3 COL

Lab 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 (BCSMLS). BCSMLS criteria 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 varies as it is dependent on each facility.

Prerequisites: Admission to the Medical Laboratory Assistant program and successful completion of HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321, MDLB 1521 and MDLB 0521. Exceptions are by permission of the Academic Director of Science.

Start Date: Continuous registration.

Completion: 4 to 8 weeks, full-time, requiring a minimum of 200 venipunctures.

MNGT 1111

PRINT- or WEB-BASED 3 UNIV

Supervision

Students are exposed to front-line management and the duties and responsibilities of supervisors. Topics include the management functions of planning, organizing, staffing, leading, and control; effective communications, problem-solving, and decision making; training, motivating, counselling, and appraising employees; facilitating team work and increasing employee productivity; and managing diversity, change and conflict.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

MNGT 1211

WEB-BASED 3 COL/UNIV

Management Principles and Practices

Students are provided with a basic framework for understanding the role and functions of a manager and an explanation for the principles, concepts and techniques used in carrying out these functions. Topics include an introduction to management; leadership, motivation, and decision making; planning and organizing; controlling; and creativity, change and innovation.

Prerequisites: None. Provincial Grade 12 Diploma and MNGT 1701 or business experience are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

MNGT 1701

WEB-BASED 3 UNIV

Doing Business in Canada

Students are introduced to basic management principles and the functional areas of business. Topics include the business environment; important business trends; forms of business ownership and the importance of entrepreneurship; different business functions, including marketing, accounting, finance, human resources and information systems; and the functions of management, including planning, organizing, leadership and control.

Prerequisites: None. Provincial Grade 12 Diploma is recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

MNGT 2131

PRINT-BASED 3 UNIV

Motivation and Productivity

Students explore the supervisory aspects of management, with a specific focus on effectively motivating employees as a means of increasing productivity. Topics include motivational obstacles and their causes; job design; leadership; goal setting and management by objectives; rewards; and supervisory communications.

Prerequisites: None. Provincial Grade 12 Diploma is recommended.

Exclusions: Students cannot receive credit for more than one of MNGT 2131 and BBUS 4135.

Completion: 30 weeks.

MUSC 3109

ONLINE

UVIC ME 310

3 UNIV

Learning to Listen to Music

This course discusses 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.

Start Date: January. Registration deadline applies.

Completion: 13 weeks.

MUSC 1049

WEB-BASED

SFU FPA 104

3 UNIV

Music Fundamentals

This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation. An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature is 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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

MUSC 1419

WEB-BASED

SFU FPA 140

3 UNIV

Music after 1900 SFU-designated breadth-humanities (B-Hum) course.

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 are examined (impressionism, 12-tone music, indeterminacy, the role of technology and improvisation).

Prerequisites: SFU FPA 104.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

NURS 2921
WEB-BASED 3 UNIV

Perinatal Nursing Practice: Developing Competence

Participants apply the theory learned in HLTH 2911 (previously HLTH 291), under the supervision of an instructor preceptor. Along with HLTH 2911, this course enables students to meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). Participants are introduced to perinatal nursing and develop the foundational perinatal competencies expected of entry-level nurses. Topics include meaningful practice-based learning experiences; guided practice; and opportunities for self-reflection. The majority of clinical experience in perinatal nursing takes place in a hospital where students develop nursing proficiency in antepartal assessment and care, care during labour and delivery and postpartal care of women and stable newborns. Students are also placed in an outpatient setting to develop skills in assessing and in providing 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; a Letter of Assessment from the College of Registered Nurses of British Columbia or a letter from another provincial Registered Nurse association, indicating eligibility for registration in BC or Canada upon completion of a qualifying course in perinatal practice; or permission of the School of Nursing Associate Dean or delegate.

Note: Must be taken in a Canadian clinical setting.

Start Date: Continuous registration.

Completion: 16 weeks (120 clinical hours) maximum; ideally, 3 to 4 weeks, depending on the clinical environment and scheduling and on students' individual competencies.

NURS 2941
IN-PERSON 3 UNIV

Psychiatric and Mental Health Nursing

Students apply the theory learned in HLTH 2931 to a clinical setting. This clinical course, along with the theory course, enables students to meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). The essential features of this practice experience are professionalism, skills and competency development, scope of practice for psychiatric and mental health nursing, professional communication skills and therapeutic use of self. Participants are assigned to work with a Nurse Preceptor on an acute care psychiatric inpatient unit, and under the supervision of a Nurse Educator (Open Learning Faculty Member). The main emphasis in this course is developing clinical competencies in the therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies and common mental health interventions.

Prerequisites: HLTH 2911 or equivalent course, completed within the last two years; a Letter of Assessment from the College of Registered Nurses of British Columbia or from another provincial Registered Nurse association, indicating eligibility for registration in BC or Canada upon completion of a qualifying course in psychiatric/mental health practice; or permission of the School of Nursing Associate Dean or delegate.

Note: Must be taken in a Canadian clinical setting.

Equipment: A uniform and shoes, as required by clinical settings.

Start Date: Continuous registration.

Completion: 16 weeks (120 clinical hours) maximum; ideally, 3 to 4 weeks, depending on the clinical environment and scheduling and on students' individual 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.

Start Date: September, January. Registration deadline applies.

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.

Start Date: September, January, May. Registration deadline applies.

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.

Start Date: September, January and May. Registration deadline applies.

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.

Start Date: September, January, May. Registration deadline applies.

Completion: 13 weeks.

NURS 3609 **UVIC NURS 360**

ONLINE 3 UNIV

Professional Practice VI: Nursing Research

This course is intended to enhance 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.

Start Date: September, January, May. Registration deadline applies.

Completion: 13 weeks.

NURS 3641

WEB-BASED 3 UNIV

Principles and Skillfulness: 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: Admission to the Return to Registered Nurse Practice Program, current CRNBC Registration or permission of the Associate Dean or appropriate designate.

Start Date: Continuous registration.

Completion: Maximum 30 weeks.

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: Admission to the Return to Registered Nurse Practice Program, current CRNBC Registration or permission of the Associate Dean or appropriate designate. Successful completion of HLTH 3611, 3621, 3631 and NURS 3641. Course completion immediately prior to registration in NURS 3651 is recommended.

Start Date: Refer to TRU-OL's website for course availability and schedule.

Completion: 4 days.

NURS 3651

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 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 context (individuals, families, groups and communities). This course supports the participant's capacity to practice nursing according to the Health Professions Act and is facilitated by students offering health care that promotes, maintains or restores health and that prevents, treats or palliates illness or injury. Students apply their 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. For RRNP students, completion of HLTH 3611, 3621, 3631 and NURS 3641 within two years of commencing NURS 3651, or 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 3661 can become a prerequisite if potential program participants opt for a preceptor practice placement in an area of nursing in which 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.

