

# Open Learning Calendar

2016-17 Programs and Courses

Online and Distance Education  
Find your TRU



**THOMPSON  
RIVERS  
UNIVERSITY**  
OPEN LEARNING



Thompson Rivers University, Open Learning (TRU-OL) is built on the legacy of both the University College of the Cariboo (UCC) and BC Open University (BCOU). In 2005, TRU was founded when the Government of BC granted full University status to the former UCC. As part of this new University, all programs and courses of the former BCOU became part of TRU under the Open Learning Division.

Currently, TRU-OL is based in the BC Centre for Open Learning on the main TRU campus in Kamloops, BC, the traditional lands of the Tk'emlúps te Secwépemc within Secwepemculew, the traditional territory of the Secwepemc People.

TRU-OL is British Columbia's leading open and distance education provider, delivering online and distance programs and courses 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, online and in-person.

This calendar describes the courses and programs available for completion by distance and online learning. Additionally, you can use this Calendar to determine if distance learning is right for you.

Courses and programs offered on the main Kamloops and regional Williams Lake campuses are described on the website at [tru.ca](http://tru.ca) and in the TRU Calendar.

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

## What is Open Learning?

**Open Learning** provides an independent approach to education offering flexibility, accessibility and choice regarding how, when and where you learn.

At TRU-OL, program and course admissions have few academic and geographical restrictions and minimal prerequisites. Most programs have low residency requirements. Many OL courses have continuous, flexible registration meaning you can enrol in courses and programs anytime from anywhere, and can

complete courses online and by distance. You can also choose to take a single course with TRU-OL and transfer the credits to another institution or complete an entire program through OL.

In addition, you may be able to receive academic credit for your work experience, past education and training through transfer credit, educational laddering and prior learning assessment and recognition (PLAR).



### TRU, Open Learning, Student Services

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

Web [truopen.ca](http://truopen.ca)

Email [student@tru.ca](mailto: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](mailto: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](mailto: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: **[truopen.ca](https://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 online at:

**<https://apply.educationplannerbc.ca/tru>**

You can also apply by fax or mail using the downloadable PDF form available at:

**[tru.ca/distance/register/registernow](https://tru.ca/distance/register/registernow)**

International students interested in applying for a program through Open Learning should apply by mail or fax.

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 ONLINE

Apply for a program online with American Express, MasterCard or VISA. **<https://apply.educationplannerbc.ca/tru>**



### APPLY BY FAX OR MAIL

Apply for a program by fax or mail with money order or cheque (payable to Thompson Rivers University). Complete the Program Admission form, available at **[tru.ca/distance/register/registernow](https://tru.ca/distance/register/registernow)**, and mail or fax it to:

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

**Fax:** 250-852-6405  
Attention TRU, Open Learning, Admissions

## 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 stated prerequisite, if applicable, and declare that it has 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.
5. Be aware of the application deadlines and start date, if applicable.
6. Select a registration and payment method (see page 17).

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



### Register Online

Register online with American Express, MasterCard or VISA. **[tru.ca/distance/register/registernow](https://tru.ca/distance/register/registernow)**



### Register by Fax or Mail

Register by fax or mail with money order or cheque. Complete the course registration form, available at **[tru.ca/distance/register/registernow](https://tru.ca/distance/register/registernow)**, and fax or mail it to:

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

**Fax:** 250-852-6405  
Attention: TRU, Open Learning, Student Services



### Register by Email, Fax or Mail

Register by email, fax or mail with a student loan or grant.



**Step 1:** Complete the Course Registration form available at: **[tru.ca/distance/register/registernow](https://tru.ca/distance/register/registernow)**



**Step 2:** Complete the Full-Time Fee Deferral Application Form available at: **[tru.ca/distance/services/financial-support](https://tru.ca/distance/services/financial-support)**

**Step 3:** Email, fax or mail scanned or printed documents to:

TRU-OL, Student Awards & Financial Support  
BC Centre for Open Learning  
4th Floor 900 McGill Road  
Kamloops, BC V2C 0C8  
Canada

**Email:** [olfinaid@tru.ca](mailto:olfinaid@tru.ca)

**Fax:** 250-371-5668

# Welcome to Thompson Rivers University, Open Learning



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



Welcome to Thompson Rivers University ([www.tru.ca](http://www.tru.ca))! We are proud to offer students of all ages and backgrounds open and flexible access to a wide variety of educational credentials via programs and courses that can be completed online and by distance education through our Open Learning division ([www.truopen.ca](http://www.truopen.ca)). These programs and courses meet the same high standards as those delivered on our campuses in Kamloops and Williams Lake, BC.

Through TRU-OL, you will enjoy the ability to start at any time and access our transfer credit system. This system enables you to apply past credits toward many of TRU's certificate, diploma and degree programs and you may also be able to obtain academic credits for learning achievements through your informal education and prior experience.

Use the Calendar to select the flexible options offered through Open Learning that best suit **your** needs and **your** schedule in order to attain the credential you want. TRU-OL is also committed to increasing learners' access to education and exploring ways to lower the costs of attaining credentials through its active participation in the Open Educational Resources university (OERu) international network ([www.oeru.org](http://www.oeru.org)).

TRU's educational openness in all its forms and with other educational governmental entities, characterize it as a "modern university" which is global, collaborative and engaged in many participatory and innovative practices.

Thank you for choosing TRU to create your educational opportunities.



Dr. Irwin DeVries, PhD  
*Interim Associate  
Vice President,  
Open Learning  
Thompson Rivers  
University*



As the Interim Associate Vice President 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 over 60 programs and hundreds of courses, which are offered in multiple delivery formats so that you can choose the mode 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.

Our courses are built by a team of professionals, including expert faculty, learning designers, editors and media and production experts. We do everything we can to ensure that your learning experience meets and even 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 strive to provide 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](mailto:student@tru.ca).

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



# Notices and Disclaimer

## CALENDAR NOTICE

The 2016–2017 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of September 1, 2016, 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](http://www.truopen.ca) regarding updates and changes to courses, programs, regulations and/or policies that may occur after publication of this 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 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 purposes stated above. Under the Act, this personal information is also protected from unauthorized disclosure.

Contact TRU's Office of the General Counsel and Secretariat at 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 for statistical purposes only 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 personal information used can ask Statistics Canada (see [www.statcan.gc.ca](http://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 making decisions regarding 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, in whole or in part, from what appears in this calendar.

Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, regulations, policies and 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 and/or 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, disasters, labour disagreements or disputes.

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

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# Programs and Courses Overview

## About Open and Distance Education

The practices and initiatives of Open Learning broaden access to education by removing traditional barriers. Open and distance education at TRU-OL is convenient, accessible, transferrable and credible.

It's *convenient*. Study where and when you want. This benefits you, whether you live in a rural area, have disabilities and/or health challenges, have family or work commitments or are wait-listed for an on-campus course. And, usually, you can begin your studies whenever you like, without waiting for a particular semester to begin.

It's *accessible*. Open admission means that your ability to enrol is unaffected by your past academic record. Also, through PLAR (prior learning assessment and recognition), you can receive credits toward a program. (See the PLAR section on [page 15](#) and at [www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)).

It's *credible*. TRU-OL's courses and programs are fully accredited and are recognized by other post-secondary institutions.

It's *transferrable*. Take a single course with TRU-OL – and in most cases transfer the credits to another institution – or complete an entire program.

Finally, open and distance education at TRU-OL offers *choice*. Choose from over 60 programs and hundreds of courses, including those delivered on TRU-OL's behalf by its university consortium partners: the University of British Columbia (UBC) and the University of Victoria (UVic).



### Canadian Virtual University

[www.cvu-uvic.ca](http://www.cvu-uvic.ca)

#### Over 2,000 distance courses to choose from.

TRU-OL is a member of Canadian Virtual University-Université Virtuelle Canadienne (CVU-UVC), a collaboration of Canadian universities specializing in distance and online education.

If you are enrolled in a program offered by TRU-OL that is listed on the CVU-UVC website, you may take courses at any other member university without paying additional admission or Letter of Permission fees.

In addition to fee savings, this gives you greater course selection to best meet your needs. Credits earned at a member university can be transferred to the distance program a student is enrolled in, provided that the course meets the program requirements.

## TRU Distance Education

TRU also offers distance courses and programs directly through the Faculty of Business and the School of Business and Economics. See the TRU Distance Education Programs and Courses section starting on [page 124](#).

## Credentials

TRU credentials awarded for Open Learning programs include adult secondary school completion, certificates and diplomas (advanced and post-baccalaureate), associate degrees, bachelor's degrees, graduate certificates and master's degrees.

## Scheduling and Delivery

### Courses can be self-paced or paced.

**Self-paced courses** offer continuous registration, meaning there is no deadline to register for these courses. You can register for a self-paced course at any time and enjoy an independent style of learning while studying at your own pace.

**Paced courses** have a specific start and end date, which means registration deadlines do apply. If you are working through paced courses, you will enjoy collaboration and virtual interaction with other members of your cohort.

### Courses can be delivered online, in-print or in-person.

**Online, self-paced courses** are delivered primarily online. You will study individually on your own time and at your own pace with Open Learning Faculty Member support. It is important to note that some required content may not be provided online. Additional materials, such as DVDs and textbooks, may be required; these will be sent to you.

**Online, paced courses** are also delivered primarily online with Open Learning Faculty Member support. However, you will work through the course in collaboration and virtual interaction with other members of your cohort. Each course does have a specific start and end date with applicable registration deadlines. Start dates for paced courses are usually in September, January and May depending on availability. It is important to note that additional materials, such as textbooks, may be required; these will be sent to you.

# Programs and Courses Overview

**Print, self-paced courses** allow you to study individually on your own time and at your own pace with Open Learning Faculty Member support. Course content consists of a course package, including materials such as DVDs and/or textbooks, sent directly to you. It is important to note that Internet access may be required for print courses.

**In-person courses** require you to be in physical attendance at a lab, clinical/practicum placement, workshop or other type of in-person learning. Each course, excluding practicums, does have a specific start and end date with applicable registration deadlines. It is important to note that Internet access may be required for these courses.

**Note:** Not all delivery formats are available for each course.

## Course Completion

**Self-paced courses** typically allow 30 weeks to complete a course, while **paced courses** typically allow one semester to complete a course.

However, it is important to note that course completion does vary by course.

## Communication

You can communicate with your Open Learning Faculty Member (instructor) by email, phone or postal mail. You will also use a learning management system (LMS) and electronic conferencing.

Please note that courses and programs are instructed in English. Courses are set in a Canadian context and tend to have Canadian content.

## High-Speed Internet is Required

Check to ensure you meet the technical basics and specifications required by visiting the Orientation page at [www.tru.ca/distance/services/learner/technical](http://www.tru.ca/distance/services/learner/technical) or contacting the IT Service Desk at [itservicedesk@tru.ca](mailto:itservicedesk@tru.ca).

## Keys to Success

Effective time management and organization are two keys to success: they help you to stay motivated. Others include: know the requirements for your course, use a study and assignments schedule, make sure your TRU Library account is active and stay in contact with your Open Learning Faculty Member. Read Keys to Success on the Student Orientation page at:

[www.tru.ca/distance/services/learner/introduction](http://www.tru.ca/distance/services/learner/introduction)



# Services for Students



## English Proficiency Requirement

Services and instruction at TRU-OL are provided in English. It is important to ensure you meet the English Proficiency Requirements (see [page 16](#)) in order to succeed in your studies.

## Educational Advising

### GENERAL EDUCATIONAL ADVISING

Enrolment Services Officers can answer questions about course registration and program admission. Please contact them with 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 accepted into a program, you will be assigned a Program Advisor. The Advisor will create a program plan for you and assist you through to graduation by updating your plan and answering your questions about prerequisites, course selection and more.

Program students can access options such as transfer credit, PLAR (prior learning assessment and recognition) and a Letter of Permission.

Visit the Educational Advising page at:

[www.tru.ca/distance/services/advising.html](http://www.tru.ca/distance/services/advising.html)

### TRANSFER CREDIT

As a program student, you may be able to use your previously earned academic credits toward a TRU-OL credential.

See the Transfer Credit section on [page 13](#) or visit:

[www.tru.ca/distance/services/transfer-credit.html](http://www.tru.ca/distance/services/transfer-credit.html)

### PLAR ADVISING

You may be awarded credit through the prior learning assessment and recognition (PLAR) process.

Consult a PLAR Advisor at [PLAR\\_OL@tru.ca](mailto:PLAR_OL@tru.ca) or review the PLAR section on [page 15](#) or online at:

[www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)



## Contact: Student Services

See the **front inside cover**.

## English and Math Assessments

If you have been away from formal studies for some time and are interested in upgrading your English or mathematics skills, you can complete the following voluntary assessments to help determine your skill level and choose a TRU-OL course at the level most appropriate for your needs:

- The **English Language and Writing Assessment** and the **English Assessment with First Nations Content** are available to students who are residing in Canada.
- An **English as a Second Language Assessment** is available for international students.
- The **Mathematics Self-Assessment** helps students select a TRU-OL mathematics course at the appropriate level.

For these assessments and more information, visit the Educational Advising page at:

[www.tru.ca/distance/services/advising](http://www.tru.ca/distance/services/advising)

## Student Awards & Financial Support

Through the Student Awards & Financial Support department, TRU-OL offers a comprehensive range of programs to both assist you in financing your educational and living costs and to recognize academic excellence. Financial support can be a combination of bursaries, scholarships, awards, work-study, loans and grants.

See the Student Awards & Financial Support section starting on [page 26](#) or visit:

[www.tru.ca/distance/services/financial-support](http://www.tru.ca/distance/services/financial-support)

# Services for Students

## Services for Students with Disabilities

TRU's Disabilities Services is committed to facilitating and providing services and reasonable academic accommodations for students with documented disabilities in a manner that is consistent with TRU's educational mandate and academic principles.

Visit the Academic Accommodation and Services for Students with Disabilities page at:

[www.tru.ca/distance/disabilities](http://www.tru.ca/distance/disabilities)



### Student Responsibilities

You are responsible for contacting and meeting with a Disability Services Advisor at least three months prior to the start of your course or program to allow enough time for services to be arranged in time for the beginning of the StudentAid BC-designated study period (for those students using student financial aid). You are responsible for covering any expenses related to obtaining documentation.

## DISABILITIES SERVICES AND ACCOMMODATIONS

Services and accommodations provided by Disability Services include, but are not limited to, the following:

- Alternate format text materials.
- Accommodated tests and exams.
- Referrals for technical aids and adaptive technology and equipment.
- Assistance with applications for disability-related funding.

## HOW TO ACCESS SERVICES

Apply for admission to TRU-OL as early as possible. Disability Services can assist you, if notified in advance, with admission and registration.

Contact Disability Services at least three months prior to your course or program start date so that you can discuss your learning needs with a Disability Services Advisor to discuss your needs. Be sure to have required documentation with you at this appointment.

## ELIGIBILITY

People who are eligible for services and accommodations are those who have professionally documented disabilities.

## DOCUMENTATION REQUIREMENTS

If you wish to access services and/or accommodations, you are required to provide Disabilities Services with current documentation on the nature and degree of your disability (the functional impact of the disability).

Acceptable documentation must be obtained from a certified health care professional who has specific training, appropriate professional designation and expertise in the diagnosis of the condition(s) on the basis of which services and/or accommodations are requested.



### Documentation Requirements

See Documentation Requirements at:  
[www.tru.ca/disabilityservices/documentation](http://www.tru.ca/disabilityservices/documentation)



### Contact: Services for Students with Disabilities

See the **front inside cover** or visit:  
[www.tru.ca/distance/services/disabilities](http://www.tru.ca/distance/services/disabilities)  
(Open Learning Students)  
[www.tru.ca/disabilityservices](http://www.tru.ca/disabilityservices)  
(On-campus Students)

# Services for Students

## TRU Library Services

### DISTANCE, REGIONAL AND OPEN LEARNING (DROL) SERVICES

Distance, Regional and Open Learning (DROL) Library Services are available to all current students, staff and faculty involved in TRU open and distance courses, including courses at TRU's Regional Centres (such as Lillooet and Clearwater).

However, students registered in TRU-OL courses delivered by the University of British Columbia (UBC) or the University of Victoria (UVic) receive library services from the institution delivering the course, not TRU.

When you register for a TRU-OL course, your Library account and PIN are created for you and activated within one week of your registration. Your Library PIN functions as a password and is needed to access most online and on-site library services and resources.

Your PIN is set, by default, to your 6-digit birthdate (YYMMDD). You can change your PIN online or by contacting DROL services.

TRU distance, regional and open learning students, staff and faculty can also request an account or an account renewal via the Library Account Request Form at:

**[www.tru.ca/forms/library/distance/account\\_request](https://www.tru.ca/forms/library/distance/account_request)**

DROL Library Services for students include:

- Access to all TRU Library's online resources (Discover, ebooks and article databases).
- Research and reference assistance from a librarian to help you find topic information or to use library tools (such as article databases).
- Delivery of articles and book chapters to your **<https://mytru.ca>** email address.
- Loan of any circulating item in the TRU Library collection to student residing in Canada or the US, and delivery of those library materials (e.g. books and videos) to your home or workplace with prepaid return shipping labels included.
- Interlibrary Loan (ILL) service for articles, books and videos not in TRU Library's collection (excluding required textbooks).
- On-site borrowing from other Canadian post-secondary libraries (via COPPUL and CPSLD).

### TRU LIBRARIES AND LOCATIONS

TRU open, distance and regional students, staff and faculty may also borrow any circulating item in the TRU Library collection, which is located at four libraries: the Main Library (arts, humanities and social sciences), House of Learning Library (science, nursing and technology), the Law Library and the Williams Lake Campus Library.

The collection includes over 200,000 print books, 195,000 ebooks, 13,000 videos (DVD and VHS), thousands of streaming videos, 30,000 periodicals, 100 article databases, an extensive collection of government documents, pamphlets and microforms, and access to thousands of open access sources. Use the Library's Discover search tool to find all of these resources.



#### Student Responsibility

You are responsible for charges on overdue, damaged or lost library materials. Official transcripts are withheld until charges are cleared.

You must ensure that you have a TRU email account (**<https://mytru.ca>**), as automatic library notices (such as overdue warnings) and scanned copies of requested articles and book chapters are delivered to students via TRU email accounts.



#### Contact: TRU Library

To contact TRU Library and for more about DROL Services or other library services, see the front inside cover and the Distance, Regional and Open Learning page at:

**[www.tru.ca/library/services/distance](https://www.tru.ca/library/services/distance)**



# Services for Students

## The Writing Centre

TRU's Writing Centre is a free service for students to help students organize and clarify their writing. TRU-OL students are welcome.

To accommodate TRU-OL students, who may not have access to on-campus services, the Writing Centre offers WriteAway, an online, province-wide program that connects undergraduate students with qualified tutors from institutions throughout BC. To access WriteAway, create an eTutoring account at:

**[www.tru.ca/writingcentre/Open\\_Learning\\_Writing\\_Centre\\_Support](http://www.tru.ca/writingcentre/Open_Learning_Writing_Centre_Support)**

Support is also available in person or via email.



### Contact: the Writing Centre

Contact the Writing Centre at 1-250-371-5689 or email [writing\\_ctr@tru.ca](mailto:writing_ctr@tru.ca). For hours and availability or to register for a Writing Centre account and book an appointment visit:

[www.tru.ca/writingcentre](http://www.tru.ca/writingcentre)

## The Math Help Centre

TRU's Math and Stats Help Centre is a free service for students and is staffed by Mathematics and Statistics faculty and upper-level students. This service is particularly useful for students in first-year courses. TRU-OL students are welcome.

For TRU-OL students, the Math Help Centre offers Skype, email or telephone appointments.



### Contact: The Math Help Centre

Contact the Math Help Centre at 1-250-852-7674 or email [mathhelp@tru.ca](mailto:mathhelp@tru.ca). For hours of availability and more, visit:

[www.tru.ca/science/programs/math/math\\_help\\_centre](http://www.tru.ca/science/programs/math/math_help_centre)

## Career Education

TRU's Career Education department offers free career planning services. Services include resumé review, interview practise, career assessment, and advanced career planning. Counsellors can help you plan your first or next career. TRU-OL students are welcome.

For TRU-OL students, the Career Education Department offers Skype appointments with a TRU career counsellor. Register for a new account with TRU Symplicity to book appointments and apply for job postings at:

**[www.tru.ca/careereducation/stu\\_employ/symplicity](http://www.tru.ca/careereducation/stu_employ/symplicity)**



### Contact: Career Education

Contact TRU's Career Education Department at [careereducation@tru.ca](mailto:careereducation@tru.ca). Visit:

[www.tru.ca/careereducation/careerplanning/online](http://www.tru.ca/careereducation/careerplanning/online)

## First Nations Learning Centres

With a goal of increasing learner success rates, Open Learning works with First Nation bands and organizations to create community-based supports for online learning environments.

The primary mechanism used is a collaborative Learning Centre agreement. This approach improves communication between the University and First Nations, facilitates local face-to-face learner support services, helps guide the development of new courses and course content and brings University and First Nation Education coordinators together to discuss how to best serve the needs of local communities.

In most such agreements, the University waives a portion of tuition administration fees to help offset some of the costs individual First Nation bands may incur in providing local services.



### Contact: Strategic Partnerships

To learn more about TRU-OL Strategic Partnerships visit:

[www.tru.ca/distance/partnerships/first-nations-partners](http://www.tru.ca/distance/partnerships/first-nations-partners)

# Admission

## Open Admission

TRU-OL offers open admission, meaning a specific grade point average (GPA) and secondary school transcripts are not usually required for admission to an Open Learning program and registration into Open Learning courses. You can also register for most courses without having to enrol in a program.

See the Registration section starting on [page 19](#) or visit:

[www.tru.ca/distance/register](http://www.tru.ca/distance/register)



### GPA

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



### Student Responsibility

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

However, you are responsible for ensuring that you follow the regulations of your program and institution and are responsible for your 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.

## Course Admission

If you are interested in registering for a specific course, it is important to first read the detailed course information. View detailed course information at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) to ensure you have the experience and education required for successful completion of the course. Please also ensure you meet any prerequisites stated before registering for a course.

You must have English proficiency at a level suitable to the course or program of study for which you are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. However, most courses and programs offered through TRU-OL do not require English proficiency tests.

See the Meet the English Proficiency Requirements section starting on [page 16](#).



### Register for a Course

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

Did you know you don't even have to apply to a program to take many courses through Open Learning? However, if you are planning to obtain a credential in the future you will have to apply to a program.

## Program Admission

If you are applying for a program, you must meet the stated admission requirements. Review program descriptions and admission requirements on [pages 37–120](#) or visit:

[www.tru.ca/distance/programs](http://www.tru.ca/distance/programs)

You should familiarize yourself with TRU-OL's regulations and policies in addition to

TRU-OL's tuition and fees, which differ from those of TRU campus-delivered programs.

For more information on Regulations and Policies see [page 29](#) or visit:

[www.tru.ca/distance/services/policies](http://www.tru.ca/distance/services/policies)

For more information on Tuition and Fees see [page 23](#) or visit:

[www.tru.ca/distance/services/tuition](http://www.tru.ca/distance/services/tuition)

For more information about admission into TRU's campus-based programs visit:

[www.tru.ca/campus/admissions](http://www.tru.ca/campus/admissions)



### Program Application

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

Apply for a program online (recommended) or apply by mail or fax using the Program Admission form. If you are an international student interested in applying for an online and distance program through Open Learning, you must apply using the Program Admission form by mail or fax.

# Admission

## PROGRAM EDUCATION ASSESSMENT

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

- A completed Program Application.
- 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 program-related assessment are included in the program plan; see [page 14](#).

## RESIDENCY REQUIREMENTS

Most TRU-OL programs have academic residency requirements, as specified in the program descriptions. These are the number of credits that a student must complete at TRU (distance or on-campus), as part of program requirements, to graduate with a TRU credential.

For example, the following residency requirements apply for most TRU-OL Business and Management Studies programs:

Certificate programs – 6 credits

Diploma programs – 9 credits

Degree programs – 15 credits

**Note:** Academic residency requirements differ from specific place of residence requirements required for financial assistance.

## Transfer Credit

[www.bccat.bc.ca](http://www.bccat.bc.ca)

The British Columbia Council on Admissions & Transfer (BCCAT) oversees the BC Transfer System, a well-established transfer credit system that supports student mobility between various post-secondary institutions.

## TRANSFERRING CREDIT TO TRU-OL

Through TRU-OL's transfer credit options, your previously earned credits can count toward a credential and expedite program completion. Simply arrange for all official post-secondary transcripts to be sent to TRU-OL Admissions. If you plan to transfer credits to TRU-OL it is important to review the transfer credit policies stated on the Regulations and Policies page at:

[www.tru.ca/distance/services/policies/transfer](http://www.tru.ca/distance/services/policies/transfer)

Documentation from international post-secondary institutions must sometimes be evaluated by an evaluation service such as:

- International Credential Evaluation Services (ICES)
- International Qualifications Assessment Service (IQAS)  
[www.work.alberta.ca/immigration/international-qualifications-assessment-service.html](http://www.work.alberta.ca/immigration/international-qualifications-assessment-service.html)
- International Credential Assessment Service of Canada (ICAS)  
[www.icascanada.ca/home.aspx](http://www.icascanada.ca/home.aspx)
- Comparative Education Service (CES)  
[www.learn.utoronto.ca/international-professionals/comparative-education-service-ces](http://www.learn.utoronto.ca/international-professionals/comparative-education-service-ces)

Supporting documentation may be required for credits either earned outside BC or more than seven years ago.



### Student Forms: Letter of Permission

As a program student through TRU-OL, you require a Letter of Permission (one per semester) *before* registering for any courses outside of TRU-OL. This is available from Student Services or on the Student Forms page at:

[www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms)

If your TRU-OL program, and that of a transferring university, is listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvc.ca/apply/LOP.php](http://www.cvu-uvc.ca/apply/LOP.php)



### Student Responsibility

If you are transferring credit to a TRU-OL program from another post-secondary institution, you must order and pay for official transcripts and arrange for them to be sent directly to TRU-OL Admissions.

## TRANSFERRING CREDIT TO OTHER INSTITUTIONS

You should first check with the receiving institution to determine if your credits will be recognized there.

# Admission

## UBC TRANSFER CREDIT

If you require, or are interested in taking, a UBC course to complete your TRU-OL program, you must first obtain approval from TRU-OL as UBC courses are not directly transferrable to your TRU-OL credential. Upon gaining approval from TRU-OL, you can register through UBC Enrolment Services and then transfer the UBC credit to TRU-OL. As a TRU-OL student your application fee is waived when registering for most UBC distance education courses. Register online at:

**[www.students.ubc.ca/enrolment/courses/non-degree/TRU](http://www.students.ubc.ca/enrolment/courses/non-degree/TRU)**

Please note that the UBC credit cannot be used for TRU-OL's residency requirement.

If you are interested in gaining a credential from UBC, you must apply for admission through UBC. Registration in online UBC courses while you are studying through TRU does not guarantee that you will be accepted into a program at UBC or that you will be able to transfer your credit into a specific UBC program. Refer to UBC's admission policies at:

**[www.you.ubc.ca/applying-ubc](http://www.you.ubc.ca/applying-ubc)**

## CREDIT FOR UVIC CONSORTIUM COURSES

Consortium courses delivered by UVic appear as TRU credit on TRU-OL transcripts.

If you are interested in gaining an academic credential from UVic, you must apply for admission through UVic. Registration in consortium courses may not automatically be accepted for transfer credit to a specific program of study at UVic, nor does such registration mean that you will be admitted to UVic. Refer to UVic's admission policies at:

**[www.uvic.ca/home/admissions](http://www.uvic.ca/home/admissions)**

## ADVANCED PLACEMENT PROGRAM

Advanced Placement is a program of college-level courses and examinations administered by the College Entrance Examination Board in New York, NY, with an office in Kelowna, BC. Transfer credit is granted for a GPA of 3.00 or higher in the Advanced Placement program.

## INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate Diploma, sponsored by a Swiss foundation in Geneva, is a comprehensive curriculum that includes languages, science, mathematics and humanities. Transfer credit will be granted for higher-level courses completed with a score of 5 or higher. See the International Baccalaureate Diploma page at:

**[www.tru.ca/admissions/hs-students/ib](http://www.tru.ca/admissions/hs-students/ib)**

## Program Plans

Once you have completed the admission process and been accepted into a program, a Program Advisor assesses your transcripts and creates a program plan for you.

The program plan will be sent to you within approximately four to six weeks of admission to a program. The plan includes program requirements, transfer credit assessment results and remaining credits required for completion through either coursework or PLAR.

## Program Status

Program status is active for two years. After that time, you must re-apply for program admission. Your reapplication is subject to current transcript assessment fees, processes and changes in program requirements.

## Program Change

Intention to change programs must be confirmed via a letter or email message to a Program Advisor, who then prepares a new program plan. There is a fee for this service (see [page 23](#)).

## Program Completion

TRU-OL may not offer all courses required for program completion; thus, you must request a Letter of Permission to take courses elsewhere. Visit:

**[www.tru.ca/distance/services/forms/pa](http://www.tru.ca/distance/services/forms/pa)**



### Student Responsibility

You are responsible for program plan and transcript assessment fees. If you change programs a program reassessment fee will be charged. If you register in an external course without obtaining a Letter of Permission, an additional transcript assessment fee will be charged.

## Graduation

You must apply to graduate.



### Apply to Graduate

To receive your credentials, you must apply to graduate. You must also register for convocation if you wish to attend your graduation ceremony.

Apply at any time to graduate. Follow the instructions on the Graduation and Convocation page at:

**[www.tru.ca/distance/services/forms.html#graduation](http://www.tru.ca/distance/services/forms.html#graduation)**

# Admission

## PLAR (Prior Learning Assessment and Recognition)

You may be eligible for PLAR credit toward completion of a TRU-OL credential.

Prior learning includes the skills and knowledge gained through learning experiences: professional development workshops and seminars, private study, volunteer and paid work. PLAR may be awarded for pre-assessed training from selected employers, private training organizations and/or Continuing Studies programs.

TRU-OL assesses prior learning by either a portfolio-based assessment or a challenge examination.

For PLAR policies, see the Regulations and Policies about PLAR on [page 30](#) and at:

[www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)

Throughout this calendar, TRU-OL programs that may accept PLAR are indicated by the following icon:



### PORTFOLIO-ASSISTED ASSESSMENTS

You may use a portfolio to demonstrate that your learning is equivalent to the learning outcomes of specific TRU-OL courses.

You are required to prepare and submit a portfolio with written documents and other materials and may have an oral interview.



#### PLAR Credit

TRU-OL accepts PLAR credit from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards regarding PLAR.

PLAR credit is applied toward TRU-OL program requirements. However, it may not be transferrable to other post-secondary institutions. It cannot be used to meet admission requirements for post-degree programs.

## CHALLENGE EXAMINATIONS

As a program student, you may take a challenge examination to demonstrate your knowledge of the content of a particular TRU-OL course. The number of credits you receive, if successful, is equal to the number of credits you would receive had you successfully completed as a registered student.

The availability of a challenge examination for any specific course is at the discretion of the PLAR department.

In addition, the following restrictions apply:

- If you are registered in a course and want to obtain credit for that course through a challenge examination, you are required to withdraw or cancel the course registration within the permitted deadlines. You must then submit a separate application, along with the required fees.
- If you are registered in a course and have submitted one or more assignments or have written the final examination, you are not permitted to write a challenge examination for that course.
- If you want to challenge a language course, you may do so only at the third- or fourth-year university level if the language course coincides with your first language and you have received your secondary education in that language. This restriction does not apply to lower-level literature courses. Contact PLAR Advising for information on which language challenge exams are currently available.



#### Student Responsibility

A non-refundable PLAR fee is payable in advance when applying for PLAR.

As a program student with post-secondary credits from other institutions, you must apply for transfer credit assessment before applying for PLAR.



#### Contact: PLAR Advising

For more about PLAR, including how to apply, fees and assessments, contact PLAR Advising at [PLAR\\_OL@tru.ca](mailto:PLAR_OL@tru.ca) or by phone at 1-800-663-9711 (toll-free in Canada) or 250-852-7000 (Kamloops and International).



# Before Registering

## Read the Regulations and Policies

Before registering for a course it is important to understand TRU-OL's academic regulations and policies in order to ensure the courses you have selected will help you meet your educational goals. See Regulations and Policies starting on [page 29](#) or visit:

[www.tru.ca/distance/services/policies](http://www.tru.ca/distance/services/policies)

## Read the Course Descriptions

Course descriptions include detailed information about the course and its prerequisites, credits, and more. Read general course descriptions starting on [page 128](#) or visit [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) for more detailed information. Please note that not all courses are currently available for registration.

## Understand the Prerequisite

### TRU-OL

For post-secondary courses that have no prerequisite, TRU-OL assumes that students have Grade 12 English or equivalent. For courses that have a prerequisite, students can consider using transfer credit. When registering for courses, students must declare that they have met any stated prerequisite. Contact Student Services for more information.

### UBC

Prerequisites are course specific. Please review the course description at:

[www.distancelearning.ubc.ca/courses-and-programs/distance-learning-courses/courses](http://www.distancelearning.ubc.ca/courses-and-programs/distance-learning-courses/courses)

If you do not meet the prerequisite(s), it is possible the course instructor could grant you permission to register if they feel you are still able to meet the course requirements.

### UVIC

Students are not required to submit transcripts, even if a prerequisite is stated.



### Transfer Credit for Courses

TRU-OL courses delivered by UVic appear on TRU-OL transcripts and are applicable toward residency requirements for TRU-OL programs. Program descriptions specify residency requirements, which are the minimum number of TRU credits (distance or on campus) required for program completion.

Please note, distance education courses offered through UBC do not appear on TRU transcripts and are not applicable as residency requirements towards a TRU-OL credential.



### Student Responsibility

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

## Meet the English Proficiency Requirements

### TRU-OL

TRU-OL requires that students have proficiency in English suitable for the course level. Post-secondary courses require post-secondary English reading and writing skills. Some courses have unique proficiency requirements provided in the course description.

Unless a particular course requires proof of proficiency (such as for HEAL courses or particular partnership agreement requirements) you are required to self-assess using language proficiency assessments such as:

- LPI ([www.lpitest.ca](http://www.lpitest.ca)), a provincially recognized online assessment available for a fee from the University of British Columbia.
- TOEFL iBT ([www.ets.org/toefl](http://www.ets.org/toefl)), an online test.

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

# Before Registering

## TRU

If you are a TRU-OL student and intend to also take courses on campus at TRU, you must take the ACCUPLACER test. The results of this test indicate the level of English language study in which you will be placed.

**Note:** 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.

## UBC

English is the primary language of instruction at UBC. All prospective students are required to demonstrate a minimum level of English before they are admitted. Find out how you can meet UBC's minimum English Language Admission Standard by visiting:

<http://you.ubc.ca/applying-ubc/english-language-competency>

## UVIC

It is assumed that students have Grade 12 English or equivalent for courses without a prerequisite. Students may be required to provide proof of English proficiency appropriate to their level of study.



### Contact: Student Services

#### TRU, Open Learning, Student Services

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

**Web** [www.truopen.ca](http://www.truopen.ca)

**Email** [student@tru.ca](mailto:student@tru.ca)

**Phone** 1-866-581-3694 (toll-free in Canada)  
250-852-7000 (Kamloops and International)

**Fax** 250-852-6405

## Review the Completion Guidelines

You may wonder how long it will take to complete a course. A paced course (see Scheduling, [page 6](#)) has specific start and end dates, and full-time financial aid students should refer to their study contract for course completion deadlines.

However, self-paced, continuous registration courses (see Scheduling, [page 6](#)) have more flexibility.

Here are some completion guidelines for self-paced courses:

- Most 3-credit courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. You may also complete courses sooner.
- If you are studying full-time, you are expected to take a minimum of nine credits during a four-month period.
- The maximum course completion time for self-paced courses is 30 weeks from the date of registration. This 30-week period includes course package processing and delivery, study time, assignment and marks delivery and final exam writing. However, please refer to the course description for specific details.
- You are encouraged to complete assignments in sequential order and submit them on time (at least several weeks before the final examination) to your Open Learning Faculty Member in order to achieve learning outcomes and prepare for your final examination(s).

## Check the Final Exam Information

Before you register for a course find out if there is a final examination for that course. Next, check the Examinations Schedule to ensure you will be available for one of the exam sessions. Students residing outside BC or Canada can make special arrangements to write final exams.

There are normally six exam sessions to choose from during the 30-week period allotted for a course.

For supervised final exams see the TRU-OL Examinations Schedule on [page 21](#) and at: [www.tru.ca/distance/services/exams](http://www.tru.ca/distance/services/exams)

**Note:** Completion time for some Adult Basic Education (ABE) courses may be 36 weeks.

# Before Registering

## Understand Student Responsibility

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

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

## Read the Notices and Disclaimer

Thompson Rivers University gathers and maintains information used for the purpose of admission, registration and other activities related to being a member of the TRU community and attending a public post-secondary institution in British Columbia.

In signing an application for admission, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used as set out in the application for admissions in compliance with the British Columbia Freedom of Information and Protection of Privacy Act.

Please read the Notices and Disclaimer on [page 2](#) and read the Thompson Rivers University and Protection of Personal Information page at:

[www.tru.ca/disclaimer/privacy](http://www.tru.ca/disclaimer/privacy)



More about Stephanie and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Registration

## How to Register for a Course

1. Select a course and read the course description to ensure you have the tools and the prerequisite(s) necessary to complete the course.
2. Check the course and material fees: contact Student Services or use the Course Search tool at: [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses)  
See Tuition and Fees on [page 23](#) for general fee information.
3. Confirm course availability by contacting Student Services or searching for your course of interest at: [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)
4. Review the academic Regulations and Policies – including registration, extensions, cancellation, withdrawal and repeat registrations. Visit: [www.tru.ca/distance/services/policies](http://www.tru.ca/distance/services/policies)
5. Note the application deadline and course start date, especially if the course is paced or delivered by UBC or UVic.
6. Register online or by mail:  
[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

**Note:** If you are interested in a course offered by UBC, you must apply through UBC at:

[www.students.ubc.ca/enrolment/courses/non-degree/TRU](http://www.students.ubc.ca/enrolment/courses/non-degree/TRU)

For registration, extension, cancellation, withdrawal and repeat registration policies, see Regulations and Policies starting on [page 31](#) and at:

[www.tru.ca/distance/services/policies.html](http://www.tru.ca/distance/services/policies.html)



### Students with Disabilities

If you have a documented disability and require services and/or accommodations, you must contact Disability Services at least three months prior to the course start date. See [page 9](#).



### Student Responsibility

Familiarize yourself with the academic Regulations and Policies starting on [page 29](#) and online at:

[www.tru.ca/distance/services/policies](http://www.tru.ca/distance/services/policies)

TRU-OL will assist you with any questions or concerns arising from the interpretation of regulations and policies.

However, you are responsible for ensuring that your academic program meets the regulations of a particular institution.

You are responsible for your educational and financial choices, including registration in appropriate courses, completion of courses and programs and withdrawal from courses and/or programs.



## Registration and Payment Methods

**ONLINE:** With American Express, MasterCard or Visa

Visit **Register Now** at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

**BY FAX or MAIL:** With Money Order or Cheque (payable to Thompson Rivers University)

Complete the Course Registration form (available online at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)) and mail or fax it, with full fee payment, to Student Services.

### TRU, Open Learning, Student Services

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

**Fax:** 250-852-6405

**EMAIL, FAX or MAIL:** With Student Loan or Grant

**Step 1:** Complete the Course Registration form available at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

**Step 2:** Complete the Full-Time Fee Deferral Application Form available at:

[www.tru.ca/distance/services/financial-support](http://www.tru.ca/distance/services/financial-support)

**Step 3:** Email, Fax or Mail scanned or printed documents to:

TRU-OL, Student Awards & Financial Support  
BC Centre for Open Learning  
4th Floor 900 McGill Road  
Kamloops, BC V2C 0C8  
Canada

**Email:** [olfinaid@tru.ca](mailto:olfinaid@tru.ca)

**Fax:** 250-371-5668

## Payment Processing

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

Email Student Services ([student@tru.ca](mailto:student@tru.ca)) for sponsorship and scholarship procedures.

# Registration

## Course Delivery

### TRU-OL

Many courses delivered by TRU-OL are offered on a continuous registration basis; these are self-paced courses. Paced courses have fixed start and end dates. Labs, clinicals, practicums and selected classroom offerings also have fixed start and end dates.

Contact Student Services with questions about course availability, registration deadlines and delivery.

### UBC

UBC courses are paced. Course registration deadlines apply. Deadlines are specified on UBC's website and are available from UBC Enrolment Services (visit [www.students.ubc.ca/about/enrolment-services](http://www.students.ubc.ca/about/enrolment-services) or call 1-877-272-1422). Space is limited and early registration is advised.

Courses are offered in September, January and May. Not all courses are offered every term.

### UVIC

UVic courses are paced. Course registration deadlines apply. Deadlines are specified on TRU-OL's website and are available from Student Services. Space is limited and early registration is advised.

The course start date is specific to the program area offering the course and is given in the course descriptions. If it is not, contact the UVic program area. Course completion times are given in the course descriptions.

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 include a face-to-face lab, classroom or field trip component, they will require travel to UVic or a designated site. Contact the UVic program area.

