

# Calendar

TRU-OL Programs and Courses 2015 | 2016



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, UCC and BCOU were amalgamated to form Thompson Rivers University (TRU) and at that time the Open Learning division also came into existence.

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

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

programs and courses, through accessible and varied learning options, that can be taken anytime and at an individually determined pace. Open Learning offers fully recognized university courses and programs through a variety of flexible formats, including print-based, web-based, online and in-person.

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

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

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



## What is Open Learning?

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

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

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

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

### TRU, Open Learning, Student Services

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

Web [www.truopen.ca](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

### 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)

# Welcome to Thompson Rivers University, Open Learning



Alan Shaver  
President and Vice-Chancellor,  
Thompson Rivers University



THOMPSON RIVERS  
UNIVERSITY

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

I invite you to use this calendar to survey the wide variety of programs and courses that can be completed online and by distance education through our Open Learning division (TRU-OL). Use the calendar to help you select the flexible learning options offered through Open Learning that best suit your needs and your schedule in order to attain the credential you want.

TRU-OL is committed to increasing learners' access to education and exploring ways to lower the costs of attaining credible credentials through its active participation in the OERu (Open Educational Resources universitas) international network. By practising educational openness in all its forms with other educational and governmental entities, TRU as a "modern university" is global, collaborative and engaged in many participatory and innovative practices. (For more about OERu, see [oeru.org](http://oeru.org).)

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

Thank you for choosing TRU to create your educational opportunities.



Dr. Katherine Sutherland  
Vice-Provost,  
Open Learning  
Thompson Rivers University

As the Vice-Provost for Thompson Rivers University, Open Learning (TRU-OL), I encourage you to review our many programs and courses and allow us to assist you in attaining your educational goals. We offer approximately 60 programs and 550 courses, which are offered in multiple delivery formats so that you can choose the style of learning that works best for you.

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

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

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

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

We are ready and waiting to help get you started on your TRU credential, so please give us a call today at 1.866.581.3694 (Student Services) or email us at [student@tru.ca](mailto:student@tru.ca).

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



# Notices and Disclaimer

## Calendar Notice

The 2015–2016 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of September 1, 2015, 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 only for statistical purposes, and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student. Students who do not wish to have their 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.