Equipment: A stethoscope.

Start Date: Continuous registration.

Completion: Maximum 30 weeks.

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 in which they require theoretical updating. This is a shell course which allows returning RNs to transfer credit from specialty courses acquired at other institutions.

Prerequisites: Admission to the Return to Registered Nurse Practice Program, successful completion of HLTH 3611, 3621, 3631 and permission of the Associate Dean or appropriate designate.

Start Date: Registration deadline applies.

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 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.

Start Date: January, May. Registration deadline applies.

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.

Start Date: January. Registration deadline applies.

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 such persons in ways that uphold human dignity and honour human uniqueness.

Prerequisites: Registered nurse qualification.

Start Date: January Registration deadline applies.

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 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; and 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.

Start Date: September. Registration deadline applies.

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.

Start Date: September. Registration deadline applies.

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 an 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.

Start Date: August. Registration deadline applies.

Completion: 13 weeks.

NURS 4939 **UVIC NURS 493A**
ONLINE 3 UNIV

Community Health Nursing

This course focuses on the theoretical and conceptual foundations of the 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 health assessment, population-focused practice, epidemiology, communicable disease control and health promoting practice with specific populations and in relation to specific health issues are explored and critiqued.

Prerequisites: Registered nurse qualification.

Start Date: September. Registration deadline applies.

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.

Start Date: May. Registration deadline applies.

Completion: 13 weeks.

PHED 1439 **UVIC EPHE 143**
ONLINE 3 UNIV

Multidisciplinary Foundations of Physical Activity

This course looks at 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.

Start Date: September, January. Registration deadline applies.

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.

Start Date: September. Registration deadline applies.

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.

Start Date: January. Registration deadline applies.

Completion: 13 weeks.

PHIL 1011

PRINT- or WEB-BASED 3 UNIV

Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology (theories of knowledge) and metaphysics (theories of reality). Using tools from basic principles of good argumentation and critical analysis, students seek answers to such questions as: What is the difference between knowledge and belief? How should we distinguish between reality and illusion? Models used by philosophers to explore questions about knowledge and reality are introduced through the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining *The Euthyphro*, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

Prerequisites: None.

Exclusions: Students with credit for PHIL 100, UBC's PHIL 100 or PHIL 401 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

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, the Philosophy of Art). Using tools and theories developed by philosophers, students seek answers to such questions as: 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? Canadian philosopher Wil Waluchow's introductory text directs students through the various models or theories proven throughout the history of philosophy to guide and justify our ways of life. Plato's dialogues *The Crito* and *The Apology* are discussed to examine theories of political governance. Readings in the *Philosophy of Art* challenge students to reconsider familiar assumptions about the nature of art and role of the artist in society.

Prerequisites: None.

Exclusions: Students with credit for PHIL 100, UBC's PHIL 100 or PHIL 400 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

PHYS 0501

PRINT- or WEB-BASED PREP

Introductory Physics

This advanced-level university preparation course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity and nuclear physics.

Prerequisites: MATH 0523 or Mathematics 11 (may be taken as a corequisite).

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

PHYS 0601

PRINT- or WEB-BASED PREP

Senior Physics

This course is designed to meet the curriculum requirements for ABE Provincial Level physics and any additional secondary school Physics 12 requirements. The principal topics are kinematics in one and two dimensions; dynamics; energy, momentum, and equilibrium; electricity; magnetism; and quantum physics. Approximately one-third of the coursework consists of lab investigations, using extensive DVD materials.

Prerequisites: PHYS 0501 (or Physics 11) and demonstrated mathematics skills, preferably MATH 0633 (or Mathematics 12); alternatively, either enrolment in MATH 0633 with a B or higher on several assignments, or recent completion of MATH 0523 (or Mathematics 11).

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

PHYS 1103

PRINT-BASED 3 UNIV

General Physics I

This course is an introduction at a first-year university level to mechanics, heat, wave motion and vibration.

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: A scientific calculator and a set of simple drawing instruments. A programmable scientific calculator is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

PHYS 1105

IN-PERSON 1 UNIV

Physics Laboratory I

This is a five-day lab course in which students perform experiments that illustrate the principles learned in PHYS 1103: General Physics I.

Prerequisites: None. PHYS 1103 or equivalent is recommended.

Note: Labs are held in June or July at TRU, Kamloops. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section if minimum student enrolment is not reached prior to the registration deadline.

Start Date: Registration deadline applies.

Completion: 5 days.

PHYS 1203

PRINT-BASED 3 UNIV

General Physics II

Students are introduced to electricity and magnetism, optics, and modern physics at a first-year university level.

Prerequisites: None. 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.

Equipment: A scientific calculator and a set of simple drawing instruments.

Start Date: Continuous registration.

Completion: 30 weeks.

PHYS 1205

IN-PERSON 1 UNIV

Physics Laboratory II

This is a five-day lab course in which students perform experiments that illustrate the principles learned in PHYS 1203: General Physics II.

Prerequisites: None. PHYS 1103, 1203, 1105 or equivalents are recommended.

Note: Labs are held in June or July at TRU, Kamloops. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section if the minimum student enrolment is not reached prior to the registration deadline.

Start Date: Registration deadline applies.

Completion: 5 days.

POLI 1019

WEB-BASED 3 UNIV

SFU POL 101W

Introduction to Politics and Government

SFU-designated writing-intensive (W) and breadth-social science (B-Sci) course.

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 explores 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.

Exclusions: This course is identical to SFU POL 100 and students may not take both courses for credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

POLI 1111

PRINT- or WEB-BASED 3 UNIV

Canadian Government and Politics

This course investigates the Canadian system of government and the central questions in this country's political life. Students learn about our constitutional arrangements, the structure and processes of our national government and the relationship between politics and society. Students examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power and the ideology of limited government.

Prerequisites: None.

Exclusions: Students with credit for SFU POLI 221 may not take this course for credit.

Start Date: Continuous registration.

Completion: 30 weeks.

POLI 1519

WEB-BASED 3 UNIV

SFU POLI 151

The Administration of Justice

SFU-designated breadth-social sciences (B-Sci) course.

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

POLI 2219

WEB-BASED 3 UNIV

SFU POL 221

Introduction to Canadian Government

This course is an introduction to the institutional order and political structure of the Canadian state. The course includes topics such as the Constitution, parliament, cabinet, judiciary, public service and federal-provincial relations.