## Course Materials

### TRU-OL

After registering for a course you will 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 online courses. Refer to the course information online or contact Student Services for more details.

For self-paced courses with continuous registration, you will normally receive your course package by courier within two weeks of registering.

Online, self-paced courses are normally available within 24 hours of registration.

For paced courses with a fixed start date, you will normally receive your course package by courier no later than two weeks before the course start date.

Online, paced courses are normally available by the course start date.

After registering, you will receive a welcome letter by email. This letter contains important information about your course and contact information for your Open Learning Faculty Member.

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

### UBC

Before class begins, students will receive an email from UBC both confirming registration and providing information regarding course delivery, required textbooks and/or materials. Students are responsible for ensuring their email address and other contact information remains up-to-date with UBC.

For more information about receiving your course materials visit:

[www.cltl.ubc.ca/distance-learning/learner-support/getting-your-course-materials](http://www.cltl.ubc.ca/distance-learning/learner-support/getting-your-course-materials)

### UVIC

After registering, you will receive an email from TRU-OL confirming registration. Next, you will receive an email with instructions from UVic program areas about purchasing course textbooks and materials from the UVic Bookstore and accessing library resources.



# Registration

## Final Exams

Review examinations regulations and policies on [page 33](#) and exam sessions and deadlines on [page 21](#). For further information visit:

[www.tru.ca/distance/services/exams](http://www.tru.ca/distance/services/exams)

## Grading

### TRU-OL 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 33](#)) or at:

[www.tru.ca/distance/services/policies/newgrading](http://www.tru.ca/distance/services/policies/newgrading)

After completing a course, your grades are noted in myTRU.



### Student Forms

Course Registration, Fee Deferral Request and other forms are available on the Student Forms page at:

[www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms)



### Student Responsibility

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

If you are receiving full-time financial support, you should refer to your study contract for course completion deadlines.

## Examinations

*You must apply to take a final exam.*

Examination procedures may vary between TRU-OL, UBC and UVic and according to where you reside and where you intend to write your exam. Be sure to read the Student Exam Procedures at:

[www.tru.ca/distance/services/exams](http://www.tru.ca/distance/services/exams)

If you are receiving full-time financial support, you should refer to your study contract for course completion deadlines.

### TRU-OL

The final assessment for a TRU-OL paced, self-paced or independent-study course is either a supervised written examination or a final/major project (which you complete independently).

Final exams are held at TRU-OL examination centres in BC, Canadian Invigilator Network (CIN) centres in Canada or other supervised locations you have arranged and had approved by TRU-OL.

Application instructions are included in the confirmation of registration package, in the TRU-OL Student Handbook and on the Examinations page at:

[www.tru.ca/distance/services/exams](http://www.tru.ca/distance/services/exams)

Sessions and application deadlines are listed in the following schedule and on the Examinations page online.

### 2016-2017 Exam Sessions and Deadlines

EXAMINATION SESSION	APPLICATION DEADLINE
September 7-12, 2016	August 15, 2016
October 12-17, 2016	September 19, 2016
November 2-7, 2016	October 11, 2016
December 1-4, 2016	November 7, 2016
January 11-16, 2017	December 12, 2016
February 1-6, 2017	January 9, 2017
March 8-13, 2017	February 14, 2017
April 5-10, 2017	March 13, 2017
May 8-13, 2017	April 17, 2017
June 7-12, 2017	May 15, 2017
July 5-10, 2017	June 12, 2017
August 9-14, 2017	July 17, 2017
September 6-11, 2017	August 14, 2017
October 11-16, 2017	September 18, 2017
November 1-6, 2017	October 10, 2017
Nov 29-Dec 4, 2017	November 6, 2017

# Registration

## UBC

Not all UBC distance education courses have final exams. If courses do require a final exam they will, in most cases, be written in person at the UBC Vancouver campus on a specified date. All UBC exams are invigilated. If you are unable to physically attend an exam, you may be able to write off-campus, however this will require additional charges (page 24). You must schedule your exam through UBC Enrolment Services. Upon scheduling, Enrolment Services will contact you to provide relevant instructions.

## UVIC

UVic arranges examinations for its consortium courses. Check UVic's online distance programs website at [www.distance.uvic.ca/programs/index.htm](http://www.distance.uvic.ca/programs/index.htm) for UVic's examination policies.



### Student Responsibility

See the Regulations and Policies section starting on page 33 regarding examinations for TRU-OL, UBC and UVic.

## Transferring Credit to Other Institutions

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

If you are planning to take courses through TRU-OL and transfer them to another institution, you can register without submitting transcripts. However, TRU-OL recommends that you obtain a Letter of Permission from your home institution to ensure that the course(s) selected will apply to your program of study.

Credit courses listed in this calendar and on [www.truopen.ca](http://www.truopen.ca) that are delivered by UVic are TRU-OL university-level courses for which you will receive TRU-OL credit.

## TRU-OL Transcripts

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

## Transcripts

### TRU-OL AND UVIC

After you complete a course, your grades are noted in your myTRU account.

As a TRU-OL student, you may order official transcripts online through your myTRU account or complete and submit a Request for Official Transcript Record available on the TRU-OL website at:

[www.tru.ca/distance/services/forms.html#transcript](http://www.tru.ca/distance/services/forms.html#transcript)

You have the right to receive transcripts of your own academic record. However, TRU-OL will not release official transcripts if you are in debt to TRU.

**Note:** Official transcripts cost \$8.73 per copy.

## CVU-UVC

TRU-OL is a member of Canadian Virtual University-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.

If you are enrolled in a TRU-OL program that is listed on the CVU-UVC website at [www.cvu-uvc.ca](http://www.cvu-uvc.ca), you may take courses at any other member university without paying additional admission or Letter of Permission fees. In addition to fee savings, this gives you access to greater course selection to best meet your needs.

Credits earned at a member university can be transferred to the distance program a you are enrolled in, provided the course meets the program requirements.

# Tuition and Fees

## Courses Delivered by TRU-OL

### TUITION

Tuition, fees and material costs vary by course and program.

For specific course fees visit [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses), select your course of interest and click on the link under "Costs."

To estimate specific program fees contact Student Services by email at [student@tru.ca](mailto:student@tru.ca) or by phone at 1.866.581.3694 (toll-free in Canada) or 250-852-7000 (Kamloops and International).

For more information visit the Tuition and Fees page at:

[www.tru.ca/distance/services/tuition](http://www.tru.ca/distance/services/tuition)

### Definitions

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

**Note:** Canadian residents living outside of BC or outside of Canada will be charged an Out of Province/Non-Residence fee of \$30.46 per credit. Yukon residents pay the same tuition as BC residents.

- 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.



### All Students (TRU-OL 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.

## TRU-OL Tuition Fees

Canadian and Permanent Residents:	Average \$112.32 per credit (tuition varies by course; see individual courses on the website for specific fees)
University Preparation (ABE):	\$181.32 per credit (3 credits per course)
International Students:	\$377.78 per credit (tuition varies by course; see individual courses on the website for specific fees)
Senior Students (over 65 years):	25% of Canadian and Permanent Residents (tuition varies by course; see individual courses on the website for specific fees)

## TRU-OL General Fees

Application Fee:	\$28.12 Canadian Citizens and Permanent Residents
Program Plans:	\$32.67 per certificate/diploma \$123.88 per degree
Course Administration:	\$91.39 per course
Technology:	\$6.05 per credit
Out-of-Province:	\$30.46 per credit (non-residence fee)
Course Extensions:	\$97.38 per course (not all courses are eligible for this extension)
Formal Grade Appeals	\$121.60 per course
Transcript (Transfer Credit) Assessment:	\$48.40 for BC documents \$91.19 for non-BC documents
Transcripts:	\$8.73 per transcript
Program Reactivation/ Reassessment Fee:	\$60.79 Individuals who were previously enrolled as a TRU-OL student or students currently enrolled in a program who wish to change programs, must email <a href="mailto:OLAdmissions@tru.ca">OLAdmissions@tru.ca</a> for reactivation/reassessment instructions.
Replacement Parchments/ Credential:	\$63.75
Shipping:	As per rates defined on the TRU-OL website
Taxes:	As applicable
Assignment Submissions Cost:	As applicable
PLAR:	See PLAR Fees at <a href="http://www.tru.ca/distance/plar-ol/plar-fees">www.tru.ca/distance/plar-ol/plar-fees</a>

# Tuition and Fees

## Payment

Tuition and other general fees are due at the time of registration or when a service request is made. Fees 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. See TRU-OL's website for official, updated tuition and fees.

In the event of any indebtedness to TRU, all 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.

### Note:

- 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.



### Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level.

TRU-OL provides official receipts (T2202A) for income tax purposes via the myTRU student portal 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.

For more information regarding income tax regulations refer to the Canada Revenue Agency website at:

[www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

## Courses Delivered by UBC

### Canadian citizens, Permanent Residents of BC and Permanent Residents of Canada Residing Outside BC

\$166.27 per credit + \$48.75 course administration fee + textbooks

### Seniors

\$48.75 course administration fee + textbooks

Seniors (65 and older) who are residents of BC, can take most UBC credit courses for general interest without having to pay application, tuition or students fees.

**Note:** This is not applicable to UBC Continuing Studies non-credit courses.

### International Students

\$1,011.97 tuition per credit + \$48.75 course administration fee + textbooks

### Note:

- TRU-OL students registering for UBC distance courses will not be charged an application fee.
- UBC fees are subject to change without notice.
- The course administration fee is non-refundable when students withdraw from a course.
- Fees remain the same for auditing students.

# Tuition and Fees

## Courses Delivered by UVic

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

\$178.92 per unit [\$357.84 tuition per UVic 1.5 unit (3 credit) course] + \$42.62 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

\$578.92 per credit [\$1,157.84 tuition per UVic 1.5 unit (3 credit) course] + \$42.62 course administration fee (varies by course) + textbooks + course materials fee.

### Note:

- 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.

## Other Non-Tuition Course Costs

### FINAL EXAMS

#### UBC

An additional \$50 fee may be applied to cover room rental and invigilation costs for students not able to write at the UBC Vancouver campus location.

### COURSE MATERIALS AND TEXTBOOKS

#### TRU-OL

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

#### UBC

For detailed information regarding course materials and textbook costs please visit:

[www.cltl.ubc.ca/distance-learning/learner-support/getting-your-course-materials](http://www.cltl.ubc.ca/distance-learning/learner-support/getting-your-course-materials)

#### 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

#### 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

#### UBC

UBC does not provide financial support for toll-free long distance telephone services.

#### 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](http://www.tru.ca/distance/services/financial-support)**  
**[OLfinaid@tru.ca](mailto:OLfinaid@tru.ca)**  
1-800-663-9711 ext. 4 (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](http://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](http://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).

Part-time bursaries and grants information and application forms are on the Student Awards & Financial Support page at:

**[www.tru.ca/distance/services/financial-support](http://www.tru.ca/distance/services/financial-support)**



**CanLearn**

Save, plan and pay for post-secondary education.  
See the CanLearn website at:

**[www.canlearn.ca](http://www.canlearn.ca)**

## ADULT UPGRADING GRANT (AUG)

This provincial grant program provides funding to students registered in adult upgrading courses; Grade 10, 11 or 12 completion; ESL (English as a second language); or Basic Literacy. First-time AUG 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 GRANTS 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. To see what Canada Student Grants are available, go to Government of Canada's CanLearn at:

**[www.canlearn.ca](http://www.canlearn.ca)**

## 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 individuals who are currently receiving funding through other programs, who reside in the Greater Vancouver area and have not previously completed a post-secondary program of study.

## BARBARA GUTTMANN-GEE BURSARY

Established by BC Open University 1991 graduate Barbara Guttmann-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

[www.studentaidbc.ca](http://www.studentaidbc.ca)

Canada Student Loans and BC Student Loans are available to BC residents who demonstrate financial need and who are enrolled in post-secondary programs. The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$510 per week for eligible students with dependents.

Visit [www.studentaidbc.ca/apply/how-to-apply](http://www.studentaidbc.ca/apply/how-to-apply) to find out how to apply for a loan and/or grant. Be sure to submit your application at least six weeks before funding is required.

Visit [www.studentaidbc.ca](http://www.studentaidbc.ca) to check the status of your loan application.

To maintain a StudentAid BC full-time student loan, you must register in and complete a minimum course load of nine new credits per four-month loan period (repeat registrations can be used only when no assignments were passed in the previous registration).

For distance education students, this is a shorter completion schedule than that of TRU. This can be challenging if you are unfamiliar with studying at home. We recommend that as a new TRU-OL student, you begin with part-time studies or familiarize yourself 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.

Read *Six Key Steps to Getting a Student Loan through TRU-OL* at:

[www.tru.ca/distance/services/financial-support](http://www.tru.ca/distance/services/financial-support)

Any continuous-entry registrations received after the final deadline on the 10th of the month can only be applied to the following term. If you are receiving student loans or grant, you are required to sign a Full-Time Financial Aid Study Contract found at:

[www.tru.ca/distance/services/financial-support](http://www.tru.ca/distance/services/financial-support)

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

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



### Student Responsibility

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

### Interest-Free Status

You may be eligible for interest-free status, meaning you will not be required to make interest or principal payments on your outstanding Canada-BC-integrated student loan.

To be eligible, you 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.

If you are in interest-free status, you are in a "funded term," whether you have new loans or not. As a result, any withdrawals or unsuccessful terms during this time may affect your eligibility for further assistance.

Apply online for interest-free status at:

[www.studentaidbc.ca](http://www.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 an "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:

<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/rrsp-reer/llp-reep/menu-eng.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 (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. For more information visit:

[www.tru.ca/distance/services/financial-support.html#other](http://www.tru.ca/distance/services/financial-support.html#other)

Also, refer to Scholarships Canada at [www.scholarshipscanada.com](http://www.scholarshipscanada.com) and Universities Canada at [www.univcan.ca](http://www.univcan.ca).



More about Mariah and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# 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/policy/allpolicy](http://www.tru.ca/policy/allpolicy) for updates.

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

## 1. Student Academic Integrity

Refer to the full policy on TRU’s website or contact Student Services for further information.

- Student Academic Integrity – TRU Policy ED 5-0  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)

## 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 Universities 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.

# Regulations and Policies

- N. TRU-OL manages transfer credit assessment for college or university courses completed at high schools in the same manner as any other request. There is no penalty for dual credit; that is, credit that is used toward completion of both a high school and a college or university program.
- O. Courses that have received course-by-course or block transfer credit are recorded on the student's TRU transcript. Grades for transferred courses are used to calculate the program GPA but do not appear on the transcript.

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

## 2.2 LETTER 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.

## 2.3 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.

## 2.4 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 online, by mail or by fax. Forms are available on TRU-OL's website, on the BC Post-Secondary Application Service (EducationPlannerBC) 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.

## 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](mailto:plar-ol@tru.ca) for further information.

- Prior Learning Assessment and Recognition (PLAR) – TRU Policy ED 2-0  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)



# Regulations and Policies

## 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 AUDIT OPTION

- A. Students who plan to pursue the audit option must declare their intention at the time of course registration.
- B. An audit grade and 0 (zero) credits appear on a student's transcript.
- C. Students who register for the credit option or the audit option and then want to change options must cancel their registration or withdraw from the course (see subsections 4.2 and 4.4).

### 4.2 CANCELLATIONS: TRU-OL

- A. Students may cancel their registration in most TRU-OL–delivered self-paced, independent-study courses by 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: UVIC

Students may request to cancel their registration in a TRU-OL course delivered by 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 UVic and receive 100% of their tuition fees as a refund by notifying TRU-OL Student Services by the end of the first week in which the course begins. The course administration, technology and other course fees are non-refundable.

### 4.4 WITHDRAWALS: TRU-OL

- A. Students may formally withdraw from most self-paced, independent-study courses up to the end of week 13 of the course and by the end of week 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.

# Regulations and Policies

- 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: UVIC

Course withdrawals for TRU-OL courses delivered by 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 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](mailto: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.

## 4.7 RETURNING COURSE MATERIALS: UVIC

Textbook fees that were paid to UVic are refundable, subject to the deadlines and conditions as determined by UVic. 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 the full policy on the TRU website or contact Student Services.

- Course Extensions (for Open Learning Courses Only) policy – ED 3-12  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)

# Regulations and Policies

## 4.9 COURSE REPEATERS: TRU-OL AND UVIC

Refer to the full policy on the TRU website or contact Student Services.

- Course and Program Repeaters – ED 3-3  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)

## 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 the full policy on the TRU website or contact Student Services.

- Examinations – ED 3-9  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)

### 5.2 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  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)

### 6.2 UVIC

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

### 6.3 GRADE POINT AVERAGE (GPA)

- A. The GPA is a means of expressing the student's performance. For programs offered by TRU-OL, GPAs are used only for determining whether or not a student has met graduation requirements and in the selection for some awards. The GPA of a group of courses is calculated by determining the grade point value for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values and dividing by the total number of course credits. PLAR credit is not used in the GPA calculation.
- B. Where more than one attempt at courses deemed equivalent and used to fulfill program requirements has been made, the course with the higher grade is chosen for purposes of the GPA calculation.

### 6.4 TRANSCRIPTS

- A. An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or designate's) signature on security paper. After completing a course, the student's grades are available via myTRU. Students may order official transcripts by accessing the online request from in their myTRU account.
- B. Official transcripts are not issued for any student who is in debt to TRU.

## 7. Academic Appeals

Refer to the full policy on the TRU website or contact Student Services.

- Student Academic Appeals – ED 4-0  
[www.tru.ca/policy/allpolicy](http://www.tru.ca/policy/allpolicy)

## 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.

# Regulations and Policies

## 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 of 3.5 or higher (as defined under 8.5).

## 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/campus/current/graduation](http://www.tru.ca/campus/current/graduation). 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.

## 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](http://www.tru.ca/convocation).

## 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 [http://www.tru.ca/campus/current/academic-records/replacement\\_credentials.html](http://www.tru.ca/campus/current/academic-records/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.

# Regulations and Policies

## 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.
- D. Information may be shared with those educational institutions that offer programs in association, in partnership or in collaboration with TRU-OL.
- E. TRU-OL provides the TRU Alumni Association with graduates' names, programs and contact information, unless students request otherwise.
- F. Other than in the above situations, information on students is released to third parties only with the written permission of the student.



# Regulations and Policies

## Index of Policies, Regulations and Procedures

This subset of TRU Policies applies to all campus and Open Learning courses and 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/allpolicy](http://www.tru.ca/policy/allpolicy)

POLICY DESCRIPTION	POLICY #
Academic Accommodation and Services for Students with Disabilities	BRD 10-0
Academic Achievement Awards	ED 9-1
Academic Program Review	ED 8-4
Academic Recognition	ED 3-4
Academic Renewal	ED 3-10
Admission of Students Sponsored by a Federal or Provincial Agency Who Pose a Safety Risk	ED 1-4
Admission of Undergraduate Students Who Complete a Secondary School Program Not Accredited by a Province or Territory	ED 1-2
Convocation	ED 17-0
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
Credit and Non-Credit Courses	ED 8-1
Educational Standards in Credit Courses & Programs	ED 8-0
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
Satisfactory Academic Progress	ED 3-2
Semester Schedules	ED 13-0
Special Courses	ED 2-1
Student Academic Appeals	ED 4-0
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Transferability of University Credits	ED 2-4
Types of Undergraduate and Graduate Credentials	ED 16-0
Undergraduate Course and Program Approvals	ED 8-2
Visiting Student Status	ED 1-3
Waitlist	ED 3-7
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# Program Descriptions

# Adult Basic Education (ABE)

## Overview

If you are an adult learner and want to graduate from high school, TRU-OL can help.

An **adult** learner in the context of Adult Basic Education (ABE) means a person who is 18 years old or older. Through its Adult Basic Education (ABE) courses and programs, TRU-OL helps adult learners to achieve Grade 12 graduation and to prepare for post-secondary education and a career.

TRU-OL's ABE programs are designed by the Ministry of Advanced Education and are similar to those offered by other institutions in BC.

ABE programs at TRU-OL are as follows:

- **ABE Intermediate Certificate**  
(Grade 10 equivalency)
- **ABE Advanced Certificate**  
(Grade 11 equivalency)
- **BC Adult Graduation Diploma**  
(Grade 12 equivalency)

TRU-OL's ABE programs provide such benefits as:

- A Program Advisor who will answer your questions and provide you with a program plan to guide you through your studies.
- The flexibility to transfer courses
- 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 as well as financial assistance



### Prior to Registering or Applying

Read about distance education and TRU-OL course delivery formats in this calendar and on the TRU-OL website. Refer to the individual Course Descriptions, starting on [page 128](#) and available through the Course Search page at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses).

Also, contact Student Services (see the inside front cover) for course availability and program updates.



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at: [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

## Choosing Courses

**The course or level you, as an ABE student, begin with depends upon on what you already know and can do.**

If you want to register in courses for the BC Adult Graduation Diploma, you may not need all of the ABE Advanced Certificate courses. However, to be successful in those courses, you do need certain skills in English and Mathematics. (See [page 8](#) for available English and Mathematics assessments.)

**The courses you take may depend upon which courses you have already completed.**

You may be able to apply credits from your high school courses toward a BC Adult Graduation Diploma. In addition, however, you must complete at least three ABE courses.

**Your choice of courses depends upon your educational goals.**

If you plan to apply for a non-degree program after attaining a BC Adult Graduation Diploma, you must first complete at least one advanced-level mathematics course and four provincial-level courses, including English 12.

If you plan to apply for a degree program, you must first complete at least eight courses (four advanced and four provincial). You may also require an elementary understanding of a second language.

You are strongly advised to consult entrance requirements for the post-secondary institution you plan to attend. See available on the British Columbia Council of Admissions & Transfer (BCCAT) website at:

[www.bccat.ca](http://www.bccat.ca)

**The number of courses you choose may depend on how much coursework you can handle.**

This varies from person to person; however, you may find that your learning is more effective if you work diligently at one or two courses rather than take a large number at the same time.

# Adult Basic Education (ABE)

## ABE Intermediate Certificate

### (Grade 10 equivalency)

The Adult Basic Education Intermediate Certificate allows you, as an adult learner, to return to your studies toward Grade 12 graduation. This certificate is equivalent to completion of Grade 10.

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus); see [page 13](#).

### Intermediate 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 you, as an adult learner, to return to your studies toward Grade 12 graduation. This certificate is equivalent to completion of Grade 11.

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus); see [page 13](#).

### Advanced 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)*

Choose one that has not been used to fulfill the science or mathematics requirement:

BIOL 0501, *General Biology*

CHEM 0501, *Principles of Chemistry*

MATH 0523, *Advanced Mathematics*

PHYS 0501, *Introductory Physics*



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals.

If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you may be at risk of not being able to apply a course toward a credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.

# Adult Basic Education (ABE)

## BC Adult Graduation Diploma

### (Grade 12 equivalency)

The BC Adult Graduation Diploma provides you, as an adult learner, the ability to complete the BC Ministry of Education secondary school requirements. This enables you to graduate from Grade 12, helping you to enter the workforce or continue on to post-secondary studies.

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

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of one of the required courses must be completed through TRU (distance or on-campus); see [page 13](#).

### DIPLOMA REQUIREMENTS

Five courses, of which at least three are normally completed as an adult learner, as follows:

*English (one required)*

ENGL 0601, *Introduction to Literature* or an approved Grade 12 Language Arts course

*Mathematics (one required)*

MATH 0523, *Advanced Mathematics*

ACCT 1211, *Accounting 1*, or an approved mathematics or accounting course at the Grade 11 level or higher

**Note:** ACCT 1211 is not recommended for students who are planning to study at other post-secondary institutions; consult with those institutions about their admission requirements and recommended courses.

*Electives (three required)*

BIOL 0601, *Provincial Biology*

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

MATH 0633, *Pre-Calculus*

PHYS 0601, *Senior Physics*

Consult a Program Advisor for a list of other suitable electives.



### Transfer Credit for ABE

Approved Grade 12, college or university courses may be eligible for transfer credit. Prior completion of all ABE Advanced Certificate requirements is not mandatory, although certain courses do have a prerequisite. Consult a Program Advisor.

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 that 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 a transcript assessment. The fee may be waived if you are submitting transcripts from BC secondary schools, BC college ABE programs or TRU-OL only. You may also apply for program admission online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)

Some non-formal courses and qualifications may also be used for transfer credit or PLAR (prior learning assessment and recognition) credit. See PLAR on [page 15](#).

Students seeking direct entry to a post-secondary institution must meet the admission requirements of the institution they plan to attend and should select courses accordingly.

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



## Overview

The wide array of distance and online programs and initiatives makes Arts at TRU-OL an exciting area to study.

TRU-OL offers many courses for degree program requirements. For some concentrations, however, and for graduate program eligibility, you may need to take classroom or distance education courses at other post-secondary institutions and then transfer the credits to your TRU-OL program.

When you are admitted to a TRU-OL program, you are assigned a Program Advisor, who will provide you with a program plan to guide you through your studies.



### PLAR

Requirements for some Arts programs may be met with credits earned through prior learning assessment and recognition (PLAR). For more information see [page 15](#) or visit:

[www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at:

[www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms)

If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvc.ca/apply/LOP.php](http://www.cvu-uvc.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.

## Advanced Certificate in Liberal Arts

The Advanced Certificate in Liberal Arts program provides a foundation for lifelong learning in liberal arts and can often be taken as part of a degree program.

Study in three designated Arts and Science areas: humanities (including English), social sciences and science. Emphasis is on the 3000-level and 4000-level curriculum.



PLAR applies (see [page 15](#))

## ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

## CERTIFICATE REQUIREMENTS

30 credits total, 24 of which must be upper-level (third- and fourth-year), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

- 6 credits in humanities (including English)
- 6 credits in social science
- 3 credits in science
- 15 credits of liberal arts electives, 6 credits of which may be lower-level (first- and second-year)

One course chosen from 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 you with a broad academic education to prepare you for upper-level university study and for the workplace.

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 9 TRU credits (distance or on-campus); see [page 13](#)

### PROGRAM REQUIREMENTS

60 credits total of first- and second-year courses, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing courses
- 18 credits in first-year Arts other than English, including 6 credits in social sciences and 6 credits in humanities (creative and performing arts other than studio courses), with no more than 6 credits in any one subject area
- 18 credits of second-year Arts in two or more subject areas
- 6 credits in natural science (astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in laboratory science
- 3 credits in mathematics, statistics or computer science
- 9 credits of first- or second-year courses

Upper-level (third- and fourth-year courses) may be used to meet program requirements.

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

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

The first-year science requirement includes a 1-credit, hands-on, laboratory component that accompanies the 3-credit course: for example, BIOL 1113 (3) with BIOL 1115 (1). Others are BIOL 1213/BIOL 1215, PHYS 1103/PHYS 1105 and PHYS 1203/PHYS 1205). GEOG 1221 and GEOL 1111 include the laboratory component. Additional credits (if any) earned in first-year laboratory courses do not count toward program requirements.



### Transfer Credit

Program requirements may be met through university transfer courses at TRU-OL or at other recognized post-secondary institutions in BC. See British Columbia Council on Admissions & Transfer (BCCAT) at:

[www.bccat.ca](http://www.bccat.ca)

Courses used to complete this credential must also have transfer credit to one other BC university, including Simon Fraser University (SFU), the University of British Columbia (UBC), the University of Northern British Columbia (UNBC), and the University of Victoria (UVic).

## Arts Degree Programs: Minors

As a TRU-OL student, you may pursue one or more Minors in English, History, Psychology and Sociology in all Arts degree programs. These Minors are also available within most degree programs offered at TRU. Students outside of the Arts program area must contact a Program Advisor to confirm that a program will accept an Arts Minor.

### *Minor in English*

ENGL 1001, ENGL 1011, ENGL 2111, ENGL 2211; plus 18 credits of upper-level English

### *Minor in History*

12 credits of lower-level History courses, plus 18 credits of upper-level History

### *Minor in Psychology*

PSYC 1111, PSYC 1211, PSYC 2101, PSYC 2111; plus 18 credits in upper-level Psychology

### *Minor in Sociology*

SOCI 1111, SOCI 1211, and PSYC 2101 or STAT 1201; plus 3 lower-level credits; plus 18 credits of upper-level Sociology and/or Criminology

## Bachelor of Arts, General Program

The Bachelor of Arts, General program provides a broad education in arts, with specialization in two subjects. Students may complete the program with a concentration in arts (English, fine arts, geography, history, psychology or sociology) or in a combination of a business administration (including economics) and/or science.

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 15](#))

## ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

## RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

## DEGREE REQUIREMENTS

120 credits total, including 45 upper-level credits, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

### General Education Requirements (24 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

6 credits in English (university-level composition and literature), excluding technical and business writing courses

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)

Number of credits and specific course requirements varies, depending on area of concentration

### Upper-Level Requirements (45 credits)

30 credits in each of two areas of concentration (15 credits in each area)

15 other elective credits

### Additional Requirements (33–51 credits)

Number of credits and specific course requirements varies, depending on area of specialization; can include lower- and upper-level credits, as follows:

- 30 credits, including up to 15 upper-level credits, may be applied credit: fine and performing arts studio courses and technology courses

Approval of education, business and administrative studies courses is on a case-by-case basis

# Arts

## 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 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, including 45 upper-level credits, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

- 30 credits, including up to 15 upper-level credits, may be applied credit: fine and performing arts studio courses and technology courses

Approval of education, business and administrative studies courses is on a case-by-case basis

### General Education Requirements (24 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

6 credits in English (university-level composition and literature), excluding technical and business writing courses

6 credits in humanities other than English

6 credits in mathematics, including statistics, and/or science

6 credits in social science

### Upper-Level Requirements (45 credits)

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

15 upper-level elective credits

### Elective Requirements (51 credits)

May be lower-level or upper-level credits



More about Morgan and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

## Bachelor of Arts, Major Program

If you want to specialize in one discipline, the Bachelor of Arts, Major program is designed for you. Complete one of the following five major programs: Criminology, English, History, Psychology or Sociology.



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS: ALL MAJORS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS: ALL MAJORS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS: ALL MAJORS

120 credits total, including 45 upper-level credits, with a GPA of 2.00 or higher over all courses required to complete this credential, as described under each major

30 credits, including up to 15 upper-level credits, may be applied credit: fine and performing arts studio courses and technology courses

Approval of education, business and administrative studies courses is on a case-by-case basis

### DIRECTED STUDIES: ALL MAJORS

A Directed Studies course consists of concentrated study of a topic you have selected in consultation with an Open Learning Faculty Member.

Directed Studies is open to you if you have fulfilled the general education requirements, all the lower-level requirements and at least 15 credits of upper-level requirements in your major.

As registration procedures differ for Directed Studies courses, it is essential to consult a Program Advisor before registering.

For more information visit:

[www.tru.ca/distance/programs/directed-studies](http://www.tru.ca/distance/programs/directed-studies)

### 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 lower- and upper-level requirements of each major must be completed, including at least 30 credits numbered 3000 or above in each major

The Arts Double Major requires careful planning; thus, it is essential to consult a Program Advisor before pursuing this option.

### DEGREE REQUIREMENTS: CRIMINOLOGY MAJOR

120 credits (including 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential

#### General Education Requirements (24 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section on [page 122](#)

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

CRIM 1011, *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, *Introduction to Social Statistics* (TRU on-campus course), 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 (see [page 45](#))

#### Elective Requirements (51 credits)

15 credits of upper-level elective courses

36 credits of lower- or upper-level elective courses



# Arts

## DEGREE REQUIREMENTS: ENGLISH MAJOR

120 credits total, including 45 upper-level credits, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

### General Education Requirements (24 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

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, such as ENGL 4321, *Modern Canadian Fiction*

3 credits in twentieth-century poetry and/or drama, such as ENGL 4341, *Modern Canadian Theatre*

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, such as ENGL 4241, *Modern British Fiction* and ENGL 4351, *Modern American Fiction*

3 credits of Directed Studies (see [page 45](#))

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

### Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

## DEGREE REQUIREMENTS: HISTORY MAJOR

120 credits total (including 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

### General Education Requirements (24 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

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, such as HIST 1161, *Modern European History I: 1450-1800* and HIST 2251, *History of British Columbia*

### Upper-Level History Requirements (30 credits)

27 credits of upper-level history courses, such as HUMN 3011, *History of Science*

3 credits of Directed Studies (see [page 45](#))

### 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 total (including 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

**General Education Requirements (24 credits)**

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

6 credits in English (university-level composition and literature), excluding technical and business writing courses

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, such as PSYC 2131, *Introduction to Childhood and Adolescence* or PSYC 2161, *Abnormal Psychology*

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

27 credits of upper-level psychology courses, such as PSYC 3151, *Developmental Psychology of Children*; PSYC 3451, *Adolescent Development*; PSYC 3461, *Psychology of Adulthood and Aging*; PSYC 3611, *Social Psychology I*; PSYC 3621, *Social Psychology II*; PSYC 3991, *Psychology of Human Resilience*

3 credits of Directed Studies (see [page 45](#))

**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 total (including 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

**General Education Requirements (24 credits)**

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

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, such as CRIM and HIST courses, with approval of the program area, and POLI 3991, *Globalization and Its Discontents: The Politics of Economic Change*; SOCI 3991, *Sociology of Diversity: Issues for Canadians*; SOCI 4221, *The Social Construction of Crime and Deviance*; SOCI 4301, *Sociology of Families: Modern Family Life in Global Perspective*; SOCI 4311, *Sociology of the Family: Families in a Multicultural World*

3 credits of Directed Studies (see [page 45](#))

**Elective Requirements (57 credits)**

15 credits of upper-level elective courses

42 credits of lower- or upper-level elective courses

# Arts

## 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.

If you are new to art or design studio courses or are not currently working as an artist or designer, you may need to complete most of the studio credits through classroom courses from other recognized post-secondary institutions and then transfer the credit to the Bachelor of Design program.



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Applicants are admitted on a case-by-case basis. Contact a Program Advisor to determine eligibility.

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

#### General Education Requirements (27 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

6 credits in English (university-level composition and literature), excluding technical and business writing courses

6 credits in humanities, excluding 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 credits at upper-level, such as VISA 1111, *A Survey of Western Art I*; VISA 1121: *A Survey of Western Art II*; VISA 3991: *Cultural Theory and Images*

#### Studio Requirements (75 credits)

75 credits in studio work (including 36 upper-level credits)



More about Shima and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

## 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.

If you are new to art or design studio courses or are not currently working as an artist or designer, you may need to complete most of the studio credits through classroom courses from other recognized post-secondary institutions and then transfer the credit to the Bachelor of Fine Art program.



PLAR applies (see [page 15](#))

### 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](http://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); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

#### General Education Requirements (27 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

#### Georgian College Students/Graduates

6 credits in English (university-level composition and literature), excluding technical and business writing courses

6 credits in humanities, excluding art history and possibly 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); excluding technical and business writing courses

6 credits in humanities, excluding 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: *Cultural Theory and Images*)

#### Studio Requirements (75 credits)

75 credits in studio work (including 36 upper-level credits)

# Arts

## Bachelor of Music, Performance

This 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).

The Bachelor of Music program balances and integrates the academic and performance requirements for music with general education requirements.



PLAR applies (see [page 15](#))

### 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); see [page 13](#)

Contact the Vancouver Academy of Music ([www.vancouveracademyofmusic.com](http://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 (<https://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 2.00 or higher over all courses required to complete this credential.

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.

### General Education Requirements (21 credits)

May be met with lower- or upper-level university courses; see the General Education Requirements section starting on [page 122](#)

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

6 credits in humanities, excluding 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 a program staff member 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 a program staff member at the Vancouver Academy of Music or The Glenn Gould School: The Royal Conservatory of Music for specific requirements.

The requirements for the Major in Vocal Performance include language coursework.

## Post-Baccalaureate Certificate in Liberal Arts

The Post-Baccalaureate Certificate in Liberal Arts program is an opportunity to concentrate your study in one arts and science discipline or to select two or three discipline areas. Choose from disciplines such as humanities, the sciences, the social sciences and related interdisciplinary fields (see the General Education Requirements section starting on [page 122](#)).

You may focus on current discipline-specific topics, problems and/or controversies and engage in online seminar-based debate. The program includes a Directed Studies course, allowing you to pursue a research project in a topic of special interest.



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

A recognized bachelor's degree in any field of study, with a GPA of 2.00 or higher over all courses.

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS

15 credits total of upper-level (third- and fourth-year) courses, with a GPA of 2.00 or higher over all courses required to complete this credential, 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

3 credits of upper-level liberal arts electives

### Directed Studies

A Directed Studies course consists of concentrated study of a topic you have selected in consultation with an Open Learning Faculty Member.

As registration procedures differ for Directed Studies courses, consult with a Program Advisor before registering. Also, refer to the Directed Studies page at:

[www.tru.ca/distance/programs/directed-studies](http://www.tru.ca/distance/programs/directed-studies)

# Notes

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# Business and Management Studies

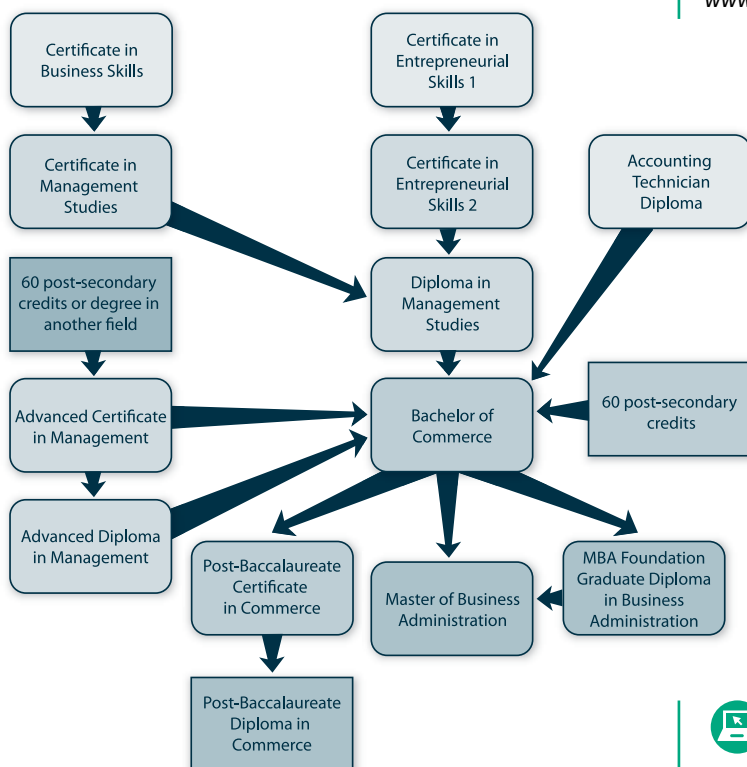
## Overview

TRU-OL's Business and Management Studies programs are designed so that you can transition into or out of post-secondary education as your educational needs and professional and familial commitments change. This is accomplished through open admissions, laddered curriculum with a progressive credential structure, active prior learning assessment and recognition (PLAR) and a generous transfer credit policy.

When you are admitted to a TRU-OL program you are assigned a Program Advisor who will provide you with a program plan to guide you through your studies.

## Pathway Chart

The Pathway Chart illustrates the flexible program structure offered through Business and Management Studies. Review the chart to see how credits you gain in one program, can ladder into the next credential.



### PLAR

Requirements for some Business and Management Studies programs may be met with credits earned through prior learning assessment and recognition (PLAR). For more information see [page 15](#) or visit:

[www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvic.ca/apply/LOP.php](http://www.cvu-uvic.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.



### Contact: Business Management Studies

Email [business\\_ol@tru.ca](mailto:business_ol@tru.ca) with questions specific to Business and Management Studies programs and courses.

# Business and Management Studies

## Certificate in Business Skills

The Certificate in Business Skills program can help you to develop the basic skills required to gain entry-level employment in business.

This certificate can lead to the Certificate in Management Studies ([page 54](#)), providing a pathway to the Diploma in Management Studies ([page 58](#)), which can ladder into the Bachelor of Commerce ([page 61](#)).



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS

15 credits total, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

#### Core Knowledge Requirements (6 credits)

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

MIST 2611, *Management Information Systems* (3)

#### Elective Requirements (9 credits)

9 credits of 1000- or 2000-level courses, normally selected from ACCT, BLAW, MIST, ENTR, FNCE, HRMN, IBUS, MKTG, MNGT, ORGB, SCMN, BUSN, ECON, CMNS 1291, MATH 1091, MATH 1101 and/or STAT 1201

Other similar courses are considered on an individual basis.

#### Supervisory Option (9 credits)

This option is awarded to students who complete the following electives:

MNGT 1111, *Supervision* (3)

MNGT 2131, *Motivation and Productivity* (3)

HRMN 2821: *Human Resource Management* (3)

## Certificate in Management Studies

The Certificate in Management Studies program is well suited for you if you have work experience or a qualification in a technical field and want to develop your management skills.

The certificate may be earned by building on the 15-credit Certificate in Business Skills ([page 54](#)) or by completing 30 credits of coursework.

This certificate can lead to the Diploma in Management Studies ([page 58](#)) program, which can ladder into the Bachelor of Commerce ([page 61](#)).



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

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); see [page 13](#)

### CERTIFICATE REQUIREMENTS

30 credits total, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

#### Core Knowledge Requirements (12 credits)

One of MNGT 1111, *Supervision* (3) or MNGT 1211, *Management Principles and Practices* (3)

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

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

MIST 2611, *Management Information Systems* (3)

Other similar courses are considered on an individual basis.