# Contents

<b>Notices and Disclaimer .....</b>	<b>2</b>	Final Exams.....	19
<b>Contents.....</b>	<b>3</b>	Grading.....	19
<b>Programs and Courses Overview .....</b>	<b>5</b>	Examinations.....	19
About Open and Distance Education .....	5	Transcripts.....	20
TRU Distance Education.....	5	Transferring Credit to Other Institutions.....	20
Credentiailling .....	5	CVU-UVC.....	20
Scheduling .....	5	<b>Tuition and Fees .....</b>	<b>21</b>
Delivery Formats.....	5	Courses Delivered by TRU-OL .....	21
Communication.....	5	Payment.....	22
High-Speed Internet is Required .....	5	Courses Delivered by SFU .....	22
Keys to Success.....	5	Courses Delivered by UVic .....	22
<b>Services for Students .....</b>	<b>6</b>	Other Non-Tuition Course Costs .....	23
Educational Advising.....	6	<b>Student Awards and Financial Support.....</b>	<b>24</b>
English and Math Assessments.....	6	How to Apply for Financial Support .....	24
Student Awards & Financial Support.....	6	Residency Requirements .....	24
Services for Students with Disabilities.....	7	Part-Time Bursaries and Grants (Non-Repayable).....	24
TRU Library Services.....	8	Full-Time Student Loans and Grants.....	25
The Writing Centre .....	9	<b>Regulations and Policies .....</b>	<b>28</b>
The Math Help Centre .....	9	1. Academic Integrity and Student Conduct .....	28
Career Education .....	9	2. Formal Transfer Credit .....	28
First Nations Learning Centres .....	9	3. Prior Learning Assessment and Recognition (PLAR) .....	30
<b>Admission.....</b>	<b>10</b>	4. Registration .....	30
Open Admission .....	10	5. Examinations .....	32
Course Admission .....	10	6. Final Grades.....	32
Program Admission.....	10	7. Academic Appeals.....	33
Transfer Credit .....	11	8. Program Completion and Graduation.....	33
Program Plans .....	12	9. Release of Student Information .....	34
Program Status .....	12	Index of Policies, Regulations and Procedures .....	35
Program Change .....	12	<b>Adult Basic Education (ABE) .....</b>	<b>36</b>
Program Completion .....	12	Overview .....	36
Graduation .....	12	Choosing Courses .....	36
PLAR (Prior Learning Assessment and Recognition) ...	13	ABE Intermediate Certificate .....	37
<b>Before Registering .....</b>	<b>14</b>	ABE Advanced Certificate .....	37
Read the Regulations and Policies .....	14	BC Adult Graduation Diploma .....	38
Read the Course Descriptions .....	14	<b>Arts.....</b>	<b>39</b>
Understand the Prerequisite.....	14	Overview .....	39
Meet the English Proficiency Requirements.....	14	Advanced Certificate in Liberal Arts.....	39
Review the Completion Guidelines.....	15	Associate of Arts.....	40
Check the Final Exam Information .....	15	Arts Degree Programs: Minors .....	41
Understand Student Responsibility.....	15	Bachelor of Arts, General Program .....	41
Read the Notices and Disclaimer.....	15	Bachelor of Arts, General Studies .....	42
Read the Student Handbook .....	15	Bachelor of Arts, Major Program .....	43
<b>Registration.....</b>	<b>17</b>	Bachelor of Design.....	46
How to Register for a Course .....	17	Bachelor of Fine Art .....	47
Payment Processing.....	17	Bachelor of Music, Performance.....	48
Course Delivery .....	18	Post-Baccalaureate Certificate in Liberal Arts .....	49
Course Materials.....	18		

# Contents

<b>Business and Management Studies.....50</b>	Bachelor of Science, General Program..... 93
Overview..... 50	Bachelor of Science, Major Program ..... 94
Pathway Chart..... 51	<b>Technology.....95</b>
Certificate in Management Studies ..... 52	Overview..... 95
Certificate in Business Skills..... 53	Water Treatment Technology Program..... 95
Certificate in Entrepreneurial Skills 1 ..... 53	Certificate in Information Technology ..... 97
Certificate in Entrepreneurial Skills 2 ..... 54	Diploma in Information Technology and Management..... 98
Accounting Technician Diploma ..... 54	Bachelor of Computing Science..... 98
Advanced Certificate in Management..... 55	Bachelor of Technology ..... 99
Diploma in Management Studies..... 56	Bachelor of Technology (Trades and Technology Leadership)..... 101
Advanced Diploma in Management..... 57	<b>Tourism.....102</b>
Bachelor of Business in Real Estate ..... 58	Overview..... 102
Bachelor of Commerce ..... 59	Event Management Certificate..... 102
Bachelor of Public Administration ..... 62	Bachelor of Tourism Management ..... 103
Post-Baccalaureate Certificate in Commerce ..... 63	<b>General Education Requirements.....106</b>
Post-Baccalaureate Diploma in Commerce..... 64	Arts and Science Degree Programs ..... 106
MBA Foundation Graduate Diploma in Business Administration ..... 66	Business and Related Degree Programs..... 106
Master of Business Administration..... 67	<b>TRU Distance Education Programs and Courses.....107</b>
<b>Education .....68</b>	Schools and Faculties..... 107
Graduate Certificate in Online Teaching and Learning ..... 68	Faculty of Science..... 107
<b>General Studies.....69</b>	Animal Welfare Certificate..... 107
Overview..... 69	Animal Health Technology..... 107
Certificate in General Studies..... 70	Asthma Educators' Certificate ..... 107
Diploma in General Studies..... 70	Certified Respiratory Educators' Program ..... 108
Bachelor of General Studies ..... 71	COPD Educators' Program..... 108
<b>Health and Human Services.....72</b>	School of Business and Economics ..... 108
Overview..... 72	Administrative Assistant Certificate..... 108
Medical Laboratory Assistant Certificate..... 73	Legal Administrative Assistant Certificate..... 109
Medical Laboratory Assistant National Certificate..... 74	<b>Course Descriptions Overview.....110</b>
Polysomnography Certificate..... 75	Delivery Formats and Scheduling..... 111
Anesthesia Assistant Post-Diploma ..... 76	<b>Course Descriptions .....113</b>
Pre-Health Science Certificate ..... 78	<b>Language Course Challenge Examinations.....213</b>
Social Service Worker Certificate ..... 79	<b>Consortium Distance Education .....214</b>
Bachelor of Health Science..... 80	Simon Fraser University..... 214
Graduate Certificate in Child and Youth Mental Health..... 81	University of Victoria..... 215
Transition Courses: Health..... 82	University of British Columbia (UBC) .....216
<b>Nursing.....83</b>	<b>Administrative Staff .....218</b>
Overview..... 83	<b>Open Learning Faculty Members .....219</b>
Health Care Assistant Certificate..... 84	<b>Index .....224</b>
Seniors Living Management Certificate..... 86	
Return to Registered Nurse Practice Certificate..... 87	
Transition Courses: Nursing ..... 89	
<b>Science .....90</b>	
Overview..... 90	
Associate of Science..... 91	