Prerequisites: SFU POL 100 or 101W or 151 or permission of the SFU Political Science department.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 or 151, or permission of the SFU Political Science department.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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, congress, courts, bureaucracy and party system.

Prerequisites: SFU POL 100 or 101W or permission of the SFU Political Science department.

Exclusions: Students with credit for SFU POL 332 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

POLI 2419 **SFU POL 241**
WEB-BASED 3 UNIV

Introduction to International Politics

SFU-designated breadth-social sciences (B-Soc) course.

This course considers the theory and practice of international politics, diplomacy, hot war, cold war, alliances and the role of leaders.

Prerequisites: SFU POL 100 or 101W or permission of the SFU Political Science department.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

POLI 2529 **SFU POL 252**
WEB-BASED 3 UNIV

Local Democracy and Governance SFU-designated breadth-social sciences (B-Soc) course.

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 SFU Political Science department.[131]

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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-division units in political science, or permission of the SFU Political Science department.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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; and foreign debt and foreign aid.

Prerequisites: 6 lower-division units in political science, or permission of the SFU Political Science department.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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-division units in political science or permission of the SFU Political Science department.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: 60 credits.

Start Date: Continuous registration.

Completion: 30 weeks.

POLY 3011
WEB-BASED 3 UNIV

Sleep and Sleep Disorders

This course is designed to introduce students pursuing careers in sleep medicine and polysomnography to the structure and function of the allied health profession of polysomnographer. This course 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: None. A health professional diploma is strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

POLY 3021

WEB-BASED 3 UNIV

Polysomnography Instrumentation

This course introduces students to the instrumentation and electrical principles and practices that the polysomnographer must understand. Topics include electrical safety and ancillary equipment encountered in sleep laboratory and the internal workings and calibration of the polygraph. Amplifiers and filters are emphasized along with basic tracings and the artifacts that may appear and influence one's interpretation of a sleep study. The international 10-20 system of electrode placement is also introduced.

Prerequisites: None. Completion of POLY 3011 and a health professional diploma are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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 a final report.

Prerequisites: None. Completion of POLY 3011, POLY 3021 and a health professional diploma are highly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

POLY 3041

IN-PERSON 3 UNIV

Polysomnography Program Clinical Component

This clinical course is designed to provide a broad clinical experience, including the development of caseload, and technical and diagnostic skills. Upon successful completion, students are proficient with the necessary educational and technical skills to allow them to practice in their own clinical environment.

Prerequisites: Completion of POLY 3011, 3021, 3031 and enrolment in the Polysomnography program. A current Basic Cardiac Life Support certification.

Start Date: Continuous registration.

Completion: 6 to 8 days, depending on previous medical training. 30 weeks maximum.

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 include an overview of psychological theories and research methods as well as current information on the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion and motivation.

Prerequisites: None.

Start Date: Continuous registration for print or web-based version. Registration deadline for online.

Completion: 30 weeks (continuous print or web) or 14 weeks (online, paced).

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 include an overview of psychological theories and research methods as well as current information on health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity and group behaviour.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 2101

PRINT- or WEB-BASED 3 UNIV

Statistics in the Social Sciences

This course provides an overview of the basic descriptive and inferential statistical techniques used in the analysis of social science research data. Students become familiar with the organization and analysis of data, communicating research results, translating statistical jargon into meaningful English and understanding basic theories underlying statistics, such as elementary probability theory.

Prerequisites: Principles of Mathematics 11 or Applications of Mathematics 12 or MATH 0633 or 1001. For psychology majors, PSYC 2111 is recommended.

Exclusions: Only one of PSYC 2101, SFU STAT 101 and STAT 1201 (formerly MATH 102) may be taken for credit.

Equipment: A calculator.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 2111

PRINT- or WEB-BASED 3 UNIV

Introduction to Research in Experimental Psychology

This course is an introduction to the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. Students read and analyze research studies that are chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide an appreciation for the type of knowledge psychological research has produced. Students then design their own research study and use proven research tools in this field to scientifically investigate a selected phenomenon of their choice.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent and PSYC 1111 and 1211 are recommended.

Exclusions: Only one of PSYC 2111 and PSYC 201 may be taken for credit.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 2131

PRINT- or WEB-BASED 3 UNIV

Introduction to Childhood and Adolescence

Students are introduced to developmental psychology: the branch of psychology devoted to the study of human development and change. As change and development are an intrinsic part of the human experience, this course is designed to foster a lifetime interest in the process of human development, as students explore key issues, methods, theories and research findings in this field. 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. The interconnectedness of developmental processes is a major theme and includes the interrelations between a child's physical, cognitive, social and emotional development. The intricate relation between children and the contexts that support their development are also emphasized, such as family life, peers and culture.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is recommended.

Exclusions: 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: Windows Media Player and a CD-ROM drive.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 2161

PRINT- or WEB-BASED 3 UNIV

Abnormal Psychology

This course 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 professionals who might be involved in the assessment process and the methods they use. Psychological, biological and sociocultural approaches to understanding human behaviour are reviewed and a wide variety of behavioural disorders are described. Case studies are presented and interpreted, and recommended treatments are discussed.

Prerequisites: None. PSYC 1111 and 1211 are recommended.

Exclusions: Students with credit for PSYC 241, 300 or SFU PSYC 340 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 2311

WEB-BASED 3 UNIV

Psychology of Sex Differences

Students examine 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 think. The development of gender roles affects nearly every aspect of life, such as family, education, work, sexuality, culture, and emotional problems. Students consider different views of the biological and social influences on developing gender roles.

Prerequisites: 6 credits of introductory psychology are recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

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 is discussed. Topics include social psychology and law; developmental psychology and law; juvenile justice; experimental psychology and law; and mental disability and law.

Prerequisites: SFU PSYC 101 or 102. Students with credit for SFU PSYC 369 may not take this course for further credit.

Start Dates: May. Registration deadline applies.

Completion: 13 weeks.

PSYC 2809

WEB-BASED

SFU PSYC 280

3 UNIV

Introduction to Biological Psychology SFU-designated breadth-science (B-Sci) course.

This course surveys the major areas in biological psychology. Topics include the basics of neuroanatomy and nerve cell function; the behavioural and physiological effects of drugs and hormones in the nervous system; evolutionary perspectives on the brain and behaviour; and the biopsychology of vision, the chemical senses, hearing, movement, biological rhythms, sex and cognitive processes.

Prerequisites: SFU PSYC 100 or 101. SFU BISC 101 is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

PSYC 3151

PRINT- or WEB-BASED 3 UNIV

Developmental Psychology of Children

Students explore 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 equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended.