# Business and Management Studies

## Elective Requirements (up to 18 credits)

Courses in management studies (ACCT, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, IBUS, MATH, MIST, MKTG, MNGT, ORGB, SCMN and 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 1* (3)

ACCT 1221, *Accounting 2* (3)

ACCT 2251, *Management Accounting* (3)

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

### Entrepreneurial Essentials

ACCT 1211, *Accounting 1* (3) or ACCT 2211, *Financial Accounting* (3)

MNGT 1711, *Introduction to Business* (3)

MKTG 2431, *Marketing* (3)

## Certificate in Entrepreneurial Skills 1

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

This certificate can lead to the Certificate in Entrepreneurial Skills 2 (page 56), providing a pathway to the Diploma in Management Studies (page 58), which can ladder into the Bachelor of Commerce (page 61).



PLAR applies (see page 15)

## ADMISSION REQUIREMENTS

Open admission (see the Admission section on page 12)

## RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see page 13

## CERTIFICATE REQUIREMENTS

15 credits total, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

### Core Knowledge Requirements (12 credits)

MNGT 1111, *Supervision* (3)

ACCT 1211, *Accounting 1* (3)

MNGT 1711, *Introduction to Business* (3)

MKTG 2431, *Marketing* (3)

### Elective Requirements (3 credits)

3 credits from the following electives:

MATH 1091, *Business Mathematics* (3)

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

MIST 2611, *Management Information Systems* (3)

HRMN 2821, *Human Resource Management* (3)

BLAW 2911, *Commercial Law* (3)

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

MKTG 3451, *Professional Selling* (3)

MKTG 4431, *Retail Marketing* (3)

MKTG 4451, *E-Commerce* (3)

ENTR 4751, *New Venture Creation* (3)

# Business and Management Studies

## 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 lead to the Diploma in Management Studies (page 58), which can ladder into the Bachelor of Commerce (page 61).



PLAR applies (see page 15)

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on page 12)

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); see page 13

### CERTIFICATE REQUIREMENTS

Completion of the *Certificate in Entrepreneurial Skills 1* (page 55)

15 additional credits, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

#### Core Knowledge Requirements (9 credits)

ACCT 1221, *Accounting 2* (3)

MNGT 2131, *Motivation and Productivity* (3)

MNGT 4711, *Decision Analysis* (3)

#### Elective Requirements (6 credits)

6 credits from the following electives:

MATH 1091, *Business Mathematics* (3)

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

FNCE 2121, *Financial Management* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

HRMN 2821, *Human Resource Management* (3)

BLAW 2911, *Commercial Law* (3)

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

MKTG 3451, *Professional Selling* (3)

MKTG 4431, *Retail Marketing* (3)

MKTG 4451, *E-Commerce* (3)

ENTR 4751, *New Venture Creation* (3)

## Accounting Technician Diploma

The Accounting Technician Diploma program prepares graduates for positions as paraprofessionals who 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; in larger organizations as payroll, accounts receivable, accounts payable, and general accounting clerks; and in small businesses as bookkeepers.

This diploma can ladder into the Bachelor of Commerce (page 61).



PLAR applies (see page 15)

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on page 12)

### ADMISSION RECOMMENDATIONS

Foundations of Math 12 with a minimum of C+ or equivalent and English 12/English 12 First Peoples with a minimum of 73% (or equivalent) are recommended.

### RESIDENCY REQUIREMENTS

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

### DIPLOMA REQUIREMENTS

60 credits total, with a GPA of 2.00 or higher (a grade of C- or higher) in all courses required to complete this credential, as follows:

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

ENGL 1101, *Composition* (3)

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

ECON 1221, *Introduction to Basic Economics* or ECON 1901, *Principles of Microeconomics* (3)

CMNS 1291, *Introduction to Professional Writing* (3)

MNGT 1711, *Introduction to Business* (3)

ECON 1901, *Principles of Microeconomics* or ECON 1951, *Principles of Macroeconomics* (3)

# Business and Management Studies

FNCE 2121, *Financial Management* (3)  
ACCT 2211, *Financial Accounting* (3)  
ACCT 2251, *Management Accounting* (3)  
ACCT 2281, *Accounting Software Systems* (3)  
MKTG 2431, *Marketing* or HRMN 2821, *Human Resource Management* (3)  
MIST 2611, *Management Information Systems* (3)  
ORGB 2811, *Organizational Behaviour* (3)  
BLAW 2911, *Commercial Law* (3)  
ACCT 3201, *Intermediate Financial Accounting 1* (3)  
ACCT 3211, *Intermediate Financial Accounting 2* (3)  
ACCT 3221, *Income Taxation 1* (3)  
ACCT 3231, *Income Taxation 2* (3)  
ACCT 3251, *Intermediate Management Accounting* (3)

## Elective Requirements (3 credits)

Students who elect to take ACCT 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 61) are encouraged to review that program's requirements before selecting diploma elective courses, so that students can minimize the number of additional credits required to complete the Bachelor of Commerce.

## Advanced Certificate in Management

The Advanced Certificate in Management program provides you with a practical exposure to the personnel and decision-making skills required by today's managers.

This certificate can lead to the Advanced Diploma in Management (page 59), which can ladder into the Bachelor of Commerce (page 61).



PLAR applies (see page 15)

## ADMISSION REQUIREMENTS

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

## RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see page 13

## CERTIFICATE REQUIREMENTS

15 credits total, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

### Core Knowledge Requirements

BBUS 3611, *Open Thinking* (3)

MNGT 4711, *Decision Analysis* (3)

BBUS 3631, *Open Communication: Effective Communication Skills* (3)

MNGT 3731, *Leadership* (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 MNGT 3731.

# Business and Management Studies

## Diploma in Management Studies

The Diploma in Management Studies program provides you 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 54) and then complete an additional 30 credits to earn the diploma.

This diploma can ladder into the Bachelor of Commerce (page 61).

### ADMISSION REQUIREMENTS

Open admission (see the **Admission** section on page 12)

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

### RESIDENCY REQUIREMENTS

A minimum of 9 TRU credits (distance or on-campus); see page 13

### DIPLOMA REQUIREMENTS

60 credits total, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

#### Core Knowledge Requirements (30 credits)

One of ACCT 1211, *Accounting 1* (3) or ACCT 2211, *Introduction to Financial Accounting* (3) (students who choose ACCT 1211 and who plan to specialize in accounting must also take ACCT 1221)

One of ACCT 2251, *Management Accounting* (3) or MNGT 4711, *Decision Analysis* (3) (students specializing in accounting must select ACCT 2251)

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

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

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

CMNS 1291, *Introduction to Professional Writing* (3)

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

ECON 1901, *Principles of Microeconomics* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

Other similar courses may be considered.

### Elective Requirements (up to 30 credits)

Courses in managerial studies (ACCT, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, IBUS, MATH, MIST, MKTG, MNGT, ORGB, SCMN and STAT), 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)

Three optional areas of specialization are available, as follows:

#### Accounting

FNCE 2121, *Financial Management* (3)

BLAW 2911, *Commercial Law* (3)

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

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

ACCT 3221, *Income Taxation 1* (3)

#### Human Resources

HRMN 2821, *Human Resource Management* (3)

HRMN 3841, *Employee and Labour Relations* (3)

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

Two courses from the following:

- MNGT 2131, *Motivation and Productivity* (3)
- ORGB 2811, *Organizational Behaviour* (3)
- BLAW 2911, *Commercial Law* (3)

#### Marketing

MKTG 3451, *Professional Selling* (3)

MKTG 3471, *Consumer Behaviour* (3)

MKTG 3481, *Marketing Research* (3)

IBUS 3511, *International Business* (3)

An approved 4000-level MKTG course (3)

Diploma in Management Studies students who are considering laddering into the Bachelor of Commerce (page 61) are encouraged to review that program's requirements before selecting diploma elective courses. This helps ensure that students will minimize the number of additional credits they require to complete the Bachelor of Commerce.



# Business and Management Studies

## 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 you if you have a post-secondary diploma (not necessarily in a business or management field) or equivalent and a minimum of two years of work experience.

This diploma can ladder into the Bachelor of Commerce (page 61) and the Bachelor of General Studies (page 83).



PLAR applies (see page 15)

### ADMISSION REQUIREMENTS

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

Courses in introductory financial accounting (ACCT 2211) and introductory marketing (MKTG 2431) 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); see page 13

### DIPLOMA REQUIREMENTS

45 credits total, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

FNCE 2121, *Financial Management* (3)

ACCT 2251, *Management Accounting* (3)

BLAW 2911, *Commercial Law* (3)

BBUS 3611, *Open Thinking* (3)

BBUS 3631, *Open Communication: Effective Communication Skills* (3)

MNGT 3731, *Leadership* (3)

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

BBUS 3671, *Contemporary Leadership* (3)

MNGT 3711, *Business Ethics and Society* (3)

MKTG 4451, *E-Commerce* (3)

MNGT 4711, *Decision Analysis* (3)

MNGT 4751, *Project Management* (6)

ENTR 4751, *New Venture Creation* (3)

BBUS 4833, *Effective Leadership* (3)

**Note:** Students benefit by taking BBUS 3611 before BBUS 3631 and MNGT 3731.



"Many of the other students in my online courses also have jobs and families – we want to improve our education and online is the perfect way to do it."

**Lourdes**

TRU MBA student

More about Lourdes and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Business and Management Studies

## Bachelor of Real Estate Management

The Bachelor of Real Estate Management allows members of the real estate community to upgrade their education to meet the accreditation requirements for various professional associations. It can be used toward admission requirements for the Master of Business Administration program (page 71).



PLAR applies (see page 15)

### ADMISSION REQUIREMENTS

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

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see page 13

### DEGREE REQUIREMENTS

120 credits, including 51 upper-level credits, with a GPA of 2.00 (grades of C- or higher) in all courses required to complete this credential, as follows:

#### General Education Requirements (12 credits)

6 credits in humanities

6 credits in social sciences

#### Core Knowledge Requirements (75 credits)

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

BUSI 121, *Foundation of Real Estate Mathematics* (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* (3)\*

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

BUSI 400, *Residential Property Analysis* (3)\*

BUSI 401, *Commercial Property Analysis* (3)\*

ENGL 1101, *Composition* (3)

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

CMNS 1291, *Introduction to Professional Writing* (3)

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

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

FNCE 2121, *Financial Management* (3)

ACCT 2211, *Financial Accounting* (3)

ACCT 2251, *Management Accounting* (3)

ECON 2331, *Economics and Business Statistics 2* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

HRMN 2821, *Human Resource Management* (3)

BLAW 2911, *Commercial Law* (3)

CMNS 3241, *Advanced Professional Communication* (3)

IBUS 3511, *International Business* (3)

MNGT 3711, *Business Ethics and Society* (3)

**\*Note:** BUSI courses are offered as part of UBC's DULE diploma.

### Real Estate Specialization Requirements (12 credits)

Students should take 12 credits of 400-level DULE courses. They should ensure they meet the requirements of one of the DULE Real Estate Specialties in order to qualify for the diploma. The specialties include: Real Estate Appraisal, Real Estate Assessment, Real Estate Management, and Real Estate Development.

### Elective Requirements (21 credits)

Students must complete an additional 21 credits of business, real estate or approved related electives. They should select their elective courses so they complete the 51 upper-level credits required for graduation.

# Business and Management Studies

## Bachelor of Commerce

The Bachelor of Commerce program provides 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. Choose from an array of concentrations: Accounting, Finance, General Management, Human Resources, Leadership, Marketing, Public Sector Management or Technology. Students often choose a concentration and after graduation complete a professional designation.

This degree can also be used to meet the admission requirements for the Master of Business Administration ([page 71](#)).



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Completion of a minimum of 60 applicable credits or a suitable two-year business diploma program.

Applicants who are assessed as lacking some requirements may be admitted to the program provisionally, pending completion of required coursework.

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, 45 at the upper-level, with a GPA of 2.00 or higher for all general education and core knowledge requirements, 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)

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

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

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

ACCT 1221, *Accounting 2* (3) or ACCT 2211, *Financial Accounting* (3)

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

FNCE 2121, *Financial Management* (3)

ACCT 2251, *Management Accounting* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

One of HRMN 2821, *Human Resource Management*, HRMN 3841, *Employee and Labour Relations* or BBUS 3661, *Strategic Human Resource Management* (3)

BLAW 2911, *Commercial Law* (3)

MNGT 3711, *Business Ethics and Society* (3)

MNGT 4711, *Decision Analysis* or BBUS 4251, *Advanced Management Accounting* (3)

MNGT 4781, *Strategic Management* (3)

Two from the following:

CMNS 1291, *Introduction to Professional Writing* (3)

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

CMNS 3241, *Advanced Professional Communication* (3)

#### Elective Requirements (33 credits)

Academic and/or applied credits to bring the total credits to 120

# Business and Management Studies

## CONCENTRATION REQUIREMENTS (15 CREDITS)

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

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, many students pursue the CPA (Chartered Professional Accountant) designation.

#### Required Courses

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

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

ACCT 3221, *Income Taxation 1* (3)

ACCT 3251, *Intermediate Management Accounting* (3)

One course from the following:

- ACCT 4201, *Advanced Financial Accounting* (3)
- ACCT 4231, *Assurance* (3)
- ACCT 4251, *Advanced Management Accounting* (3)

### 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.

In investments, professionals 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.

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.

#### Required Courses

FNCE 3151, *Investments 1* (3)

FNCE 3171, *Investments 2* (3)

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

Two courses from the following:

- ACCT 3221, *Income Taxation 1* (3)
- MKTG 3451, *Professional Selling* (3)
- One of FNCE 4130, *Advanced Financial Management* (TRU on-campus course) or ADMN 3117, *Financial Management II* (Nipissing University) (3)
- One of FNCE 4160, *Portfolio Management* (TRU on-campus course) or FNCE 470, *Portfolio Management* (Athabasca University) (3)
- One of FNCE 4180, *International Financial Management* (TRU on-campus course) or ECON 3127, *International Financial Management* (Nipissing University) (3)
- One of FNCE 4190, *Financial Institutions Management* (TRU on-campus course) or ADMN 2116, *Management of Financial Institutions* (Nipissing University) (3)

# Business and Management Studies

## GENERAL MANAGEMENT CONCENTRATION

The General Management Concentration is designed for students who want to take a wide 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 ACCT, BLAW, BUSN, ENTR, FNCE, HRMN, IBUS, MIST, MKTG, MNGT, ORGB or SCMN), with a minimum of 6 credits at the 4000-level

## HUMAN RESOURCES CONCENTRATION

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.

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

### Required Courses

6 credits of ORGB 4871, *Organizational Development and Change* (3), MNGT 4751, *Project Management* (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):

- HRMN 2821, *Human Resource Management* (3)
- BBUS 3661, *Strategic Human Resource Management* (3)
- HRMN 3841, *Employee and Labour Relations* (3)

## 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

MNGT 3731, *Leadership* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Two courses from the following:

- MNGT 4751, *Project Management* (6)
- ORGB 4871, *Organizational Development and Change* (3)
- LEAD 4901, *Strategic Thinking for Leadership* (3)

## 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 assist marketing professionals in this primary task and depend on them to generate the revenues required for survival.

### Required Courses

MKTG 3481, *Marketing Research* (3)

Four courses from the following:

- MKTG 3451, *Professional Selling* (3)
- MKTG 3471, *Consumer Behaviour* (3)
- IBUS 3511, *International Business* (3)
- MKTG 4411, *Services Marketing* (3)
- MKTG 4431, *Retail Marketing* (3)
- MKTG 4471, *International Marketing* (3)
- MKTG 4481, *Integrated Marketing Communication* (3)
- MKTG 4491, *Business-to-Business Marketing* (3)



# Business and Management Studies

## PUBLIC SECTOR MANAGEMENT CONCENTRATION

The Public Sector Management 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 may want to consider the Bachelor of Public Administration (page 65), which is offered in association with the University of Victoria (UVic).

### Required Courses

Two courses from the following:

- PADM 3119, *Introduction to Public Administration* (3)
- PADM 3149, *Public Sector Research and Analysis* (3)
- PADM 4239, *Local Government in British Columbia* (3)
- PADM 4459, *Urban and Regional Economics* (3)

Three courses from the following, to bring the total number of concentration courses to five:

- PADM 4079, *Managing Service Delivery* (3)
- PADM 4219, *Financial Management* (3) (may not be used to satisfy the core financial management requirement)
- PADM 4379, *Program Evaluation and Performance Measurement* (3)
- PADM 4469, *Local Government Land Use Planning* (3)
- An approved 3000- or 4000-level course



### Course Equivalencies

Public Sector Management concentration students may substitute the following public administration courses for Core Knowledge Requirements:

ORGB 2811	PADM 3129 and PADM 4099
MNGT 3711	PADM 4229
FNCE 2121	PADM 4219 or PADM 4489
HRMN 2821	PADM 4319
BLAW 2911	PADM 4529
MNGT 4781	PADM 4209 or PADM 4779
ECON 1901	PADM 3109
ECON 1951	PADM 4459
MNGT 1211	PADM 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

MNGT 4751, *Project Management* (6)

9 credits from a technology area



# Business and Management Studies

## Bachelor of Public Administration

The Bachelor of Public Administration (BPA) is designed to provide students with the knowledge and skills necessary to work in a leadership capacity 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 71](#)).



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

#### Open Admissions

Students can ladder into the BPA from the Public Sector Management Diploma or Local Government Diploma offered by the University of Victoria's School of Public Administration. It is recommended, but not required, that students complete one of these diplomas before entering the BPA. All courses in each of these diplomas will transfer to the degree. Additional transfer credit will be considered at the time of admission.

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, including 51 upper-level credits, with a GPA of 2.00 or higher in all courses required to complete this credential, as follows:

#### General Education Requirements (12 credits)

6 credits in humanities

6 credits in social sciences

#### Core Knowledge Requirements (48 credits)

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

ENGL 1101, *Composition* (3)

POLI 1111, *Canadian Government and Politics* (3)

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

CMNS 1291, *Introduction to Professional Writing* or  
PADM 3169, *Written Communication in the Public and Non-profit Sectors* (3)

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

ACCT 2211, *Financial Accounting* (3)

ACCT 2251, *Management Accounting* (3)

ECON 2331, *Economics and Business Statistics 2* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

BLAW 2921, *Law for Public Sector Managers* (3)

CMNS 3241, *Advanced Professional Communications* (3)

IBUS 3511, *International Business* (3)

#### Specialization Requirements (30 credits)

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

PADM 3129, *Managing in Public and Non-Profit Sector Organizations* (3)

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

PADM 4079, *Managing Service Delivery* (3)

PADM 4209, *The Public Policy Process* (3)

PADM 4219, *Financial Management* (3)

PADM 4229, *Ethical Public Management* (3)

PADM 4319, *Public Sector Human Resource Management* (3)

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

PADM 4779, *Strategic Planning and Implementation* (3)

#### Elective Requirements (30 credits)

Students must complete an additional 30 credits consisting of ADMN courses from the University of Victoria's School of Public Administration or approved electives. Electives in economics, history, political science or business are recommended. Students should select their electives so they complete the 51 upper-level credits required for graduation.

# Business and Management Studies

## 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); see [page 13](#)

### CERTIFICATE REQUIREMENTS

15 credits total of business study, with a grade of C+ or higher in each course required to complete one of the following concentration requirements.

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 six concentrations:

#### ACCOUNTING CONCENTRATION

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

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

ACCT 3221, *Income Taxation 1* (3)

ACCT 3251, *Intermediate Management Accounting* (3)

One course from the following:

- ACCT 4201, *Advanced Financial Accounting* (3)
- ACCT 4231, *Assurance* (3)
- ACCT 4251, *Advanced Management Accounting* (3)

#### FINANCE CONCENTRATION

FNCE 3151, *Investments 1* (3)

FNCE 3171, *Investments 2* (3)

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

Two courses from the following:

- ACCT 3221, *Income Taxation 1* (3)
- MKTG 3451, *Professional Selling* (3)
- One of FNCE 4130, *Advanced Financial Management* (TRU on-campus course) or ADMN 3117, *Financial Management II* (Nipissing University) (3)
- One of FNCE 4160, *Portfolio Management* (TRU on-campus course) or FNCE 470, *Portfolio Management* (Athabasca University) (3)
- One of FNCE 4180, *International Financial Management* (TRU on-campus course) or ECON 3127, *International Financial Management* (Nipissing University) (3)
- One of FNCE 4190, *Financial Institutions Management* (TRU on-campus course) or ADMN 2116, *Management of Financial Institutions* (Nipissing University) (3)

#### HUMAN RESOURCES CONCENTRATION

HRMN 2821, *Human Resource Management* (3)

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

HRMN 3841, *Employee and Labour Relations* (3)

Six credits of approved 4000-level business courses such as ORGB 4871, *Organizational Development and Change* (3) or MNGT 4751, *Project Management* (6) or BBUS 4833, *Effective Leadership* (3) or BBUS 4135, *Motivation and Productivity* (3)

# Business and Management Studies

## LEADERSHIP CONCENTRATION

MNGT 3731, *Leadership* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Six credits of approved 4000-level business courses from the following:

- MNGT 4751, *Project Management* (6)
- ORGB 4871, *Organizational Development and Change* (3)
- LEAD 4901, *Strategic Thinking for Leadership* (3)

## MARKETING CONCENTRATION

MKTG 3481, *Marketing Research* (3)

Four courses from the following:

- MKTG 3451, *Professional Selling* (3)
- MKTG 3471, *Consumer Behaviour* (3)
- IBUS 3511, *International Business* (3)
- MKTG 4411, *Services Marketing* (3)
- MKTG 4431, *Retail Marketing* (3)
- MKTG 4471, *International Marketing* (3)
- MKTG 4481, *Integrated Marketing Communications* (3)
- MKTG 4491, *Business-to-Business Marketing* (3)

## PUBLIC SECTOR MANAGEMENT CONCENTRATION

Two courses from the following:

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

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

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

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

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

- PADM 3169, *Written Communications in the Public and Non-Profit Sectors* (3)
- PADM 4079, *Managing Service Delivery* (3)
- PADM 4219, *Financial Management* (3)
- PADM 4379, *Program Evaluation and Performance Measurement* (3)
- PADM 4469, *Local Government Land Use Planning* (3)
- An approved 3000- or 4000-level course



More about Greg and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Business and Management Studies

## Post-Baccalaureate Diploma in Commerce

Designed for graduates of recognized degrees in fields other than business, this diploma provides you 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); see [page 13](#)

### 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 and 15 in a concentration, with a GPA of 2.00 or higher in core knowledge and elective requirements and a grade of C+ or higher in each concentration course, as follows:

#### Core Knowledge Requirements (3 credits)

ACCT 2211, *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:

- ACCT 2251, *Management Accounting* (3)
- MNGT 3711, *Business Ethics and Society* (3)
- MNGT 4711, *Decision Analysis* (3)
- BLAW 2911, *Commercial Law* (3)
- One of ECON 1901, *Principles of Microeconomics* or MNGT 1211, *Management Principles and Practices* (3)

## CONCENTRATION REQUIREMENTS (15 CREDITS)

Students must complete one of the following seven concentrations:

### ACCOUNTING CONCENTRATION

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

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

ACCT 3221, *Income Taxation 1* (3)

ACCT 3251, *Intermediate Management Accounting* (3)

One course from the following:

- ACCT 4201, *Advanced Financial Accounting* (3)
- ACCT 4231, *Assurance* (3)
- ACCT 4251, *Advanced Management Accounting* (3)

### FINANCE CONCENTRATION

FNCE 3151, *Investments 1* (3)

FNCE 3171, *Investments 2* (3)

One of FNCE 3180, *Risk Management and Financial Engineering* (TRU on-campus course) or FNCE 403, *Risk Management* (Athabasca University) (3)

Two courses from the following:

- MKTG 3451, *Professional Selling* (3)
- ACCT 3221, *Income Taxation 1* (3)
- One of FNCE 4130, *Advanced Financial Management* (TRU on-campus course) or ADMN 3117, *Financial Management II* (Nipissing University) (3)
- One of FNCE 4160, *Portfolio Management* (TRU on-campus course) or FNCE 470, *Portfolio Management* (Athabasca University) (3)
- One of FNCE 4180, *International Financial Management* (TRU on-campus course) or ECON 3127, *International Financial Management* (Nipissing University) (3)
- One of FNCE 4190, *Financial Institutions Management* (TRU on-campus course) or ADMN 2116, *Management of Financial Institutions* (Nipissing University) (3)

# Business and Management Studies

## GENERAL MANAGEMENT CONCENTRATION

ORGB 2811, *Organizational Behaviour* (3)

FNCE 2121, *Financial Management* (3)

MKTG 2431, *Marketing* (3)

HRMN 2821, *Human Resource Management* (3)

One additional approved 3000- or 4000-level ACCT, BLAW, BUSN, ENTR, FNCE, HRMN, IBUS, MIST, MKTG MNGT, ORGB or SCMN

## HUMAN RESOURCES CONCENTRATION

HRMN 2821, *Human Resource Management* (3)

HRMN 3841, *Employee and Labour Relations* (3)

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

Six credits of approved 4000-level business courses such as ORGB 4871, *Organizational Development and Change* (3) or MNGT 4751, *Project Management* (6) or BBUS 4833, *Effective Leadership* (3) or BBUS 4135, *Motivation and Productivity* (3)

## LEADERSHIP CONCENTRATION

MNGT 3731, *Leadership* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Six credits of approved 4000-level business courses from the following:

- ORGB 4871, *Organizational Development and Change* (3)
- MNGT 4751, *Project Management* (6)
- LEAD 4901, *Strategic Thinking for Leadership* (3)

## MARKETING CONCENTRATION

MKTG 3481, *Marketing Research* (3)

Four courses from the following:

- MKTG 3451, *Professional Selling* (3)
- MKTG 3471, *Consumer Behaviour* (3)
- IBUS 3511, *International Business* (3)
- MKTG 4411, *Services Marketing* (3)
- MKTG 4431, *Retail Marketing* (3)
- MKTG 4471, *International Marketing* (3)
- MKTG 4481, *Integrated Marketing Communication* (3)
- MKTG 4491, *Business-to-Business Marketing* (3)

## PUBLIC SECTOR MANAGEMENT CONCENTRATION

Two courses from the following:

- PADM 3119, *Introduction to Public Administration* (3)
- PADM 3149, *Public Sector Research and Analysis* (3)
- PADM 4239, *Local Government in British Columbia* (3)
- PADM 4459, *Urban and Regional Economics* (3)

Three courses from the following:

- PADM 3169, *Written Communications in the Public and Non-Profit Sectors* (3)
- PADM 4079, *Managing Service Delivery* (3)
- PADM 4219, *Financial Management* (3)
- PADM 4379, *Program Evaluation and Performance Measurement* (3)
- PADM 4469, *Local Government Land Use Planning* (3)
- An approved 3000- or 4000-level course



# Business and Management Studies

## MBA Foundation Graduate Diploma in Business Administration

TRU's MBA Foundation Graduate Diploma in Business Administration 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 Diploma in Business Administration.

### LEARNING OPTIONS

The MBA Foundation Graduate Diploma in Business Administration can be completed on a full-time or part-time basis, by distance or on campus. Program start dates are September, January and May.

### ADMISSION REQUIREMENTS

To be admitted to the GDBA, students must meet each of the following:

#### 1. Education Requirement

Acceptable 3 or 4-year undergraduate degree in any discipline with a minimum B average (GPA of 3.00 on a scale of 4.00) in the last 60 credits.

#### 2. Language Requirement

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 100 with not section below (IBT), or
- IELTS of at least 7.0 (all bands), or TRU ENGL 1100 and CMNS 1290 with a B (GPA of 3.00 on a scale of 4.0) or higher.

### 3. Quantitative and Computing Skills Requirement

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); see [page 13](#)

### DIPLOMA 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 receive course waiver or transfer credit for 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 3.00) or higher in the corresponding undergraduate or graduate course(s) to be exempted. Students can apply for PLAR credit in any course but it cannot be used to meet the program residency requirements.

### GRADUATION REQUIREMENTS

The minimum passing grade in each course is a grade of B-. To graduate, students must maintain an overall program GPA of 3.00.

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



# Business and Management Studies

## 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 as the program is offered both on-campus and online, 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: Course-Based, Graduate Thesis or Graduate Project.

### LEARNING OPTIONS

The MBA program can be completed on a part-time or full-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 Diploma in Business Administration, with a GPA of 3.00 or higher, or course waiver or transfer credit for the courses by the MBA Committee

### RESIDENCY REQUIREMENTS

A minimum of 21 TRU credits (distance or on-campus); see [page 13](#)

## DEGREE REQUIREMENTS

### Core Knowledge 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 receive transfer credit for 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 3.00) or higher in the corresponding graduate course(s). Students can apply for PLAR in any course but it cannot be used to meet the program residency requirement. PLAR may not be allowed in all courses.

## GRADUATION REQUIREMENTS

Students who successfully complete each course or are exempted will be awarded an MBA. The minimum passing grade in each course is B-. Students must maintain an overall program GPA of 3.00 in order to graduate.

Students 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.

# Notes

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# Education and Social Work

## Overview

TRU-OL's Education and Social Work department offers a wide array of distance and online courses and programs. Choose from entry- or graduate-level courses to certificate and Masters programs. TRU-OL's Education and Social Work courses and programs provide you choice about where you want your career to go and the momentum to get you there.

Once admitted to a program, you will be assigned a Program Advisor who will answer your questions and provide you with a program plan to guide you through your studies.

While you can choose from many TRU-OL courses to fulfill your program requirements, it is also possible to access college and university transfer courses from other recognized post-secondary institutions. Visit British Columbia Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to view course options.



### PLAR

Requirements for some Education and Social Work programs may be met with credits earned through prior learning assessment and recognition (PLAR). For more information see [page 15](#) or visit:

[tru.ca/distance/plar-ol](http://tru.ca/distance/plar-ol)



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[tru.ca/distance/register/registernow.html](http://tru.ca/distance/register/registernow.html)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvic.ca/apply/LOP.php](http://www.cvu-uvic.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.



### Contact: Student Services

See the **inside front cover**.

# Education and Social Work

## Executive Program for Leadership in Education

The Executive Program for Leadership in Education is non-credit and designed for experienced principals, assistant superintendents and superintendents who want to grow their careers and develop expertise in executive leadership.

Developed in partnership between the TRU School of Education and the British Columbia School Superintendents Association (BCSSA), this program provides practically proven and theoretically informed learning opportunities to enhance the unique perspective of senior leadership within BC school districts. It is ideally suited to those who wish to have a better understanding of the particular issues facing senior education officials in the province and offers opportunities to explore current problems of practice with experienced leaders.

### MODULES

- Communications and community relations\*
- HR development and management\*
- Introduction to Executive Leadership (this module is mandatory)
- Leadership and district culture\*
- Leading learning\*
- Policy and governance
- Organizational leadership\*

\*Currently in development.

Each module is developed and overseen by senior researchers and practitioners. A coach with practical leadership experience can be assigned to work with students who make the request. Students also have access to peer groups using communities of practice that offer the opportunity to learn from the experiences and knowledge of other senior leaders, thus growing professional networks.

Only one module is mandatory; students are able to select all other modules they are interested in and that are applicable to their interests and profession. Modules are also primarily online, which means students do not necessarily have to travel or use work time to complete the program.

## 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 online education.

If you are a BC teacher, this certificate gives you the opportunity to achieve an additional 15 credits above your 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

Applicants must have one of the following:

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

The program is applicable to practising teachers and post-secondary instructors, including online faculty members.

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS

15 credits total, with a GPA of 3.00 over all courses required to complete this credential, 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)

You must maintain a minimum GPA of 3.00 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.

# Education and Social Work

## Social Service Worker Certificate

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. See WorkBC at [www.workbc.ca](http://www.workbc.ca) for employment trends and opportunities information.

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. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at [bccat.ca](http://bccat.ca) and/or contact the Program Coordinator for more information about Bachelor of Social Work requirements.

**Note:** 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.

Non-program students may register in all SOCW and HUMS courses, excluding the field practicum course HUMS 1671, *Social Welfare Field Practicum*.



PLAR applies (see [page 15](#))

## ADMISSION REQUIREMENTS

English proficiency requirement may be fulfilled in one of three ways:

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 the voluntary TRU-OL Language and Writing Assessment/English Assessment with First Nations Content or the Language Proficiency Index (LPI) (a writing level score of 5 or 6 exempts students from ENGL 0661).

ENGL 0661, *Written Communication* (3) or equivalent, with a grade of 73% or higher.

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

Complete the online application at [tru.ca/distance/register/registernow](http://tru.ca/distance/register/registernow) and complete the Social Service Worker Certificate Application form at [tru.ca/distance/programs/health-science/social-service-worker-certificate.html](http://tru.ca/distance/programs/health-science/social-service-worker-certificate.html).

Phone interview with the Program Coordinator.

## ADMISSION RECOMMENDATIONS

Completion of a Grade 12 program or the Adult Graduation Diploma

## ADDITIONAL REQUIREMENTS

A criminal record check (CRC) (see [page 78](#))

## RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

## CERTIFICATE REQUIREMENTS

33 credits total, with a GPA of 2.0 for each course required for the credential, as follows:

# Education and Social Work

## Core Knowledge Requirements (27 credits)

A university-level English course, such as ENGL 1101, *Composition* (3)

SOCI 1111, *Introduction to Sociology I* (3)

SOCW 2061, *An Introduction to Social Work Practice* (3)

HUMS 1541, *Interpersonal Communications and Helping Relationships* (3)

HUMS 1581, *Introduction to Professional Human Service Practice* (3)

HUMS 1611, *Interviewing Skills for Human Service Practice* (3)

HUMS 1771, *Introduction to First Nations Studies and Human Service Practice* (3)

SOCW 2121, *Social Welfare in Canada* (3)

SOCW 3551, *Human Development* (3)

## Practicum Requirement (6 credits)

HUMS 1671, *Social Service Field Practicum* (6)

Students must also participate in this 210-hour practicum in a social service setting. To be eligible for the practicum, a grade of C or higher is required in each core knowledge 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: Program Coordinator

To begin the process of obtaining a practicum, contact the Program Coordinator, who gives final approval to practicum placement arrangements. Also, find out how credits from this certificate can transfer to TRU's Social Services Worker or Human Service diplomas or a degree in social work.

Contact the Program Coordinator at:

[OLsocialwork@tru.ca](mailto:OLsocialwork@tru.ca)

## Graduate Certificate in Child and Youth Mental Health

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 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.

Students who successfully complete the program can ladder into master's programs at other universities. Students are advised to discuss this option with the institution they plan to apply to.

**Note:** This certificate program is available only to applicants residing in Canada, unless approved by the Program Coordinator.



PLAR applies (see [page 15](#))

## 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



# Education and Social Work

## Additional Requirements

After applying to the program online at [tru.ca/distance/register/registernow](http://tru.ca/distance/register/registernow), the following must be completed:

Official transcripts must be sent directly to TRU-OL Admissions from the delivering institution.

Program fee, Admissions Checklist and Personal History form must be submitted.

Consent to Criminal Record Check (CRC) (see [page 78](#)) must be granted.

## RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance; this program is not offered on campus); see [page 13](#)

## Graduate Certificate Requirements (15 credits)

Students must receive a GPA of 3.0 or higher in all of the following courses:

CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3)

CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3)

CYMH 5531, *Intervention in Child and Youth Mental Health* (4)

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

**Note:** CYMH 5511 is a prerequisite for CYMH 5521 and 5531. All theory courses must be successfully completed before registering for CYMH 5541, *Clinical Internship and Capstone*.



## CYMH 5541, Clinical Internship and Capstone

Students must pass all theory courses with a GPA of 3.0 or higher in order to take CYMH 5541, *Clinical Internship and Capstone*.

The program coordinator arranges an appropriate internship with input from the student.

The internship is based on availability and resources in the community the student selects.

The student must complete in full and submit a Consent to Criminal Record Check form to the program assistant and to the agency providing the internship. A satisfactory criminal record check is required in order for the student to secure a field placement.

A clinical internship consists of a total of 210 hours and can be completed on a part-time or full-time basis.

Some students may need to relocate at their own expense to complete an internship, if suitable service agencies are unavailable near their home or in a nearby community.

Acceptance into the certificate program does not guarantee that students are placed into an internship.

## PROGRAM COMPLETION

It is recommended that students take courses one at a time in their sequential order. All theory courses must be successfully completed before registering for an Internship.

If a particular course is full, approved applicants may put their name on a wait-list. If a space becomes available, approved applicants are contacted prior to the registration deadline.

To stay in good standing with the program, students must take a minimum of one course every year. Students typically complete the certificate program within two years.

Complete registration information about courses delivered by TRU-OL, including course completion, course materials, and course packages, is provided on this website.

# Education and Social Work

## NON-PROGRAM/PROFESSIONAL DEVELOPMENT OPTION

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.



### Criminal Record Check (CRC)

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



### Contact: Program Coordinator

Contact the Program Coordinator at:

[OLsocialwork@tru.ca](mailto:OLsocialwork@tru.ca)

## Master of Education

TRU's M.Ed. is designed for Canadian and international education or counselling professionals who want to move into leadership and research roles within the education, health care, private or government sectors. Three areas of study are available including Counselling, Curriculum and Educational Leadership. You also have the option of completing the program through a capstone, final project or thesis\*. The M.Ed. can be taken online, on-campus or a combination of both, on a part-time or full-time basis.

Please visit the M.Ed. website at

[www.tru.ca/edsw/education/master\\_education](http://www.tru.ca/edsw/education/master_education) for more information.

\*If you wish to complete the M.Ed. fully online, you must complete the program through the Capstone Seminar, EDUC 5281. Please note, the counselling area of study is not available for fully online completion.

**Note:** Students who do not want to complete the program fully online but are interested in taking some online courses can transfer their online courses to the on-campus M.Ed. program. Contact the Education Advisor at [edadvising@tru.ca](mailto:edadvising@tru.ca) or call 250-377-6048 for more information.

## OPEN LEARNING MASTER OF EDUCATION COURSES

Interested in trying a few Master of Education courses but not sure you are ready to commit to the entire program? Through Open Learning, you can take up to seven online courses (some exclusions apply; contact the program advisor at [edadvising@tru.ca](mailto:edadvising@tru.ca) for more information) without being enrolled in the M.Ed. program.

**Note:** You must meet the M.Ed. admission requirements in order to enrol in any online M.Ed. course. In order to complete the registration process for online M.Ed. courses, you will be required to submit official transcripts or a letter of permission from your home institution.

### REQUIRED CORE COURSES:

EDUC 5011, *Research Methods* (3)

EDUC 5041, *Diversity: Constructing Social Realities* (3)

# Education and Social Work

## Educational Leadership Electives:

- EDUC 5021, *Philosophy and History of Education* (3)
- EDUC 5401, *Principles and Processes of Educational Leadership* (3)
- EDUC 5421, *Legal Issues in Education* (3)
- EDUC 5441, *Understanding and Managing Conflict* (3)
- EDUC 5461, *Educational Management* (3)

## Curriculum Electives:

- EDUC 5021, *Philosophy and History of Education* (3)
- EDUC 5031, *Curriculum, Teaching and Learning* (3)

## Counselling Electives:

- EDUC 5501, *Introduction to Counselling Skills* (3)\*
- EDUC 5511, *Theories in Counselling* (3)\*
- EDUC 5521, *Assessment and Evaluation in Counselling* (3)\*
- EDUC 5551, *Introduction to Secondary School Counselling* (3)\*
- EDUC 5561, *Career Counselling and Development* (3)\*

## Other Electives:

- EDUC 5601, *Research Institute - Language, Culture and Community* (3)
- EDDL 5101, *Education 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)

## EXIT OPTION:

- EDUC 5281, *Capstone Seminar* (3)\*\*

\*Must be enrolled in a Master of Education program to take this course.

\*\*Must be enrolled in TRU's Master of Education program to take this course. Students completing the M.Ed. fully online must take this course to exit the program.

**Note:** Each EDUC and EDDL course is paced and has a specific start and end date. Start dates are usually in January, May and September, subject to availability. Registration deadlines apply.

Register here for all Open Learning M.Ed. courses. Please don't hesitate to contact OL Enrolment Services Officers for further assistance at 1.800.663.9711 (toll-free).



"TRU-OL provided the opportunity I needed to get back to my degree."

Samara S.

More about Samara and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Notes

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## Overview

General studies programs offer a multidisciplinary approach to education, allowing you to study a plethora of subject matter from the arts, science and social science to the humanities. Follow your passions and create your own program by choosing from a wide range of courses that will fulfill your general studies requirements.

Once admitted to a General Studies program, you will be assigned a Program Advisor who will answer your questions and provide you with a program plan to guide you through your studies.

While you can choose from many TRU-OL courses to fulfill your program requirements, it is also possible to access college and university transfer courses from other recognized post-secondary institutions. Visit British Columbia Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to view course options.

Plan ahead by taking courses towards your General Studies credential that can later be applied towards another TRU-OL program. Consult with your Program Advisor to ensure you take the correct courses to meet your educational goals and fulfill specific requirements.



### PLAR

Requirements for some General Studies programs may be met with credits earned through prior learning assessment and recognition (PLAR). See PLAR on [page 15](#).



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/ Admission form at:

[www.cvu-uvc.ca/apply/LOP.php](http://www.cvu-uvc.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.