# Programs and Courses Overview

## About Open and Distance Education

TRU-OL's institutional practices and initiatives broaden access to learning. 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 and/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*. TRU-OL's 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 13](#) and at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html).)

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 or complete an entire program and, in most cases, transfer the credits to another institution.

Finally, open and distance education at TRU-OL offers *choice*. Choose from 60 programs and 550 courses, including those delivered on TRU-OL's behalf by its university consortium partners: Simon Fraser University (SFU) and the University of Victoria (UVic).



### Canadian Virtual University

**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.

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

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

If you still can't find the information you are looking for, visit our partners at CVU-UVC ([www.cvu-uvc.ca](http://www.cvu-uvc.ca)) for more online degrees, diplomas and certificates.

## TRU Distance Education

TRU's on-campus schools and faculties, including science and animal health technology, also offer distance education. See the **TRU Distance Education Programs and Courses** section starting on [page 107](#).

## Credentialling

TRU credentials are awarded for TRU-OL programs, including adult secondary school completion credentials, certificates and diplomas (advanced and post-baccalaureate), associate degrees and bachelor's degrees.

## Scheduling

Courses are mostly either *self-paced* (with continuous registration) or *paced* (usually, with specific start and end dates). Typical course completion lengths are 30 weeks for self-paced courses and one semester for paced courses.

## Delivery Formats

Courses are *print-based*, *web-based*, *online* or *in-person*. Print- and web-based courses are generally self-paced (continuous registration) courses, although this is not always the case. Online and in-person courses are generally paced (specific start and end dates).

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

## Communication

Courses and programs are instructed in English. Most have Canadian content and are set in a Canadian context.

Students communicate with their Open Learning Faculty Member (instructor) by email, phone or postal mail. They also use a learning management system (LMS) and electronic conferencing.

## High-Speed Internet is Required

Check for technical basics and specifications on the **Orientation** page at [www.tru.ca/distance/services/learner/technical.html](http://www.tru.ca/distance/services/learner/technical.html) or contact 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 **Orientation** page at [www.tru.ca/distance/services/learner/introduction.html](http://www.tru.ca/distance/services/learner/introduction.html).

# Services for Students



## English Proficiency Requirement

The language used at TRU-OL is English, and all student services are provided in English. See the **Meet the English Proficiency Requirements** section, which starts on [page 14](#).