Exclusions: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 351 may not take this course for further credit. 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.

PSYC 3451

PRINT- or WEB-BASED 3 UNIV

Adolescent Development

Students continue from PSYC 3151, *Developmental Psychology of Children* to examine the adolescent years and the general theoretical issues and methods of studying development. The course presents the physical, cognitive, personality and social development during adolescence, in the contexts of family, peer group, school, work and culture. Specific in-depth topics include identity, autonomy, sexuality and moral development. Although students focus on normal development, there is 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 equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended.

Exclusions: Students with credit for UBC PSYC 301 or 315 or SFU PSYC 355 may not take this course for further credit. 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.

PSYC 3461

PRINT- or WEB-BASED 3 UNIV

Psychology of Adulthood and Aging

Students are provided an accurate overview 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 include research techniques, theoretical approaches, memory, intelligence, personality, social forces and psychopathology. The course surveys the adult lifespan: young and middle adulthood and old age.

Prerequisites: PSYC 1111 and 1211, or equivalents. PSYC 2111 (or equivalent) is recommended.

Exclusions: Students with credit for PSYC 446, PSYC 3461 or SFU PSYC 357 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 3611

PRINT-BASED 3 UNIV

Social Psychology I

Students are introduced to the field of social psychology, focusing on how we think about and interact with others. Topics include personal perception, social cognition, attitudes, prejudice and interpersonal relations.

Prerequisites: PSYC 1111 and PSYC 1211 or equivalent skills and knowledge. PSYC 2111 is recommended.

Exclusions: Students with credit for PSYC 260, 308 or SFU PSYC 360 may not take this course for further credit.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

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. 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 equivalent. PSYC 2111 is recommended.

Equipment: A DVD player.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 3799

WEB-BASED

SFU PSYC 379

3 UNIV

Clinical Forensic Psychology

This course examines clinical approaches to the understanding of behaviour in criminal and civil forensic settings and includes topics related to the assessment, treatment and management of people suffering from mental disorders.

Prerequisites: SFU PSYC 201 and 268. SFU PSYC 241 is recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

PSYC 3991

WEB-BASED 3 UNIV

Psychology 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. The intense debates and controversies engendered by these findings and their application to prevention and intervention strategies are explored. As a foundation for engaging with these issues, students develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

Prerequisites: 60 credits.

Start Date: Continuous registration.

Completion: 30 weeks.

PSYC 4991

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, Psychology Major, and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students 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 course reading list.

Prerequisites: General education and lower-level requirements of the Bachelor of Arts (Psychology Major) and 15 upper-level credits in psychology.

Note: Students must consult with their program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks.

RESP 1761

WEB-BASED 3 COL

Cardiopulmonary Anatomy, Physiology and Introduction to Mechanical Ventilation

This course provides the background knowledge and concepts of respiratory system anatomy, cardiopulmonary physiology and foundations of mechanical ventilation that students require to progress in the comprehensive curriculum of Respiratory Therapy. Selected cardiovascular system anatomy curriculum is included. Cardiac and pulmonary physiological processes are related to cardiopulmonary disease and clinical practice at an introductory level. The foundations of mechanical ventilation including lung mechanics, various modes and adjuncts applied during mechanical ventilation are explored.

Prerequisites: A knowledge of basic anatomy is assumed for this course.

Start Date: Continuous registration.

Completion: 30 weeks.

RESP 1781

WEB-BASED 3 COL

Principles and Applications of Respiratory Therapy Equipment I & II

Learners develop an understanding of the function and patient application of respiratory therapy equipment. Topics include medical gases and their delivery systems, humidity and aerosol devices, artificial airways and airway management devices, resuscitators, patient monitoring devices and suction. This course is aimed at students who are graduates of a minimum two-year health care diploma program. Respiratory therapy students entering on the Bachelor of Science fast-track stream are required to take this course.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

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 address advances in ventilatory care.

Prerequisites: None. A sound knowledge of human anatomy and physiology of the cardiopulmonary systems, blood gas interpretation and a background in basic science are strongly recommended.

Start Date: Continuous registration.

Completion: 30 weeks.

RSMT 3501

WEB-BASED 3 UNIV

Introduction to Research Methods

Students are provided an opportunity to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The language of research, ethical principles and challenges is introduced, and the elements of the research process within quantitative, qualitative, and mixed-method approaches are explored. Participants use these theoretical underpinnings 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, and global).

Prerequisites: None. 60 credits and STAT 1201 or equivalent are strongly recommended.

Start Date: Registration deadline applies.

Completion: 14 weeks.

SCDE 2019 **SFU SCD 201**
WEB-BASED 3 UNIV

Introduction to Sustainable Community Development SFU-designated breadth-social sciences (B-Soc) course.

This course builds on an understanding of strengths and weaknesses of conventional approaches to development; rationale for alternative approaches; varying interpretations of community and 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 units or SCD Certificate program approval or permission of the SFU SCD department.

Exclusions: Students may not take this course for credit toward the SFU SCD post-baccalaureate diploma. Students with credit for SFU CED or REM 01 may not take this course for further credit. Students may not take this course concurrently with upper-level SFU SCD courses.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SCDE 3019 **SFU SCD 301**
WEB-BASED 4 UNIV

Sustainable Community Development Theory and Practice SFU-designated breadth-social sciences (B-Soc) course.

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 Sustainable Community Development (SCD) certificate program approval and SFU CED or SCD 201; or SCD diploma program approval; or 60 units; or permission of the SFU SCD department.

Exclusions: Students with credit for SFU CED or REM 301 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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; and 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 SFU SCD department.

Exclusions: Students with credit for SFU CED 401 or SFU REM 401 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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: CED, SCD or REM 301 or permission of the SFU SCD department.

Exclusions: Students with credit for SFU CED 403 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 the SFU SCD department.

Exclusions: Students with credit for SFU CED 410 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 1009 **SFU SA 100W**
WEB-BASED 4 UNIV

Perspectives on Canadian Society (SA)

SFU-designated writing-intensive (W) and breadth social sciences (B-Soc) course.

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.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 1111

PRINT- or WEB-BASED 3 UNIV

Introduction to Sociology I

Together with SOCI 1211, *Introduction to Sociology II*, this course introduces students to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and located within a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. Students learn to understand our social system and how it shapes and influences us all as individuals. Students discuss basic concepts of the sociological perspective, understand the importance of the transformation of Western society, examine the concepts developed to describe capitalist society, and explore the sociology of Canada. This course or equivalent is a prerequisite to advanced sociology courses.

Prerequisites: None.