### Contact: Student Services

See the **inside front cover**.

# General Studies

## Certificate in General Studies

The Certificate in General Studies program allows you to select almost any combination of lower- and upper-level courses, although some specific requirements must be met.

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



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### 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 credit, 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.

## Diploma in General Studies

The Diploma in General Studies program allows you to select almost any combination of lower- and upper-level courses, although some specific requirements must be met.



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 9 TRU credits (distance or on-campus); see [page 13](#)

### DIPLOMA REQUIREMENTS

60 credits of college or university courses or a combination of college and university courses, including a minimum of 21 courses numbered 2000 and above.

30 credits may be applied credit, 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, allowing you to create your own program.

You may ladder a two-year diploma program from Canadian community colleges and university colleges or a BC associate degrees into the Bachelor of General Studies program.



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, with a GPA of 2.00 or higher over all courses required to complete the credential, as follows:

#### Core Knowledge Requirements (6 credits)

6 credits in English (university-level composition and literature), excluding technical and business writing courses

#### Upper-Level Requirements (45 credits)

15 credits may be applied credit, such as fine and performing arts studio courses and technology courses.

#### Elective Requirements (69 credits)

May be lower- or upper-level credits.

60 credits may be applied credit, 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.



More about Michael and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Notes

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## Overview

The Health and Human Services programs offered online and by distance through TRU-OL provide a multitude of directions for your career path. Whether you wish to enter the field of Health Care directly from graduation or use your education to help advance your career, there is a TRU-OL program that can help you on your journey.

TRU-OL offers many courses for program requirements. However, you may need to take distance education courses offered by other post-secondary institutions and then transfer the credits to your TRU-OL program. Refer to the British Columbia Council on Admissions and Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) for further information.

When you are admitted to a TRU-OL program, you are assigned a Program Advisor, who will provide you with a program plan to guide you through your studies.



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/ Admission form at:

[www.cvu-uvic.ca/apply/LOP.php](http://www.cvu-uvic.ca/apply/LOP.php)



### Criminal Record Check, Practicum and Vaccination

If you are admitted to a Health and Human Services program that has a laboratory or clinical practicum component, you must request a criminal record check (CRC) and submit it to TRU-OL, along with confirmation of a clinical practicum placement. An additional CRC may be required by the agency providing the placement. Please note that if you are applying for the Medical Laboratory Assistant Certificate, you must also submit proof of your Hepatitis B vaccination to TRU-OL.

Forms are available from Student Services and on the Student Forms page at:

[www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms)



### 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



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.

In most locations, it is your responsibility to locate and arrange your own clinical practicum placement. It is the your responsibility to determine if current employment trends in your region meet your personal needs.

Also, if you are an out-of-province (BC) student, for your personal protection you must confirm there is workplace insurance coverage in your home province or territory with regards to your clinical practicum placement. TRU provides liability coverage for students on unpaid practicum placements; however, workplace safety insurance varies by province.

# Health Sciences

## Medical Laboratory Assistant Certificate

The Medical Laboratory Assistant (MLA) Certificate program consists of five theory courses, a five-day workshop and a clinical practicum that is conducted at a hospital under criteria developed by TRU. Combined, these provide the theory and skills required for graduates to function as Medical Laboratory Assistants in hospitals or private clinical laboratories. This program leads to rewarding employment in health care settings.

You will have a maximum of 30 weeks to complete each course and an overall maximum of two years to complete the entire Certificate program. However, you are encouraged to complete the program in under one year. The entire program is equivalent to 20 to 24 weeks of full-time study. Please note that no extensions are granted to the program timeframe.

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

### ADMISSION REQUIREMENTS

Candidates for this program must submit proof of:

- Grade 12 or equivalent. BC high school transcripts can be ordered online through the BC Ministry of Education. The original transcript must be sent directly to TRU-OL from the Ministry or School District.
- Basic computer skills with typing at 40 words per minute. Contact the TRU Assessment Centre at [assess@tru.ca](mailto:assess@tru.ca) to arrange a supervised typing test.
- Confirmation of a clinical practicum placement.

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

### ADDITIONAL REQUIREMENTS

- A criminal record check (CRC).
- Hepatitis B vaccination (HPV).
- A HepB Blood Panel test for those previously vaccinated (to ensure immunity from future infection). This test result can be faxed from the doctor's office to TRU-OL Admissions.

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS (18 CREDITS)

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) (complete prior to laboratory practicum)

MDLB 1721, *Laboratory Practicum - Evaluation of Competencies* (3)

For MLA Workshop dates, refer to the Workshop Schedule at:

[www.tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop.html](http://www.tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop.html)

### OPTIONAL COURSE

MDLB 1611, *Pre-Analytical Histopathology* (3)

## Medical Laboratory Assistant National Certificate

The program is accredited by the Canadian Medical Association (CMA).

Graduates of the TRU-OL Medical Laboratory Assistant National Certificate program are eligible to write the Canadian Society for Medical Laboratory Science national exam for Medical Laboratory Assistants.

This program consists of five theory courses and a clinical practicum that is conducted at a hospital under criteria developed by TRU. Combined, the courses and practicum provide the theory and skills required for graduates to function as Medical Laboratory Assistants 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.

Participants have a maximum of 30 weeks to complete each course and an overall maximum of two years to complete the program. However, students are encouraged to complete the program in under one year. Extensions are not granted for this program.

**Note:** The Medical Laboratory Assistant (MLA) National Certificate program is available to students in provinces outside of BC.

### ADMISSION REQUIREMENTS

Applicants to this program must submit proof of:

- Grade 12 or equivalent. High school transcripts can usually be ordered online through the provincial Ministry of Education. Original transcripts must be sent directly to TRU-OL from the Ministry or School District.
- Basic computer skills with typing at 40 words per minute. Contact the TRU Assessment Centre at [assess@tru.ca](mailto:assess@tru.ca) to arrange a supervised typing test.
- Confirmation of a clinical practicum placement.

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

### ADDITIONAL REQUIREMENTS

- A criminal record check (CRC).
- Hepatitis B vaccination (HPV).

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS (18 CREDITS)

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)

### OPTIONAL COURSE

HLTH 1141, *Introduction to Electrocardiography* (3)



#### Student Responsibility

You are responsible for your own funding as the Medical Laboratory Assistant National Certificate is not eligible for full- or part-time loan or grant funding through the Canada Student Loan programs. However, funding may be available through other government or private sources.



#### Contact: OL Program Administrator, Science

For more about the MLA Certificate, MLA National Certificate, Polysomnography Certificate or Anesthesiology Assistant Post-Diploma, contact:

OL Program Administrator, Science  
1-877-664-4094

# Health Sciences

## Polysomnography Certificate

The Polysomnography Certificate program is approved by the Board of Registered Polysomnographic Technologists (BRPT) as a STAR (sleep technology approved research)-designated focused education provider. This allows graduates to write the Certified Polysomnographic Technician (CPSGT) exam under Pathway 3 eligibility. Program graduates with nine months' work experience can write the RPSGT exam under Pathway 4.

For specific eligibility criteria to write these certification examinations, see the Board of Registered Polysomnographic Technologists at:

**[www.brpt.org](http://www.brpt.org)**

The CPSGT is an entry-level, time-limited certification earned by individuals new to the sleep field. Certificate holders must earn the Registered Polysomnographic Technologist (RPSGT) credential within three years or lose the CPSGT designation.

The program is designed to cover the theory required for EEG technologists, nurses and respiratory therapists pursuing careers in sleep medicine and polysomnography.

It consists of three theory distance education courses followed by POLY 3041, *Polysomnography Program Clinical Component*, which is a two-week practicum held at a Board-approved sleep facility in BC.

**Note:** Program capacity may be limited due to the availability of clinical placements. The Polysomnography Certificate program, with the exception of clinical components, is available to applicants residing inside or outside of Canada.

## ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

A criminal record check (CRC) (see [page 85](#))

## ADMISSION RECOMMENDATIONS

A diploma in a health profession or an equivalent is strongly recommended

## RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

## CERTIFICATE REQUIREMENTS (12 CREDITS)

POLY 3011, *Polysomnography Sleep and Sleep Disorders* (3)

POLY 3021, *Polysomnography Instrumentation* (3)

POLY 3031, *Principles of Polysomnography* (3)

POLY 3041, *Polysomnography Program Clinical Component* (3)



## Anesthesia Assistant Post-Diploma

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. Anesthesia Assistants, according to the CAS designation, 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, along with the support of a TRU-based instructor, following criteria developed by TRU.

**Note:** This program is available to applicants who reside in Canada. Select courses are available to applicants outside Canada.

### ADMISSION REQUIREMENTS

TRU-OL requires that every student provide the following documentation to OL Admissions prior to entering the program:

- Proof of professional licensure as a RRT or RN in Canada or equivalent.
- A letter of sponsorship and commitment from an Anesthesia Department to deliver the clinical placement, typically the student's current place or employment. More than one clinical site may be required to fulfill all required competencies.
- Résumé detailing education and clinical work experience.
- Current Emergency Cardiac Care [Advanced Cardiac Life Support (ACLS) Certification] required before starting the clinical.

In addition, prior to being placed in a clinical practicum site, students must have:

- Written the placement exam to determine whether support courses need to be taken.
- Passed all required courses.
- Discussed the requirements of the clinical placement with the Open Learning Faculty Member and the Clinical Preceptor.



### Student Responsibility

It is the sole responsibility of the student to find a clinical practicum placement affiliate, such as a hospital, willing to undertake the training with the student. The affiliate must meet specific requirements before a student is allowed begin the practicum. Refer to the Clinical Affiliation page at:

[www.tru.ca/distance/programs/health-science/anesthesia-assistant/clinical-affiliation](http://www.tru.ca/distance/programs/health-science/anesthesia-assistant/clinical-affiliation)

### RESIDENCY REQUIREMENTS

A minimum of 9 TRU credits (distance or on-campus); see [page 13](#)

### REQUIRED COURSES

#### Placement Exam

ANES 0011, *Anesthesia Assistant Placement Exam* (0)

Those applicants who pass all subject areas of the exam directly enter and complete the theory components of the program, the support and core courses, prior to their clinical practicum placement.

Those who do not pass all subject areas of ANES 0011 must either take the corresponding course(s) that relates to any failed subject areas or else take all four support courses.

# Health Sciences

## Support Course Requirements (12 credits)

HLTH 2511, *Introduction to Pharmacology* (3)

HLTH 2573, *Arterial Blood Gases* (3)

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

RESP 2161, *Mechanical Ventilation* (3)

## Core Course Requirements (20 credits)

ANES 4001, *Anesthesia Equipment* (3)

ANES 4003, *Airway Management* (3)

ANES 4005, *Anesthesia and Adjunct 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 4061, *Anesthesia Assistant Professional Practice* (1)

ANES 4071, *Research Skills for Anesthesia Assistants* (1)

Following successful completion of all support and core courses, students complete the full-time clinical practicum (ANES 4101).

To proceed to the clinical practicum, students must have current Advanced Cardiovascular Life Support (ACLS) certification. Proof of this certification must be submitted to the Program Administrator, Science, before registration in ANES 4101.

## Clinical Practicum (9 credits)

ANES 4101, *Clinical Anesthesia* (9)

The length practicum length is approximately 16 weeks, depending upon the student's previous experience as an Anesthesia Assistant.

## 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.



*"Having the Bachelor of Health Science from TRU-OL allows me to consider other paths both within and outside of my profession."*

**Susan J.**

**Bachelor of Health Science graduate**

More about Susan and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

## 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 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

Graduation from Grade 12 is strongly recommended

Principles or Foundations of Math 11, CHEM 12, BIOL 12, ENG 12 and PHYS 11 (all with C+ average) or equivalent are strongly recommended

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS

24-25 credits, as follows:

#### Core Knowledge Requirements (22 credits)

BIOL 1593, *Anatomy and Physiology I* or campus-based BIOL 1590 (3)

BIOL 1693, *Anatomy and Physiology II* or campus-based BIOL 1690 (3)

ENGL 1101, *Composition* or campus-based ENGL 1100 (3)

HLTH 2501, *Pathophysiology* (4)

HLTH 2511, *Introduction to Pharmacology* (3)

PSYC 1111, *Introductory Psychology I* or campus-based PSYC 1110 (3)

One of:

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

PSYC 2101, *Statistics in the Social Sciences* (3)

STAT 1201, *Introduction to Probability and Statistics* or campus-based STAT 1200 or STAT 2000 (3)

#### Elective Requirements (2-3 credits)

One only of either:

- Current Emergency Medical Responder (EMR) certification offered by the Justice Institute: 105 hours/15 days full-time, calculated using TRU policy ED 8-0 or equivalent (2)

OR

- One of MATH 1101, *Finite Math*; PSYC 1211, *Introductory Psychology II*; ENGL 1101, *Composition*; or an alternate course approved by a Program Advisor (3)



#### Advanced Care Paramedic Program

The following program requirements 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, *Pathophysiology* (4)

HLTH 2511, *Introduction to Pharmacology* (3)

ENGL 1101, *Composition* (3)

# Health Sciences

## 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 15](#))

### 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 HLTH (health) courses delivered by TRU-OL, such as HLTH 3101, 4011, 4021, or equivalent toward completion of the residency requirements; see [page 13](#)

## DEGREE REQUIREMENTS

120 credits total (including at least 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

### Lower-Level Requirements

6 credits in first-year English (university-level composition and literature), such as ENGL 1001 or ENGL 1011 or ENGL 1101, **Composition**, if not granted as part of the 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, such as HLTH 3501 or an approved upper-level equivalency

6 credits in HLTH 3101, 4021 or 4011

### Elective Requirements

At least 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 amount of transfer credit

**Note:** Academic electives are courses 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 transfer credit are not 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.



### Contact: Student Services

See the **inside front cover**.

## 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.



### 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.

## 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 91), which provides general educational breadth and specific health related content required or recommended for entry into many health care programs.



Contact: Student Services

See the **inside front cover**.



More about Nicole and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Notes

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## Overview

The Nursing programs offered online and by distance through TRU-OL provide you with exciting options for your career path. Whether you are just starting off in nursing or returning to your past practice, there is a program for you.

TRU-OL offers many courses for program requirements. However, you may need to take distance education courses offered by other post-secondary institutions and then transfer the credits to your TRU-OL program. Refer to the British Columbia Council on Admissions and Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) for further information.

When you are admitted to a TRU-OL program, you are assigned a Program Advisor, who will provide you with a program plan to guide you through your studies.



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvic.ca/apply/LOP.php.html](http://www.cvu-uvic.ca/apply/LOP.php.html)



### Student Forms: CRC, Vaccination and Practicum

If you are admitted to a Nursing program that has a laboratory or clinical practicum component, you must request a criminal record check (CRC) and submit it to TRU-OL. You must also submit proof of your Hepatitis B vaccination and confirmation of a clinical practicum placement.

**Note:** An additional CRC may be required by the agency providing the placement.

Forms are available from Student Services and on the Student Forms page at:

[www.tru.ca/distance/services/forms](http://www.tru.ca/distance/services/forms)



### 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



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals.

If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply a course toward a credential.

If the course can be used toward the credential, you will be required to pay the transcript assessment fee.

## Health Care Assistant Certificate

The Health Care Assistant (HCA) Certificate program prepares individuals to work in both residential care and community settings. It is based on core values and beliefs that are foundational to HCA practice:

- 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.
- 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. In addition, the lab skills course is offered three times a year (April, August and December) at TRU's Kamloops campus over a five-day period: HLTH 1155, *Personal Care and Assistance (Skills Practicum)*. The first practice course, HLTH 1301, *Practice Experience in Multi-Level or Complex Care*, is a face-to-face course; students join an existing campus-based practicum course. The second practice course, HLTH 1251, *Home Support and Assisted Living (Practice)*, is a preceptored course.

This program meets the requirements for registration with the BC Care Aid Registry.

**Note:** This program, with the exception of practicum components, is available to applicants residing inside or outside Canada.



PLAR applies (see [page 15](#))

## Admission Requirements

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

- 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.
- English Language Competency Requirement for non-native English speakers as per the BC Care Aide Registry Requirements ([www.cachwr.bc.ca/Home.aspx](http://www.cachwr.bc.ca/Home.aspx)).
- Ability to use the computer and Internet at a basic skill level.

## ADMISSION RECOMMENDATIONS

Volunteering in a residential care facility, especially with seniors, is strongly recommended.

Discussion with a home support worker.

## ADDITIONAL ADMISSION REQUIREMENTS

Upon formal program admission but prior to enrolment in any lab or practicum courses, the following requirements must be met:

- A criminal record check (CRC) (see [page 95](#)).
- A signed Health Status Declaration form.
- Standard First Aid.
- CPR Level C (or equivalent) or CPR-HCP Certificate within the last two years.
- An up-to-date immunization record (required for the practicum).
- A Food Safe Certificate Level 1.
- Proof of current WHMIS (Workplace Hazardous Materials Information System) 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 1301

## CERTIFICATE REQUIREMENTS

26 credits total, with a grade of 70% or higher on the final exam and overall in each of the following courses:

- HLTH 1001, *Health 2: Lifestyle and Choices* (2)
- HLTH 1011, *Health and Healing: Concepts for Practice* (3)
- HLTH 1051, *Health 1: Interpersonal Communication* (3)
- HLTH 1101, *Health Care Assistant: Introduction to Practice* (3)
- HLTH 1153, *Personal Care and Assistance* (Lab Theory) (3)
- HLTH 1155, *Personal Care and Assistance* (Lab Practice) (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)



### Practicum and Practice Courses

Students may enrol in theory courses only; they will not be formally admitted to the program until all admission requirements have been met. Once students have met these requirements, they may enrol in practicum courses.

Practicum courses 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 lab courses, practicum courses and activities such as uniforms, travel, housing and food.

Practicum courses may be limited by geographic location, time of year, space and enrolment. Practica placements cannot be guaranteed in the student's home region.



### HLTH 1155

This course must be taken in Kamloops prior to other practicum courses and activities. Beginning December 2016, HLTH 1155 will change to a total of 75 hours of practice in the lab and practice setting over two weeks. The change has been made in order to meet the BC Care Aide and Community Worker Registry 2015 BC Provincial Curriculum.



### HLTH 1301

Applicants may be required to complete HLTH 1301 in Kamloops in an instructor-led group if the applicant has no experience in a residential care facility. This course may be completed in one of two ways:

1. Join a TRU campus HCA cohort offered in Kamloops, Williams Lake and region (availability dependent upon vacant seats in the face-to-face program). Courses typically begin in January and May, but can occur at other times throughout the year.
2. Join a public post-secondary institution HCA equivalent practice course (located throughout BC and as space permits). View a list of approved educational institutions in BC that offer recognized HCA programs at:

[www.cachwr.bc.ca/About-the-Registry/List-of-HCA-programs-in-BC.aspx](http://www.cachwr.bc.ca/About-the-Registry/List-of-HCA-programs-in-BC.aspx)



### Contact

OL Admissions at [OLAdmissions@tru.ca](mailto:OLAdmissions@tru.ca) for additional information.



### Student Responsibility

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are appropriate for their program of study and educational goals. Students who proceed without approval may find that a course does not meet program requirements; as a result, students may be subject to transcript reassessment fees.

## Seniors Living Management Certificate

The Seniors Living Management Certificate program, developed through collaboration between Thompson Rivers University (TRU) and the BC Seniors Living Association (BCSLA), provides knowledge and skills in the areas of management, labour relations, residential site operations, healthy aging and nutrition in the owning and operating of residences for active seniors.

As the population continues to age, so too does the demand for quality residences for this demographic. Learners have a unique opportunity to join the evolving seniors care market in BC and be rewarded by responding to the residential needs of active and vibrant older people.

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](http://www.bcsla.ca)) works with Independent and Assisted Living providers to form and strengthen vital resident-responsive communities that foster independence and freedom of choice for seniors who have a proactive approach to health and wellness.

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



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

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

### ADMISSION RECOMMENDATIONS

Experience working or volunteering with active seniors

### ADDITIONAL ADMISSION REQUIREMENTS

A criminal record check (CRC) (see [page 95](#))

## RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

## CERTIFICATE REQUIREMENTS

23 credits total, with a GPA of 2.00 or higher over all courses required for the credential, as follows:

- MNGT 1211, *Management Principles and Practices* (3)
- MNGT 2131, *Motivation and Productivity* (3)
- HRMN 2821, *Human Resource Management*
- Any approved human resource management course:
  - HLTH 1021, *Nutrition for Health and Changing Lifestyles* (3)
  - HLTH 3711, *Healthy Aging: A Contemporary Perspective* (3)
  - HLTH 3713, *Seniors Residential Site Operations* (5)
  - HLTH 2707, *Seniors Living Observational Practicum* (1)
  - HLTH 3707, *Seniors Living Project Practicum* (2)



### 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 may enrol in theory courses only and will not be formally admitted to the program until all admission requirements have been met. Once students have met these requirements, they may enrol in practicum courses.

Practicum courses 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 lab courses, practicum courses and activities such as uniforms, travel, housing and food.

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are appropriate for their program of study and educational goals. Students who proceed without approval may find that a course does not meet program requirements; as a result, students may be subject to transcript reassessment fees.

## Return to Registered Nurse Practice Certificate

The Return to Registered Nurse Practice Certificate program is designed to provide educational access to non-practising nurses and support their re-entry into professional practice.

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 in order to gain reinstatement 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 are required by the CRNBC to complete courses or a program of study in order to gain reinstatement of licensure or initial registration in BC.

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

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 in any term they choose once their program application has been approved.

This program was developed for Registered Nurses (RNs) with prior Canadian work experience and may not be suitable for all IENs. IEN candidates may be required to complete additional coursework or individualized prerequisites, such as working in the Canadian health care system.

**Note:** This program, with the exception of clinical components, is available to applicants residing inside or outside of Canada, providing that they have previous registered nurse experience.

## 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.
- A signed Requisite Skills and Abilities form: Indicate that the CRNBC brochure was read and understood.
- Assessment interview: Following the submission of the application and 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 the program has adequate space.

## ADDITIONAL ADMISSION REQUIREMENTS

A criminal record check (CRC) (see [page 95](#))

## RESIDENCY REQUIREMENTS

A minimum of 8 TRU credits (distance or on-campus); specifically, NURS 3641, 3643 and 3651; see [page 13](#)

The lab course NURS 3643 must be completed before the practicum course NURS 3651.

## CERTIFICATE REQUIREMENTS

### Core Course Requirements

Certificate completion within three years of initial course enrolment.

17 credits total, with a GPA of 2.33 over all courses required to complete the credential, as follows:

- 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)

### Practicum Course Requirements

Prior to registering in NURS 3651, students must submit:

- An up-to-date immunization record.
- Proof of current WHMIS (Workplace Hazardous Materials Information System) training.
- A Practice Placement Request form.
- A resumé.
- Proof of current CPR Level C or CPR-HCP (Health Care Provider) training.

## Additional Requirements

An additional 3 credits may be required for the certificate, depending upon the individual student assessment and recommended plan by the School of Nursing advisor.

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



### Student Responsibility

Students may enrol in theory courses only and will not be formally admitted to the program until all admission requirements have been met. Once students have met these requirements, they may enrol in practicum courses.

Practicum courses 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 lab courses, practicum courses and activities such as uniforms, travel, housing and food.

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are appropriate for their program of study and educational goals. Students who proceed without approval may find that a course does not meet program requirements; as a result, students may be subject to transcript reassessment fees.

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.



## 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 95](#))
- Health Sciences Placement Network (HSPnet) Consent form
- Letter of assessment from CRNBC indicating eligibility for nurse licensure



*"Learning is never ending and being able to study at your own pace, with supportive tutors by your side, is an ideal way to achieve both career and educational goals."*

**Dawn P.**

More about Dawn and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Notes

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## Overview

When you are admitted to a Science program, you are assigned a Program Advisor who will answer your questions and provide you with a program plan to guide you through your studies.



### PLAR

Requirements for some Science programs may be met with credits earned through prior learning assessment and recognition (PLAR). See PLAR on [page 15](#).



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/ Admission form at:

[www.cvu-uvc.ca/apply/LOP.php](http://www.cvu-uvc.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.



### Contact: Student Services

See the **inside front cover**.



More about Dave and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Science

## 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 15](#))

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 9 TRU credits (distance or on-campus); see [page 13](#)

### ASSOCIATE DEGREE REQUIREMENTS

60 credits total of first- and second-year courses (including upper-level courses), with a GPA of 2.00 or higher over all courses required to complete this credential, 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).

## 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, you must consult with a Program Advisor before registering. Also, refer to the Directed Studies page at:

**[www.tru.ca/distance/programs/directed-studies](http://www.tru.ca/distance/programs/directed-studies)**

## 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 12](#))



PLAR applies (see [page 15](#))

## RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

# Science

## DEGREE REQUIREMENTS

120 credits total, with a GPA of 2.00 or higher over all courses required to complete this credential, 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 122](#)

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.

**Note:** 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 12](#))

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, with a GPA of 2.00 or higher over all courses required to complete this credential, 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 122](#)

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) including 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).

**Note:** 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.

# Notes

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NOTES

## Overview

The Technology programs offered online and by distance through TRU-OL provide you with exciting options for your career path. Whether you wish to enter the field of water treatment IT, or computing science, there is a TRU-OL program that can help you on your journey.

TRU-OL offers many courses for program requirements. However, you may need to take some distance courses offered by other post-secondary institutions and then transfer the credits to your TRU-OL program. Refer to the British Columbia Council on Admissions and Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) for further information.

When you are admitted to a TRU-OL program, you are assigned a Program Advisor, who will provide you with a program plan to guide you through your studies.



### PLAR

Requirements for some Science programs may be met with credits earned through prior learning assessment and recognition (PLAR). See PLAR on [page 15](#).



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvc.ca/apply/LOP.php](http://www.cvu-uvc.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.

## 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 including: municipalities, regional districts and industrial engineering firms.
- Environmental and ecological services.
- Laboratories (analysis).
- Water companies (utilities).
- 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 115](#)) or the Bachelor of Technology ([page 114](#)) 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](http://www.eocp.ca) for more information).



PLAR applies (see [page 15](#))

### ADMISSION REQUIREMENTS

Completion of BC Grade 12 (or equivalent) is required

Chemistry 11 and Math 11 (Foundations) are recommended

# Technology

## RESIDENCY REQUIREMENTS

At least 6 TRU credits of TRU coursework (distance or on-campus) for Level I, Level II and Level III certificates

At least 9 TRU credits (distance or on-campus) for the Water Treatment Diploma (see [page 13](#))

## CERTIFICATE AND DIPLOMA REQUIREMENTS

A grade of C or higher over each course is required to complete each Certificate level and the Diploma

### LEVEL I WATER TREATMENT TECHNOLOGY CERTIFICATE (15 CREDITS)

#### Admission Requirements

Completion of BC Grade 12 (or equivalent) is required  
Chemistry 11 and Math 11 (Foundations) are recommended

#### 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 I* (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)
- Note: 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 (30 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 (15 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)
  - One elective (3)
  - WTTP 2891, *Practicum II* (3)
- Note: 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.

## Certificate in Information Technology

The Certificate in Information Technology (IT) gives you the freedom to take a wide variety of IT courses offered by TRU (distance or on-campus) and by 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 54) 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 112) or the Diploma in Management Studies (page 58).

**Note:** Students planning to ladder into the Diploma in Information Technology and Management must take a minimum of 21 credits in approved IT or computing courses. Students planning to ladder into the Bachelor of Computing Science or a similar program, should consult with their TRU-OL program advisor to ensure they have the required courses. UVIC CMPT courses are not transferable to these credentials.

### ADMISSION REQUIREMENTS

Provincial Grade 12 Diploma or equivalent is recommended

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see page 13

### CERTIFICATE REQUIREMENTS

30 credits total, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

#### Core Knowledge Requirements (27 credits)

MNGT 1111, *Supervision*, MNGT 1211, *Management Principles and Practices* or approved equivalent (3)

ENGL 1101, *Composition*, CMNS 1291, *Introduction to Professional Writing*, CMNS 1811, *Business, Professional and Academic Composition* or an approved equivalent (3)

3 to 6 credits in introductory IT and/or computer courses, such as MIST 2611, *Management Information Systems I*, COMP 1131, *Computer Programming I*, COMP 1231, *Computer Programming II* or approved equivalent (3) (students with Microsoft MOS certification and/or other IT vendor certifications may be exempt 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 credits)

3-credit elective, not including XCMP courses; 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 111](#)). 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 58](#)) 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, including a minimum of 21 credits in IT or related courses (COMP, MIST, XCMP)

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 (e.g. 3 credits of ENGL or CMNS).

### RESIDENCY REQUIREMENTS

A minimum of 9 TRU credits (distance or on-campus); see [page 13](#)

### DIPLOMA REQUIREMENTS

30 additional credits total (not including the 30 credits transferring from the Certificate in Information Technology or equivalent), with a GPA of 2.00 or higher over all courses are required to complete this credential as follows:

#### Core Knowledge Requirements (12 credits)

ACCT 2211, *Financial Accounting* or approved equivalent (3)

ENGL 1101, *Composition*, CMNS 1291, *Introduction to Professional Writing* or CMNS 1811 *Business, Professional and Academic Composition* or approved equivalent (3)

MNGT 1111, *Supervision*, MNGT 1211, *Management Principles and Practices*, MNGT 2131, *Motivation and Productivity* or approved equivalent (3)

ORGB 2811, *Organizational Behaviour* or approved equivalent (3)

#### Elective Requirements (18 credits)

15 credits of approved IT and business electives. A minimum of 6 credits must be business electives (e.g. ACCT 2251, ACCT 2281, BLAW 2911, HRMN 2821, MKTG 2431)

3 credits or approved electives, which do not overlap with previous studies

Note: The overall 60 credits required for this Diploma must include a minimum of 6 ENGL or CMNS credits and 30 IT and/or computing credits.



## 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 15](#))

### 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); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, (including at least 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential, 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 introductory computer systems

3 credits in visual program design

COMP 2231, *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 an 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/or 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 4911, *Computing Science Project* (3)

3 credits in web design and programming

3 credits in database systems

3 credits in advanced software engineering

15 credits in computing

9 academic elective credits

# Technology

## 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 71](#)).

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

Applicants without university-level writing skills should enrol in a first-year English composition course, such as ENGL 1101, *Composition*.

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

## DEGREE REQUIREMENTS

63 credits total (including at least 45 upper-level credits), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

### Lower-Level Requirements (18 credits)

6 credits in composition and interpersonal communications [CMNS 1291, *Introduction to Professional Writing* or ENGL 1101, *Composition* (3)] and one communication studies course approved by a Program Advisor

3 credits in statistics [STAT 1201, *Introduction to Probability and Statistics* or equivalent (3)]

3 credits in organizational behaviour [ORGB 2811, *Organizational Behaviour* (3) or equivalent (3)]

6 credits in micro- and macro-economics (ECON 1901 and ECON 1951 or equivalent)

### Advanced Requirements (45 credits)

12 credits in business organization, teamwork and leadership

6 credits in economics, with an environmental and international focus

3 credits in organizational communications

3 credits in occupational health and safety [LEAD 3511, *Occupational Health & Safety Legislation and Standards* or equivalent (3)]

9 credits in specialized electives

3 credits in emerging technologies

3 credits in research methods [RSMT 3501, *Introduction to Research Methods* or equivalent (3)]

6 credits in project management [MNGT 4751, *Project Management* or equivalent (3)]

Reminder: All course selections must be approved by a Program Advisor.

## 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); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total (at least 45 of which must be upper-level), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

#### Core Knowledge 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, such as ENGL 1001, *Literature and Composition 1* or ENGL 1021, *Composition and Indigenous Literature in Canada 1* (3)]

3 credits in applied communications [e.g. CMNS 1291, *Introduction to Professional Writing*, CMNS 1811, *Business, Professional, and Academic Composition* ENGL 1101, *Composition* or approved equivalent (3)]

3 credits in computing science, such as MIST 2611, *Management Information Systems* (3)

3 credits in natural science (generally upper-level)

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

#### Core Leadership Requirements (18 credits)

3 credits in MNGT 1111, *Supervision* or MNGT 1211, *Management Principles*

MNGT 3731, *Leadership* (3)

BBUS 4135, *Motivation and Productivity* (3)

ORGB 4871, *Organizational Development and 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)
- MNGT 4711, *Decision Analysis* (3)
- BBUS 3631, *Open Communication: Effective Communication Skills* (3)
- BBUS 3671, *Contemporary Leadership* (3)
- MNGT 4751, *Project Management* (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:

- MNGT 3711, *Business Ethics and Society* (3)
- FNCE 2121, *Financial Management* (3)
- BBUS 3331, *Introduction to Production and Operations Management* (3)
- BBUS 3661, *Strategic Human Resource Management* (3)
- HRMN 3841, *Employee and Labour Relations* (3)
- BLAW 2911, *Commercial Law* (3)

Selection of other courses is subject to approval by the Program Advisor.

# Notes

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NOTES

## Overview

Whether you are just beginning your post-secondary studies or have already completed a credential and want to enhance your CV, TRU-OL's Tourism programs can help you meet your educational goals.



### PLAR

Requirements for some Tourism programs may be met with credits earned through prior learning assessment and recognition (PLAR). For more information see [page 15](#) or visit:

[www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)

Contact PLAR Advising at [PLAR\\_OL@tru.ca](mailto:PLAR_OL@tru.ca) or toll-free at 1-800-663-9711 (Kamloops & International) or 250-852-7000.



### Program Application

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form. Apply online at:

[www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow)



### Student Forms: Letter of Permission

As a program student, you will require a Letter of Permission (one per semester) before registering in any course outside of TRU-OL. The letter is available from Student Services or online at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). If your TRU-OL program and that of the transferring university are listed on the CVU-UVC website, you can use the CVU-UVC Letter of Permission/Admission form at:

[www.cvu-uvc.ca/apply/LOP.php](http://www.cvu-uvc.ca/apply/LOP.php)



### Student Responsibility

You are responsible for consulting with your Program Advisor to ensure that the courses you select are available and appropriate for your program of study and educational goals. If you proceed without approval from your Program Advisor, you may find that a course does not meet program requirements. Without such approval, you risk not being able to apply certain courses toward your credential. If the course can be used toward the credential, you will be required to pay the transcript assessment fee.



### Contact: Student Services

See the **inside front cover**.

## Event Management Certificate

The Event Management Certificate program is designed to help you acquire the skills necessary to plan and manage festivals and special events, upgrade skills for entering the workforce and meet your schedule as a full- or part-time learner.

Credit gained through this certificate can be applied toward a diploma in event management or the Bachelor of Tourism Management ([page 118](#)).

### ADMISSION REQUIREMENTS

Open admission (see the Admission section on [page 12](#))

Basic computer skills

### RESIDENCY REQUIREMENTS

A minimum of 6 TRU credits (distance or on-campus); see [page 13](#)

### CERTIFICATE REQUIREMENTS

18 credits total, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

#### Core Knowledge Requirements (18 credits)

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)

# Tourism

## Bachelor of Tourism Management

The Bachelor of Tourism Management is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration or outdoor recreation, and for graduates of related programs. Industry experience is assumed. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements.

The degree forms an integral part of the BC Tourism Learning System. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements.

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

**Note:** Certain courses may be available only once per year. Hospitality Administration stream courses may not be available by distance.

### ADMISSION REQUIREMENTS

- Graduation from a recognized two-year tourism/hospitality program; a GPA of 2.67 or higher is required for the maximum block transfer.

Students without this requirement but with considerable industry experience may apply for admission upon completion of at least 60 credits of directly applicable coursework, such as core courses for tourism management or hospitality administration that are typically part of approved diploma programs.

### RESIDENCY REQUIREMENTS

A minimum of 15 TRU credits (distance or on-campus); see [page 13](#)

### DEGREE REQUIREMENTS

120 credits total, 45 at the upper-level, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

#### GENERAL EDUCATION REQUIREMENTS (21 CREDITS)

May be met with lower- or upper-level university courses; suggested courses are in parentheses:

6 credits in English: university-level composition and literature (ENGL 1001, *Literature and Composition 1*, ENGL 1021, ENGL 1011 and 1031)

3 credits in statistics (STAT 1201)

3 credits in humanities other than English

3 credits in introductory economics (ECON 1221 or ECON 1901)

3 credits in human, cultural or regional geography relevant to tourism (GEOG 1191, *Introduction to Human Geography 1: People and the Environment*)

3 credits in natural science

#### CORE COURSE REQUIREMENTS (30-33 CREDITS)

##### Tourism Management Stream

At least one course from six of the following seven subject areas; suggested courses are in parentheses:

- Accounting (ACCT 2211, *Introduction to Financial Accounting*)
- Computer applications (MIST 2611, *Management Information Systems*)
- Marketing (MKTG 2431, *Marketing*)
- Entrepreneurship, introductory
- Business communication (CMNS 1291, *Introduction to Professional Writing* or BBUS 3631, *Open Communication*)
- Human resource management (HRMN 2821, *Human Resource Management*)
- Organizational behaviour (ORGB 2811, *Organizational Behaviour*)

At least one course from four of the following five:

- Introduction to tourism (CONV 1011)
- Business law (BBUS 3931, *Business Law*)
- Co-op/practicum: may be completed via PLAR
- Community and cultural issues (CONV 1031)
- Environmental stewardship (ENVS 3991, *Environmental Studies: Sustainability*)

##### Hospitality Administration Stream

At least one course from each of the following 11 subject areas:

- Accounting (ACCT 2211, *Introduction to Financial Accounting*)
- Computer applications (MIST 2611, *Management Information Systems*)
- Marketing (MKTG 2431, *Marketing*)
- Accommodations
- Hospitality marketing
- Co-op/practicum: may be completed via PLAR
- Business communication (CMNS 1811, CMNS 1291, *Introduction to Professional Writing* or BBUS 3631, *Open Communication*)
- Human resource management (HRMN 2821, *Human Resource Management*)
- Organizational behaviour (ORGB 2811, *Organizational Behaviour*)
- Food and beverage service
- Hospitality law (CONV 1051)



## Upper-Level Requirements (24 credits)

At least one course from each of the following seven subject areas:

- Tourism policy and planning (SOCI 3169, *Tourism and Social Policy* or Vancouver Island University's TRMT 470, *Policy and Planning in Recreation and Tourism*)
- Financial management for tourism (FNCE 2121, *Financial Management*)
- Entrepreneurship, advanced (ENTR 4751, *New Venture Creation*)
- Community and cultural issues, advanced (MNGT 3711, *Business and Society*)
- People management/human relations (BBUS 3661, *Strategic Human Resource Management*)
- Organizational leadership (BBUS 4833, *Effective Leadership*)
- Advanced communication (BBUS 3631, *Open Communication*)
- A graduating seminar

Contact a Program Advisor for alternatives.

## Upper-Level Tourism or Hospitality Specialty Course Requirements (15 credits)

At least one course each from the following four subject areas:

- Marketing research (MKTG 3481, *Marketing Research*)
- Promotions management (MKTG 4481, *Integrated Marketing Communications*)
- Consumer behaviour (MKTG 3471, *Consumer Behaviour*)
- International tourism marketing (BBUS 4471 or TRMT 368 from Vancouver Island University)
- One additional upper-level tourism, hospitality or closely related specialty course approved by TRU-OL, chosen from "Other Elective Requirements."



More about April and other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# 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

ACCT 2511, *Management Accounting* (recommended)

IBUS 3511, *International Business*

MNGT 3711, *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*

### UVic Courses (available through TRU-OL)

HART 4839, *Museum Principles and Practices II: Programming, Exhibitions, and Management*

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](http://www.capilanou.ca); 604-984-4960) and Vancouver Island University ([www.viu.ca](http://www.viu.ca); 250-740-6396).

# General Education Requirements

# 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

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

#### Mathematics and/or Natural Sciences

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

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

#### Social Sciences

Anthropology  
Archaeology  
Criminology  
Economics  
International Relations  
Political Science  
Psychology  
Regional/Human/Cultural Geography  
Sociology  
Interdisciplinary Fields  
Asian Studies  
Canadian Studies  
Environmental Studies  
Gender Studies  
Indigenous (First Nations) Studies  
Latin American Studies  
Urban Studies  
Women's Studies

## Business and Related Degree Programs

Some degree programs in business offered through TRU-OL have elective requirements in arts, humanities, natural sciences, social sciences and sciences. Students are advised to consult with their program advisor before registering in courses to meet elective requirements for business programs.

#### Humanities

Classical Studies  
Communications  
English  
Film  
History  
Journalism  
Linguistics  
Modern Languages  
Music (including studio courses)  
Philosophy  
Religious Studies  
Speech  
Visual Arts (including studio courses)  
Performing Arts (including studio courses)

#### Social Sciences

Aboriginal Studies  
Anthropology (excluding physical anthropology)  
Archaeology  
Canadian Studies  
Economics  
Geography (excluding physical geography)

#### Political Science

Psychology (excluding statistics or data analysis courses)  
Sociology (excluding statistics or data analysis courses)  
Women's Studies

#### Natural Sciences

Astronomy  
Biology  
Chemistry  
Earth Science  
Environmental Science  
Geology  
Life Sciences  
Ocean Science  
Physical Anthropology  
Physical Geography  
Physics

#### Arts and Science Electives

Electives include all disciplines listed under humanities, social sciences, plus computing science, mathematics and statistics

# Campus Distance Education Programs and Courses

# Campus 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](http://www.tru.ca/science) 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

[www.tru.ca/science/programs/distance/awcp](http://www.tru.ca/science/programs/distance/awcp)

This is a program of studies for animal caregivers 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).