## 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 you have been accepted into a program, you are assigned a Program Advisor, who creates a program plan and works with you through to graduation to periodically update it and answer your questions about prerequisites, course selection and more.

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

See the **Educational Advising** page at [www.tru.ca/distance/services/advising.html#advising](http://www.tru.ca/distance/services/advising.html#advising).

### Transfer Credit

Your previously earned academic credits can count toward a TRU-OL credential.

For program students, transfer credit information is important. See the **Transfer Credit** section on [page 11](#) and the **Transfer Credit** page at [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 PLAR (prior learning assessment and recognition) process.

Consult a Plar Advisor: see the **PLAR** section on [page 13](#) and the PLAR page at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html).



## 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 you determine your skill level and choose a TRU-OL course at the level most appropriate for your needs:

- The **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 **Math Assessment Test**.

For these assessments and more information, see the **Educational Advising** page at [www.tru.ca/distance/services/advising.html](http://www.tru.ca/distance/services/advising.html).

## Student Awards & Financial Support

TRU-OL, through its Student Awards & Financial Support department, offers a comprehensive range of programs to both assist students in financing their 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 24](#) and the page at [www.tru.ca/distance/services/financial-support.html](http://www.tru.ca/distance/services/financial-support.html).



# Services for Students

## Services for Students with Disabilities

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

See the **Academic Accommodation and Services for Students with Disabilities** page at [www.tru.ca/disabilityservices.html](http://www.tru.ca/disabilityservices.html).



### Student Responsibility

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

## Disabilities Services and Accommodations

Services and accommodations provided by Services for Students with Disabilities include, but are not limited to, the following:

- Alternate format text materials
- Accommodated tests and exams
- Referrals for technical aids and for 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 make an appointment 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 (within the last five years) 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.html](http://www.tru.ca/disabilityservices/documentation.html).



### Contact: Services for Students with Disabilities

See the **front inside cover** or the **Services for Students with Disabilities** page at [www.tru.ca/disabilityservices.html](http://www.tru.ca/disabilityservices.html).

# 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 Simon Fraser University (SFU) 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, a Library account and PIN are created for you and activated approximately one week after you register. 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 open, distance and regional 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/](http://www.tru.ca/forms/library/distance/account_request/).

Note: Accounts automatically expire after 365 days but are reactivated when you register for another TRU-OL course.

DROL Services for students include:

- Access to all TRU Library's online resources (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 **mytru.ca** email address
- Loans of TRU Library's circulating materials for students residing in Canada or the US
- Delivery of materials to your home or workplace (with prepaid return shipping labels included) for students residing in Canada or the US
- Interlibrary Loan (ILL) service for articles, books and videos not in TRU Library's collection
- On-site borrowing from other Canadian libraries (COPPUL and CPSLD)

Note: DROL and TRU Library services exclude loans of required textbooks.

## 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 three libraries: the Main Library (arts, humanities and social sciences), House of Learning Library (science, nursing and technology) and the Williams Lake Campus Library.

The collection includes over 250,000 books, 136,000 ebooks, 13,000 videos (DVD and VHS), 31,200 streaming videos, 30,000 periodicals, 100 article databases and an extensive collection of government documents, pamphlets and microforms.



### Student Responsibility

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

Students must ensure that they have a TRU email account (**mytru.ca**), as automatic library notices (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.html](http://www.tru.ca/library/services/distance.html).

# 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.html](http://www.tru.ca/writingcentre/Open_Learning_Writing_Centre_Support.html). Support is also available in person or via email.



### Contact: the Writing Centre

Contact the Writing Centre at 1.250.371.5689 or [writing\\_ctr@tru.ca](mailto:writing_ctr@tru.ca). See the **Writing Centre** page at [www.tru.ca/studentervices/writingcentre/guides.html](http://www.tru.ca/studentervices/writingcentre/guides.html) for hours of availability, to register for a Writing Centre account and to book an appointment.