Exclusions: Students with credit for SOCI 1509 may not take this course for further credit.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 1211

PRINT- or WEB-BASED 3 UNIV

Introduction to Sociology II

Together with SOCI 1111, *Introduction to Sociology I*, this course introduces students to Sociology, by means of a systematic analysis of the character of modern Western capitalist society, and expands on the concepts and perspectives introduced in SOCI 1111. Students examine 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.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 1509

WEB-BASED

SFU SA 150

4 UNIV

Introduction to Sociology (S)

SFU-designated breadth social sciences (B-Soc) course.

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.

Exclusions: Students with credit for SOCI 1111 or 1211 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 2251

ONLINE

3 UNIV

Sociological Explanations of Criminal Behaviour

In this course (cross-listed with CRIM 2251), students critically examine the sociological, socio-cultural, and socio-psychological explanations of criminal behaviour. These include the ecological theories, conflict theories, control theories, and symbolic interactionist theories. The specific theories subjected to critical examination are those concerned with class and group conflict, subcultures, labelling and gender.

Prerequisites: None.

Start Date: Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

Completion: 16 weeks.

SOCI 2501

PRINT-BASED

3 UNIV

The Sociology of Crime

This course (also known as SOCI 4221) adopts a radically sociological view of crime that emphasizes the social construction of crime, and challenges assumptions about the criminal justice system. Students focus on the creation of law, police work, activities of the courts, and the experience of incarceration. Students are also provided an excellent introduction to the application of social theory.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 2509

WEB-BASED

SFU SA 250

4 UNIV

Introduction to Sociological Theory (S)

This course offers an account of sociological theory, outlining the main ideas and concepts of the principle schools of thought.

Prerequisites: SFU SA 150.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 2521

WEB-BASED

3 UNIV

Criminal Justice and Corrections

This introductory course (also offered as CRIM 2521), consists of three modules. The first module provides an introduction to the operation of the criminal justice system, and examines the organization and operation of police in Canada. The second module considers the criminal courts, and the third module examines the operation of the correctional system.

Prerequisites: An introductory social science course is recommended but not required.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 3169 **SFU SA 316**

WEB-BASED 4 UNIV

Tourism and Social Policy (SA)

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 201W.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 3459 **SFU SA 345**

WEB-BASED 4 UNIV

Race, Immigration, and the Canadian State (SA)**SFU-designated quantitative (Q) course.**

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 covers 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 is used to complement the Canadian focus.

Prerequisites: SFU SA 101, 150 or 201W.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 3559 **SFU SA 355**

WEB-BASED 4 UNIV

Quantitative Methods (SA)
SFU-designated quantitative (Q) course.

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 a hands-on use of the computer, this course emphasizes the applications, rather than the mathematics, of statistics.

Prerequisites: SA 255 or POL 201, and STAT 203 (formerly 103).

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 3569 **SFU SA 356W**

WEB-BASED 4 UNIV

Ethnography and Qualitative Methods (SA)**SFU-designated writing-intensive (W) course.**

This course examines qualitative field methods, including participant observation, interviewing, archival research, cross-cultural research, life histories, network analysis, mapping and ethical problems.

Prerequisites: SFU SA 255.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 201W.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 3991

WEB-BASED 3 UNIV

Sociology of Diversity: Issues for Canadians

This course offers an in-depth study of special topics in the sociology of diversity. Students explore 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. Topics include 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 such as science, engineering, humanities, social science, business or general studies.

Prerequisites: 60 credits.

Textbooks: Students must obtain the textbooks prior to registration.

Start Date: Continuous registration.

Completion: 30 weeks.

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 include demographic aspects of aging; the relationship of aging to political, economic, familial and other social institutions; and the psychological significance of aging.

Prerequisites: 72 units, including SA 101 or 150 or SA 201W, or acceptance into the diploma program in gerontology, or by consent of the instructor.

Contact codehelp@sfu.ca for instructor information.

Exclusions: This course is the same as SFU GERO 420 and students may take only one for credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SOCI 4221

PRINT-BASED 3 UNIV

The Social Construction of Crime and Deviance

In this course, also known as SOCI 2501, students are provided an in-depth examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism and ethnomethodology. Students review the work and influences 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.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 4301

PRINT- or WEB-BASED 3 UNIV

Sociology of Families: Modern Family Life in Global Perspective

Using a comparative and historical approach, students examine the Canadian family, 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 (SOCI 1111 or SOCI 1211) or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 4311

PRINT- or WEB-BASED 3 UNIV

Sociology of the Family: Families in a Multicultural World

This course is an exploration of cultural diversity among the world's family systems; students are provided a comparison of families from Asia, Africa and North America to illustrate 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 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 and understanding these differences, students can distinguish between legitimate critique and ethnocentric bias.

Prerequisites: SOCI 1111 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCI 4991

PRINT-BASED 3 UNIV

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, Sociology Major, and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students 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) and 15 upper-level credits in sociology.

Note: As registration procedures differ for Directed Studies courses, students are must consult with their program advisor before registering.

Start Date: Continuous registration.

Completion: 30 weeks.

SOCW 2061

PRINT- or WEB-BASED 3 COL/UNIV

An Introduction to Social Work Practice

Students explore the history, philosophical foundation and theoretical perspectives of the profession of social work, including the relevant codes of ethics and practice standards that guide practitioners. This course provides an overview of the roles in which social workers become involved: as advocates, policy analysts, administrators, activists, educators, counsellors, facilitators, mediators, organizers and researchers. Since social workers are committed to working for social justice, students examine the social structures that influence people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

Prerequisites: None.

Note: SOCW 2061 is a required course in the TRU-OL Social Service Worker Certificate program, is equivalent to an Introduction to Social Work practice course 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.

SOCW 2121

PRINT- or WEB-BASED 3 COL/UNIV

Social Welfare in Canada

This course provides students with an overview of the income security system in Canada, including its development, programs and major policy debates. It is intended for students seeking an understanding of income security programs and policies, how they reflect ideologies, and how effectively they work in practice.

Prerequisites: None. SOCW 2061 is recommended.

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.

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 is unique in that it integrates a life-span development approach with a multi-disciplinary perspective on the topic of human development. Using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups, students are introduced to aspects and models of how human behaviour is acquired, maintained and modified in a social environment. Human development and behaviour is 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.

Exclusions: 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.

SPAN 1001

PRINT- or WEB-BASED 3 UNIV

Introduction to Spanish I

This 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 development of both oral and written communication skills are emphasized. The *Destinos* series introduces students to the diverse cultural contexts in which Spanish is spoken and highlights 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.

Exclusions: 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: A video recorder, DVD player and phone.