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

[www.tru.ca/science/programs/aht/disted](http://www.tru.ca/science/programs/aht/disted)

The TRU Animal Health Technology Distance Education (AHTDE) program allows a student 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

[www.tru.ca/science/programs/distance/asthma](http://www.tru.ca/science/programs/distance/asthma)

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 educator.

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](mailto:CAECRE@tru.ca) with their professional designation to ensure they meet program entry requirements.



# TRU Distance Education Programs and Courses

## Certified Respiratory Educators' Program

[www.tru.ca/science/programs/distance/cre](http://www.tru.ca/science/programs/distance/cre)

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

[www.tru.ca/science/programs/distance/copd](http://www.tru.ca/science/programs/distance/copd)

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](http://www.tru.ca/business) to register for a distance program or course through the School of Business and Economics.

## Administrative Assistant Certificate

[www.tru.ca/business/certificates\\_diplomas/administrative\\_assistant\\_certificate\\_online.html](http://www.tru.ca/business/certificates_diplomas/administrative_assistant_certificate_online.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).

Those who complete the first semester courses only, will be awarded a Business Fundamentals Certificate. This Certificate will qualify graduates for some entry-level office administrative positions, however further study is recommended.

Successful graduates of the entire Administrative Assistant Certificate 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 possible a business degree either on-campus or online.

## Business Fundamentals Certificate Courses

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 1500, *Human Resources*  
ABTS 1550, *Online Learner Success*

## Administrative Assistant Certificate Courses

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 1450, *Business Math and Calculators* (optional)  
ABTS 1510, *Job Search*  
ABTS 1530, *Administrative Procedures*  
ABTS 1540, *Records Management*

# TRU Distance Education Programs and Courses

## Legal Administrative Assistant Certificate

[www.tru.ca/business/certificates\\_diplomas/legal\\_admn\\_assistant\\_certificate\\_online.html](http://www.tru.ca/business/certificates_diplomas/legal_admn_assistant_certificate_online.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 (includes prerequisite courses)

ABTS 1100, *Word Processing 1*  
 ABTS 1110, *Word Processing 2*  
 ABTS 1140, *Keyboarding 2*  
 ABTS 1200, *Introduction to Computers*  
 ABTS 1300, *Business Communications 1*  
 ABTS 1550, *Online Learner Success*  
 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*

CVU UVC [www.cvu-uvc.ca](http://www.cvu-uvc.ca)

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**CVU:** a consortium of Canada's leading universities in online and distance education

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# Open Learning Course Descriptions

# Course Descriptions Overview

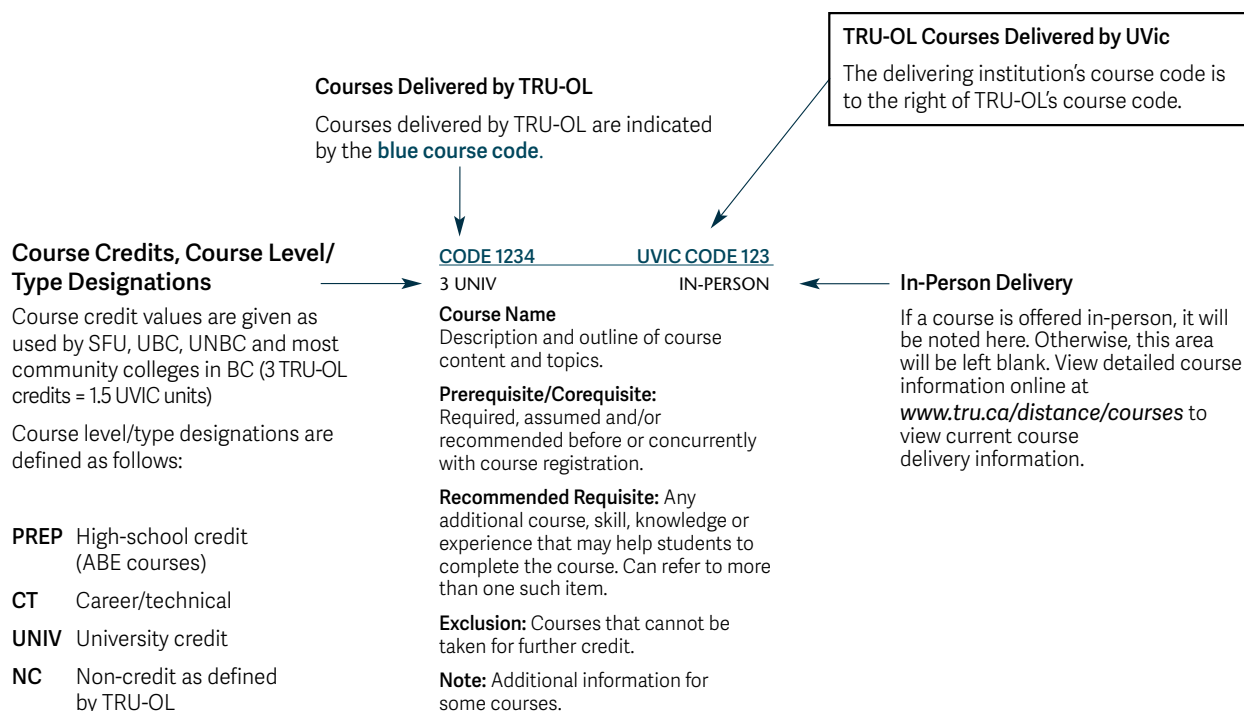
For up-to-date course information and descriptions, which may reflect changes that occurred after publication of this print calendar, refer to TRU-OL's website. Use the Course Search tool at:

[www.tru.ca/distance/courses](http://www.tru.ca/distance/courses)

## 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 prerequisite and are considered lower level.
- 2000-level courses are generally taken in the second year of a program. They may have a stated prerequisite and are considered lower level.
- 3000-level courses are generally taken in the third year of a degree program. Most have a stated prerequisite or a recommended requisite and are considered upper level.
- 4000-level courses are generally taken in the third or fourth year of a degree program. Most have a stated prerequisite or a recommended requisite and are considered upper level.
- 5000-level courses are generally graduate level courses required for Graduate or Masters level programs. Most have a stated prerequisite that often includes meeting the admission requirements of the related program. Contact the appropriate School or Department to register for most of these courses.
- 6000-level courses are graduate level courses required for Graduate or Masters level programs. Most have a stated prerequisite that often includes meeting the admission requirements of the related program. Contact the appropriate School or Department to register for most of these courses.



# Course Descriptions Overview

## Delivery Formats and Scheduling

### SCHEDULING

**Self-Paced courses** offer continuous registration, meaning there is no deadline to register for these courses. You can register for a self-paced course at any time and enjoy an independent style of learning while studying at your own pace.

**Paced courses** have a specific start and end date, which means registration deadlines do apply. If you are working through paced courses, you will enjoy collaboration and virtual interaction with other members of your cohort.

### DELIVERY FORMATS

**Online, Self-Paced courses** are delivered online. You will study individually on your own time and at your own pace with Open Learning Faculty Member support. It is important to note that some required content may not be provided online. Additional materials may be required.

**Online, Paced courses** are delivered online and facilitated by an Open Learning Faculty Member. Each course has a specific start and end date with applicable registration deadlines. Start dates for paced courses are usually in September, January and May depending on availability. Additional materials may be required.

**Print, Self-Paced courses** are delivered through instructional materials sent directly to you in a course package. You will study individually on your own time and at your own pace with Open Learning Faculty Member support. It is important to note that some Internet access may be required for print courses.

**In-person courses** require you to be in physical attendance at a lab, clinical/practicum placement, workshop or other type of in-person learning. Some courses have a specific start and end date with applicable registration deadlines. It is important to note that some Internet access may be required for these courses.

**Note:** Not all delivery formats are available for each course. Visit [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) or register online at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow) to view more detailed course information including current delivery method.

### PREREQUISITE

A prerequisite is required before a student can register in a particular course. Many courses do not have a required prerequisite.

### COREQUISITE

A corequisite is a course that must be taken at the same time as the course being described. Registration for a corequisite course should be completed at the same time, so it is important to select all required corequisites and register concurrently.

### RECOMMENDED REQUISITE

A recommended requisite is a course that TRU-OL recommends you complete prior to registration in the described course. The recommended course is not mandatory, however, it is helpful or supportive to the subject matter in the described course.

# Course Descriptions Overview

## REQUIRED EQUIPMENT

All online courses delivered by TRU-OL and UVic require access to a computer with high-speed Internet. Print-based courses may also require a computer with high-speed Internet.

Most online courses are delivered using a learning management system (LMS).

Access the LMS to locate course module commentaries, contact your Open Learning Faculty Member, post and participate in online discussions and check for course bulletins as you proceed through your course(s). It is important to ensure you have an up-to-date browser (such as Firefox, Internet Explorer, Google Chrome, Opera and Safari) that is compatible with the LMS used by the delivering institution. The browser must also support Adobe Flash as some courses run media in a Flash format.

Many courses also require you to have an updated version of Microsoft Word, Open Office or a word-processing software capable of generating ".doc" files.

Read the detailed course description online at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) for more information on specific equipment and software.

The delivering institution for each course provides technical assistance to students. For TRU-OL courses visit [www.tru.ca/its.html](http://www.tru.ca/its.html) or contact the IT Service Desk at [ITServiceDesk@tru.ca](mailto:ITServiceDesk@tru.ca) or at 1-888-852-8533.

For UVic courses delivered by TRU-OL visit [www.distance.uvic.ca/onlinehelp](http://www.distance.uvic.ca/onlinehelp) for more information.



### Computer with Internet Requirement

A computer with high-speed Internet is assumed for all online courses and is therefore not noted in the course descriptions. For questions about equipment or software required for courses, contact either Student Services (for TRU-OL courses) or the institution delivering the course.

## TEXTBOOKS AND MATERIALS

Textbooks and materials information can often change throughout the year. Refer to course descriptions at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) to view current textbook and material information by course.

Textbooks and materials may be sent to you within in a course package for certain courses. However, you may be required to purchase textbooks and materials on your own for other courses.

## START DATE

The start date depends on the delivery format of a course and on the delivering institution.

Registration deadlines apply to paced and some in-person courses. Search courses through the online registration system at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow) for current start dates.

## COMPLETION

The maximum time allotted for course completion depends on the delivery format of a course and on the delivering institution. Visit [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) to view time allowed for completion for specific courses.



# Course Descriptions

## ACCT 1211

3 UG

### 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.

## ACCT 1221

3 UG

### Accounting 2

Building on ACCT 1211: Accounting 1, 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.

## ACCT 2211

3 UG

### 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.

## ACCT 2251

3 UG

### 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 behavior and cost estimation; cost-volume profit analysis; absorption and variable costing; profit planning and activity-based budgets; standard costing and flexible budgeting; cost management tools; and decision making.

## ACCT 2281

3 UG

### Accounting Software Systems

Students learn to maintain the financial records of a small business using an accounting software package. 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.

## ACCT 3201

3 UG

### Intermediate Financial Accounting 1

In this intermediate course, students build on the A1:AI574 established in an introductory accounting course such as BBUS 2211, ACCT 1211 or ACCT 1221. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course are understanding the treatment in accordance with Generally Accepted Accounting Principles (GAAP) of cash, temporary investments, receivables, inventories, long-term investments, and capital assets. Also discussed are the accounting concepts underlying GAAP, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues underlying the form and content of the primary financial statements: the income statement, the statement of retained earnings, and the balance sheet. (CA, CGA, CMA, PMAC).

## ACCT 3211

3 UG

### Intermediate Financial Accounting 2

Building on ACCT 3201: Intermediate Financial Accounting 1, 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.

### ACCT 3221

3 UG

#### Income Taxation 1

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.

#### Recommended Requisite:

ACCT 1211 and ACCT 1221, or ACCT 1211; CMNS 1290.

### ACCT 3231

3 UG

#### Income Taxation 2

Building on 3221: Income Taxation 1, students examine the taxation of corporations, corporate distributions, and transactions between corporations and their shareholders. Topics include an in-depth coverage of taxable capital gains; deferred income plans; and the taxation of corporate entities, partnerships, trusts and corporate reorganizations.

**Recommended Requisite:** ACCT 3221.

### ACCT 3251

3 UG

#### Intermediate Management Accounting

Building on ACCT 2251: 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.

### ACCT 4201

3 UG

#### Advanced Financial Accounting

Building on Intermediate Financial Accounting 1 and 2, students examine a number of complex topics and their effect on financial reporting and disclosure. Topics include an introduction to international accounting and the development of accounting standards; temporary and long-term investments in debt and equity securities; business combinations; consolidation at acquisition; consolidation subsequent to acquisition; consolidation and intercompany profit in inventory and land; consolidation and intercompany company in depreciable assets; foreign currency transactions; translation and consolidation of international operations; and accounting for not-for-profit organizations including public sector reporting.

**Recommended Requisite:** ACCT 3211.

### ACCT 4231

3 UG

#### Assurance

Students will learn to gather and evaluate audit evidence related to company financial statements. The goal is to provide assurance that the financial statements fairly present the financial performance and position of the organization being audited. Risk assessment techniques available to auditors and possible responses to those risks will be examined. Topics include an introduction to auditing and the public accounting profession; the audit process; professional relationships and legal liability; materiality and risk; audit evidence, evidence mix and audit strategy; the audit of internal controls, control risk and corporate governance; audit sampling; application of the audit process and auditor reporting.

**Recommended Requisite:** ACCT 3211.

### ACCT 4251

3 UG

#### Advanced Management Accounting

Building on ACCT 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.

### ANES 0011

NC

#### Placement Exam

Registration in ANES 0011 allows students to write the placement exam for the Anesthesia Assistant program. Once registered, students have 30 weeks to write the exam.

**Prerequisites:** Formal admission to the Anaesthesia Assistant program is required before registering in ANES 0011.

## ANES 4001

3 UG

### Anesthesia Workstations

Students explore current practices in the preparation, operation, and troubleshooting of anesthesia delivery workstations. Topics include the structure, function, and operating principles of workstation components as well as information on anesthetic pollution, equipment hazards, and checks and maintenance procedures for anesthesia workstations. Students analyze the uses of airway and adjunct equipment.

**Recommended Requisite:** 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. ANES 4011.

## ANES 4003

3 UG

### Airway Management

In this course, students are introduced to the principles of airway management and are given a thorough background on airway equipment. Topics include airway equipment, airway assessment, and the numerous airway management techniques. Both nonsurgical and surgical approaches to airway management are explored in this course, as well as Difficult Airway Algorithms. Students explore airway management concepts in the context of the Anesthesia Care Team.

**Recommended Requisite:** 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. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4005

3 UG

### Anesthesia Adjunct Equipment

This course takes a comprehensive approach to the principles and clinical applications of the technologies used in the management of anesthesia care not covered in previous courses within the Anesthesia Assistant program. Topics are varied, and include specialized physiologic monitoring devices, fluid management technologies, and regional anesthesia devices. This course is a core course within the Anesthesia Assistant program at TRU. Other health care professionals involved in acute-care physiologic monitoring and management may benefit from completing this course.

**Recommended Requisite:** 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. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4011

3 UG

### Hemodynamic and Physiological Monitoring

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anaesthesia, general anaesthesia techniques and postoperative care of the patient. Students will learn about the pharmacology, the physiology, and the anatomy relevant to the practice of both general and regional anaesthesia will be considered. On completion of this course, students should be able to understand the techniques and equipment involved in hemodynamic monitoring and their role in the assessment and treatment of cardiovascular and pulmonary disease.

**Prerequisites:** It is strongly recommended that students be an RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course.

## ANES 4021

3 UG

### Pharmacology and Principles of Clinical Anesthesia

The goal of this course is to present the theory of clinical anesthesia to Anesthesia Assistant program students. Students will build upon their general knowledge of pharmacological principles and learn pharmacology in the context of clinical anesthesia. Both general and regional anesthesia will be considered. Students will learn the theory of current safe practice in pre-anesthetic care, preparation, induction, maintenance, and emergence from general anesthesia. The application of anesthetic workstation and other technology used in the delivery of anesthesia will be considered as this course builds upon the theories from ANES 4001 Anesthesia Equipment and ANES 4011 Hemodynamic and Physiologic Monitoring.

**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.

**Recommended Requisite:** A strong foundation in pharmacology such as that covered in HLTH 2511 or equivalent. ANES 4001 and 4011.

## ANES 4031

3 UG

### 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 will be considered. This course is delivered in a case-based learning format.

**Recommended Requisite:** 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.

## ANES 4061

1 UG

### Anesthesia Professional Skills

This course is designed to explore the standards that govern professional practice within the context of Anesthesia care Teams as an Anesthesia Assistant. Students will enhance their current understanding of professional practice by taking an in-depth look at the basic principles of professional and safety issues related to the position of anesthesia assistants. In addition, this course is designed to give students the opportunity to demonstrate professional skills needed for the AA work environment. Topics include professionalism, communication, analysis and problem-solving, health and safety, and administration and leadership.

**Recommended Requisite:** 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. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4071

1 UG

### Research Skills for Anesthesia Assistants

This course will provide an opportunity for students to establish or advance their understanding of research through critical exploration of research design, data collection and analysis. The course introduces the language of research, ethical principles and challenges, and the elements of the research process. Students will begin to critically review literature relevant to the field of anesthesia and determine how research findings are useful in informing their practice.

**Recommended Requisite:** 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. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4101

9 UG

In-Person

### Clinical Anesthesia

This clinical course will ensure that students are exposed to a wide range of anesthesia cases and experiences. Additionally, the course will help students develop an understanding of clinical anesthesiology allowing them to demonstrate their clinical skills through their choice of anesthetic agents, managing airways, starting routine IVs, arterial line insertion, patient monitoring and operation of anesthetic machines.

**Prerequisites:** current ACLS certification and current enrolment in the Anesthesia Assistant program, ANES 4001, 4011, 4021, 4021, 4031, 4003, 4005, 4061 and 4071.

## APEC 1631

3 UG

### Assessment 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 Nation 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.

## APEC 1671

3 UG

### Development Cost Charges

This course discusses the development of a fair and transparent development cost charge (DCC) system for First Nations or local governments. Students focus on creating DCC systems under the authority of the Financial Management Association and First Nation Tax Commission procedures and standards related to DCCs. The course presents DCC best practices throughout Canada.

**Recommended Requisite:** APEC 1611 and 1621.

## ASTR 1141

3 UG

### Introductory Astronomy: The Solar System

This is a general interest introductory course on the history of astronomy and the solar system, and is intended for non-science majors. Topics Include: Telescopes and observing the night sky, ancient astronomy, space exploration, the Earth/Moon system, formation and evolution of the solar system, the planets, minor members of the solar system and the Sun.

### ASTR 1151

3 UG

#### **Introductory Astronomy: Stars and Galaxies**

This is a general interest introductory course on the night sky, stars and galaxies, and is intended for non-science majors. Topics Include: Telescopes and observing the night sky, radiation and spectra, stellar properties and evolution, black holes, the Milky Way and other galaxies, and cosmology.

### BBUS 3331

3 UG

#### **Introduction to Production and Operations Management**

This course gives you an introduction to the functional area of production and operations management as practiced in manufacturing industries and the services sector. It includes decision-making, project management, facility layout in both manufacturing and services industries, waiting lines, quality control, just-in-time systems, forecasting, aggregate planning, inventory management, materials requirements planning (MRP), and operations scheduling.

**Prerequisites:** Completion of the first year of a business diploma program and STAT 1201 (previously STAT 102). Students are required to be comfortable with basic algebra.

**Recommended Requisite:** MATH 1711, MATH 107, MATH 1091 or MATH 1101 is recommended.

### BBUS 3611

3 UG

#### **Open Thinking**

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

### BBUS 3631

3 UG

#### **Open Communication: Effective**

This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills for management. It provides students with the professional skills and knowledge to communicate successfully on many levels, including writing, speaking, conducting meetings, giving presentations and interpersonal dialogues, and using electronic media. Students are given the opportunity to work with various techniques to learn valuable communication tools to successfully support them in their managerial careers and personal lives. (CA)

### BBUS 3661

3 UG

#### **Strategic Human Resource Management**

This competency-based, paced course provides students with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale. (CA, CMA, PMAC)

### BBUS 3671

3 UG

#### **Contemporary Leadership**

This course is part of Thompson Rivers University - Open Learning Division (TRU-OL) Management degree program. This course provides learners with essential knowledge, skills and competencies to apply leadership concepts to all aspects of their work. This course helps learners explore and develop their own leadership style. It is a three-credit, competency-based course that challenges the learner to examine the relationship between leadership and management, explore what makes a good leader, and develop his or her own leadership style. Attention is also given to analyzing leadership stories, identifying relationships and connections, and examining the level of alignment between organizational values and personal values.

**Recommended Requisite:** BBUS 3641.



## BBUS 4135

3 UG

### Motivation and Productivity

BBUS 4135 is an applied course which focuses on the supervisory aspects of management. The course emphasises a practical approach to the effect of supervisory practices on employee motivation and productivity by requiring your active participation in developing case studies based on your own work-related experiences. Thus, as current management practices and theories are introduced and studied, you will obtain a "real world" perspective of the material by being able to relate the topics to your own management style and to performance problems which may exist where you work.

**Prerequisites:** Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job.

### Recommended Requisite:

A minimum of 60 credits of post-secondary education and a course in business management (e.g. MNGT 1211 (previously BUSM 121)) are recommended.

**Exclusions:** Students with credit for MNGT 2131 (previously BUSM 213) may not take this course for further credit.

## BBUS 4629

## UVIC ADMN 462

3 UG

### Intergovernmental Relations in Canada

This course (UVIC ADMN 462) examines the nature of relations among federal, provincial, and municipal governments, and the impact of those relations on public policy. Includes discussion of topics such as the modalities of fiscal federalism and the concepts of executive federalism and intergovernmental governance.

**Recommended Requisite:** Third or fourth-year university standing is recommended.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Note:** Credit will be granted for only one of 462 or 470 (if taken in the same topic), POLI 462, 490 (if taken in the same topic), ADMN 547.

## BBUS 4759

## UVIC ADMN 470

3 UG

In-Person Component

### Contemporary Topics in Administration and Critical Perspectives on Public and Community Leadership

This course (ADMN 470 - UVIC) Contemporary Topics in Administration.

Critical Perspectives on Public and Community Leadership 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 multi-media narrative formats including film analysis, biography/ autobiography in addition to engaging with formal academic leadership theory to scrutinize otherwise diverse and unconnected understandings and lessons from leadership practice from these alternative domains in an effort to more rigorously critique dominant populist notions of leadership and the role of leadership in society.

Materials are available from the UVic bookstore, and are not included in the course fees.

**Equipment:** Computer with high speed Internet is required. [www.uvic.ca/hsd/publicadmin/dips/crseinfo.htm](http://www.uvic.ca/hsd/publicadmin/dips/crseinfo.htm)

**Note:** This course requires a 3-day on-campus workshop.

## BBUS 4833

3 UG

### Effective Leadership

This competency-based, paced course provides students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course students are expected to articulate their vision of how to lead in diverse situations. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

## BIOL 0501

NC

### General Biology (Grade 11)

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips as well as from the excellent textbook and online resources. Finally they apply their biology skills to ecology.

**Prerequisites:** Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.



## BIOL 0601

NC

### Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology and one of the optional science courses that may be used to meet the requirements of the Adult Secondary Graduation Diploma awarded by the Ministries of Education and Advanced Education. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics. The course imparts an understanding and appreciation for the way scientific knowledge is obtained and organized, so that students can apply these methods to everyday life. This course is concerned primarily with human biology (reproduction, circulation, the heart, immunity, the nervous system, genetics, etc...), although there are several textbook chapters concerned with biological topics such as diffusion, photosynthesis, cellular respiration, cell division, evolution and ecology.

**Prerequisites:** Science 10 or equivalent.

**Recommended Requisites:** English reading skills at a Grade 11 level, BIOL 0501.

## BIOL 1001

3 UG

### Understanding Biology

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The course introduces the breadth of the field of biology and the basic physical and chemical concepts as a foundation for study. It then goes on to explore cell biology, genetics, the principle of evolution, the diversity of living organisms on the Earth today, plant and animal physiology, and the structure and function of ecosystems. The aim is to provide students who do not intend to major in science with a scientific perspective. Students who plan to proceed to more advanced courses in biology should take BIOL 1113 and 1213 rather than BIOL 1001.

**Recommended Requisite:** Provincial Grade 12 Diploma or equivalent.

## BIOL 1113

3 UG

### Principles of Biology I

This course is designed for biology or science majors. Students examine the molecular basis of cellular processes including energy transfer and the storage and use of genetic information.

**Prerequisites:** Test BI11 - Biology 11 (with a score of C+ or better) or Test BI12 - Biology 12 (with a score of C+ or better). Test CH11 - Chemistry 11.

**Note:** Students majoring in science or intending to take 2nd year biology courses should take BIOL 1113, its companion course BIOL 1213 and the two laboratory courses BIOL 1115 and BIOL 1215.

## BIOL 1115

1 UG

In-Person

### Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1113.

**Prerequisites:** Prior or concurrent registration in BIOL 1113 (previously BISC 120) or equivalent.

## BIOL 1213

3 UG

### Principles of Biology II

This course is designed for biology or science majors. It is a survey course of the kingdoms of life emphasizing their ecology and evolutionary relationships. BIOL 1215 is the laboratory component.

**Recommended Requisites:** Biology 11 or 12 (C+ or better) and Chemistry 11 is strongly recommended.

## BIOL 1215

1 UG

In-Person

### Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1213.

**Recommended Requisite:** Prior or concurrent registration in BIOL 1213 or equivalent.

## BIOL 1593

3 UG

### 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. BIOL 1595, the laboratory component of BIOL 1593, is usually offered once per year in the summertime in Kamloops BC.

**Recommended Requisite:** Biology 11 or 12 (C+ or better) and Chemistry 11 is strongly recommended.

## BIOL 1595

3 UG

In-Person

### Anatomy and Physiology Laboratory I

This in-person laboratory course is the first half of the laboratory component generally required for a fundamental first year anatomy and physiology course. 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 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.

**Recommended Requisites:** Biology 11 or 12 (C+ or better), Chemistry 11 and BIOL 1593 or equivalent theory course are strongly recommended.

## BIOL 1693

3 UG

### 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:** Test BI11 - Biology 11 (with a score of C+ or better) or Test BI12 - Biology 12 (with a score of C+ or better). Test CH11 - Chemistry 11. BIOL 1593.

## BIOL 1695

3 UG

In-Person

### Anatomy and Physiology Laboratory II

This in-person laboratory course is the second half of the laboratory component generally required for a fundamental first-year anatomy and physiology course. This course covers the nervous system and the senses in addition to the endocrine, circulatory, respiratory, urinary, digestive and reproductive systems.

## BIOL 2131

3 UG

### 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 on how to critically examine data and interpretations presented by researchers.

**Prerequisites:** CHEM 1503, 1505, 1523 and 1525.

**Recommended Requisites:** BIOL 1113, 1115, 1213 and 1215.

## BIOL 2341

3 UG

### Introduction to 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. Students learn about the transmission, distribution, arrangement, and alteration of genetic information and how it functions and is maintained in populations.

**Recommended Requisites:** BIOL 1113, 1115, 1213, 1215 and 2131.

## BIOL 3021

3 UG

### 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.

**Recommended Requisites:** 6 credits of introductory biology are recommended.

## BIOL 3101

3 UG

### 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.

**Recommended Requisites:** BIOL 1113, 1115, 1213, 1215 and 3021.

## BIOL 3131

3 UG

### Introduction to Biochemistry

Students are introduced to cellular chemistry in this course. Topics include the structure and function of biological molecules, 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.

**Recommended Requisites:** BIOL 2131 or BIOL 2130, CHEM 2120 or CHEM 2220 or CHEM 2123 or CHEM 2223.

## BIOL 3201

3 UG

### Immunology

This course provides an overview of the structure and function of the immune system at the cellular and molecular levels. Topics include: cells of the immune system and their interactions; innate immunity and inflammation; antibody structure, function and genetics; T-cells and cell-mediated immunity; MHC (major histocompatibility complex) and antigen presentation; regulation of the immune response; inappropriate immune responses (hypersensitivity and autoimmunity) and immunodeficiency syndromes.

**Prerequisite:** BIOL 2131.

**Recommended Requisite:** A Health Care Diploma with a solid understanding of Pathophysiology.

**Exclusions:** TRU on-campus BIOL 3200.

### BIOL 3231

3 UG

#### 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.

**Recommended Requisite:** BIOL 3131 is strongly recommended.

### BIOL 3431

3 UG

#### Plants and People

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

**Recommended Requisites:** 60 credits.

### BIOL 3701

3 UG

#### Human Anatomy for Health Care Professionals

This is an advanced course in human anatomy that will be of interest to learners going on to study physical therapy, occupational therapy, or medicine. The focus of the course will be relating anatomical structures to human activity and function. Topics include detailed examinations of the musculoskeletal, cardiovascular, and nervous systems with a focus on how they are interconnected.

**Recommended Requisite:** Six credits in introductory anatomy and/or general biology and 60 credits of post-secondary education is recommended.

### BIOL 4001

3 UG

#### Biostatistics

This course explores the nature of data and the challenges involved in collecting and handling it, this includes planning the collection of data necessary to examine a particular problem, manipulation of data, summarizing and describing a data set. It also covers the statistical approach for testing hypotheses, and performing data analysis using current statistical tools as a tool for description and hypotheses testing. Students will also interpret and evaluate statistical analyses used by others, design experiments, and analyze and interpret the results of experiments or observational studies.

### BIOL 4141

3 UG

#### Evolution

This course examines central concepts in the contemporary theory of evolution. Learning units focus on variation, descent, natural selection, adaptation, speciation, and extinction on both micro- and macro-evolutionary scales. Special emphasis is placed on the presentation of changes in evolutionary thinking and on the discussion of how the current theory of evolution developed from the time of the Greek philosophers to the time of the modern synthesis. This historical approach addresses the manner in which scientific theories are first proposed and then continuously modified to accommodate new findings. Students' major projects consist of independent research into some of the current controversies surrounding evolutionary theory, including the origins of living systems; species, their origins and extinctions; adaptation and its constraints; systematics; and evolutionary ethics.

**Recommended Requisite:** BIOL 3021.

### BIOL 4481

3 UG

#### 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, lower-level requirements of the Bachelor of Science degree, a minimum of 15 upper-level credits in biology.

### BLAW 2911

3 UG

#### Commercial 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, real estate, intellectual property, and employment.

### BLAW 2921

3 UG

#### Law for Public Sector Managers

Students study the key aspects of Canadian law and the legal institutions of relevance to public sector managers. Topics include the role of law in public sector management; constitutional law; organization of the courts; alternative dispute resolutions; administrative law; human rights law; statutes and their interpretation; administrative law and natural justice; administrative law and advocating before administrative tribunals; administrative law and challenging decisions; freedom of information and privacy; technology and the law; and public sector ethics.

## BLAW 3921

3 UG

### Employment Law

Students investigate the legal principles and law relating to the individual employer-employee relationship and how it influences business decision making. Case law and statutes are studied in depth to reinforce an understanding of the legal concepts. Topics include human rights issues; the contract of employment; legal issues during employment; statutes that impact the employment relationship; monitoring the employment relationship; and termination of employment.

## BUSN 5011

3 GR

### 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 Diploma in Business Administration.

## BUSN 5021

3 GR

### 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 Diploma in Business Administration.

## BUSN 5031

3 GR

### 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 or BUSN 5020.

## BUSN 5041

3 GR

### 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 Diploma in Business Administration.

## BUSN 5051

3 GR

### 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 Diploma in Business Administration.

## BUSN 5061

3 GR

### 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 Diploma in Business Administration.

### **BUSN 6011**

3 GR

#### **Business 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.

### **BUSN 6021**

3 GR

#### **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.

### **BUSN 6031**

3 GR

#### **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:** Admission to the MBA.

### **BUSN 6041**

3 GR

#### **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 behavior, 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.

### **BUSN 6051**

3 GR

#### **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:** Admission into the MBA.

### **BUSN 6061**

3 GR

#### **Strategic Management Information Systems**

This course provides students with the knowledge required 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; ebusiness; social media use by organizations; information security and risk management; innovating with information technology; and leadership & management of information systems.

**Prerequisites:** Admission into the MBA.



## BUSN 6071

3 GR

### 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. The 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 or 6040.

## BUSN 6081

3 GR

### 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.

## BUSN 6151

3 GR

### 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 behavior; 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.

## BUSN 6211

3 GR

### 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 or BUSN 6020.

## BUSN 6251

3 GR

### Decision Analysis and Modeling

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.

## BUSN 6311

3 GR

### 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 6020 or BUSN 6021.



### **BUSN 6951**

3 GR

#### **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.

### **BUSN 6961**

12 GR

#### **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 6950 or BUSN 6951.

### **BUSN 6971**

9 GR

#### **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 6950 or BUSN 6951.

### **CHEM 0501**

NC

#### **Principles of Chemistry**

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds.

**Prerequisites:** Science 10 or equivalent, MATH 0401 or Math 10.

**Recommended Requisites:** MATH 0523 or Math 11, English reading skills at Grade 11 level.

### **CHEM 1503**

3 UG

#### **Chemical Bonding and Organic Chemistry**

This course is the first half of a fundamental first year chemistry course. Topics include general concepts of chemical bonding, Lewis structures, molecular shape, and valence bond theory of bonding. The organic chemistry portion of the course focuses on the bonding and structure of organic compounds, compound naming, functional groups, conformational and stereo chemical features, oxidation reduction reactions, substitution and elimination reactions, and enolate chemistry.

**Recommended Requisite:** It is strongly recommended to have Chemistry 11 or Chemistry 12, and Principles of Math 12 or Foundations of Math 12.

### **CHEM 1505**

1 UG

#### **Chemistry Laboratory 1**

This course is the first laboratory in a fundamental first-year chemistry course, designed for students who have completed CHEM 1503: Chemical Bonding and Organic Chemistry. The topics include a review of laboratory safety and equipment, chemical changes, laboratory techniques and measurements, separation of mixtures, properties of gases, liquids and solids, physical and chemical properties, identification of metallic ions, ionic reactions, stoichiometry of a precipitation reaction, caloric content of food, and water-hardness determination. Students are expected to become familiar with these topics, and demonstrate their proficiency in various laboratory techniques.

**Recommended Requisite:** It is strongly recommended to have Chemistry 11 or Chemistry 12 or Principles of Math 12 or Foundation of Math 12 and that a first-year general chemistry course such as CHEM 1503 serve as a corequisite for this course.

### **CHEM 1523**

3 UG

#### **Principles of Chemistry**

This course is the second half of first year chemistry theory designed for students with a strong background in Chemistry. Course topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy, and free energy.

**Recommended Requisite:** TRU CHEM 1500 or TRU-OL CHEM 1503 and CHEM 1505 or equivalent and Chemistry 12 or (a grade of B or better is recommended) are highly recommended.

## CHEM 1525

1 UG

In-Person

### Chemistry Laboratory II

Chemistry 1525 is the second laboratory for a fundamental first-year chemistry course, designed for students who have a Chemistry 11 background. The topics include a review of laboratory safety and equipment, colligative properties and osmotic pressure, Le Chatelier's Principle, Beer's Law and colorimetry, chromatography of food dyes, titration of acetic acid in vinegar, using buffers, determination of  $K_a$  for a weak acid, reaction order and rate laws, oxidation-reduction activity series, electrochemical cells and cell potentials, and qualitative anion and cation tests. Students are expected to become familiar with all these topics during the course and demonstrate their proficiency in various laboratory techniques.

**Recommended Requisite:** It is strongly recommended that students have TRU CHEM 1500 or TRU-OL CHEM 1503 and CHEM 1505 or equivalent and to have a first year General Chemistry such as TRU CHEM 1520 or TRU-OL CHEM 1523 theory or equivalent as a co-requisite.

## CHEM 2123

3 UG

### Organic Chemistry I

Students review the basic principles of chemical bonding as they apply to organic molecules and are introduced to 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. 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.

**Recommended Requisite:** TRU-OL's CHEM 1503, 1505, 1523, and 1525 or Campus Chem 1500 and 1520 equivalent first-year chemistry lecture and laboratory courses are highly recommended.

## CHEM 2125

1 UG

In-Person

### Organic Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2123: Organic Chemistry I.

**Prerequisites:** Prior registration in CHEM 2123 or equivalent.

## CHEM 2223

3 UG

### Organic Chemistry II

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. 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. Relationships between organic chemistry and other disciplines are noted.

**Prerequisites:** CHEM 2123 or equivalent.

**Recommended Requisite:** CHEM 2125 is strongly recommended.

## CHEM 2225

1 UG

In-Person

### Organic Chemistry Laboratory II

CHEM 2225 (previously CHEM 246) is the companion laboratory course for CHEM 2223 (previously CHEM 241) (Organic Chemistry II).

**Prerequisites:** Prior registration in CHEM 2223 (previously CHEM 241) and completion of CHEM 2123 (previously CHEM 240) or equivalent.

## CMNS 1291

3 UG

### Intro to Professional Writing

CMNS 1291 will introduce students to the theories and practice of professional business and technical writing. Students will learn writing techniques and practice editorial skills as these relate to business and technical writing. Elements of style, awareness of audience, and clarity of purpose will be stressed as integral aspects of effective writing and speaking. CMNS 1291 is designed to be non-program specific and to complement the foundations of academic composition.

## CMNS 1811

3 UG

### Business, Professional, and Academic Composition

Students in this course learn the theory and the practice of successful academic, business, and professional writing. They examine the similarities and differences involved in writing for business and academic purposes. Students also study and apply conventional methods of academic research and documentation involved in completing essays and reports.

## COMP 1131

3 UG

### Computer Programming I

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. Some familiarity with computers is beneficial.

**Recommended Requisite:** Principles of Math 12 or C+ or better in Physics 12 is highly recommended.

### COMP 1231

3 UG

#### 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.

**Recommended Requisite:** COMP 1131.

### COMP 2231

3 UG

#### Data Structures and Algorithms

This course introduces students to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students will also learn how to design new algorithms for each new data structure studied, create and perform simple operations on graph data structures, describe and implement common algorithms for working with advanced data structures and recognize which data structure is the best to use to solve a particular problem.

### COMP 2681

3 UG

#### Website Design and Development

This course covers major client-side web application design and development applications including HTML, HTTP, Java Script programming, and Cascading Style Sheets (CSS).

**Recommended Requisite:** Completion of the first year of the Bachelor of Computing Science or equivalent is highly recommended.

### COMP 3051

3 UG

#### Algorithm Design and Analysis

This is a three-credit course in which 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.

**Recommended Requisite:** COMP 2231.

### COMP 3141

3 UG

#### Object-Oriented Design and Programming

This course introduces students to object-oriented design and programming. Upon completion, students should have a good understanding of object-oriented design and programming including understanding and developing console-based applications in C++, Visual C++ applications and an introduction to Microsoft Foundation Classes (MFC) and inter-object communication. Students will be able to design and develop systems using object-oriented design and programming methodologies in console- and Windows-based applications. They will also have an introductory knowledge base in MFC that will allow them to analyze and use these library functions in application development.

### COMP 3261

3 UG

#### Internet and Security Issues

This course presents the most practical of Internet/Intranet technologies and techniques to students. It covers Internet protocols, addressing and architecture, Intranet and Extranet design, installation and management, as well as all aspects of Internet/Intranet security and user/data authentication.

### COMP 3271

3 UG

#### 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).

**Recommended Requisite:** COMP 2130, 2230 or 2231 or courses of similar content are strongly recommended.

### COMP 3411

3 UG

#### Operating Systems

This course introduces 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.

**Recommended Requisites:** A background in Data Structures and Algorithms or COMP 2231 (or a course similar in content).

## COMP 3521

3 UG

### Software Engineering

This 3rd 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.

**Recommended Requisite:** COMP 2231.

## COMP 3541

3 UG

### Website Design and Programming

This 3rd year course examines all major aspects of WEB site design and programming including HTML, HTTP, Java Script and Visual Basic scripting, as well as Java WEB programming. The course also includes advanced techniques in HTML programming (frames and style sheets) and concurrent programming for the Web (multithreading). Students concentrate on client-side Web programming, and are introduced to server-side Web programming.

**Recommended Requisite:** COMP 2231.

## COMP 3611

3 UG

### Database Systems

This course introduces students to database concepts and reviews the underlying data structures that make up databases. Database design techniques are introduced using both the entity relationship model as well as an object-oriented approach to designing database systems. The relational database model and data normalization will be taught as students design and implement a case study project. Data description language, data manipulation language (updates, queries, reports) and data integrity checking will also be covered. Case study work will be completed using a relevant and current relational database management system software product.

**Recommended Requisite:** COMP 2230 or 2231.

## COMP 4531

3 UG

### Advanced Software Engineering

This course builds on the material students learned in COMP 3520 or 3521. It introduces problems and solutions in regards to long-term maintenance, evolution in large-scale, long-lived software systems. Topics include software engineering techniques for programming-in-the-large, programming-in-the-many, legacy software systems, software architecture, software evolution, software maintenance, reverse engineering, program understanding, software visualization, advanced issues in object-oriented programming, design patterns, anti-patterns and client-server computing.