## The Math Help Centre

TRU's Faculty of Science 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 [mathhelp@tru.ca](mailto:mathhelp@tru.ca). See the **Math Help Centre** page at [www.tru.ca/science/programs/math/math\\_help\\_centre.html](http://www.tru.ca/science/programs/math/math_help_centre.html) for hours of availability and more.

## Career Education

TRU's Career Education department offers free career planning services. Services include resumé review, interview practice, 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 Simplicity to book appointments and apply for job postings at: [www.tru.ca/careereducation/stu\\_employ/simplicity.html](http://www.tru.ca/careereducation/stu_employ/simplicity.html).



### Contact: Career Education

Contact TRU's Career Education Department at [careereducation@tru.ca](mailto:careereducation@tru.ca). See the **Career Planning** page at [www.tru.ca/careereducation/careerplanning/online.html](http://www.tru.ca/careereducation/careerplanning/online.html).

## 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 off-set 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, see [www.tru.ca/distance/partnerships/first-nations-partners.html](http://www.tru.ca/distance/partnerships/first-nations-partners.html).

# Admission

## Open Admission

TRU-OL offers *open admission*: usually, a specific grade point average (GPA) and secondary school transcripts are not required for admission to TRU-OL and registration in courses. Also, you can usually register for courses without enrolling in a program.

See the **Registration** section starting on [page 17](#) and the **Open Learning Registration** page at [www.tru.ca/distance/register.html](http://www.tru.ca/distance/register.html).

Most courses have a recommended requisite (rather than a prerequisite), one or more items that can increase the chance of student success. Some courses or programs do have a prerequisite. To meet these, you can explore the possibility of PLAR. See the **PLAR** section on [page 13](#) and the page at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html).



### GPA

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



### Student Responsibility

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

However, students are responsible for ensuring that they follow the regulations of their program and institution and are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs or withdrawing from courses and/or programs as per personal choice.

## Course Admission

Applicants must first determine if their level of education and/or experience meets the prerequisite and/or recommended requisite for a particular course.

Applicants must have English proficiency at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. 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 14](#).

## Program Admission

Applicants are urged to familiarize themselves with TRU-OL's regulations and policies and with TRU-OL's tuition and fees, which differ from those of TRU campus-delivered programs. Applicants to a particular program must meet that program's admission requirements.

See **Regulations and Policies** starting on [page 28](#) and at [www.tru.ca/distance/services/policies.html](http://www.tru.ca/distance/services/policies.html), and **Tuition and Fees** starting on [page 21](#) and at [www.tru.ca/distance/services/tuition.html](http://www.tru.ca/distance/services/tuition.html).

To apply for TRU's campus-based programs, see the TRU calendar and/or website.



### Program Admission Form

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

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

Results of the program-related assessment are included in the program plan; see [page 12](#).

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

Certificate programs – 6 credits

Diploma programs – 9 credits

Degree programs – 15 credits

Note: Academic residency requirements differ from specific place of residence requirements needed for applying for financial assistance.

# Admission

## Transfer Credit

The British Columbia Council on Admissions & Transfer (BCCAT) at [www.bccat.bc.ca](http://www.bccat.bc.ca) is a well-established credit transfer system intended for those students who are taking individual courses or a partial university program through 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.

Documentation from international post-secondary institutions must sometimes be evaluated by BCIT's International Credential Evaluation Services (ICES), and supporting documentation may be needed for credits earned outside BC or more than seven years ago. See [www.bcit.ca/ices/](http://www.bcit.ca/ices/).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the Student Forms page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html).

Students whose TRU-OL program and that of a transferring university are listed on the CVU-UVC website can use the CVU-UVC Letter of Permission/Admission form at [www.cvu-uvc.ca/LOP.html](http://www.cvu-uvc.ca/LOP.html).