Start Date: Continuous registration.

Completion: 30 weeks.

SPAN 1011

PRINT- or WEB-BASED 3 UNIV

Introduction to Spanish II

This course is the continuation of SPAN 1001. The course emphasizes a communicative approach to acquiring written and oral language skills. A variety of learning activities are included with an emphasis on a creative approach to generating authentic written and oral communication in Spanish. A combination of reading, writing, viewing, listening and speaking enables students to acquire a basic knowledge of Spanish quickly and effectively. The course also introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America and South America.

Prerequisites: SPAN 1001 or equivalent.

Exclusions: 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: A video recorder, DVD player and phone.

Start Date: Continuous registration.

Completion: 30 weeks.

SPAN 1029

WEB-BASED

SFU SPAN 102

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.

Exclusions: Students who have completed BC Spanish 12 within the past two years will not be admitted to SPAN 102 for credit.

Contact SFU's Language Training Institute advisor for placement at asklti@sfu.ca.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

SPAN 1039

WEB-BASED

SFU SPAN 103

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: SFU SPAN 102 or Grade 12 Spanish or equivalent.

Note: Students with Grade 12 Spanish must get clearance from SFU's Language Training asklti@sfu.ca department[138] before registering at this level.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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 benefit through intensive work on a wide range of grammatical phenomena.

Prerequisites: SFU SPAN 202.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

STAT 1019 **SFU STAT 101**
WEB-BASED 3 UNIV

Introduction to Statistics SFU-designated quantitative (Q) course.

This course looks at the collection, description, analysis and summary of data, including the concepts of frequency distribution, parameter estimation and hypothesis testing. The course is intended to be accessible to students who are not specializing in statistics.

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.

Exclusions: Students with credit for SFU ARCH 376, SFU BUEC 232 (formerly 332), STAT 2709 (formerly MATH 272 and 371), STAT 1201, STAT 2019, SFU STAT 203, SFU STAT 301, MATH 1157 or SFU MATH 102 may not take STAT 1019 for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

STAT 1201
PRINT-BASED 3 UNIV

Introduction to Probability and Statistics

Students are introduced to the concepts and methods of statistics, including 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 on statistical data; students are taught how to collect, analyze and interpret data correctly. Students are also shown how to clearly and accurately present data to others.

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 are strongly recommended. Basic computer literacy.

Exclusions: Only one of STAT 1019, STAT 1201, and PSYC 2101 may be taken for program credit.

Equipment: TI-83 @, TI-83 Plus @, or a TI-84 Plus @ calculator for assignments and the final exam. Windows-based software.

Start Date: Continuous registration.

Completion: 30 weeks.

STAT 2019 **SFU STAT 201**
WEB-BASED 3 UNIV

Statistics for the Life Sciences SFU-designated quantitative (Q) course.

This course provides an introduction to research methodology and associated statistical analysis techniques for students with training in the life sciences. This course is intended to be particularly accessible to students who are not specializing in statistics.

Prerequisites: 30 units.

Exclusions: Students with credit for SFU STAT 101, 102 203 (formerly 103); or 270 (formerly MATH 272); or 301 may not take SFU STAT 201 for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

STAT 2039 **SFU STAT 203**
WEB-BASED 3 UNIV

Introduction to Statistics for the Social Sciences

SFU-designated quantitative (Q) course.

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; or ARCH 376; or BUEC 232 (formerly 332) may not receive further credit for STAT 2039. SFU SA 255, CRIM120, POL213 or equivalent are recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

STAT 2709 **SFU STAT 270**
WEB-BASED 3 UNIV

Introduction to Probability and Statistics SFU-designated quantitative (Q) course.

This course examines sample distributions and the basic laws of probability and is an introduction to statistical inference and applications.

Prerequisites: SFU MATH 152 or 155 or 158 are corequisites. SFU STAT 100, 101, 201, 203, 270 and 302 are recommended.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

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. Students explore basic colour theory, colour research (mixing pigments), colour energy and temperature and colour schemes. Each unit program begins with a lecture and/ or demonstration followed by a studio session in which students work on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None.

Equipment: A DVD player and common items for completion of assignments.

Start Date: Continuous registration.

Completion: 30 weeks.

VISA 1111

PRINT- or WEB-BASED

3 UNIV

A Survey of Western Art I

This course introduces the significant 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.

Start Date: Continuous registration.

Completion: 30 weeks.

VISA 1121

PRINT- OR WEB-BASED

3 UNIV

A Survey of Western Art II

A continuation of VISA 1111, this humanities course, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

Prerequisites: None.

Start Date: Continuous registration.

Completion: 30 weeks.

VISA 1201

PRINT-BASED

3 UNIV

Mark and Image

This studio course in art, which offers ten one-hour programs, is for anyone who wishes to explore a new approach to drawing and communication. Students begin with the fundamentals of physical mark-making; visual literacy; and points, lines and shapes; and proceed to the human form. Topics include an analysis and interpretation of objects, manufactured and natural; functional drawing for communicating information; and advances in electronic technology. Each unit's program begins with a lecture/demonstration, followed by a studio session in which students work on the program theme. Each program concludes with an exhibition of students' work.

Prerequisites: None.

Equipment: A DVD player.

Note: The course package includes basic materials needed to complete the coursework.

Start Date: Continuous registration.

Completion: 30 weeks.

VISA 1301

PRINT-BASED

3 UNIV

Material & 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 materials can be used in art and design. Each unit focuses on one material, such as 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. 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: A DVD player and camera or video camera.

Start Date: Continuous registration.

Completion: 30 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. Students examine the means by which different theories of culture inform the processes and practices of visual production, circulation and reception. This course 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 current research on representation. Working individually or with a partner, students select issues, or research problems of personal interest, conduct literature research, assess sources of information, and present their findings. Students 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.

Start Date: Continuous registration.

Completion: 30 weeks.

WNGL 1009

WEB-BASED

SFU WL 100

3 UNIV

Introduction to World Literature SFU-designated breadth-humanities (B-Hum)course.

This course explores how texts resonate in other cultural contexts, influence foreign traditions and become works of world literature.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Start Dates: September. Registration deadline applies.

Completion: 13 weeks.

WOST 1019 **SFU GSWS 101**

WEB-BASED 3 UNIV

Gender Talk

SFU-designated breadth-social sciences (B-Soc) course.

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.

Exclusions: Students with credit for SFU WOST 100 or 101 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

WOST 1029 **SFU GSWS 102**

WEB-BASED 3 UNIV

Feminist Action

SFU-designated breadth-humanities (B-Hum) course.