**Recommended Requisite:** COMP 3541.

## COMP 4621

3 UG

### Web-Based Information Systems

This course provides students with the concepts and technologies involved in the design, implementation and operation of web-based information systems. Students will use a variety of current web development tools and programming/scripting languages.

The emphasis is placed on the server side programming using several approaches including: Active Server Pages (ASP); JavaServer Pages (JSP); JavaBeans; and XML. The students will design and implement a two-tier and three-tier web-based application including a database system.

**Recommended Requisite:** COMP 3521.

## COMP 4911

3 UG

### Computing Science Project

This course is designed as a capstone course for a computing science degree program and includes the practical design and implementation of a supervised project in an area of specialization in computing science. The students will develop a 'live' project and part of their learning experience will include working with an external client.

## CONV 1011

3 UG

### 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.

## CONV 1021

3 UG

### Introduction to Special Events 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.

## CONV 1031

3 UG

### Celebrating Community and Culture

Students explore how communities and cultures within these communities can be attracted to and successfully included in special events. Consideration is given to cross cultural issues and challenges of creating 'authentic' experiences while respecting the local environment and traditions of the people who live there.

### CONV 1041

3 UG

#### 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 volunteering for a special event.

### CONV 1051

3 UG

#### 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 many topics that can be studied at greater depth in future law courses.

### CONV 1061

3 UG

#### Event Marketing

This course reviews the concepts and tools used to design and implement a successful event marketing strategy. The focus of the course is on applying contemporary principles of strategic marketing to the process of event management. These concepts are applicable to the broadest definition of the event management industry including festivals, sporting events, community celebrations, cultural events and arts productions. A student-defined case study further defines the application of course content.

### CRIM 1011

3 UG

#### Introduction to Criminology

Students examine the core concepts, basic data sources, and general research findings in the field of criminology, with particular attention to Canadian developments. Topics include crime measurement, patterns and trends in crime, crime types, criminological theories, and how the theories are related to public policies and the criminal justice system.

### CRIM 1161

3 UG

#### The Canadian Legal System

This course focuses on the history, development and present day operation of the Canadian legal system. The topics that will be examined include: constitutional law; criminal, contract and tort law; human rights; administrative law; the court system; the functions of judges and lawyers; and the basic elements of legal reasoning.

### CRIM 2251

3 UG

#### Sociological Explanations of Criminal Behaviour

This course will critically examine the sociological, socio-cultural, and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories, and symbolic interactionist theories. Some of the specific theories subjected to critical examination will be those concerned with class and group conflict, subcultures, soassociation, labelling and gender.

### CRIM 2261

3 UG

#### Criminal Law

This course is designed to give students an understanding of Canadian criminal law. The course will begin with a review of the sources of criminal law and how criminal law operates within the structure of the justice system. Students will be introduced to the role of criminal law in society through a discussion of the Charter of Rights and Freedoms and recent cases. This will be followed by a thorough examination of the principles of substantive Canadian criminal law. The substantive criminal law will be explained and examined by the use of the case method. General principles of law will be discussed in the context of specific cases decided by the courts. Students will be encouraged to consider the law critically, from both an academic and societal perspective.

**Recommended Requisite:** CRIM 1161 is highly recommended.

### CRIM 2521

3 UG

#### 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.

### CRIM 3311

3 UG

#### Advanced Theoretical Perspectives in Criminology

Students explore the diverse nature of theory within the field of crime and deviance by focusing on modern, post-modern, and critical theories. The selected paradigms are studied with regard to their explanatory domain, role in examining social and criminological problems and research implications.

**Recommended Requisite:** CRIM 1011.

### CRIM 3321

3 UG

#### Sociology of Law

Students examine law from a sociological perspective, with particular attention to understanding major theories and empirical studies on various aspects of law and how law works in the real world, or what socio-legal scholars call "law in action." Topics include exploring law as a mode of social control, dispute resolution, social change, and how intersecting factors such as, race/ethnicity, class, gender, sexuality, age, and ability shape the law and legal institutions.

**Recommended Requisite:** CRIM 1011.



## CRIM 3821

3 UG

### Socio-Ethnographic Research Methods

Students examine the ways social scientists employ qualitative research to identify, document and critically analyse complex social phenomena and patterns and practices of interaction. The course is intended to provide an overview of particular techniques in research design, data collection, and data analysis most commonly associated with qualitative research.

**Recommended Requisite:** CRIM 1011.

## CRIM 4121

3 UG

### Crime and Media

Students examine the interrelationships between crime, criminal justice, and mass media, with particular attention to how the media represents, distorts, and/or filters crime and justice issues. Topics include media portrayal of police, courts, corrections, and how various forms of media shape public perceptions about crime, the criminal justice system, and criminal justice policy.

**Recommended Requisite:** CRIM 1011.

## CRIM 4991

3 UG

### Directed Studies in Criminology

Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature, and submit a major research paper based on the course reading list.

**Prerequisites:** Lower-level requirements of the Bachelor of Arts - Criminology Major and a minimum of 15 upper-level credits in Criminology.

## CYCA 1019

3 UG

### Introduction to Professional Child and Youth Care Practice, Part I

This Course, (CYC UVIC 100A) (previously known as CYCA 101) invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course introduces students to strength-based practice, inclusiveness, caring in context, normative development and critical reflection. Emphasis will be given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation, and understanding theory in everyday practice.

**Note:** Credit will only be granted for one of CYCA 100, CYCA 1019, UVic CYC 200, 200A, 251.

## CYCA 1029

3 UG

### Introduction to Professional Child and Youth Care Practice, Part II

This course (UVIC CYC 100B) invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts continue. Child and youth care practice values and perspectives (strength-based practice, inclusiveness, caring in context, normative development and critical reflection) will also be considered. Emphasis will be given to socially locating oneself, building relationships, processes of change, enhancing ethical discernment, promoting cultural competencies and a commitment to social justice, cultivating a professional orientation and understanding theory in everyday practice.

**Prerequisites:** CYC 100A.

**Note:** Credit will be granted for only one of CYCA 100, CYCA 1029, UVic CYC 200, 200B or 251.

## UVIC CYC 100A

## CYCA 1669

3 UG

### Lifespan Development I (Conception to Late Childhood)

The objectives of this course (UVIC CYC 166A) are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth and families.

**Prerequisites:** Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Only one of CYCA 1669 (UVIC 166A) or CYCA 386 (UVIC CYC 366A) or UVIC CYC 366 may be taken for credit.

## CYCA 1679

3 UG

### Lifespan Development II (Adolescence to Late Adulthood)

The objectives of this course (UVic's CYC 166B) (previously known as CYCA 167) are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human developmental from adolescence to late adulthood as a knowledge base for practice with children, youth and families.

**Prerequisites:** Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Only one of CYCA 1679 (UVIC 166B) or CYCA 387 (UVIC CYC 366B) or UVIC CYC 366 may be taken for credit.

## UVIC CYC 166A

## UVIC CYC 166B



**CYCA 1719****UVIC CYC 171**

3 UG

**Introduction to Families: Issues, Patterns and Processes**

This course (UVic's CYC 171) covers conceptual frameworks and theories for understanding a variety of family challenges and difficulties. The course takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal of the course is to help students to understand the diversity and complexity of family issues, patterns, and processes in local and international contexts.

**Prerequisites:** None. Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** Only one of CYCA 1719 (UVIC CYC 171) or CYCA 373 (UVIC CYC 373) may be taken for credit.

**CYCA 2409****UVIC CYC 240**

3 UG

**Ethical Decision-Making in the Human Services Child and Youth Care Practices**

This course (UVIC CYC 240) provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

**Prerequisites:** Second-year standing.

**Note:** Only one of CYCA 2409 (UVIC CYC 240) or CYCA 340 (UVIC CYC 340) may be taken for credit.

**CYCA 2509****UVIC CYC 250**

3 UG

**Introduction to Law in Child and Youth Care Contexts**

This course, Introduction to Law in Child and Youth Care Contexts, (UVIC CYC 250) provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

**Prerequisites:** Second-year standing or permission of the department.

**Note:** Only one of CYCA 2509 (UVIC CYC 250) or CYCA 385 (UVIC CYC 350A) or UVIC SOCW 350A may be taken for credit.

**CYCA 2659****UVIC CYC 265**

3 UG

**Introduction to Group Work in Child and Youth Care Practice**

This course (UVic's CYC 265) presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and how to facilitate groups, in a participatory, skill-building, experiential learning format.

**Prerequisites:** First-year CYCA/CYC required courses or equivalent.

**Note:** Only one of CYCA 2659 (UVIC CYC 265) or UVIC CYC 465 may be taken for credit.

**CYCA 2809****UVIC CYC 280**

3 UG

**Creating Programs and Environments for Young Children**

This course is intended for students who do not already have an ECE certification. This course counts towards an ECE certification to be obtained concurrently with a BCYC. The course is designed to ensure that BCYC students achieve the competencies required by the provincial ECE licensing agency with regard to early childhood education programming.

**CYCA 3569****UVIC CYC 356**

3 UG

**Child and Youth Care Practice with Families**

This Course, Child and Youth Care Practice With Families, (UVIC CYC 356)(previously known as CYCA 356) focuses on the various kinds of strategies used when working with families in a variety of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of intervention used to work collaboratively with family when changes are needed.

**Prerequisites:** First-year CYCA/CYC required courses or equivalent and CYCA 205.

**Note:** Only one of UVic CYC 356 or CYCA 266 (UVIC CYC 266) or UVIC CYC 466 may be taken for credit.

## CYCA 3649

## UVIC CYC 364

3 UG

### Disability and Child and Youth Care Practice

This course, Disability and Child and Youth Care Practice, (UVIC CYC 364) is an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions, and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy and ethical issues relating to persons with disabilities and their families are examined.

**Prerequisites:** Second-year standing.

**Note:** Only one of CYCA 3779 (UVIC CYC 364) or UVIC HSD 464 or UVIC SOCW 469 may be taken for credit.

## CYCA 3809

## UVIC CYC 380

3 UG

### Practices for Young Children and Families: Historical and Contemporary Perspectives

This foundational course, Practices for Young Children and Families: Historical and Contemporary Perspectives, (UVIC CYC 380), for the Early Years Specialization, the historical and philosophical trends that influence and shape services and policies for young children and their families will be examined. Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

**Prerequisites:** Third-year standing.

## CYCA 3819

## UVIC CYC 381

3 UG

### Leadership, Advocacy and Policy for the Early Years

This course (UVic's CYC 381) explores leadership, advocacy, and policy within the context of key political debates and controversies affecting early-years services. Key areas of study include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural, and economic contexts, policy development; and the role practitioners play as advocates engaged in a global context.

**Prerequisites:** Third-year standing.

**Note:** These courses are required for the ECE specialization in the BCYC degree program at UVic

## CYCA 4239

## UVIC CYC 423

3 UG

### Research Methods in Child and Youth Care

This course, Research Methods in Child and Youth Care, (UVIC CYC 423) introduces students to the design of research and evaluation in child and youth care. Within an applied research practitioner context, students will be introduced to the knowledge and skills necessary to locate, understand, and use research about child and youth care. Students will examine research/evaluation designs and methodologies for improving child and youth care practice.

**Prerequisites:** Third-year standing.

## CYCA 4249

## UVIC CYC 424

3 UG

### Qualitative and Quantitative Analysis in Child and Youth Care

This survey course (UVic's CYC 424) (previously known as CYCA 424) provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data in child and youth care, as well as the logic of interpreting evaluation data. Students will analyze quantitative, descriptive data in order to interpret relationships between variables and be introduced to inferential statistics.

**Prerequisites:** Third-year university standing.

**Note:** Only one of CYCA 4249 (UVIC CYC 424) or UVIC HSD 425 may be taken for credit.

## CYCA 4809

## UVIC CYC 480

3 UG

### Advanced Applied Capacity Building for the Early Years

The central focus of this course will be practitioner's roles in strengthening community capacity for early-years care and development. Local, national and international case examples will be employed to explore the relationships between theory, practice and supportive policies. Students will undertake a major project designed to stimulate transformative processes in the provision of early-year services within the context of communities.

**Prerequisites:** Fourth-year standing.

**Note:** These courses are required for the ECE specialization in the BCYC degree program at UVic

**CYCA 4819****UVIC CYC 481**

3 UG

**Issues of Assessment and Evaluation with Young Children and Families**

This course explores processes of assessment of young children and families, including implications and effects within various cultural and economic context; methods of program evaluation, including ethical implications; impacts on programs, practitioners, communities, families and young children; and relevance to diverse cultural contexts.

**Prerequisites:** Fourth-year standing.

**Equipment:** Computer with Internet is required. Refer to [www.cyc.uvic.ca](http://www.cyc.uvic.ca).

**CYMH 5511**

3 GR

**Context and Theory in Child and Youth Mental Health Practice**

This course is an interdisciplinary course that is designed to enable bachelor's and master's prepared students to provide assessment and treatment for clients who experience mental health conditions. The course introduces and examines core concepts, theoretical foundations and competencies in child and youth mental health clinical practice. The course is broken down into the following age grouping: 0-5, 6-12 and 13-19, reflective of the research literature and direct practice in the mental health field. Case studies, case assessments and treatment cases will be used to address all three age groups over a broad cross section of direct practice issues.

**Prerequisites:** Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the program coordinator.

**CYMH 5521**

3 GR

**Assessment for Intervention in Child and Youth Mental Health**

This interdisciplinary course is designed to enable bachelor's and master's prepared students to provide assessment and treatment for clients with mental health disorders. The course provides an understanding of assessment issues and approaches relevant to the support of children and youth with mental health concerns and their families. Students will be introduced to a range of issues and considerations that guide a thorough and accurate evaluation and diagnosis and develop an understanding of specific assessment processes and instruments associated with specific conditions.

**Prerequisites:** Completion of CYMH 5511: Context and Theory in Child and Youth Mental Health is required and acceptance in the Child and Youth Mental Health Certificate Program or acceptance as a Professional Development course-taker by the Program Coordinator.

**Recommended Requisite:** It is recommended that students have a background in social work, counseling, child and youth care, education and/or nursing. CYMH 5511: Context and Theory in Child and Youth Mental Health is strongly recommended.

**CYMH 5531**

4 GR

**Intervention in Child and Youth Mental Health**

This is an interdisciplinary course that is designed to enable bachelor's and master's prepared students to provide and implement intervention plans for children with mental health disorders. The course provides an understanding of intervention issues and approaches relevant to the support of children and youth with mental health concerns and their families. Students will be introduced to a range of issues and considerations that guide intervention plans.

**Prerequisites:** CYMH 5511.

Acceptance in the Child and Youth Mental Health Certificate Program or acceptance as a Professional Development course-taker by the Program Coordinator.

**Recommended Requisite:** It is recommended that students have a background in social work, counseling, child and youth care, education and/or nursing.

**CYMH 5541**

5 GR

**Child and Youth Mental Health, Clinical Internship and Capstone**

This course will provide the structure and supervision for field experience in child and youth mental health. Field education will provide students with an opportunity to enhance and refine their child and youth mental health skills. Students who are currently working in a mental health position must ensure that their placement work is specifically with children and youth and appropriate supervision is available within or can be contracted outside of the agency. Included in this course is a Capstone Project which will integrate theory, practice, and research.

This course was previously known as CYMH 5541.

**Prerequisites:** Admission to Child and Youth Mental Health Program and successful completion of CYMH 5511, 5521, 5531 (previously CYMH 551, 552, and 553).

## CYMH 5611

3 GR

### Introduction to Adoption and Permanency Planning

This course is designed to provide participants with a foundation in the theoretical underpinnings of adoption competent mental health practice. Based on the Center for Adoption Support and Education training for Adoption Competency this course is designed for professionals in the mental health and child welfare field who want to develop their knowledge and skills to better serve adopted children and their families. Throughout the course participants will be encouraged to reflect upon their own attitudes and beliefs about adoption, the diversity of adoptive families, and the challenge when mental health behaviors occur. In addition to an understanding of the theoretical, organizational, legal and ethical issues impacting adoption, the course will focus on developmental stages of children and their adoptive families and the psycho-emotional challenges in adoptive families.

**Prerequisites:** Approval by the Program Coordinator.

## CYMH 5621

3 GR

### Mental Health Practice Skills for Adoption Facilitators

This course builds on the concepts introduced in (CYMH 5611: Intro to Adoption and Permanency Planning) and focuses on ways of supporting adoptive children and families who are experiencing mental health challenges. This second course focuses on clinical skill development and is based on the Center for Adoption Support and Education training for Adoption Competency. Participants will integrate adoption competent knowledge, skills, and values into their practice with adopted children, adoptive families, birth parents and extended family members. Particular attention will be focused on the multiple mental health challenges children present in adoptive families and ways of supporting adoptive families through the process of healing in order to enhance healthy family formation.

**Prerequisites:** Approval by the Program Coordinator.

## ECON 1221

3 UG

### Introduction to Basic Economics

Students develop a basic understanding of economic principles in order to discuss issues at the level covered by the media. The course 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.

## ECON 1901

3 UG

### Principles of Microeconomics

This course, which is paired with ECON 1951 (previously ECON 201), demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focuses on individual economic units—consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment. These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, energy pricing, collective bargaining, poverty, and income inequality.

**Prerequisites:** Provincial Grade 12 Diploma or equivalent is recommended.

## ECON 1951

3 UG

### Principles of Macroeconomics

Students examine how the economy behaves 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; exchange rate policy; purchasing power and interest rate parity.

#### Recommended Requisite:

Completion of one of Principles of Math 12, Foundations of Math 12, or Pre-calculus Math 12 highly recommended. B or better in Foundations of Math 11 or Pre-calculus Math 11 (BC graduates of 2013 onward); or C+ minimum in Principles of Math 11 or Applications of Math 12 or equivalent (BC graduates prior to 2013); or MATH 0523 or equivalent are recommended.

## ECON 2331

3 UG

### Economic and Business Statistics 2

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; index numbers, time-series analysis, and forecasting.

## ECON 2631

3 UG

### Issues in 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.

**Recommended Requisite:** An introductory economics course such as ECON 1221, or ECON 1901 and ECON 1951 is highly recommended.

## ECON 3041

3 UG

### 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.

## EDDL 5101

3 GR

### Educational Technology in the Curriculum

This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. Education Technology in the Curriculum is intended to be a general launching point for your own exploration and learning about information technology (IT). Because the world of IT is complex, and especially so in education, it is challenging to design a course of study that is right for all students. You, and every other student, bring with you a unique set of experiences and interests that enhance your learning and determine your individual learning **Prerequisites:** Bachelor's Degree and/or special permission from the School of Education.

## EDDL 5111

3 GR

### Introduction to Distributed Learning

This course is designed to provide educators (Teacher Candidates, In-service Teachers, Faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies. This course is designed to provide educators (Teacher Candidates, In-service Teachers, Faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

## EDDL 5131

3 GR

### Multimedia in the Curriculum

This course is designed to introduce educators, and thus their students, to computer and web-based multimedia tools such as text, video, audio and digital photographs and graphics. There will be an emphasis not only on how to use the tools, but also on sound pedagogical practice to promote teaching and learning. Students in this course will learn how to identify, select, plan for, create, and integrate multimedia into instruction and have their students do the same in activities such as reports, digital storytelling, and portfolios.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.



## EDDL 5141

3 GR

### Online Teaching and Learning

This course provides educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. EDDL 5141 is designed to provide instructors with a basic introduction to the theory and practice of online teaching and learning and to develop the skills and strategies needed to facilitate courses in an online environment. Participants will reflect on their experiences as online learners to help develop their own philosophy of online teaching and learning. Using their philosophy, they will plan and conduct an online learning activity that they will facilitate for their fellow participants. Emphasis will be placed on student engagement and motivation, creating collaborative and interactive experiences and gaining practical experience.

**Prerequisites:** The course format will be an online seminar that models the development of learning communities. Participants will be directed to readings about current issues that they will discuss online and they will provide feedback to their fellow learners about their online facilitation experiences.

## EDDL 5151

3 GR

### Managing Your Technology Classroom

Participants will explore a variety of methodologies, tools and technologies to enhance teaching and learning in their specific educational context. They will engage in critical discourse about the use of information technology in a number of different educational settings, evaluate the resources available to them, and develop strategies to make the most effective use of those resources for themselves and their students.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

## EDFN 4201

3 UG

### Aboriginal Teaching and Learning

Students are given an overview of the history of Aboriginal Education in British Columbia and Canada. The course focuses on effective teaching and learning practices for Aboriginal students including developing relationships with parents and extended family members. Teacher candidates examine how to enrich the regular school curriculum by adding Aboriginal content and including the cultural background of their Aboriginal students. The class format is presentation and discussion based on articles and videos provided by faculty, presentations from other Aboriginal educators, community members, and teacher candidates. Virtual field experiences could include visits to local band-operated schools, Aboriginal museums, residential schools and/or Aboriginal Friendship Centres.

**Recommended Requisite:** EDTE 3181.

## EDIE 4151

3 UG

### Inclusive Education – Specific Learning Disabilities

Students are introduced to specific learning disabilities (LD). They gain a historical perspective on learning disabilities and an overview of relevant theoretical frameworks and models of learning disabilities. Students are introduced to current legislation in British Columbia and its relationship to the school district, school, and classroom levels. Two key topics are (a) screening and in-class assessment, and (b) intervention strategies within the general education classroom.

**Recommended Requisite:** EDTE 3181.

**Exclusion:** EDFN 4201.

## EDUC 4409

3 UG

### Literacy Strategies for Supporting Struggling Learners I

For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed. Literacy Strategies for Supporting Struggling Learners I (previously known as part of EDUC 443) 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 instructor.

**Note:** This course was formerly part of EDCI 446 and formerly numbered UVIC ED-B 442.

## EDUC 4429

3 UG

### Literacy Strategies for Supporting Struggling Learners II

For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed. Literacy Strategies for Supporting Struggling Learners II. This course builds on the course content of EDUC 4409/UVIC EDCI 441. It further explores 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.

## UVIC EDCI 441

## UVIC ECI 442



**EDUC 4479****UVIC EDCI 447**

3 UG

**Principles of Teaching English to Second Language Learners**

This course provides a survey of principles and theories for, and the teaching of English to second language learners. The examination of curriculum and methodology for use with ESL learners in the elementary and secondary schools.

**Prerequisites:** Registration in the Faculty of Education, Diploma in Applied Linguistics or major in Applied Linguistics.

**EDUC 4489****UVIC EDCI 448**

3 UG

**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, Diploma in Applied Linguistics or major in Applied Linguistics or by permission of instructor.

**EDUC 5011**

3 GR

**Research Methods**

This course will serve as an overview to research methods typically used in educational research. It will familiarize students with a range of research methods which will allow students to be critical consumers of research and apply appropriate methods to examine a range of research questions. Students will learn to design research proposals, conduct a literature review, examine a variety of research methods, and learn procedures for securing research ethics approval.

**Prerequisites:** Admission to the TRU M.Ed. degree program.

**EDUC 5021**

3 GR

**Philosophy and History of Education**

What education is, what purposes it should serve, and how it should be structured is closely entwined with ideas of what a society is and how it functions. This course provides an introduction to key educational philosophers and considers their impact on the history of education.

**Prerequisites:** Meet TRU MEd admission requirements.

**EDUC 5041**

3 GR

**Diversity: Constructing Social Realities**

Students investigate fundamental questions about the relationship between education and society. Inequalities based on class, gender, race, and sexual orientation and how they are socially constructed in contemporary society are considered, in addition to how they operate in educational environments. Students identify the effects of identity constructs such as race, class, gender, and sexual orientation on the educational experiences of students and how these constructs shape student access, achievement, and attainment. Students are challenged with the following questions: How do schools reproduce, reinforce, and challenge social inequalities? How do educational materials embrace inclusive approaches within the broader contexts of multiculturalism, globalization and cosmopolitanism? How can educators promote inclusive education that values diversity and equity?

**Prerequisites:** Meet TRU MEd admission requirements.

**EDUC 5281**

3 GR

**Capstone Seminar**

This capstone course will provide students with the opportunity to write a major synthesis paper on their learning in the M.Ed. While the precise topic of the paper will be determined by the student in consultation with his/her supervisor, the student will benefit from interaction with peers in this course. Topics covered will include models and examples of synthesis papers, peer review, and presentations. This course will be delivered online.

**Prerequisites:** Entry into the TRU M.Ed. program and completion of required TRU M.Ed. courses. As this is the culminating course in the capstone course exit option for the TRU M.Ed., all other courses in the M.Ed. must be completed.

**EDUC 5401**

3 GR

**Principles and Processes of Educational Leadership**

This course is designed to examine the current theories and belief systems that contribute to evolving concepts of leadership, particularly leadership in educational settings. A variety of pedagogical approaches will be used to examine processes that develop relationships, encourage team building, facilitate conflict resolution, and encourage innovation, change and organizational performance. Participants will become familiar with various styles of leadership such as charismatic, transformational, transactional, and collegial, and will be encouraged to examine and challenge their own practices in field settings. Students will investigate current models of supervision and performance assessment and assess the models in the context of differing leadership styles. Participants will develop a repertoire of leadership styles and skills that will be applicable in a variety of educational settings.

**Prerequisites:** Admission to TRU M.Ed. Degree program.

## EDUC 5421

3 GR

### Legal Issues in Education

This course examines educational governance, policy and laws with an emphasis on their effects on students, teachers, administrators, and parents. Course themes include student and parent rights, labour law, child protection, collective bargaining, and the governance of schools in B.C., Canada and internationally.

**Prerequisites:** Meets the admission requirements to the TRU M.Ed. program.

## EDUC 5441

3 GR

### Understanding and Managing Conflict

Understanding and managing conflict is core to many educational roles, for example, teacher, principal, district leaders, counselors, and curriculum consultants. It also is central to leadership in other sectors such as health care, social services, the military, and more. This course will examine these topics: types and causes of conflict, cultural components of conflict, effects of conflict, conflict management, and conflict vis-a-vis organizational change.

**Prerequisites:** Meet TRU M.Ed. entry requirements.

## EDUC 5461

3 GR

### Educational Management

This course will examine the management of fiscal and human resources that contribute to effective leadership in educational settings.

**Prerequisites:** Meets the admission requirements to the TRU M.Ed. program.

## EDUC 5501

3 GR

### Introduction to Conselling Skills

The purpose of this course is to provide an opportunity for the development of counselling skills and improved interpersonal relationships through the exchange of ideas, feelings and attitudes. Through interaction and experiential learning activities, students will develop a working knowledge of counseling and interviewing skills, and procedures.

**Prerequisites:** Admission into the TRU M.Ed. degree program.

## EDUC 5511

3 GR

### Theories in Counselling

This course focuses on major theoretical approaches to counselling and the strategies used in each. Through exploration and examination of each approach, coupled with the integration of multicultural and diversity competencies, students will gain the knowledge and skills necessary to apply the strategies and techniques of counselling theories. Ethical decision making will be incorporated into each theoretical approach.

**Prerequisites:** Admission to the TRU M.Ed degree program.

## EDUC 5521

3 GR

### Assessment and Evaluation in Counselling

This course is a study of group and individual assessments used in schools and agencies.

## EDUC 5551

3 GR

### Introduction to Secondary School Counselling

A study of counselling as related to secondary school practice. Emphasis is on the secondary school counsellor's role and functions.

## EDUC 5561

3 GR

### Career Counselling and Development

This course is a study of career counseling development and theory. The theoretical emphasis is on the developmental aspects of career decision making from childhood through adulthood.

**Prerequisites:** Admission to the TRU M.Ed. degree program.

## ENGL 0401

NC

### Reading and Writing English

This course is designed to develop skills as a writer by practicing the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)

**Recommended Requisite:** It is recommended that you successfully complete Grade 8 English or equivalent before beginning this course. Placement can be made on the basis of an English Assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from StudentsServices.

## ENGL 0501

NC

### Advanced English Skills

Students review and practice 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. (Grade 11 equivalency). Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

**Prerequisites:** Grade 10 English, ENGL 0401 or equivalent. Placement can be made on the basis of an English Assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

### ENGL 0601

NC

#### Introduction to Literature

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. Grade 12 English equivalency.

**Recommended Requisite:** ENGL 0501 or English 11

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

### ENGL 0641

NC

#### Survey of British Literature

ENGL 0641 is the equivalent of academic Grade 12 English. It presents a traditional survey of English Literature, from its earliest beginnings to the second half of the twentieth century.

**Recommended Requisites:** ENGL 0501 or English 11. Placement can be made on the basis of an English assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

### ENGL 0661

NC

#### Written Communication

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

**Prerequisites:** ENGL 0501 or English 11. Placement can be made on the basis of an English assessment.

**Note:** Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

### ENGL 1001

3 UG

#### Literature and Composition I

This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories and a novel. This course also provides a review of basic grammar, punctuation, and instruction in composing critical essays. ENGL 1011 (Literature and Composition II) is the continuation of ENGL 1001 and focuses on drama and poetry.

### ENGL 1011

3 UG

#### Literature and Composition II

This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

**Recommended Requisite:** English 12 or equivalent. An English course at the 100-level (such as TRU-OL's ENGL 1001) that includes the study of fiction and composition is strongly recommended.

### ENGL 1021

3 UG

#### Composition and Indigenous Literature in Canada I

This course introduces students to an exciting range of Indigenous Canadian literature and orature, including autobiographies, speeches, essays, short stories and storytelling. Students will also have the opportunity to listen to audio CDs of interviews and readings by many of the authors studied in the course and to view a video of a storytelling performance and an interview with a contemporary Indigenous multimedia artist.

**Prerequisites:** English 12 or equivalent.

## ENGL 1031

3 UG

### Composition and Indigenous Literature in Canada II

This course is comparable to the second half of other first-year university English courses. Course requirements include reading: novels, a novel excerpt, one-act and full-length plays, and a wide range of poems. The six instructional units in this course cover a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the twentieth century. Students will develop an appreciation for both the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these writers to contemporary literature. Students will identify, analyze and discuss many literary conventions related to fiction, drama and poetry. In addition, students will receive further experience in composition and in writing critical essays, including a formal research paper.

#### Recommended Requisite:

English 12 or equivalent. ENGL 1001 or ENGL 1021 (or equivalent) is strongly recommended.

## ENGL 1061

3 UG

### Written Communication

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports. Advanced standing may be approved by: CHA, CIM.

**Prerequisites:** BC English 11 or ENGL 0501 (previously ENGL 028) or equivalent.

**Exclusions:** Students who already have credit for a post-secondary English or Business Communications course will usually be exempted from having to take ENGL 1061 (previously ENGL 106). Please contact [business\\_ol@tru.ca](mailto:business_ol@tru.ca) for further information.

**Note:** This course is not applicable to the general education requirements of any TRU-OL degree.

## ENGL 1071

3 UG

### Business Communication

Your success in the world of work depends to a large extent on your ability to communicate. This course will provide you with practice in occupational writing, both correspondence and reports. The first half of the course deals with correspondence, with particular emphasis on employment letters, customer relations and sales messages. The remaining units focus on report preparation, with practice in writing descriptions, instructions, progress reports and proposals. The material is interesting, and the exercises are relevant to most administrative, supervisory and managerial positions. The approach to study should make your work really enjoyable. If you are motivated and can commit yourself to doing a good job of the course, you will derive a great deal of benefit from it.

**Prerequisites:** Completion of ENGL 1061 (previously ENGL 106) Written Communication or another post secondary English course such as ENGL 1001 (previously ENGL 100) or ENGL 1021 (previously ENGL 102) or equivalent skills as demonstrated by an assessment.

**Note:** This course is not applicable to the general education requirements of any TRU-OL degree.

## ENGL 1101

3 UG

### Composition

The aim of this course is to prepare students to communicate and create new knowledge in the many different spheres - academic and business; personal and community - of life and work. The course is designed to help students gain control over the conventions of writing through readings, extensive writing practice, guided self-evaluation and feedback from the course tutor. Topics include effective writing processes, academic writing format and style, rhetorical methods of organization, critical reading skills and integrating and documenting research sources. Students will also learn to find guidelines for writing and apply grammatically correct and academically appropriate sentence structure, style, diction and tone.

**Recommended Requisite:** Any one of the following is recommended: 73% or better on the British Columbia combined English 12 or English 12 First Peoples and Government exam (within the last five years); or Level 4 on the composition section of the Language Proficiency Index (within the last two years); or Completion of TRU English 060 or TRU-OL ENGL 0601 or equivalent.

## ENGL 2111

3 UG

### English Literature from Chaucer to Milton

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, and Milton's *Paradise Lost* (selections) as well as some of the works of such Elizabethan and Jacobean poets as Spenser, Shakespeare, Donne, and Jonson.

**Prerequisites:** ENGL 1001 and 1011, or ENGL 1021 and 1031, or ENGL 1019 (SFU ENGL101W) and 1029 (SFU ENGL102W), or equivalents.

## ENGL 2211

3 UG

### English Literature of the Eighteenth and Nineteenth Centuries

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 2111). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious atmospheres of what we now call the Neo-Classical, the Romantic, and the Victoria periods of English literature.

**Prerequisites:** ENGL 1001 and ENGL 1011, or ENGL 1021 and ENGL 1031 or equivalents.

**Recommended Requisite:** ENGL 2211 strongly recommended.

## ENGL 4241

3 UG

### Modern British Fiction

This course provides a survey of modern British fiction from its development early in the twentieth century, to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

**Prerequisites:** ENGL 1001 and ENGL 1011, or equivalents.

## ENGL 4321

3 UG

### Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

**Prerequisites:** ENGL 1001 and ENGL 1011, or equivalents.

## ENGL 4341

3 UG

### Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

**Prerequisites:** ENGL 1001 and ENGL 1011, or equivalents.

## ENGL 4351

3 UG

### Modern American Fiction

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there's a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy – for example, our gender, class, or race – determine in part the kind of sense we make of the world, as both writers and readers.

**Prerequisites:** ENGL 1001 and ENGL 1011 or equivalents.

## ENGL 4991

3 UG

### Directed Studies

This course is a requirement for completion of the Bachelor of Arts, English major, and may be taken for completion of the Post-baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.



## ENTR 4751

3 UG

### New Venture Creation

Students develop the skills, values, 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.

## ENVS 3991

3 UG

### 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.

**Recommended Requisite:** 60 Credits is strongly recommended.

## FNCE 2121

3 UG

### 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.

**Recommended Requisites:** ACCT 1211 and ACCT 1221 or ACCT 2211, CMNS 1290, MATH 1071, STAT 1201.

## FNCE 3151

3 UG

### Investments 1

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 behavior 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.

## FNCE 3171

3 UG

### Investments 2

Building on FNCE 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; asset-backed securities; bonds with embedded options; fixed income portfolio management; liability-driven strategies and performance evaluation; and derivative contracts and strategies.

**Recommended Requisites:** FNCE 3151.

## FREN 1001

3 UG

### Introduction to French I

Based on the highly praised multimedia program French in Action, this course is designed for students with little knowledge of the language to begin their study of French at the university level. The course covers basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation. Throughout the course, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Prerequisites:** French 10 or equivalent. The course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.



## FREN 1011

3 UG

### Introduction to French II

This course is a continuation of the work of FREN 1001 and is based on the highly praised multimedia program French in Action. The course enables students to increase their speaking and writing abilities in a range of everyday situations. Several assignments are completed by telephone.

**Prerequisites:** FREN 1001 or equivalent.

## FRST 3073

3 UG

### 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:** Graduate students from a recognized technical college or university, with a major in forestry, biology, wildlife, natural resources or geography is strongly recommended. Also eligible are senior students who have field experience, and are enrolled in Thompson Rivers University's Natural Resource Sciences program.

## GEOG 1191

3 UG

### Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both "determinist" and "possibilist" views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

**Recommended Requisites:** There are no Prerequisites for the course, but a provincial Grade 12 diploma or equivalent is recommended. However, if you have taken other lower-level geography courses, such as, GEOG 1221 or courses in other social sciences, the background information gained from them will be very useful.

## GEOG 1221

4 UG

### Introduction to Physical Geography

This course is an introduction to the 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, while 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.

## GEOG 2221

3 UG

### 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 is explored to illustrate how the regions are part of larger interconnected systems (e.g. Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada, and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

## GEOG 2231

3 UG

### 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.

**Recommended Requisites:** A first-year course in geography (e.g. GEOG 1221 or 1191), geology (e.g. GEOL 1011 or 1111) or equivalent skills and knowledge would provide useful background information.

## GEOG 3991

3 UG

### 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:** Completion of 60 credits.

## GEOG 1011

3 UG

### 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:** Provincial Grade 12 Diploma or equivalent is assumed.

## GEOL 1031

3 UG

### Dinosaur Earth

Students explore dinosaurs and their domination of terrestrial habitats for about 160 million years during the Mesozoic era. The course begins by examining global plate tectonics and climate with specific reference to the Mesozoic. Students examine the evolution of the dinosaurs from the early land-dwelling vertebrates, their diversification, and their extinction 65 million years ago. The manner in which the ancestors of modern animals filled the habitats previously occupied by dinosaurs is also examined. 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.

## GEOL 1111

4 UG

### 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:** Provincial Grade 12 Diploma or equivalent is assumed.

## GEOL 2051

3 UG

### Geologic Time

This Geology course studies the geologic history of the earth. Concepts covered include: measurement of geologic time, stratigraphic principles, radiometric decay, and elementary paleontology. The laboratory portion covers methods utilized in geological mapping and fossil identification. This course is a natural continuation of a first semester Geology course that includes a laboratory.

**Recommended Requisites:** Completion of a first semester Geology such as GEOL 1111 or 1110.

## GEOL 2071

3 UG

### Geologic Hazards and Forensic Geology

Students explore how the geosciences contribute to criminal and military investigations, and to the understanding, prediction, and mitigation of geologic hazards. Students investigate the magnitude, frequency, causes, and impacts of geologic hazards such as earthquakes, volcanic eruptions, tsunamis, landslides, and meteor impacts. Students develop skills for the prediction, monitoring, assessment, and determination of causes of damage. Students examine the role of geosciences for national security and geological methods used in criminal investigations.

**Recommended Requisites:** GEOL 1111 or equivalent.

## GEOL 2391

3 UG

### Environmental Geology

Students examine geological processes and material and their interaction with human activities, environmental planning, and management.

**Prerequisites:** A provincial Grade 12 diploma or equivalent is assumed.

**Recommended Requisite:** An introductory Geology course is strongly recommended.

## GEOL 3191

3 UG

### Geomorphology

This course examines geomorphic processes and the interrelationship of processes, landforms, materials and time. Practical problems in science and applied science that relate to geomorphic processes are discussed, and methods of investigation and analysis are introduced in laboratory sessions.

**Prerequisites:** GEOL 1110.

## HART 4819

## UVIC AHVS 488P

3 UG

### Human Resource Management in Cultural Organization

This course is an intensive examination of the ways in which staff and volunteers are managed in cultural organizations, with particular emphasis on museum and heritage agencies, and stresses integrated, planned approaches to human resource development. Topics include organizational dynamics; leadership and decision-making; board/staff relations; policy development; position descriptions; recruitment; performance planning; communications; legal considerations; and ethics and professionalism.

**Prerequisites:** Permission from UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, heritage site or cultural organization.

**Exclusions:** Students with credit for UVic GEST 481, UVic HA 488P or TRU 481 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca/learnonline](http://www.uvcs.uvic.ca/learnonline).

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4839

## UVIC AHVS 486B

3 UG

### Museum Principle and Practice II: Programing Exhibitions and Management

Exhibitions and public programs are the primary means by which museums share their collections and knowledge with communities. This course explores the role and development of exhibitions and programs, with particular emphasis on public partnerships, audience development, and principles of design, implementation and evaluation. When offered in the distance format, the course will also address topics in museum management.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, heritage site or related institution.

**Exclusions:** Students with credit for UVic GEST 483, UVic HA 486 or TRU HART 483 may not take this course for further credit. Students interested in this course may also wish to take UVic HA 486A, Museum Principles and Practices: Creating and Preserving Knowledge.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca/learnonline](http://www.uvcs.uvic.ca/learnonline)

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4869

## UVIC AHVS 486A

3 UG

### Museum Principles and Practice I

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](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum gallery, historic site or related institution.

**Exclusions:** Students with credit for UVic GEST 4826, UVic HA 486 or TRU HART 486 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca/learnonline](http://www.uvcs.uvic.ca/learnonline).

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4879 UVIC AHVS 487A

3 UG

### 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, planning for conservation, and cultural tourism.

**Prerequisites:** Permission from UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.

**Exclusions:** Students with credit for UVic GEST 484, UVic HA 487 or TRU HART 487 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4889 UVIC AHVS 488D

3 UG

### Caring for Collections

An examination of the physical characteristics of various 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 that are utilized to ensure the safe-keeping of artifacts and specimens in storage, on exhibit, in transit, and when in use for research and programming purposes. A specialized focus on collections type may be taken.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.

**Exclusions:** Students with credit for UVic GEST 488, UVic HA 488D or TRU HART 488 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4909 UVIC AHVS 488A

3 UG

### Managing Cultural Organizations

This course is an intensive study of the application of management theory and practice in cultural organizations, with particular emphasis on: characteristics of non-profit cultural organizations; governance and leadership; establishing mission goals and objectives; roles of executive and artistic directors; policy development and implementation; personnel management and team building; financial management; strategic and operational planning; information management; public relations; marketing; volunteer development; and ethical and legal issues.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.