### Student Responsibility

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

## Transferring Credit to Other Institutions

First, check with that institution to determine if your credits can be transferred. Students who plan to transfer TRU-OL credits must be aware of the transfer credit policies stated on the Regulations and Policies page at [www.tru.ca/distance/services/policies/transfer.html](http://www.tru.ca/distance/services/policies/transfer.html).

## SFU and UVic Transfer Credit

Students receive credit on TRU-OL transcripts for consortium courses delivered by SFU and UVic. Students seeking an academic credential from SFU or UVic must apply for admission to those institutions. Registration in consortium courses may not automatically be accepted for transfer credit to a specific program of study by the institution delivering the course, nor does such registration mean that students are admitted to the institution delivering the course. Refer to the individual institution's admission policies.

## 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 program, 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 <http://www.tru.ca/admissions/hs-students/ib.html>.

# Admission

## Program Plans

Once an applicant has completed the admission process and has been accepted into a program, a Program Advisor assesses any transcripts and creates a program plan for the applicant.

The program plan is sent to the student within approximately six weeks of admission to a program. It 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, students must re-apply for program admission and are 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 21](#)).

## Program Completion

TRU-OL may not offer all courses required for program completion; thus, students must request a Letter of Permission to take courses elsewhere (see [www.tru.ca/distance/services/forms/pa](http://www.tru.ca/distance/services/forms/pa)).



### Student Responsibility

Students are responsible for program plan fees and, if they change programs or register in an external course without attaining a Letter of Permission, for transcript reassessments fees.

## Graduation

You must apply to graduate.



### Apply to Graduate

To receive their credentials, all TRU-OL students must apply to graduate. To attend their graduation ceremony (convocation), they must register.

Apply at any time to graduate. Follow the instructions on the **Graduation and Convocation** page at [www.tru.ca/admreg/graduation.html](http://www.tru.ca/admreg/graduation.html).

**TRU Story**

*"My Open Learning education will make me better at what I do, as I have learned skills that I am able to bring to the workplace immediately."*

*Keith M.*

More about Keith at [truopen.ca/truestory](http://truopen.ca/truestory)

# Admission

## PLAR (Prior Learning Assessment and Recognition)

TRU-OL students 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.html](http://www.tru.ca/distance/plar-ol.html).

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



### Portfolio-Assisted Assessments

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

Students are required to prepare and submit a portfolio with written documents and other materials and may 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

TRU-OL program students may take a challenge examination to demonstrate their knowledge of the content of a particular TRU-OL course or a first language. The number of credits they receive, if they are successful, is equal to the number of credits they would receive had they 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:

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



#### Student Responsibility

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

TRU-OL program students who have post-secondary credits from other institutions must apply for transfer credit assessment before they apply for PLAR.



#### Contact: PLAR

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 toll-free at 1.800.663.9711 (Kamloops & International) or 250.852.7000.

# Before Registering

## Read the Regulations and Policies

Before registering for a course, understand TRU-OL's academic regulations and policies.

To ensure that your selected courses will help you to meet your educational goals, please familiarize yourself with the **Regulations and Policies** starting on [page 28](#) and at [www.tru.ca/distance/services/policies.html](http://www.tru.ca/distance/services/policies.html).

## Read the Course Descriptions

If you haven't taken a TRU-OL course before, you may have questions about prerequisites, course completion length, textbooks and materials.

Find answers in the **Course Descriptions** section starting on [page 110](#) and through the **Course Search** tool at [www.tru.ca/distance/courses/](http://www.tru.ca/distance/courses/).

## 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 or PLAR (see [page 13](#)). When registering for courses, students must declare that they have met any stated prerequisite. Contact Student Services.

### SFU

In addition to prerequisite declarations, SFU may require proof of previous learning. Prior to registering for a TRU-OL course delivered by SFU, students are strongly advised to refer to the course outline, located on **SFU's Centre for Online Distance Education (CODE)** at <http://code.sfu.ca>.

### UVic

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



### Transfer Credit for Courses

TRU-OL courses delivered by SFU or 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.