This course is a historical and comparative survey of feminism in the 20th century in Western Europe and North America.

Prerequisites: None. Provincial Grade 12 Diploma or equivalent is assumed.

Exclusions: Students with credit for SFU WS 100 may not take this course for further credit.

Start Dates: September, January, May, subject to availability. Registration deadline applies.

Completion: 13 weeks.

WTTP 1171

WEB-BASED 1 COL

Environmental Legislation

The course provides students with an understanding of the basic principles of law, with an emphasis on statutes, environmental law and the legislative framework under which most water suppliers must legally operate. Students consider concepts of due diligence, standards of care and liability, while reviewing torts and case law.

Prerequisites: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1181

WEB-BASED 1 COL

Occupational Health and Safety

This course covers the issues and responsibility of health and safety as it applies to operators in water and wastewater treatment operations. Course topics include occupational health safety regulations; construction and plant safety procedures; and occupational hygiene.

Prerequisites: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1191

WEB-BASED 1 COL

Communications

Students are introduced to best practices in community relations and practical information for improving communication skills. Good communications skills are important in building a good relationship within the community and in ensuring water utility plants have the financial support needed for optimal performance. Topics include how to establish good community relations; format regular business correspondence; deliver presentation; communicate with the media; and document procedures and plans.

Prerequisites: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1291

WEB-BASED 1 COL

Moving Water

Students examine the process and direction of water movement through the treatment facility. Topics include hydraulic profile; overflow and spill protection; process and instrumentation drawing; and formula calculation. Pump identification, selection and maintenance are also discussed.

Prerequisites: WTTP 1700, 1710, 1720, 1730, 1740 and 1760 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1301

WEB-BASED 1 COL

Major Process Equipment

This course emphasizes different types of equipment used in the treatment of water including: mixing; flocculation; solid separation; filtration; water conditioners; disinfection; and various filter systems. Flow charts and the ability to analyze historical data are also covered.

Prerequisites: WTTP 1700, 1710, 1720, 1730, 1740 and 1760 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1311

WEB-BASED 1 COL

Secondary Process Equipment

This course covers support systems typical in treatment facilities such as high pressure air systems, blowers, compressors, vacuum pumps, pneumatic valve operator systems and process air systems. It is also designed to teach students about chemicals used in water treatment, along with associated hazards. Additional topics such as sludge and residual handling, building mechanical systems, maintenance and associated responsibilities are discussed.

Prerequisites: WTTP 1700, 1710, 1720, 1730, 1740 and 1760 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1701

WEB-BASED 3 COL

Water Sources

This course provides training in the development of new and existing water sources. Students focus 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: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1711

WEB-BASED 3 COL

Water Treatment I

This is a basic water treatment course which focusses on environmental applications and emphasizes past, present and future technologies related to water treatment. Topics explored in this course include operator responsibilities; water sources; reservoir management; coagulation and flocculation processes; sedimentation; filtration; disinfection; corrosion control; and basic water treatment sampling procedures.

Prerequisites: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1721

WEB-BASED 3 COL

Applied Math and Science

This course covers the essential elements of mathematics and science which enables 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 detail. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.

Prerequisites: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1731

WEB-BASED 3 COL

Mechanical Systems I

Students explore the principles of piping, pumps and valves as they apply to the support systems in water treatment facilities. The principles of cross connection control are also addressed.

Prerequisites: Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program.

Start Date: Continuous registration.

Completion: 30 weeks.

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 and wastewater treatment plants. Topics discussed include basic electrical principles; electrical safety; motor control principles; and the fundamentals of electric motors. This course is designed from the viewpoint of plant operators, to develop more awareness of the trades and to enable operators to function more effectively.

Prerequisites: WTTP 1700, 1710, 1720, 1730, 1740 and 1760 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

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 and wastewater treatment plants. Topics discussed include process control principles; terminology; and trouble-shooting techniques. This course is not designed to create tradespersons, but is designed from the viewpoint of plant operators, to develop more awareness of the trades and to enable operators to function more effectively.

Prerequisites: WTTP 1700, 1710, 1720, 1730, 1740 and 1760 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 1891

IN-PERSON 3 COL

Practicum I

This course offers hands-on practical training 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 Centre for Water Quality in Kamloops. Students may apply for exceptions. This course is subject to minimum enrolment numbers and is scheduled on an as-needed basis.

Start Date: This course is subject to sufficient enrolment; there is a minimum number of five registrants required for the course to be offered.

Completion: Normally, 2? 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 for operators to understand more advanced theories involving chemical reactions in water. Topics 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: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

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) 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 emphasized.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

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. Students discuss the effects of naturally occurring and human made organics in water.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2131

WEB-BASED 1 COL

The History, Mechanisms, and Concepts of Filtration

There are many filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements. This course expands on the basic building blocks of filtration as taught in part of WTTP 1711 (previously WTTP 171), basic principles of sedimentation and filtration. Topics include filter design concepts; regulatory standards; filter mechanisms; filter classification; and media selection techniques.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2141

WEB-BASED 1 COL

Slow and Rapid Sand Filtration

This course considers in detail, the process of slow and rapid sand filtration as introduced in part of WTTP 1711 (previously WTTP 171), basic principles of sedimentation and filtration. Topics include filter operation; performance optimization; maintenance; and backwashing techniques.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2151

WEB-BASED 1 COL

Membrane and Alternative Filtration Techniques

There are many filtration processes available in water treatment apart from the conventional media processes. Alternative and membrane filtration techniques have recently become more widely used in the water treatment industry. Each of these processes has its advantages and disadvantages depending on source water and finished water requirements. This course covers alternative and membrane filtration as introduced in part of WTTP 1711 (previously WTTP 171), basic principles of sedimentation and filtration. Topics include pressure filtration; iron and manganese removal; activated carbon; diatomaceous earth; cartridge filters; and membrane filtration.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2171

WEB-BASED 1 COL

Basic Principles 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 are also discussed.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2181

WEB-BASED 1 COL

Standard Disinfection Practices

The intent of this course is to analyze in-depth concepts related to the more common forms of water disinfection; chlorination; ozone disinfection; and UV technologies.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2191

WEB-BASED 1 COL

Advanced Disinfection and Fluoridation 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 discussed.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2291

WEB-BASED 1 COL

Computers in Industry

Students are introduced to the components of a computerized system. Understanding personal computers enables students to understand other micro processed-based control equipment, and how to use personal computers more effectively. Course topics include the personal computer hardware; operating systems; and software applications found in industry.