**Exclusions:** Students with credit for UVic GEST 490, UVic HA 488A or TRU HART 490 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4919 UVIC AHVS 488B

3 UG

### Collections Management

This course is 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, care and handling. Issues of ownership, access and collections planning will also be addressed. Content may address specialized collections areas.

**Prerequisites:** Permission from UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.

**Exclusions:** Students with credit for UVic GEST 491, UVic HA 488B or TRU HART 491 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## HART 4929 UVIC AHVS 488S

3 UG

### 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](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, historic site or related institution.

**Exclusions:** Students with credit for UVic GEST 492, UVic HA 488S or TRU HART 492 may not take this course for further credit.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca/learnonline](http://www.uvcs.uvic.ca/learnonline).

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## **HART 4939                      UVIC AHVS 488J**

3 UG

### **Curatorship: Contemporary Perspectives**

This course examines the core curatorial concepts of collections planning, management, research, analysis, documentation, and exhibition development, and relates them to the evolving roles of museums in society. Topics include collections and acquisition policies, object oriented research methods, curatorial approaches to intangible heritage, documentation, information management, access, copyright, curatorial collaborations, and the communication of research through exhibitions, public programming, and print and electronic media.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, heritage site or related institution.

**Exclusions:** Students with credit for UVic GEST 493, UVic HA 488J or TRU HART 493 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## **HART 4959                      UVIC AHVS 488G**

3 UG

### **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. Emphasizes approaches which respond to community interests and reflect curatorial priorities. Planning, delivery, management and evaluation strategies for a range of programming approaches are covered.

**Prerequisites:** Permission of UVic's Cultural Resource Management Program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, heritage site or related educational institution.

**Exclusions:** Students with credit for UVic GEST 495, UVic HA 488G or TRU HART 495 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.

## **HART 4969                      UVIC AHVS 488U**

3 UG

### **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](http://www.uvcs.uvic.ca/cultural)). Contact [irenel@uvic.ca](mailto:irenel@uvic.ca) before registering. Students should work in or have access to a local museum, gallery, heritage site or related institution.

**Exclusions:** Students with credit for UVic HA 488U or TRU HART 496 may not take this course for further credit.

**Note:** For UVic courses, you will be required to purchase texts and materials separately. Details will be sent to you after your registration is processed.



## HIST 1121

3 UG

### Canadian History to 1867

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

## HIST 1161

3 UG

### Modern European History I: 1450-1800

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.

## HIST 1221

3 UG

### Post-Confederation Canadian History

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy. This course was previously known as HIST 121.

**Exclusions:** Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.

## HIST 2251

3 UG

### 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.

**Recommended Requisites:** Previous studies in history are not required to succeed in this course; however, successful completion of secondary school history coursework, or equivalent skills and knowledge, is recommended.

## HIST 3991

3 UG

### Environmental History

In this online seminar, students examine the reciprocal relations between humans and non-human nature through a historiographic perspective. The course addresses the changing impact of human populations, their technology and their ideas on the physical environment, as well as how climate, topography, plants, and animals have enabled, constrained, and altered the path of human societies. A North American context is emphasized.

**Prerequisites:** 60 credits

## HIST 4991

3 UG

### Directed Studies

This course is a requirement for completion of the Bachelor of Arts, History major and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

**Prerequisites:** General education and lower-level requirements of the Bachelor of Arts, History Major degree and a minimum of 15 upper-level credits in History.

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



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**HLTH 1001**

2 UG

**Health 2: Lifestyle and Choice**

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:** Admission to the Health Care Assistant Certificate program.

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**HLTH 1011**

3 UG

**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:** Admission to the Health Care Assistant Certificate program. HLTH 1051 and 1001.

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**HLTH 1021**

3 UG

**Nutrition for Health and Changing Lifestyles**

This course provides an introduction to the relationship between nutrition and health. The focus is on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture, and identifying standards of healthy eating in Canada.

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**HLTH 1051**

3 UG

**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:** Admission to the Health Care Assistant program.

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**HLTH 1061**

3 UG

**Medical English**

Participants develop and strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development will be facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications, and medication administration as well as 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:** Previous health care education.

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**HLTH 1121**

3 UG

**Foundational Human Anatomy**

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, from birth to older adults. Foundational to the practice of health is awareness of body systems and the 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.

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**HLTH 1131**

1 UG

**Electrocardiogram**

This introductory course covers the theory behind the specific anatomy of the heart, the conduction system, and the electrocardiogram, as well as some diagnostic aspects of the heart as related to the medical laboratory assistant. This course was previously known as MLAP 113.

**Prerequisites:** Admission to the Medical Laboratory Assistant Program.

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**HLTH 1141**

3 UG

**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, will also be reviewed. Emphasis will be placed on the 12-lead ECG, recognition of arrhythmias that require immediate response and the properties that comprise an accurate ECG tracing.

### HLTH 1153

3 UG

#### Personal Care and Assistance Theory

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course will assist the student to integrate theory from other courses and develop a theoretical understanding of care-giver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

**Prerequisites:** Admission to the Health Care Assistant program. HLTH 1001, 1011, 1051, 1101, 1201 and 1351.

### HLTH 1155

1 UG

In-Person

#### Personal Care and Assistance (Skills Practicum)

This course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course is comprised of class and supervised laboratory experiences which assist the student in integrating theory from other courses. This allows the student to develop caregiver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

**Prerequisites:** HLTH 1051, 1001, 1011, 1101, 1153, 1201 and 1351.

### HLTH 1201

4 UG

#### 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, 1101, 1153 and 1351.

### HLTH 1251

2 UG

In-Person

#### Practice Experience in Home Support and/or Assisted Living

This practice course provides students with an opportunity to apply knowledge and skills they have gained from all courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the Health Care Assistant within a Home Support Agency and gain abilities that will prepare graduates to assume the role of a Community Health Worker.

### HLTH 1301

7 UG

In-Person

#### Practice Experience in Multi-Level or Complex Care

This supervised clinical practice experience provides students with the opportunity to apply knowledge and skills gained from all courses in the program with individuals in a multilevel or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Students gain expertise and confidence with the role of the Health Care Assistant within a continuing care facility.

### HLTH 1351

2 UG

#### Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

This course builds on content from other courses to assist students in exploring concepts and caregiving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is placed on recognizing behaviours and identifying person-centered intervention strategies.

**Prerequisites:** Admission to the Health Care Assistant Certificate program. HLTH 100 , 1011, 1051, 1101 and 1153.

### HLTH 1981

3 UG

#### Medical Terminology

This course uses a systematic approach to teach medical terminology to those who plan to be involved in or are already engaged in the medical, dental, nursing, veterinary, allied health fields. It also gives the student a basic understanding of body systems, anatomical structures, medical processes and procedures and diseases.

### HLTH 2121

3 UG

#### 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.

### HLTH 2501

4 UG

#### Pathophysiology

This course focuses on the general principles of disease and then further explores information dealing with specific disorders of body systems or individual organs. This course is intended for health care practitioners.

#### Recommended Requisites:

Completion of 6 credits of anatomy and physiology is highly recommended.

## HLTH 2511

3 UG

### 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, their clinical effects and side effects will be emphasized.

**Recommended Requisites:** A minimum of a two-year health care diploma program and a sound knowledge of human anatomy and physiology and pathophysiology are strongly recommended.

## HLTH 2573

3 UG

### Arterial Blood Gases

This in-depth course examines the basic principles of chemistry and physics related to blood gases and the physiology of respiration. The interpretation, collection, and sampling of blood gases, and non-invasive measurements, are examined with particular emphasis on clinical applications.

**Recommended Requisites:** A minimum of a two-year health care diploma program and a sound knowledge of human anatomy and physiology and pathophysiology is strongly recommended.

## HLTH 2707

1 UG

In-Person Component

### 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.

## HLTH 2911

3 UG

### Perinatal Nursing: Foundational Concepts

This course is designed to provide participants with the opportunity to gain a solid foundation in the basic knowledge required in perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical, and cultural influences on the childbearing family, the health care resources available to support families, and of the entry-level nursing competencies and standards of care required in perinatal practice.

**Prerequisites:** Second year standing in nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course or permission of the Academic Director or delegate. Evidence of having met the CRNBC English requirements is essential when English is a second language.

## HLTH 2931

3 UG

### Psychiatric and Mental Health Nursing

HLTH 2931 is an introduction to the assessment and treatment of clients with mental health challenges. The goal of the course is to develop sound knowledge and skills related to psychiatric nursing within the Scope of Practice of the College of Registered Nurses of British Columbia (CRNBC). Mental health is explored on a continuum from health to illness, from adaptability to maladaptability. An introduction to pharmacology is included in the course. Diagnoses and interventions are studied from medical, nursing, and psychosocial perspectives. The importance of the nurse-client relationship is identified as the core component of all interactions with mental health clients. Communication theory assists in development of the special therapeutic communication skills required in this field of nursing. Critical-thinking exercises throughout the course enhance self-awareness of the values and beliefs related to caring for clients with mental health challenges.

**Prerequisites:** Either second year standing in a nursing program, a letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) as a qualifying course, or permission of the Academic Director or delegate.

## HLTH 3101

3 UG

### Client-Directed Care Management

This online course is intended for professionals working in the health system, and upper-level students in health degree programs wishing 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 both teleconferences and online discussions, the course is delivered in the context of current and emerging health policy and organizational structures.

**Recommended Requisite:** Graduation with a Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

## HLTH 3611

3 UG

### 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 -or- Current CRNBC Registration -or- permission of Academic Director or designate.

## HLTH 3621

3 UG

### Relational Practice

This course is designed to advance the relational knowledge and skill of health professionals. It emphasizes concepts such as communication; leadership; interprofessional practice; teaching and learning; diversity; power; and the client as a person, family and community.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program -or- Current CRNBC Registration -or- permission of Academic Director or designate.

## HLTH 3631

3 UG

### Clinical Decision Making

This course is designed to enhance the professional health practitioner's clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-making framework, participants are supported to explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program or Current CRNBC Registration or permission of Academic Director or appropriate designate.

## HLTH 3707

2 UG

In-Person

### Seniors Living Project Practicum

This course, to be completed near the end of the certificate, provides an opportunity for the student to consolidate learning throughout the program with the completion of an on-site project.

## HLTH 3711

3 UG

### Healthy Aging: A Contemporary Perspective

This course provides a contemporary perspective of health aging in Canada. Changing population demographics highlight the importance of understanding successful and healthy aging in multiple dimensions such as personal health domains (e.g. physical, emotional, social, psychological, spiritual) and social determinant dimensions (e.g. biology, education, income, housing, social networks, work). The course will emphasize contemporary, 'health across the lifespan' aging as differentiated from the historical model of declining health and abilities.

## HLTH 3713

5 UG

### 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 (e.g. independent living, assisted living, etc.), sales and marketing, risk management, labor relations in the workplace, staff development and residential services.

## HLTH 4001

3 UG

### 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 will critically examine social inequities and the health consequences in diverse populations.

## HLTH 4011

3 UG

### Issues in Health Care

This course explores current issues in health care, and the Canadian health care system. It looks at issues from a range of perspectives, such as those of an individual, family member, health care professional, lobby group, health care administrator, or politician. Also explored are the determinants of health in the global and Canadian contexts. Issue analysis touches on legal and ethical frameworks and builds on an understanding of the code of ethics and the scope of practice for your health care profession.

## HLTH 4021

3 UG

### Health Policy

This seminar 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. Students determine how their knowledge of policy analysis might apply in the health care workplace. Students utilize critical thinking, research, and critiquing skills to develop 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 knowledge on public policy-making to a current major health policy issue in their province or territory, and participate in a simulated policy community.

**Prerequisites:** Successful completion of HLTH 4011, Issues in Health Care, is required. A minimum of 60 credits of post-secondary education.

## HLTH 4411

3 UG

### Introduction to Mental Health

Using an interdisciplinary approach to study mental health, mental illness, and substance use, students will examine a variety of perspectives and contextual factors used to explore issues and concepts of mental health. Distribution patterns, risk factors, organization of health systems, and societal efforts toward prevention and treatment will also be reviewed. A focus will be placed on understanding the social determinants of health and exploring issues from a population and public health perspective.

## HLTH 4421

3 UG

### Assessment and Intervention Approaches to Mental Health Problems

This course builds on HLTH 4521 and the learners focus on the integration of more advanced knowledge, skills and tools required in increasingly complex situations. Learners will begin with an examination of care from a systems level and explore how systems shape the delivery of frontline services. The central focus will be on servicing individuals (and their families) who are living with serious mental illness and addiction. Learners will blend evidence-informed practices and core behavioural and technical competencies for addition professionals through an Interprofessional lens. Consideration will also be given to specific populations. Learners will consider culture, diversity, gender, sexual orientation and race and the impact they have on client health and treatment case studies.

## HLTH 4441

3 UG

### Population Based Mental Health Assessment and Intervention

Students will be introduced to best practices in working with specific populations, such as younger adults, older adults, aboriginal people, LGBT populations, women and families who are experiencing mental health problems.

## HLTH 4511

3 UG

### Introduction to Problematic Substance Use

Learners review conceptual, historical, political, and societal factors that influence values, beliefs, approaches, and practices with persons with problematic substance use. Learners reflect upon their own attitudes and beliefs and consider how prior knowledge and experiences may influence their understanding of substance use disorders and their perceptions of persons experiencing problematic substance use and their families. Learners are introduced to foundational concepts and methods in prevention and treatment of problematic substance use.

**Prerequisites:** 4th year standing or permission from the School of Nursing or School of Social Work.

## HLTH 4521

3 UG

### Assessment and Intervention Approaches to Problematic Substance Use

Building on many of the concepts introduced in HLTH 4511 this course will focus on ways of supporting individuals and families who are adversely affected by substance misuse. The intent of this course is to introduce students with key concepts and basic competencies they will build upon in HLTH 4530 in order to be successful in their practicum. It will blend evidence-informed practices and core behavioral and technical competencies for addiction professionals through an interprofessional lens. Consideration will be given to the social determinants of health and the impacts these have upon case conceptualization and care planning. Evidence-based interventions will be examined with a special emphasis on skills that illustrate a selection of core technical competencies.



## HLTH 4531

3 UG

### Assessment and Intervention Approaches in Concurrent Disorders

This course builds on HLTH 4521 and the learners focus on the integration of more advanced knowledge, skills and tools required in increasingly complex situations. Learners will begin with an examination of care from a systems level and explore how systems shape the delivery of frontline services. The central focus will be on servicing individuals (and their families) who are living with serious mental illness and addiction. Learners will blend evidence-informed practices and core behavioural and technical competencies for addition professionals through an Interprofessional lens. Consideration will also be given to specific populations. Learners will consider culture, diversity, gender, sexual orientation and race and the impact they have on client health and treatment case studies.

## HLTH 4541

3 UG

### Population Based Prevention and Intervention

Learners will be exposed to a broadened view of approaches to reducing risk and harms of substance use for individuals, helping systems and communities, including health promotion, prevention, harm reduction and drug policy. Learners will consider population as individuals, families, social and demographic cohorts, neighborhoods and larger communities when examining policy, programs, advocacy and legislation aimed at preventing and or reducing problematic substance use.

## HLTH 4551

3 UG

In-Person Component

### Directed Studies Practicum in Substance Use and Concurrent Disorders

Learners will develop further understanding of the relationships between theory and practice in the treatment and prevention of problematic substance use and mental health disorders during the practicum. Learners will expand their knowledge by having an opportunity to observe services and supports within prevention and treatment systems. Over the course of 13 weeks students will spend 12 days (usually 96 hours) in a practice setting while concurrently completing a series of directed online readings, assignments and experiential learning exercises. Where appropriate, Learners will be provided the opportunity to demonstrate foundational competency in prevention and treatment practice.

**Prerequisites:** HLTH 4411 or 4511, HLTH 4421 or HLTH 4521, HLTH 4531 and 4541 or 4441.

## HRMN 2821

3 UG

### 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.

## HRMN 3831

3 UG

### Human Resource Planning and Staffing

Students examine the policies and procedures for the planning, acquisition, deployment, and retention of a workforce of sufficient size and quality to allow an organization to attain its strategic goals. Topics include the strategic importance of staffing; the staffing environment; human resource planning; job analysis and design; recruitment; applicant screening; employee testing; interviews; references; decision making; employment contracts; methods of evaluating the hiring process; deployment; and retention.

## HRMN 3841

3 UG

### Employee and Labour Relations

Students examine the different aspects of union management relations focusing on the Canadian experience. Topics include an introduction to industrial relations; theories of industrial relations; the history and structure of unions in Canada; union organizing; collective bargaining; strikes and lockouts; third-party interventions including conciliation, mediation and arbitration; grievance arbitration; changes to the union or employer; and future issues in Canadian unionism.

**Recommended Requisites:**  
HRMN 2821.

## HRMN 4831

3 UG

### Total Rewards

Students develop an understanding of the different rewards systems available to employers to attract, motivate and retain a sufficient number of qualified employees. The topics include the components of total rewards; the rewards environment; motivational theories and rewards; rewards strategies; types of compensation; non-monetary rewards; and rewards and performance management, attraction, and retention.



### HRMN 4841

3 UG

#### Organizational Learning, Training and Development

Students examine the educational activities provided by organizations to enhance the current performance of individuals or groups of employees and instill a commitment to continuous improvement and advancement. They study how organizations can become more adaptive by learning from their experiences and reacting more quickly to environmental change. Topics include organization learning; training and development; learning and motivation; needs analysis; training design, methods, and delivery; transfer of training; training evaluation; and cost and benefits of training programs.

### HRMN 4891

3 UG

#### Selected Topics in Human Resource Management

Students examine a selection of contemporary issues in human resource management. Topics include occupational health and safety, human resource information management, and professional practice.

### HUMN 3011

3 UG

#### The History of Science

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time, and how these changes have impacted our world. The discussion addresses issues such as societal attitudes toward science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions include: What is science for? Whom is it for? How has science changed over time? How does—and how should—society use science?

**Recommended Requisites:** Provincial Grade 12 Diploma or equivalent is recommended. University-level studies in history, science, or social sciences are recommended.

### HUMN 3981

3 UG

#### Issues In Latin American Studies

This online seminar course explores the social aspects of the economic, political, and cultural issues facing Latin American countries. After an introduction to the basic issues for understanding Latin America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education, and general studies.

**Prerequisites:** 60 credits.

### HUMN 3991

3 UG

#### Issues in Science and Society

This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does—and how should—society use science?

This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business, and general studies.

**Prerequisites:** 60 credits.

**Recommended Requisites:** Previous university-level courses in history, science, or social science.

### HUMS 1541

3 UG

#### Interpersonal Communications and Helping Relationships

The purpose of this course is to provide an opportunity for self-development by examining the interdependent nature of human beings. To ensure compatibility in the communication process, one must be aware of the values, language, contextual speech, gender and cultural differences affecting the understanding of the message between one's self and other people. You will explore ideas and feelings about interpersonal relationships, and practice the specific skills necessary to express yourself effectively. The concepts discussed in this course are designed to promote self-awareness through personal reflection and group activities. As well, you will be introduced to topics that include assertive behaviour, power and control, conflict management, and working with angry and aggressive clients.

## HUMS 1581

3 UG In-Person Component

### Introduction to Professional Human Service Practice

This course orients students in the field of human services. Sessions will introduce students to professional values, ethics, conduct and self renewal. Strategies for effective observation and record keeping skills will be covered. This course includes a one week field work experience for students.

## HUMS 1611

3 UG

### Interviewing Skills for Human Service Practice

This course introduces you to the skill of interviewing. You will develop the skills to complete informational and referral interviews as well as to facilitate problem-solving interviews.

You will learn a variety of interviewing skills including attending, questioning, paraphrasing, summarizing, encouraging, and influencing. In addition, you will be introduced to client observation skills and how to demonstrate empathy and respond to multicultural encounters.

## HUMS 1671

6 UG In-Person Component

### Social Service Field Practicum

An understanding of field practice is crucial to effective social work training, as generalist social service workers are exposed to a great variety of problem situations daily. This course offers students both independent study and experience, at a beginner level, in a social service setting.

The course has two parts. The independent study consists of work outlined in the course study guide, which includes theory, activities, practice, and assignments. The direct work experience consists of client focused activities and job tasks assigned within an agency.

The Field Practicum in HUMS 1671 (previously SSWP 215) is offered in a choice of one of two delivery time frames. Students may chose a part-time option where they are placed 3 days a week for 10 weeks in a community agency, or they may elect to arrange a practicum for a 6 week full-time, placement (210 hours in total). The minimum course completion time is fifteen weeks. The program coordinator will offer advice to assist the student in obtaining a suitable practicum placement and give final approval to the arrangements.

**Prerequisites:** This course is only available to students who have been admitted to the Social Service Worker Certificate program, and who have successfully completed the entrance requirements for admission to the program and all other required courses in the program. It is expected that students will complete the practicum hours in a social service agency other than their present place of employment.

## HUMS 1771

3 UG

### Introduction to First Nations Studies and Human Service Practice

This course will introduce students to the historical process of colonization in Canada, and the resulting societal, political, linguistic, spiritual and cultural impacts that are challenging First Nations people today. Attention will be paid to understanding the past and working with the present and future within the context of self-government, healing and empowerment. A focus will include an introduction to the knowledge, skills and attitudes towards the development of culture and competence and decolonization practice in the Human Service field.

## IBUS 3511

3 UG

### 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.

## LEAD 4901

3 UG

### Strategic Thinking for Leadership

Strategic Thinking for Leadership is a capstone 4th level course that brings together all of your leadership course work and experience to date. The course will focus on both strategic leadership and strategic management, including critical thinking, through the development and assessment of a strategic plan. You will also consider your organizational context and create a personal development plan to work on throughout the course. This course will help you to fine tune your strategic thinking skills to enable you to achieve superior results as leaders within an organization.

**Prerequisites:** Students should have fourth-year standing in the TRU-OL Bachelor of Technology (Trades and Technology Leadership) degree program, or equivalent.

## MATH 0101

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.

**Note:** Mathematics Self-Assessment Tests are available from Student Services.

## MATH 0401

NC

### 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: Advanced Mathematics, or Algebra 11. This course is also good preparation for studies in a variety of technical, business, and scientific fields requiring an understanding of intermediate-level mathematics.

**Recommended Requisites:** Grade 9 Math is recommended.

**Note:** Mathematics Self-Assessment Tests are available from Student Services.

## MATH 0523

NC

### 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 or Grade 10 Algebra, or equivalent.

**Note:** Mathematics Self-Assessment Tests are available from Student Services.

## MATH 0633

NC

### Pre-Calculus

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra; equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series. This course fulfills the requirement for Provincial Level Math.

**Prerequisites:** MATH 0523 or Grade 11 Mathematics or equivalent. Some basic algebra is required.

## MATH 1001

3 UG

### 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.

**Recommended Requisites:** Test MA12 - Principles of Math 12, Pre-calculus 12, MATH 0633. It is also strongly recommended that students complete a Mathematics Assessment.

## MATH 1071

3 UG

### 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).

### Recommended Requisites:

Test MA12 - Principles of Math 12 within the last two years. MATH 1001 within the last two years.

## MATH 1091

3 UG

### Business Mathematics

Students are introduced to 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 examples provided.

**Prerequisites:** Test MA11 - Principles of Math 11, Pre-calculus 11, Test MF12 - Foundations of Math 12, MATH 0523.

## MATH 1101

3 UG

### 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 including such topics as systems of linear equations, linear programming, finite probability, and descriptive statistics.

### Recommended Requisites:

Test MA11 - Principles of Math 11, Pre-calculus 11, Test MF1+ - Foundations of Math 11, MATH 0523.

## MATH 1141

3 UG

### 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 conduct a detailed study of differential calculus and its applications, and are introduced to antiderivatives.

### Recommended Requisites:

Test MA12 - Principles of Math 12 or Pre-calculus 12 or MATH 0633 or Equivalent skills as established by the math placement test.

## MATH 1157

3 UG

### Calculus for Biology 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.

**Recommended Requisites:** Test MA12 - Principles of Math 12 or Pre-calculus 12 or MATH 1001 or MATH 0633.

## MATH 1171

3 UG

### 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.

**Recommended Requisites:** Test MA12 - Principles of Math 12 or Pre-calculus 12 or MATH 1001 or MATH 0633.

## MATH 1241

3 UG

### 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.

**Recommended Requisites:** MATH 1141.

## MATH 1901

3 UG

### 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.

#### Recommended Requisites:

Test MA11 - Principles of Math 11 or Pre-calculus 11 or Test MF1+ - Foundations of Math 11 or MATH 0523 or equivalent skills as established by the Math Placement Test is strongly recommended.

## MATH 2111

3 UG

### 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 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.

**Recommended Requisites:** A course in differential and integral calculus, such as MATH 1141 and 1241 is strongly recommended. Students should have done well in these courses in order to succeed in this difficult course. MATH 1141 and 1241.

## MATH 2121

3 UG

### Linear Algebra

Students explore the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors and diagonalization.

**Recommended Requisites:** Test MA12 - Principles of Math 12 or MATH 0633 or MATH 1001 or MATH 1141.

## MDLB 0511

NC

In-Person

### Phlebotomy Workshop

This practical course allows students to develop and demonstrate the skills learned in MDLB 1311: Laboratory Procedures and Protocols, to further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture under the guidance of experienced MLAs. The schedule for MDLB 0511 is provided on this page: [tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop](http://tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop). The program administrator will contact you to discuss the date and location of your workshop.

**Prerequisites:** Admission to the Medical Laboratory Assistant Program and completion of all theory courses is required. Exemption may be made for students who have completed at least half of MDLB 1311 (previously MLAP 131). Completion of MDLB 0511 (previously MLAP 051) is required before starting MDLB 1411 (previously MLAP 141), the practicum course. All areas of the province of British Columbia now require that students complete the Workshop (MDLB 0511 (previously MLAP 051)) prior to beginning the practical skills component of the program (MDLB 1411 (previously MLAP 141)).

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**MDLB 0521**

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NC

In-Person

**MLA Workshop**

This practical course allows students to develop and demonstrate the skills learned in HLTH 1141, MDLB 1221, 1321 and 1521, to further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture and laboratory procedures under the guidance of experienced MLAs or MLTs. The schedule for MDLB 0521 is provided on this page: <https://www.tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop.html>. The program administrator will contact you to discuss the date and location of your workshop.

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**MDLB 1221**

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3 UG

**Professional Practices and Safety in Health Care**

This course takes an in-depth look at the basic principles of professional and safety issues related to the position of medical laboratory assistant (MLA). The main objectives are as follows: clarify the role of the MLA in health care; promote the need for professionalism in the position of MLA; convey the importance of good interpersonal and communication skills; and provide important information about workplace safety.

**Recommended Requisites:** HLTH 1981 and 1141.

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**MDLB 1321**

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3 UG

**Phlebotomy Procedures and Specimen Preparation**

This in-depth course examines the practice of phlebotomy and provides a comprehensive background in the related theory and principles. The course also covers the theory of body fluid analysis, automated instrument loading, slide staining, and laboratory information systems. Practitioner safety is emphasized throughout the course.

**Recommended Requisites:** HLTH 1981, HLTH 1141, MDLB 1221.

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**MDLB 1521**

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3 UG

**Microbiology Specimen Preparation**

Students explore the basic concepts for a Medical Laboratory Assistant working in the Microbiology Laboratory. The course content includes the theory required for the proper collection, preparation and handling of specimens, which is essential to ensuring accurate results for microbiology tests.

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**MDLB 1611**

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3 UG

**Pre-Analytical Procedures for Histopathology**

This course is designed for the working Medical Laboratory Assistant and the basic concepts of pre-analytical histopathology including: anatomic pathology/histology specimens, preparation for cutting, processing and accessioning. It also includes a cytology component covering specimen preparation, processing and accessioning.

**Prerequisites:** This course requires proof of graduation from a recognized Medical Laboratory Assistant Program (previous TRU students do not need to supply this); current employment in a clinical laboratory environment or admission to the Medical Laboratory Assistant Program and a letter from a qualified employer stating they are willing to support the training required for this course.

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**MDLB 1721**

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3 UG

In-Person

**Laboratory Practicum – Evaluation of Competencies**

This practicum course is designed to evaluate specific technical and non-technical aspects of the Medical Laboratory Assistant's work, according to criteria and curriculum developed by the British Columbia Society of Medical Laboratory Science (BCSLS), which includes a minimum of 120 hours of practicum training and 200 successful venipunctures. This practicum is a competency based training program held at a laboratory or clinical facility. The specific length and timing of the practicum will vary by facility.

**Prerequisites:** Admission to the Medical Laboratory Assistant program and completion of HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321, MDLB 1521, MDLB 0521.

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**MDLB 1991**

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3 UG

In-Person

**Laboratory Practicum – Evaluation of National 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 Canadian Society for Medical Laboratory Science (CSMLS). This practicum is a competency-based training program held at a laboratory or clinical facility. The specific length and timing of the practicum will vary by facility.

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**MIST 2611**

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3 UG

**Management Information Systems**

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 in organizations; strategy and information systems leadership; databases and data management; 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; information ethics and privacy; and practical skills using operating systems, word processing and spreadsheet software.





### MKTG 2431

3 UG

#### 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.

### MKTG 3451

3 UG

#### 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.

### MKTG 3471

3 UG

#### Consumer Behaviour

Students develop an appreciation for the influence consumer behavior 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 and change, and communication; external influences such as culture, subculture, social class, reference groups and family, and the diffusion of innovations; and consumer decision making.

### MKTG 3481

3 UG

#### 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.

### MKTG 4411

3 UG

#### 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.

### MKTG 4431

3 UG

#### Retail 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.

### MKTG 4451

3 UG

#### 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.

### MKTG 4471

3 UG

#### 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.

### MKTG 4481

3 UG

#### 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.

### MKTG 4491

3 UG

#### 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.



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**MNGT 1211**

3 UG

**Management Principles and Practices**

Students examine a basic framework for understanding the role and functions of management and an explanation for the principles, concepts and techniques that can be used in carrying out these functions. Topics include planning, organizing, staffing, leading and controlling, as well as decision-making and managing change.

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**MNGT 1221**

3 UG

**Supervision**

Students explore the duties and responsibilities of supervisors and front-line management practices in modern dynamic organizations. They apply the principles of management namely planning, organizing, staffing, leading, and controlling, and also learn to work through and with people in order to achieve organizational goals and objectives. Topics include an introduction to supervision; planning and control; decision-making; organizing an effective department; staffing; performance appraisal; motivation; leadership; communication; conflicts and politics in the workplace; change and stress management; and disciplining employees.

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**MNGT 1711**

3 UG

**Introduction to Business**

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.

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**MNGT 2131**

3 UG

**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.

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**MNGT 3711**

3 UG

**Business Ethics 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.

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**MNGT 3731**

3 UG

**Leadership**

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.

**Recommended Requisites:** CMNS 1920, ORGB 2811.

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**MNGT 4711**

3 UG

**Decision Analysis**

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.

**Recommended Requisites:** ACCT 2251, ECON 2331, MNGT 3731.

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**MNGT 4751**

6 UG

**Project Management**

Students are provided with the essential knowledge, skills, and competencies to lead a project to a successful completion. They learn to combine the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Topics include defining a project; scoping a project; planning a project; engaging the team; developing a work plan; managing the project; and project conclusion.

**Recommended Requisites:** ACCT 2251, ECON 2331, MNGT 3731.

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**MNGT 4781**

3 UG

**Strategic Management**

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 strategies.

## MUSC 3109

## UVIC EDVI 310

3 UG

### Learning to Listen to Music: Milestones in Music History

This course identifies what to listen for and how to listen to music of diverse styles and genres.

**Prerequisites:** Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and email account are required. For more information refer to [www.uvcs.uvic.ca/learnonline](http://www.uvcs.uvic.ca/learnonline).

## NURS 2921

3 UG

### Perinatal Nursing Practice: Developing Competence

Participants apply the theory learned in HLTH 2911, under the supervision of an instructor preceptor. This course, along with HLTH 2911, 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 their practice of perinatal competencies expected of entry-level nurses. Meaningful practice-based learning experiences, guided practice, and opportunities for self-reflection are provided. The majority of clinical experience in perinatal nursing takes place in a hospital where students develop competencies in antepartal assessment and care, nursing 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 providing nursing care and support for pregnant women and their families in the antepartal period.

## NURS 2941

3 UG

In-Person

### Psychiatric/Mental Health Nursing: Developing Competence

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 following areas: therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies, and common mental health interventions.

**Prerequisites:** HLTH 2931 or equivalent course completed within the last 2 years or a letter of Assessment from the College of Registered Nurses of British Columbia or another provincial Registered Nurse association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in psychiatric/mental health practice or Permission of the School of Nursing Associate Dean or delegate.

## NURS 3641

3 UG

### 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 or Current Registration in the College of Registered Nurses of British Columbia or Permission of School of Nursing Associate Dean or appropriate designate.

### Recommended Requisites:

Participants in the Return to Registered Nurse Practice Certificate program are strongly advised to complete this course just prior to registering for NURS 3651 and after completing HLTH 3611, 3621 and 3631.

## NURS 3643

NC

In-Person

### Principles and Skillfulness: Lab

This laboratory experience is designed for students to develop and demonstrate the day-to-day technical skills required for safe nursing practice introduced in NURS 3641. Participants are required to demonstrate knowledge of the principles of various nursing skills and to demonstrate their ability to perform skills safely. Attendance at a face-to-face laboratory workshop to demonstrate safe nursing practice in a simulated environment is required.

**Prerequisites:** Either admission to the Return to Registered Nurse Practice Program, current CRNBC Registration, or permission of the Associate Dean or appropriate designate. Participants in the Return to Registered Nurse-Practice Program are recommended to complete this course just prior to registering for NURS 3651 and after completion of HLTH 3611, 3621, 3631 and NURS 3641.

## NURS 3651

5 UG

In-Person

### Return to Registered Nurse Practice

This course analyzes the participant's previous Registered Nurse work experience, returning them to a position of practice suitable to their level of education and/or experience. This practice course focuses on redeveloping the participant's confidence and competence. In addition, it serves to help establish their ability to resume the responsibilities of a Registered Nurse within a familiar yet evolving, client (individuals, families, groups, or communities) context. The course is designed to support the participant's capacity to practice nursing according to the Health Professions Act. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats, or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning and implementation of nursing interventions and in health service coordination.

**Prerequisites:** Either admission to the Return to Registered Nursing Practice Program, current CRNBC Registration in addition to completion of HLTH 3631 (previously HLTH 361), HLTH3621 (previously HLTH 362), HLTH 3631 (previously HLTH 363) and NURS 3641 (previously NURS 364) within two years of commencing NURS 3651 (previously NURS 365) or Permission of Academic Director or designate. Current Criminal Record Check (within one year of registering in NURS 3651 (previously NURS 365)). Current CPR- Level C Certificate. Workplace Hazardous Material Information System training. Up-to-date Immunization Record. HSPnet Consent Form. Health Status Declaration.

## NURS 3661

3 UG

### Nursing Knowledge for Practice Transition

This course is designed to facilitate nurses' knowledge preparatory to returning to Registered Nurse practice in an area in which they do not have previous or sufficient experience and require theoretical updating.

**Note:** This is a shell course which allows returning RNs to transfer credit into from speciality courses acquired at other institutions.

## NURS 4809

3 UG

### Statistics for Evidence-Based Practice

This course (UVIC's NURS 480) Statistics for Evidence-Based Practice.

This course is designed to provide better understanding of and basic knowledge on statistics for nurses and other healthcare professionals to critically appraise the literature for evidence-based practice. Today, the demand for accountability, professionalism and knowledge translation activities is of paramount importance to making clinical decisions. Nurses are routinely responsible for planning health-related interventions to achieve the best possible clinical outcomes. Research competencies is the fundamental and essential step toward evidence-based practice in healthcare.

**Prerequisites:** Registered Nurse qualification.

**Equipment:** Computer with Internet is required, refer to <http://nursing.uvic.ca>.

## UVIC NURS 480

## OCHS 3511

3 UG

### Occupational Health & Safety Legislation and Standards

This course sets the foundation for occupational health and safety in Canada, within an industrial context. Students will learn how to establish the rights and responsibilities of the various workplace parties within the workplace. They will also learn to interpret and apply statute and best practices to the workplace in a manner that provides for consensus and understanding on the shop floor as well as due diligence required from all levels of supervision and management.

## ORGB 2811

3 UG

### Organizational Behaviour

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.

## ORGB 3811

3 UG

### Organizational Theory and Design

Students explore how to think about and practice organizing in complex workplace environments. They utilize various conceptual tools and theoretical frameworks to systematically investigate organizing processes and contexts and solve practical problems. Topics include organizations and organization theory; organizational stakeholders; the external environment; organizational structure and design; organizational culture; decision making; conflict, power and politics; and organizational change and transformation.

## ORGB 4871

3 UG

### Organizational Development and Change

Students learn to become agents for change thereby improving human resource 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.

## PADM 3109

## UVIC ADMN 310

3 UG

### Public Sector Economics

An introduction to the principles of microeconomics for public sector policy analysis and management. Students are introduced to economic principles, including supply and demand; household behaviour and consumer choice; production; labour and capital markets; competition policy and regulation; market failures and government intervention; income distribution and taxation. Topics include the national income and expenditure accounts, unemployment and inflation.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 310, ADMN 403, ECON 103, ECON 103C, ECON 180, ECON 201, ENGR 280 (if taken before May 2012) or TRU's ADMN 310, BBUS 310, BBUS 3109, PADM 3109.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**Note:** Consortium courses are paced and as such it is important to participate on a weekly basis.

## PADM 3119

## UVIC ADMN 311

3 UG

### Introduction to Public Administration

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. Focus is primarily on the federal and provincial governments, but references will also be made to public administration at other levels.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 311, HSD 404, POLI 350

or TRU's ADMN 311, BBUS 311, BBUS 3119, PADM 3119.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

## PADM 3129

## UVIC ADMN 312

3 UG

### Managing in Public and Non-Profit Organizations

An examination of the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work, interpersonal and leadership skills, power and influence, conflict resolution, formal and informal communications, motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 312, ADMN 406 or TRU's ADMN 312, BBUS 312, BBUS 3129, PADM 3129

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVic bookstore and are not included in the course fees.

## PADM 3149

## UVIC ADMN 314

3 UG

### Public Sector Research and Analysis

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.

**Exclusions:** Credit will be granted for one of; UVIC's ADMN 314 or TRU's ADMN 314, BBUS 314, BBUS 3149, PADM 3149.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

## PADM 3169

## UVIC ADMN 316

3 UG

### Written Communications in the Public and Non-Profit Sectors

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

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 316, ENGL 302 or TRU's ADMN 317, BBUS 316, BBUS 3169, PADM 3169.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

#### **PADM 4079** **UVIC ADMN 407**

3 UG

##### **Managing Service Delivery**

Explores challenges facing public sector managers who develop or transform public services with a strong focus on service recipients. 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:** PADM 3119 or equivalent.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 407 or TRU's BBUS 407, BBUS 4079, PADM 4079.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

#### **PADM 4099** **UVIC ADMN 409**

3 UG

##### **Leading and Managing in the Non-Profit Sector**

An overview of management in Canada's non-profit and voluntary sector. Students will examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences among the non-profit, public and private sectors. Topics include: leadership, board governance, strategic analysis, volunteer management and partnering. Students will analyze how management concepts, models, principles and techniques have validity as applied in the context of non-profit and voluntary sector organizations.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 409 or TRU's BBUS 409, BBUS 4099, PADM 4099.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

#### **PADM 4209** **UVIC ADMN 420**

3 UG

##### **The Public Policy Process**

An introduction to the policy process in the public sector. Includes analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include: policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

**Recommended Requisite:** PADM 3109, PADM 3119 and/or PADM 3149 and third-year university standing are recommended or permission of the UVIC program manager.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 420, ADMN 465 or TRU's ADMN 454, BBUS 420, BBUS 4209, PADM 4209.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

#### **PADM 4219** **UVIC ADMN 421**

3 UG

##### **Financial Management**

Provides a foundation in public sector financial management, focused on the needs of the manager working in government. Topics include: government financial statements and their analysis; public sector accounting standards and financial reporting; operational and capital budgeting; public sector financial management; cost management and control; accountability and performance measurement. Covers all levels of government in Canada: municipal, provincial and federal. Requires that students be competent in the use of the Excel spreadsheet program.

##### **Prerequisites:**

Third-year university standing.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 421, ADMN 448 or TRU's ADMN 421, BBUS 421, BBUS 4219, PADM 4219.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.



**PADM 4229 UVIC ADMN 422**

3 UG

**Ethical Public Management**

An exploration of value and ethical dilemmas which confront public and quasi-public sector officials in the workplace. Focuses on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability, as well as issues related to good, just and legitimate public policy. Students will have an opportunity to develop their own moral reasoning skills and apply them in case studies.