### 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 university-level courses require post-secondary English reading and writing skills. Some courses have unique proficiency requirements, as noted in the course description.

If you are interested in studying with TRU-OL, you must self-assess your English proficiency. Complete one of TRU-OL's English language and writing assessments (see [page 6](#)). These assessments are simply tools for assessment, not tests.

For admission to some courses and programs, however, TRU-OL may require further proof of English proficiency, such as the LPI or the TOEFL-iBT. See the **English Proficiency Placement Table** on [page 16](#).

Prospective students without the required English proficiency for a particular course and/or program are strongly urged to discuss their plans with Student Services before registering.

### TRU

Prospective students intending to study on campus at TRU must take the ACCUPLACER test. The results of this test indicate the level of English language study in which students are placed.

On-campus students who have a Test of English as a Foreign Language (TOEFL) score or other test score are not required to take the ACCUPLACER and may instead enrol in either English as a Second Language (ESL) or on-campus courses, based on the scores in the English proficiency table.

### SFU and 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

To contact Student Services, see the **front inside cover** of this calendar.



# Before Registering

## Review the Completion Guidelines

You may wonder how long it will take to complete a course. A paced course (see **Scheduling**, [page 5](#)) 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 5](#)) are more flexible.

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. Students may also complete courses sooner.
- A student studying full-time is 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. As always, refer to the course description.
- Students are encouraged to complete assignments in sequential order and submit them on time (at least several weeks before the final examination) to their Open Learning Faculty Member in order to achieve the learning outcomes and to prepare for their 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. Then check the Examinations Schedule to ensure that 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 19](#) and at [www.tru.ca/distance/services/exams.html](http://www.tru.ca/distance/services/exams.html).

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

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

## Read the Student Handbook

The Thompson Rivers University, Open Learning *Student Handbook* provides an informal overview of TRU-OL's student administrative processes.

Go to [www.tru.ca/distance/services/ol-student-handbook.html](http://www.tru.ca/distance/services/ol-student-handbook.html).

# Before Registering

## English Proficiency Placement Table

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

Test of English as a Foreign Language (TOEFL)			International English Language Testing System (IELTS)	Language Proficiency Index (LPI)*	Michigan English Language Assessment Library Battery (MELAB)	Canadian Test of English for Scholars and Trainees (CanTEST)	Canadian Academic English Language (CAEL)	Action Available for TRU and TRU-OL Placement
Internet-Based Test (iBT)	Paper-Based Test	Computer-Based Test (CBT)						
88+ with no section below 20	570+ Test of Written English (TWE) 4.5+	230+ Essay 4.5+	6.5+ with no band below 6.0	Level 6 in Essay Writing part	81+	4.5+ with no component score below 4.0	Overall 70+ No subtest below 60	Direct entry to all TRU and TRU-OL academic programs and courses
80+	550-569 TWE 4.0+	213-229 Essay 4.0+	6.0+ with no band below 5.5	Level 5 in Essay Writing part	77+	4.0+ with no component score below 4.0	Overall 60+ No subtest below 50	Direct entry into Level 5 campus-based ESL**
71+	530-549	197-212	5.5+ with no band below 5.0	Level 4 in Essay Writing part	74+	4.0+ with no component score below 3.5	Overall 50+ No subtest below 40	Direct entry into Level 4 campus-based ESL; enrol in ABE-level TRU-OL ENGL course**
61+	500-529	173-196	5.0+	Level 3 and below in Essay Writing part	69+	3.5+	Overall 40+	Direct entry into campus-based Level 3 ESL; remedial ENGL required**

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

\*\*Discuss with Student Services or program advisor.