Prerequisites: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2301

WEB-BASED 1 COL

Advanced Programmable Logic Controllers

This course takes students beyond the entry-level and introduces them to more advanced topics such as: analogues signal handling; increasingly sophisticated instructions apart from timers and counters; and how discrete and analogue values can be passed from one PLC to another. Basic topics such as serial and ethernet communication are included in the course.

Prerequisites: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2311

WEB-BASED 1 COL

Industrial Communication

This course provides students with the basics on a modern planet-wide control system that relies on merging technology, such as computers, PLCs, Operator Interfaces and micro-processor based plant-floor devices, together into a Supervisory, Control and Data Acquisition (SCADA) System.

Prerequisites: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2331

WEB-BASED 1 COL

People Management

Students explore the foundations for managing people. This course is designed for personnel who have been promoted from within the ranks, or for those who need a reminder of the range of management skills and techniques applied to improve performance. The subject matter ranges from the study of manager roles and responsibilities to disciplining employees.

Prerequisites: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2341

WEB-BASED 1 COL

Asset and Operations Management

The course is designed for personnel who need a basis in plant management for water and wastewater facilities. The subject matter ranges from the fundamentals of management and asset maintenance to record keeping.

Prerequisites: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2351

WEB-BASED 1 COL

Financial Management

This course is designed to teach students basic financial matters as they apply to utility management in the water industries. Topics covered include forecasting, planning and budgeting. The fundamentals of environmental law are also discussed.

Prerequisites: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2701

WEB-BASED 3 COL

Electrical Fundamentals II

This course is a continuation of Electrical Fundamentals I, which looks beyond the basic electricity fundamentals and motor control towards the utilization of electrical theory in practical applications. While further fundamental theory such as solid-state electronics and numbering systems is considered, the majority of the information covered in this course references practical applications.

Prerequisites: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2721

WEB-BASED 3 COL

Advanced Coagulation and Particle Removal

This course is a continuation of Water Treatment 2 in which coagulation in general terms is 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: WTTP 1800, 1820, 1830, 1850, 1860, 1870 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2801

WEB-BASED 3 COL

Microbiology and Toxicology

The goal of this course is to introduce students to unifying concepts of biology, microbiology, and toxicology relating to water, and the most common and significant sources of infectious diseases caused by microbial contamination. Students 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: WTTP 2700, 2710, 2720, 2730, 2740 or equivalent.

Start Date: Continuous registration.

Completion: 30 weeks.

WTTP 2891

IN-PERSON 3 COL

Practicum II

This course represents the second onsite practicum. The intent of this course is to provide hands-on activities, as students enter the final phase of the program. Students progress through a series of topics covered in terms three and four, such as advanced process control concepts, SCADA systems and microbiological laboratory procedures.

Note: Due to the facility location, some students are unable to attend the on-site practicum in Kamloops. However, due to the flexible program format, plant operators can apply to have the practicum performed at a more convenient location.

Start Date: This course is subject to sufficient enrolment. There is a minimum number of five registrants required for the course to be offered.

Completion: 30 weeks.

XCMP 0109

ONLINE

UVIC TECJ 100

NC

Computing Concepts

This course provides students with the practical and theoretical fundamentals of computing. As the first course in the CBIS program, Computing Concepts lays the conceptual groundwork for students to build an understanding of information technology by introducing them to hardware, operating systems, productivity software, basic website design and networks. Students 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.

Note: This course was formerly CMPT 1509.

Exclusions: Students with credit for CMPT 1509 or CMPT 110 or equivalent (CMPT 108, 109 or CMPT 119) may not repeat this course for further credit.

Start Date: September, January, May. Registration deadline applies.

Completion: 13 weeks.

Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn credits toward completion of their degree for oral and written fluency in languages other than English by writing language course challenge examinations.

TRU-OL currently offers the following 3-credit language course challenge examinations for students as part of prior learning assessment and recognition (PLAR):

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 (see [pages 208-209](#)) 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 (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 that 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 Descriptions** section of this calendar, transfer credit to SFU (subject to transfer credit regulations). A minor or major program can only be awarded upon the successful completion of a bachelor's degree from SFU.

Go to <http://code.sfu.ca/> for information about applying for admission to SFU. Or access course availability and program requirements. Also, 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

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

<http://www.uvic.ca/hsd/prospectivestudents/graduate/programs/programpages/padm-grad-cul-leadership-cert.php>

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

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

hkirkham@uvic.ca
250.721.8067

Certificate in Performance Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

hkirkham@uvic.ca
250.721.8067

Certificate in Public Policy and Governance

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

hkirkham@uvic.ca
250.721.8067

Certificate in Public Sector Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

hkirkham@uvic.ca
250.721.8067

Certificate in Voluntary and Nonprofit Sector Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

hkirkham@uvic.ca
250.721.8067

Certificate in Business Administration

www.uvcs.uvic.ca/Program/Certificatein-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/Restorationof-Natural-Systems-Diploma/RESNATSYS/

jpivnick@uvcs.uvic.ca
250.721.8463

Diploma in Cultural Resource Management

www.uvcs.uvic.ca/Program/Diplomain-Cultural-Resource-Management/CULRESMNG/

crmcoord@uvic.ca
250.721.6119

Diploma in Local Government Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

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/undergraduate/future-students/programs1/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

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

hkirkham@uvic.ca
250.721.8067

Bachelor of Science in Nursing

<http://www.uvic.ca/hsd/nursing/prospective/undergraduate/post/index.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

Consortium Distance Programs and Courses

University of British Columbia (UBC)

<http://ctlf.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. Students may register through UBC Enrolment Services 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 Enrolment Services, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Enrolment Services for more information at:
<http://students.ubc.ca/nondegree>
604.822.1428
604.822.5945 (Fax)

Students may register through UBC Enrolment Services 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 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)
- FMST 316, *Family Studies: Human Sexuality* (3)
- FNH 200, *Exploring our Food* (3)
- FNH 250, *Nutrition: Concepts and Controversies* (3)

Consortium Distance Programs and Courses

- 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 224A, *Gender, Race, Sexuality and Social Justice in Literature* (3)
GRSJ 300, *Intersectional Approaches 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 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)
LAW 504, *Property Law* (5)
LFS 302A, *International Field Studies in Sustainable Agriculture* (3)
LFS 490A, *Topics in Agricultural Sciences* (3)
LIBR 500, *Foundations of Information Technology* (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 548E, *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)
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)
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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)
SOC 100A, *Introduction to Sociology: Socialization and Social Construction* (3)
SOC 100B, *Introduction to Sociology: Inequality on Local and Global Scales* (3)
SOC 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)
SURG 514, *Surgical Care in Humanitarian Disaster Response* (3)
WOOD 475, *Wood Properties, Identification, and Uses* (3)

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