**Prerequisites:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 422, ADMN 554 or TRU's BBUS 422, BBUS 4229, PADM 4229.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4239 UVIC ADMN 423**

3 UG

**Local Government in British Columbia**

An examination of the legislative framework, organization, operation and finance of local government service delivery and regulation in British Columbia.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 423, ADMN 545 or TRU's ADMN 423, BBUS 423, BBUS 4239, PADM 4239.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4319 UVIC ADMN 431A**

3 UG

**Public Sector Human Resource Management**

Examines various aspects of the human resource function within public sector organizations and compares current theory and practice in: human resource planning; job analysis and design; recruitment and selection; performance management; training; career planning; staff development; and occupational health and safety.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 431, ADMN 431A, ADMN 447, ADMN 531 or TRU's ADMN 431, BBUS 431, BBUS 3661, BBUS 4319, PADM 4319.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4379 UVIC ADMN 437**

3 UG

**Program Evaluation and Performance Measurement**

Intensive introduction to organizational, methodological and professional issues involved in evaluating programs and measuring performance in public and non-profit organizations. 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. Includes modules on conceptual issues, implementation requirements and uses of performance measurement.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 437, ADMN 537 or TRU's ADMN 437, BBUS 437, BBUS 4379, PADM 4379.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4459 UVIC ADMN 445**

3 UG

**Urban and Regional Economics**

Examines economic forces influencing settlement patterns, growth and other characteristics of towns, cities and regions. Course provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how public policies may affect patterns of growth and change. Topics include: regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

**Prerequisites:** Third-year university standing, UVIC's ECON 103 or TRU's PADM 3109 or equivalent.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 445, ECON 312 or TRU's ADMN 445, BBUS 445, BBUS 4459, PADM 4459.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.



**PADM 4469** **UVIC ADMN 446**

3 UG

**Local Government Land Use Planning**

Provides an overview of land use planning principles and regulations to local government administrators and staff, focusing on small and mid-sized communities. Topics include: history; regulatory framework in BC; rural and small town planning; growth management and regional planning; neighbourhood, local area and community planning; zoning; mainstreet, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation; and environmental and heritage planning.

**Recommended Requisite:** Third-year university standing is recommended.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 446, ADMN 470 (if taken in the same topic) or TRU'S BBUS 446, BBUS 4469, PADM 4469 (if taken in the same topic).

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4529** **UVIC ADMN 452**

3 UG

**Local Government Law**

Analysis of legislation and court decisions applicable to local governments in British Columbia, including the Community Charter. Designed to familiarize non-lawyers with local government law and legal issues which arise in relation to local government activities and how to read case law and legislation.

**Prerequisites:** Third-year university standing. Work experience in a local government setting is an asset.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 452 or TRU's ADMN 452, BBUS, 452, BBUS 4529, PADM 4529.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4709** **UVIC ADMN 470**

3 UG

**Contemporary Topics in Administration**

A study of selected topics drawn from the current literature and practices in public administration or related fields.

**Prerequisites:** Third-year standing.

**Note:** May be taken more than once for credit in different topics. This course includes a required on campus (UVIC) 2.5 day workshop in July.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**PADM 4779** **UVIC ADMN 477**

3 UG

**Strategic Planning and Implementation**

Examines strategic planning processes and how strategic goals can be implemented in public sector organizations. Strategic planning topics include stakeholder analysis; developing mission, value 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.

**Recommended Requisite:** Third-year university standing is recommended.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

**Note:** Credit will be granted for only one of; UVIC's ADMN 477, ADMN 411, ADMN 412, ADMN 470 (if taken in the same topic), ADMN 577 or TRU's ADMN 484, BBUS 477, BBUS 4779, PADM 4779.

**PADM 4789** **UVIC ADMN 478**

3 UG

**European Union Urban Region Policies**

Compares the main issues associated with the politics, policy analysis, and policy environment of European cities and urban regions with North American regions; considers ways in which the policy capacity of urban / regional government might be improved.

**Exclusions:** Credit will be granted for only one of; UVIC's ADMN 478, ADMN 548 (if taken in the same topic), ADMN 578 or TRU'S BBUS 4789, PADM 4789.

**Equipment:** Computer with Internet is required. Refer to [www.uvic.ca/hsd/publicadmin](http://www.uvic.ca/hsd/publicadmin).

**Texts:** Materials are available from the UVIC bookstore and are not included in the course fees.

## PHED 1439

## UVIC EPHE 143

3 UG

### Multidisciplinary Foundations of Physical Activity

The 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:** Provincial Grade 12 Diploma or equivalent is assumed.

**Note:** This course is a prerequisite for admission to UVic's School of Physical Education programs (B.Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration).

**Equipment:** Computer with Internet and email account is required.

## PHED 2439

## UVIC EPHE 243

3 UG

### 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:** Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and an email account is required.

## PHED 2529

## UVIC EPHE 252

3 UG

### 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:** Provincial Grade 12 Diploma or equivalent is assumed.

**Equipment:** Computer with Internet and an email account is required.

## PHIL 1011

3 UG

### Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology (theories of knowledge) and metaphysics (theories of reality). What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining The Euthyphro, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

## PHIL 1021

3 UG

### Introduction to Ethics, Political Philosophy, and Aesthetics

Students are engaged in careful study of ethics (theories of right and wrong), political philosophy (theories of justifiable social organization), and aesthetics (theories of beauty, specifically Philosophy of Art). What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft? Students explore these types of questions using tools developed by philosophers including Canadian philosopher Wil Waluchow's introductory text, Plato's dialogues, and readings in the Philosophy of Art.

## PHIL 1111

3 UG

### Introduction to Critical Thinking

This course helps students distinguish between good and bad reasoning. The student is introduced to logical analysis, which entails an examination of the meaning of logical terms and an investigation of their contribution to the arguments in which they occur. Considerable attention will be given to representing the logical structure of arguments and deciding their validity or invalidity.

## PHYS 0501

NC

### 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 concurrently).

## PHYS 0601

NC

### 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 course work consists of lab investigations using extensive DVD materials.

**Prerequisites:** PHYS 0501 (or Physics 11), MATH 0633 (or Mathematics 12), MATH 0523 (or Mathematics 11).

**Recommended Requisites:** MATH 0633 with at least a "B" average on several assignments may be accepted as a prerequisite.

## PHYS 1011

3 UG

### Physics for Future Leaders

Physics for Future Leaders focuses on key concepts in physics, emphasizing understanding rather than mathematics. Physics is introduced in the context of current events. Topics include terrorism and explosions, energy and conservation, earthquakes and tsunamis, nuclear power, radioactivity and medicine, satellites, gravity, quantum physics and relativity.

## PHYS 1103

3 UG

### General Physics I

This course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level. PHYS 1105: Physics Laboratory I is usually offered once per year, in the summertime, in Kamloops, British Columbia.

**Recommended Requisite:** One of the Principles of MATH 12, or MATH 0633 or MATH 1001. Physics 11 or PHYS 0501 and a Calculus course (such as MATH 1157, MATH 1171, or MATH 1141) are strongly recommended. Physics 12 or PHYS 0601 is also recommended. The combination of PHYS 1103 and PHYS 1203, with their corresponding laboratory courses PHYS 1105 and PHYS 1205, provides the equivalent of a full first year of university-level physics.

## PHYS 1105

1 UG

In-Person

### Physics Laboratory I

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1103.

**Recommended Requisites:** PHYS 1103 or equivalent is recommended.

## PHYS 1203

3 UG

### General Physics II

This course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level. PHYS 1205, the laboratory component of PHYS 1203, is usually offered once per year in the summertime in Kamloops BC.

**Prerequisites:** PHYS 1103 and a calculus course (such as MATH 1157, MATH 1171, or MATH 1141). The combination of PHYS 1103 and PHYS 1203, with their corresponding laboratory courses PHYS 1105 and PHYS 1205, provides the equivalent of a full first year of university-level physics.

## PHYS 1205

1 UG

In-Person

### Physics Laboratory II

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1203.

**Recommended Requisites:** PHYS 1103, 1203, 1105 or equivalents are recommended.

## POLI 1111

3 UG

### Canadian Government and Politics

This course is an investigation into 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.

## POLI 3991

3 UG

### 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.

## POLY 3011

3 UG

### Sleep and Sleep Disorders

This course is designed to introduce students who are 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.

**Recommended Requisites:** Health professional diploma is highly recommended.

## POLY 3021

3 UG

### Polysomnography Instrumentation

This course introduces instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratories are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will be emphasized along with basic tracings and some of the artifacts that may appear and influence one's interpretation of the sleep study. Also, the international "10-20" system of electrode placement will be introduced.

#### Recommended Requisites:

Completion of POLY 3011 and a health professional diploma is highly recommended.

## POLY 3031

3 UG

### 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.

#### Recommended Requisites:

Completion of POLY 3011, POLY 3021 and a health professional diploma are highly recommended.

## POLY 3041

3 UG

In-Person

### Polysomnography Program Clinical Component

This clinical course is designed to provide a broad clinical experience. This will include the development of caseload, technical and diagnostic skills. Upon completion, students should be proficient with the necessary educational and technical skills to allow them to practice these in their own clinical environment.

**Prerequisites:** POLY 3011, POLY 3021 and POLY 3031 and enrolment in the Polysomnography program and a current Basic Cardiac Life Support certification.

## PSYC 1111

3 UG

### 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.

## PSYC 1211

3 UG

### 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.

## PSYC 2101

3 UG

### 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:** Test MA11 - Principles of Math 11 or Applications of Mathematics 12 or MATH 0633 or MATH 1001. It is recommended that psychology majors take PSYC 2111 before taking PSYC 2101.

## PSYC 2111

3 UG

### Introduction to Research Methods in Psychology

Students are introduced to the procedures and designs used in psychological research and the critical evaluation of research. Topics include the strengths and weaknesses of different approaches to research, including non-experimental, experimental, and quasi-experimental designs; research ethics; measurement; validity of methods; control of extraneous influences; and the drawing of valid conclusions from empirical evidence.

**Recommended Requisites:** Provincial Grade 12 Diploma or equivalent is recommended. PSYC 1111 and PSYC 1211 are also recommended.

## PSYC 2131

3 UG

### 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.

#### Recommended Requisites:

Provincial Grade 12 Diploma or equivalent is recommended.

## PSYC 2161

3 UG

### 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.

**Recommended Requisites:** There are no Prerequisites for this course; however, successful completion of introductory psychology courses, such as PSYC 1111 and PSYC 1211 is recommended.

## PSYC 3151

3 UG

### 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.

**Recommended Requisites:** PSYC 1111 and PSYC 1211 or equivalent skills and knowledge. PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

## PSYC 3451

3 UG

### Adolescent Development

Continuing from PSYC 3151: Developmental Psychology of Children, students examine the adolescent years. In addition to 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 PSYC 1211 or equivalent skills and knowledge.

**Recommended Requisites:** PSYC 2111 (or equivalent) is recommended.

## PSYC 3461

3 UG

### 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 PSYC 1211 or equivalents.

**Recommended Requisites:** PSYC 2111 (or equivalent) is recommended to facilitate understanding of research methodology.

## PSYC 3611

3 UG

### Social Psychology I

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

**Prerequisites:** PSYC 1111 and PSYC 1211.

**Recommended Requisites:** PSYC 2111 is recommended.

## PSYC 3621

3 UG

### 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. Before completion of the course, students examine applications of social psychology principles in six areas: population control, health promotion, the environment, law, politics, and the workplace.

**Prerequisites:** PSYC 3611.

**Recommended Requisites:** PSYC 2111.



## PSYC 3991

3 UG

### Psychology of Human Resilience

This course focuses on the study of human resilience. Students examine research evidence on individual, family and community factors that have been found to promote resilience in at-risk children, adolescents and adults. Students explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

**Prerequisites:** 60 credits.

## PSYC 4991

3 UG

### 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 must review the literature, original and interpretative, in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.

## RESP 1761

3 UG

### 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 is explored.

**Prerequisites:** Knowledge of basic anatomy is assumed for this course.

## RESP 1781

3 UG

### 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.

**Prerequisites:** 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.

## RESP 2161

3 UG

### Mechanical Ventilation

This course is intended for individuals interested in enhancing their understanding of the clinical applications of mechanical ventilation. The course is designed to meet two objectives: to reinforce the core components of mechanical ventilation and to address advances in ventilatory care.

**Prerequisites:** This course is however aimed at students who are graduates of a minimum two-year health care diploma program and have a sound knowledge of: the anatomy and physiology of the respiratory system; the anatomy and physiology of the cardiovascular system; blood gas interpretation; and a background in basic science.

## RSMT 3501

3 UG

### Introduction to Research Methods

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in informing their understanding of their environment (work, social, local, global).

**Recommended Requisite:** 60 credits of coursework and Stat 1201 or equivalent.

## SOCI 1111

3 UG

### 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.



**Prerequisites:** This course or equivalent is a prerequisite to advanced sociology courses.

### **SOCI 1211**

3 UG

#### **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 building 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.

#### **Recommended Requisites:**

SOCI 1111 (previously SOCI 101) or equivalent skills and knowledge are recommended.

### **SOCI 2501**

3 UG

#### **The Sociology of Crime**

This course 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.

### **SOCI 3991**

3 UG

#### **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.

### **SOCI 4221**

3 UG

#### **The Social Construction of Crime and Deviance**

This course offers an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism, and ethnomethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences.

**Prerequisites:** SOCI 1111 (previously SOCI 101) or SOCI 1211 (previously SOCI 102) or equivalent.

**Exclusions:** Students with credit for SOCI 4221 (previously SOCI 422) may not take this course for further credit.

### **SOCI 4301**

3 UG

#### **Family Life in Contemporary Canada**

Students examine the many facets of contemporary family life in Canada, beginning historically and looking cross-culturally within the nation. Sociological concepts, theories, and research methodologies are employed as a means to explain the causes and consequences of transformations of family life over time. These transformations include those that have already occurred and those that continue to take place, including dramatic changes in gender roles and divisions of labour. Emphasis is placed upon diversity within and between families; the increased pressures on families within a consumer society; and the impacts upon families from globalization and a pervasive neoliberal ideological, social, political, and economic context.

**Prerequisites:** SOCI 1111 or SOCI 1211, or the equivalent.

### **SOCI 4311**

3 UG

#### **Sociology of 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.

## SOCI 4991

3 UG

### 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 are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature, and submit a major research paper based on the course reading list.

## SOCW 2061

3 UG

### An Introduction to Social Work Practice

This course introduces students to social work practice through an exploration of the history, philosophical foundation and theoretical perspectives of the profession of social work. This includes a review of the relevant codes of ethics and practice standards that guide practitioners and an overview of the roles in which social workers become involved. The course also examines the social structures influencing people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

## SOCW 2121

3 UG

### Social Welfare in Canada

This course provides an overview of the income security system in Canada - its development, programs, and major policy debates. It is intended for those seeking an understanding of the many income security programs and policies, how they reflect ideologies, and how effectively they work (or fail to work) in practice. This course provides an overview of social welfare in Canada - its historical foundations, developmental and program delivery system. The course will consider how social policy responds to populations in need.

## SOCW 3551

3 UG

### Human Development

An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course differs from many others in the field in that it integrates a life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups. Human development and behaviour will be viewed through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice.

**Exclusions:** This course is required for the TRU-OL Social Service Certificate Program. Students with credit for PSYC 2131, 3151, 3451, 3461 (previously PSYC 255, 344, 345, or 346) may not take this course for further credit. Students may not take this course for credit in some programs offered through TRU-OL (consult the program advisor).

## SPAN 1001

3 UG

### 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 highly praised Spanish language series *Destinos: An Introduction to Spanish* produced by WCBH/ Boston, the course emphasizes the development of both oral and written communicative abilities. The *Destinos* series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

**Exclusions:** Students who speak Spanish as their first language and/or students with credit for a Spanish 11 or higher course may not take this course for further credit.

## SPAN 1011

3 UG

### Introduction to Spanish II

SPAN 1011 (previously SPAN 101), the second course of TRU-OL's Spanish language program, is directed to learners who have already completed In SPAN 1001 (previously SPAN 100) or who have an equivalent elementary knowledge of Spanish. The course is based on the *Destinos* video program series. Adapting the format of the popular telenovela (soap opera), *Destinos* introduces students to Spanish in a highly enjoyable way. In SPAN 1001 (previously SPAN 100), the programs took students from a Mexican hacienda to Spain, Argentina, and Puerto Rico on the trail of a family mystery. In SPAN 1011 (previously SPAN 101), the story of Don Fernando and his secret continues in Mexico. Beyond the video programs, students' understanding of how Spanish is structured and spoken is reinforced by an audio program and by print materials. A combination of viewing, listening, reading, writing, and speaking will enable students to acquire a basic knowledge of Spanish quickly and effectively.

**Prerequisites:** SPAN 1001 (previously SPAN 100) or the equivalent.

**Exclusions:** Students who speak Spanish as their first language may not take this course for further credit.

## STAT 1201

3 UG

### 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.

**Recommended Requisite:** Although this course does not involve complex mathematics, Principles of Math 11, or Applications of Math 12, or equivalent skills as established by assessment, are recommended as the minimum mathematical knowledge required. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Basic computer literacy is recommended.

## VISA 1101

3 UG

### Colour: An Introduction

This studio course in art, based on ten half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes. Each unit's program begins with a lecture 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.

## VISA 1111

3 UG

### A Survey of Western Art I

This humanities 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.

## VISA 1121

3 UG

### 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.

## VISA 1201

3 UG

### 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, both 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.

## VISA 1301

3 UG

### Material and Form

This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world, and how these 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.

## VISA 3991

3 UG

### Cultural Theory and Images

This interdisciplinary, seminar course offers an in-depth study of special topics in cultural theory and images. Students examine theories of culture that inform the processes and practices of visual production, circulation and reception. Students focus on 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. Students select a research problem, conduct literature research, assess sources of information, and present their findings. Students critically engage with and respond to the thoughts and opinions of others from various backgrounds, and an experienced faculty member. Learning activities are interactive and take advantage of the image-rich environment of the World Wide Web.

**Prerequisites:** 60 credits.

## VISA 4991

3 UG

### Directed Studies

This course 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 their Arts major.

**Prerequisites:** Completion of all lower-level requirements and at least 15 upper-level required courses.

**Note:** Consult with your program advisor regarding registration procedures.

### WTTP 1171

1 UG

#### 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:** Industry experience or acceptance into the Water Treatment Technology Program.

### WTTP 1181

1 UG

#### Occupational Health & 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:** Industry experience or acceptance into the Water Treatment Technology program.

### WTTP 1191

1 UG

#### 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 covered include: how to establish good community relations; format regular business correspondence; deliver presentation; communicate with the media; and document procedures and plans.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program.

### WTTP 1291

1 UG

#### 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.

### WTTP 1301

1 UG

#### 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:** Industry experience or acceptance into the Water Treatment Technology Program.

**Recommended Requisite:** WTTP 1731 and WTTP 1291 are recommended.

### WTTP 1311

1 UG

#### 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.

**Recommended Requisites:** Industry experience or acceptance into the Water Treatment Technology program. WTTP 1731, WTTP 1291, WTTP 1301.

### WTTP 1701

3 UG

#### 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 either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

### WTTP 1711

3 UG

#### 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 either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

### WTPP 1721

3 UG

#### 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 either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

### WTPP 1731

3 UG

#### 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 either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

### WTPP 1801

3 UG

#### Electrical Fundamentals I

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:** WTPP 1701, 1711, 1721, 1731, 1740, 1760.

### WTPP 1821

3 UG

#### 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:** Industry experience or acceptance into the Water Treatment Technology program.

### WTPP 1851

3 UG

#### Water Treatment II

This course is a continuation of Water Treatment 1. Advanced topics in this course include: water softening; pH control; pre-oxidation; and dissolved metals removal. Students are provided an overview of chemical feed systems and chemical dosage calculations.

**Prerequisites:** WTPP 1701, 1711, 1721, 1731, 1740, 1760.

### WTPP 1891

3 UG

In-Person

#### Practicum I

This course offers students hands-on practical training integral to the development of future water and wastewater operators. Students progress through practical experiences involving basic electrical and instrumentation, mechanical system maintenance, laboratory procedures and plant operation fundamentals for water and wastewater.

**Prerequisites:** Industry experience or completion of all previous level two courses within the Water Treatment Technology program.

### WTPP 2051

1 UG

#### 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:** WTPP 1801, 1821, 1830, 1851, 1860, 1870.

### WTPP 2061

1 UG

#### 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.

**Recommended Requisites:** Industry experience or completion of all courses in level one and two of the Water Treatment Technology program.

### WTPP 2071

1 UG

#### 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:** Industry experience or completion of level one or two of the Water Treatment Technology program.



## WTTP 2131

1 UG

### 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, basic principles of sedimentation and filtration. Topics include: filter design concepts; regulatory standards; filter mechanisms; filter classification; and media selection techniques.

**Prerequisites:** Completion of the Water Treatment Technology program level two, or the equivalent education or field experience as awarded Prior Learning Assessment.

## WTTP 2141

1 UG

### 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, basic principles of sedimentation and filtration. Topics include: filter operation; performance optimization; maintenance; and backwashing techniques.

**Recommended Requisites:** Industry experience or acceptance into the Water Treatment Technology program.

## WTTP 2151

1 UG

### 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, basic principles of sedimentation and filtration. Topics include: pressure filtration; iron and manganese removal; activated carbon; diatomaceous earth; cartridge filters; and membrane filtration.

**Recommended Requisites:** Industry experience or acceptance into the Water Treatment Technology program.

## WTTP 2171

1 UG

### Basic Principles of Disinfection

This course is designed to cover the basic principles of water disinfection. Topics include: history of disinfection; causes of waterborne diseases; and disinfection goals. Basic properties and uses of chlorine and disinfection by-products are also discussed.

**Recommended Requisites:** Industry experience or completion of the second level of the program.

## WTTP 2181

1 UG

### 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.

**Recommended Requisites:** Industry experience or completion of the second level of the program.

## WTTP 2191

1 UG

### 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.

**Recommended Requisites:** Industry experience or completion of the second level of the program.

## WTTP 2291

1 UG

### 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.

**Recommended Requisites:** Industry experience or completion of the third level of the program.

## WTTP 2301

1 UG

### Advanced Programmable Logic Controllers

This course takes students beyond the entry-level and introduces them to more advanced topics such as: analogue 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.

**Recommended Requisites:** WTTP 2701 (or industry experience).



### WTPP 2311

1 UG

#### Industrial Communications and SCADA Systems

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.

**Recommended Requisites:** Industry experience or completion of the third level of the program.

### WTPP 2331

1 UG

#### 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:** WTPP 1740, 1171, 1181, 1191, Industry experience of completion of level three of the Water Treatment Technology Program.

### WTPP 2341

1 UG

#### 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:** WTPP 1740, WTPP 1171, WTPP 1181, WTPP 1191, Industry experience of completion of level three of the Water Treatment Technology Program.

### WTPP 2351

1 UG

#### 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:** WTPP 1740, 1171, 1181, 1191, Industry experience of completion of level three of the Water Treatment Technology Program.

### WTPP 2701

3 UG

#### 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:** WTPP 1801.

### WTPP 2721

3 UG

#### 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:** WTPP 1851.

### WTPP 2801

3 UG

#### Microbiology and Toxicology

The goal of this course is to introduce you to some of the unifying concepts of biology, microbiology, and toxicology relating to water, the most common and significant source of infectious diseases caused by microbial contamination. The course will explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

**Prerequisites:** WTPP 2701, 2711, 2721, 2731, 2741.

### WTPP 2891

3 UG

In-Person

#### 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.

**XCMP 0119 UVIC TECJ 432**

NC

**Database Concepts**

This online course (UVic TECJ 432) is designed to help you become a knowledgeable end user of database management systems and to help you understand the needs and roles of users, database designers, managers and administrators. Database Concepts, a key component of the CBIS program, provides you with an understanding of how databases fit into the information system of an organization. You will cover topics such as the major components and functions of a database, how information is modelled, stored and manipulated in databases, and the implications of databases on operations, control and planning for the organization. You will also gain hands-on experience creating and maintaining a relational database using Microsoft Access or LibreOffice, available from [www.LibreOffice.org](http://www.LibreOffice.org).

**Note:** This course is offered for 0 credit.

**Equipment:** Computer with Internet and specified software is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**XCMP 0129 UVIC TECB 401**

NC

**Systems Analysis and Design**

This course is intended to provide you with a comprehensive introduction to systems analysis and design and its relationship to mainstream business and project management. You will understand: the practice of systems methodologies; the roles and elements involved in system development, implementation and support; and how to avoid the common causes of project failure. You will learn how to select a project from a portfolio and propose appropriate methodologies and management techniques for its implementation.

**Note:** This course is offered for 0 credit.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**XCMP 0139 UVIC TECJ 420**

NC

**Networks and Network Management**

This online course (UVic's TECJ 420) 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.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit.

**XCMP 0149 UVIC TECB 402**

NC

**Human Side of Information Systems**

This (online) course (UVic's TECB 402) provides you with an understanding of the impact of information technology and systems on society. Human Side of Information Systems complements the technical content of the CBIS program by addressing issues of information technology from the human perspective. You will discuss the impact of technology on education, business, cultures and society at large. Topics include intellectual property, security, privacy and confidentiality, globalization and the evolution of information technology.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit.

**XCMP 0209 UVIC TECJ 460**

NC

**Programming with Java**

This course (UVic's TECJ 460) introduces you to Java programming language and the basics of program development. You will create simple Java applications using the Eclipse Integrated Development Environment (IDE). The course will present fundamentals of programming concepts including, creating variables, expressions, methods and control structures, manipulating data values, arrays, debugging and more. You will be introduced to more advanced concepts including, GUI (graphical user interface) development, use of additional collections and strings, implementing more advanced classes and interfaces (libraries), access and manipulate a MySQL database using Java database connectivity (JDBC) and work with Java Graphics and Java Applets. You will work with practical examples of Java Console applications and Applet development in hands-on exercises and assignments.

**Note:** This course is offered for 0 credit.

**Equipment:** Computer with Internet and specified software is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Texts:** Students purchase course materials from UVic's Bookstore. Cost of course materials is not included in the tuition. Contact program area to discuss appropriate required prior learning.

**Note:** This course is offered for 0 credit.

**XCMP 0219** **UVIC TECJ 230**

NC

**Web Design and Management I**

This online course (UVIC's TECJ 230) will provide you with the technical skills and conceptual understanding to create and manage professional websites. Web Design and Management I complements the core of the CBIS program by providing a rationale for the use of the web as an effective tool to meet business needs. You will learn the basics, such as hypertext mark-up language (HTML), including creating links, adding graphics and applying cascading style sheets to web pages. You will advance to learn more about navigational graphics and image maps, incorporating different graphic formats and video and/or sound into Web pages. You will also gain an understanding of complex issues such as site management and use of online forms. Many of these skills will be developed through hands-on exercises.

**Equipment:** Computer with Internet and specific software are required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca). Students are expected to be comfortable downloading and installing software.

**Note:** This course is offered for 0 credit.

**XCMP 0229** **UVIC TECJ 315**

NC

**Relational Database Management Systems**

This online course (UVIC's TECJ 315) will provide you with an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS). You will learn how to create and access data using Structured Query Language (SQL), the programming language used by most large relational database management systems such as Oracle, IBM DB2, MS SQL Server and Sybase, as well as open-source products such as MySQL and PostgreSQL.

**Prerequisites:** XCMP 0119.

**Equipment:** Computer with Internet and specified software are required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit.

**XCMP 0239** **UVIC TECJ 320**

NC

**Database Application Development**

This (online) course (UVic's TECJ 320) 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, you will learn to install and configure the Vaadin and Eclipse products as well as your choice of the following database products; MySQL, MSSQL or Oracle. You will build a Web-based Graphical User Interface (GUI) application that incorporates multiple forms, GUI controls like buttons and lists of values, as well as, generate dynamic reports. You will deploy and test your web-based application to the open source Apache Tomcat Web Server. The course incorporates extensive hands-on work.

**Prerequisites:** XCMP 0119 and XCMP 0229.

**Equipment:** Computer with Internet and specified software are required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit. Contact program area to discuss appropriate required prior learning.

**XCMP 0249** **UVIC TECJ 340**

NC

**Web Design and Management II**

This course (UVIC TECJ340) introduces the creation of dynamic websites using server-side scripting and relational databases. It offers a good conceptual understanding of how dynamic websites, such as a shopping cart or a blog application, are created. This course is aimed at non-programmers who already have experience creating basic, static websites using HTML and CSS using a text editor. It complements Web Design and Management I by exploring the technologies used to create data-driven websites. The programming language introduced in this course is PHP. Technical topics include variables, data types, error-handling, validation strategies, handling text and mathematical operations in web script, control structures and loops, and handling user sessions using a login form. The course also covers topics pertaining to the design and management of server-scripted, data-driven web applications, including information architecture and roles and responsibilities in a typical web development team.

**Prerequisites:** XCMP 0219.

**Equipment:** Computer with Internet and specified software are required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit. Contact program area to discuss appropriate required prior learning.

**XCMP 0259**

**UVIC TECJ 410**

NC

**Project Management**

This (online) course (UVIC TECJ 410) 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 leveling, critical path analysis and charting. You will use Microsoft Project software with a case study to gain practice in applying these concepts.

**Note:** This course is offered for 0 credit.

**Equipment:** Computer with Internet and CD-ROM drive is required. A 60-day demonstration copy of Microsoft Project 2010 can be downloaded from the Microsoft website; do not install the software until prompted in the course notes or it will expire while the course is in progress. Alternatively, Microsoft Project 2010 may also be purchased as an educational version through the UVic Computer store: Visit [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca) for information.

**XCMP 0269**

**UVIC TECJ 425**

NC

**IT Security**

This course (UVic's TECJ 425) provides you with the background to evaluate the risks and assess the available tools to provide a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed both from a management as well as from a technical perspective. Upon completion of IT Security, you will understand the security threat and the risk assessment process and how to apply it to operating system and network communications security in a way that supports business requirements. In addition, you will learn about security policies, procedures and user awareness, as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit. Contact program area to discuss appropriate required prior learning.

**XCMP 0279**

**UVIC TETS 461**

NC

**Digital Identity Management: Concepts and Technologies**

In today's online world, enterprises are under increasing pressure to integrate a variety of business processes with their networked systems to make them more secure, accessible and user-friendly. Enterprises are finding that the management of user identity is key in connecting employees, customers, suppliers, and partners both inside and outside organizational networks. This seminar will provide you with an understanding of the concepts and technologies related to building an effective enterprise identity management architecture. You will examine the concepts, tools, and technologies that will allow enterprises to build an identity management architecture that achieves business process goals on a foundation of managed digital-identity. You will also look at the intersection between the corporate and public worlds of online identity, providing an opportunity to look at the way living online is fundamentally changing how we develop communities of trust.

**Equipment:** Computer with Internet is required. Refer to [www.uvcs.uvic.ca](http://www.uvcs.uvic.ca).

**Note:** This course is offered for 0 credit.

# Consortium Distance Education

## 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 UVic without having to be admitted to UVic. TRU-OL distance courses delivered by 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 content starting on page 203) 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. These institutions should be contacted directly for more information.

# Consortium Distance Education

## University of Victoria

[www.continuingstudies.uvic.ca](http://www.continuingstudies.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/training](http://www.uvcs.uvic.ca/training)

[cace@uvic.ca](mailto:cace@uvic.ca)  
250-721-8944

### Professional Specialization Certificate in Collections Management

<https://continuingstudies.uvic.ca/culture-museums-and-indigenous-studies/programs/professional-specialization-certificate-in-collections-management>

[crmcoord@uvic.ca](mailto:crmcoord@uvic.ca)  
250-721-6119

### Certificate in Computer Based Information Systems

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/programs/computer-based-information-systems-certificate>

[bmt@uvcs.uvic.ca](mailto:bmt@uvcs.uvic.ca)  
250-472-8774

### Graduate Professional Certificate in Cultural Sector Leadership

<http://www.uvic.ca/hsd/prospectivestudents/graduate/programs/programpages/padm-grad-culleadership-cert.php>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8074

### Certificate in Environmental and Occupational Health

<https://continuingstudies.uvic.ca/health-wellness-and-safety/programs/environmental-and-occupational-health-certificate>

[eh@uvcs.uvic.ca](mailto:eh@uvcs.uvic.ca)  
250-721-6129

### Certificate in Local Government Management

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/PSCe.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8074

### Certificate in Performance Management

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/PSCe.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8074

### Certificate in Public Policy and Governance

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/PSCe.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8074

### Certificate in Public Sector Management

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/PSCe.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8074

### Certificate in Voluntary and Non-profit Sector Management

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/PSCe.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8074

### Certificate in Business Administration

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/programs/certificate-in-business-administration>

[bmt@uvcs.uvic.ca](mailto:bmt@uvcs.uvic.ca)  
250-721-8073

### Certificate in Restoration of Natural Systems

<https://continuingstudies.uvic.ca/science-and-ecological-restoration/programs/restoration-of-natural-systems-certificate>

[resscipc@uvic.ca](mailto:resscipc@uvic.ca)  
250-721-8463

### Diploma in Restoration of Natural Systems

<https://continuingstudies.uvic.ca/science-and-ecological-restoration/programs/restoration-of-natural-systems-diploma>

[resscipc@uvic.ca](mailto:resscipc@uvic.ca)  
250-721-8463

### Diploma in Cultural Resource Management

<https://continuingstudies.uvic.ca/culture-museums-and-indigenous-studies/programs/diploma-in-cultural-resource-management>

[crmcoord@uvic.ca](mailto:crmcoord@uvic.ca)  
250-721-6119

### Diploma in Local Government Management

<https://www.uvic.ca/hsd/prospectivestudents/undergrad/programs/programpages/padm-local-gov-dipl.php>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250-721-8067

### Diploma in Public Relations

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/programs/public-relations-diploma>

[publicrelations@uvcs.uvic.ca](mailto:publicrelations@uvcs.uvic.ca)  
250-721-6129



# Consortium Distance Education

## Diploma in Public Sector Management

<http://web.uvic.ca/calendar/undergrad/hsd/padm.html#>

hkirkham@uvic.ca  
250-721-8074

## Bachelor in Child and Youth Care

<https://www.uvic.ca/hsd/cyc/future-students/index.php>

kharriso@uvic.ca  
250-721-7984

## Minor in Public Administration

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca  
250-721-8074

## Bachelor of Social Work

<http://www.uvic.ca/hsd/socialwork/current/bsw/index.php>

swrecept@uvic.ca  
250-721-8036

## Education

<https://www.uvcs.uvic.ca/prod/courses>

teacherprod@uvic.ca  
250-721-8944

## University of British Columbia (UBC)

[www.cltl.ubc.ca/distance-learning](http://www.cltl.ubc.ca/distance-learning)

The University of British Columbia (UBC)'s distance education courses offered online 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. As a TRU-OL student, your application fee is waived when enrolling into most UBC distance education courses.

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:

[www.students.ubc.ca/enrolment/courses/non-degree/TRU](http://www.students.ubc.ca/enrolment/courses/non-degree/TRU)

1-877-272-1422 (toll-free in Canada and US)

604-822-9836 (Kamloops and International)

604-822-5945 (Fax)

Visit [www.distancelearning.ubc.ca](http://www.distancelearning.ubc.ca) to view distance learning courses supported by UBC's Centre for Teaching, Learning and Technology.

Students may register through UBC Enrolment Services for the following distance courses delivered by UBC:

### APBI - Applied Biology

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)

APBI 490, *Aquaculture and the Environment* (3) (previously LFS 490A)

### ARST - Archival Studies

ARST 556E, *Topics in Archival Automation: Records Systems in the Digital Environment* (3)

### ASTR - Astronomy

ASTR 556E, *Exploring the Universe: Stars and Galaxies* (3)

### AUDI - Audiology and Speech Sciences

AUDI 402, *Neuroanatomy for Audiology and Speech-Language Pathology* (3)

AUDI 403, *Introduction to Neurolinguistics* (1.5)

### CENS - Central, Eastern and Northern European Studies

CENS 303A, *Representations from the Holocaust* (3)

### CIVL - Civil Engineering

CIVL 200, *Engineering and Sustainable Development* (3)

### CST - Classical Studies

CLST 301, *The Technical Terms of Medicine and Biological Science* (3)

### DHYG - Dental Hygiene

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)

# Consortium Distance Education

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 - English

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 321, *English Grammar and Usage* (3)

ENGL 322A, *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 462A, *The Modern British and Irish Novel* (3)

ENGL 364A, *Nineteenth Century Studies: Monsters, Murderers! Secrets and Hidden Lives in Novels of the Victorian Period* (3)

ENGL 468A, *Children's Literature* (3)

ENGL 470A, *Canadian Studies: Canadian Literary Genres* (3)

## EOSC - Earth and Ocean Sciences

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 - Educational Technology

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 Learning Technologies in Higher Education* (3)

ETEC 521, *Indegeneity, Technology and Education* (3)

ETEC 522, *Ventures in Learning Technology* (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, *Culture and Communication in Virtual Learning Environments* (3)

ETEC 590, *Graduating Project* (3)

## FIST - Film Studies

FIST 332, *Studies in Genre or Period: Irish Cinema and Culture* (3)

## FNH - Food, Nutrition and Health

FNH 200, *Exploring our Food* (3)

FNH 250, *Nutrition: Concepts and Controversies* (3)

## FOPR - Forest Operations

FOPR 262, *Forest Access and Transportation* (3)

FOPR 362, *Sustainability and Forest Operations* (3)

## FREN - French

FREN 348, *French Literature in Translation I* (3)

FREN 349, *French Literature in Translation II* (3)

## FRST - Forestry

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 449A, *Directed Studies in Forestry: Wood Uses* (1)

FRST 449B, *Directed Studies in Forestry: Wood Properties and Identification* (2)

## GEOG - Geography

GEOG 350, *Introduction to Urban Geography* (3)

## GRSJ - Gender, Race, Sexuality and Social Justice

GRSJ 224A, *Gender, Race, Sexuality and Social Justice in Literature* (3)

GRSJ 300, *Intersectional Approaches to Gender Relations* (3)

## HIST - History

HIST 104, *Topics in World History: Cultures in Contact* (3)

HIST 106, *Global Environmental History* (3)

HIST 441, *History of the Holocaust* (3)

## JAPN - Japanese

JAPN 100, *Beginning Japanese* (3)

JAPN 101, *Beginning Japanese I* (3)

# Consortium Distance Education

## **LAW - Law**

LAW 504, *Property Law* (5)  
LAW 505, *Canadian Public Law* (5)  
LAW 508, *Business Organizations* (4)  
LAW 525, *Canadian Criminal Law & Procedure* (5)

## **LFS - Land and Forest Systems**

LFS 302A, *International Field Studies in Sustainable Agriculture - Cuba* (3)

## **LIBR - Library, Archival and Information Studies**

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 548F, *History of the Book* (3)  
LIBR 548H, *Community Informatics* (3)  
LIBR 559M, *Social Media for Information Professionals* (3)  
LIBR 561, *Information Policy* (3)  
LIBR 562, *International Librarianship - Issues and Innovations* (3)  
LIBR 575, *Academic Libraries* (3)

## **PATH - Pathology**

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 - Philosophy**

PHIL 120, *Introduction to Logic and Critical Thinking* (3)  
PHIL 220A, *Symbolic Logic I* (3)  
PHIL 433A, *Biomedical Ethics* (3)  
PHIL 434A, *Business and Professional Ethics* (3)  
PHIL 435A, *Environmental Ethics* (3)

## **PHYS - Physics**

PHYS 100, *Introductory Physics* (3)  
PHYS 333, *Energy and Climate* (3)

## **PSYC - Psychology**

PSYC 300A, *Behaviour Disorders* (3)  
PSYC 302, *Infancy* (3)  
PSYC 304, *Brain and Behaviour* (6)  
PSYC 307, *Cultural Psychology* (3)  
PSYC 314, *Health Psychology* (3)  
PSYC 315, *Childhood and Adolescence* (3)

## **SOWK - Social Work**

SOWK 320, *Introduction to Social Work Research* (3)  
SOWK 450, *Social Work Practice in Community Mental Health* (3)

## **WOOD - Wood Products Processing**

WOOD 475, *Wood Properties, Identification and Uses* (3)



# Administrative Staff

## President and Vice-Chancellor

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B.Sc. Hons. (Carleton U)  
Ph.D. (Massachusetts IT)

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M.A. (Wilfred Laurier U)  
Ph.D. (U Hull)

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M.A. (UBC)  
Ph.D. (SFU)

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M.Ed. (UBC)

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M.A. (UBC)

## Manager, Enrolment Services

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## Manager, Financial Aid and Awards

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## Manager, Program Delivery

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Dipl. Teaching (Christchurch College)  
MBA (Massey U)  
M.Ed. (U Canterbury)  
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M.A. (Royal Roads U)

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## TRU Open Learning Nursing Lead

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RN (Cariboo College)  
B.Sc.N. (UVic)  
MSN (U Texas El Paso)  
D.H.Ed. (c) (In Progress) (A.T. Still U)

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B.Sc.N (UVic)  
MSN (UBC)

## Student Advisor, Nursing

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MN (Athabasca U)  
CRN (CNA)

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B.T.M. (TRU)

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B.A. (UBC)

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B.A. (TRU)

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M.A. (U California, San Diego)

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Shyann Vosper

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Ph.D. (U Manitoba)

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B.Sc. (Hons.) (KNUST, Ghana)  
C.A.S.M. (U Cambridge)

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B.A. (Hons.) (Southampton U)  
M.A. (UBC)  
Teach.Dip. (U Victoria)

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B.S.W. (UCC)  
M.S.W. (UBC)  
Doctor in Progress (U Calgary)

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M.B.B.S., M.D. (GMC, Amritsar)

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