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

# Registration

## How to Register for a Course

1. Select a course and read the course description to ensure you have the tools and the prerequisite necessary to complete the course.
2. Check the course and material fees: contact Student Services or use the **Course Search** tool by clicking the **Courses** tab at [www.tru.open.ca](http://www.tru.open.ca).  
See **Tuition and Fees** starting on [page 21](#) for general fee information.
3. Confirm course availability: contact Student Services or use the **Course Search** tool.
4. Review the academic **Regulations and Policies**.
5. Note the application deadline and course start date, especially if the course is paced or delivered by SFU or UVic.
6. Register: contact Student Services or use the **Course Search** tool.

For registration, extension, cancellation, withdrawal and repeat registration policies, see **Regulations and Policies** starting on [page 30](#) and [www.tru.ca/distance/services/policies.html](http://www.tru.ca/distance/services/policies.html).



### Students with Disabilities

Applicants with a documented disability who require services and/or accommodations must contact Disability Services at least three months prior to the course start date. See [page 7](#).



### Student Responsibility

Students are encouraged to familiarize themselves with the academic **Regulations and Policies** starting on [page 28](#) and at [www.tru.ca/distance/services/policies.html](http://www.tru.ca/distance/services/policies.html).

TRU-OL assists students with any questions or concerns arising from the interpretation of regulations and policies.

However, students are responsible for ensuring that their academic programs meet the regulations of a particular institution.

Thus, students are responsible for their 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

Follow the steps at **Register Now** at [www.tru.ca/distance/register/registernow.html](http://www.tru.ca/distance/register/registernow.html).

**BY PHONE:** With American Express, MasterCard, or Visa  
1.866.581.3694 (toll-free in Canada)  
250.852.7000 (Kamloops and International)

Phone **Student Services**, with the course name and your credit card information, on weekdays from 8:00 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).

**BY FAX:** With American Express, MasterCard, or Visa  
250.852.6405

Complete the **Course Registration** form on the **Register Now** page at [www.tru.ca/distance/register/registernow.html](http://www.tru.ca/distance/register/registernow.html) and fax it to **Student Services**.

**BY MAIL:** With American Express, MasterCard, or Visa, money order or cheque (payable to Thompson Rivers University)

Complete the **Course Registration** form on the **Register Now** page at [www.tru.ca/distance/register/registernow.html](http://www.tru.ca/distance/register/registernow.html) and mail it, with full fee payment, to **Student Services**.

**ONLINE:** With student loan or grant

Complete the **Course Registration** form and mail it, with a completed **Fee Deferral Application** form on the **Student Awards & Financial Support** page at <http://www.tru.ca/distance/services/financial-support.html> to **Student Services**.

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

## 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

Most courses delivered by TRU-OL are offered on a continuous registration basis; these are self-paced courses. Others, usually 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.

### SFU

SFU 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.

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

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

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

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

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

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

### SFU

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

### UVic

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

# Registration

## Final Exams

For examinations **Regulations and Policies**, see [page 32](#). For exam sessions and deadlines, see the chart on [page 19](#). Also, refer to the **Examinations** page at [www.tru.ca/distance/services/exams.html](http://www.tru.ca/distance/services/exams.html).

## Grading

### TRU-OL, SFU and UVIC

Specific course assessments and marking rubrics are included in some but not all courses, while final grade information is in the **Regulations and Policies** section (starting on [page 32](#)) and on the **Grading Systems and Procedures** page on the TRU-OL website. After students complete a course, their grades are noted in *myTRU*.

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



### Student Forms

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



### Student Responsibility

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

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

## Examinations

*You must apply to take a final exam.*

Examination procedures may vary between TRU-OL, SFU and UVic and according to where students reside and where they intend to write their exam. Be sure to read the **Student Exam Procedures** on the TRU-OL website.

Students who are receiving full-time financial support should refer to their 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 students complete independently).

Final exams are held at TRU-OL examination centres in BC, Canadian Invigilator Network (CIN) centres in Canada or other supervised locations arranged by the student and 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.html](http://www.tru.ca/distance/services/exams.html). Sessions and application deadlines are listed in the following schedule and on the **Examinations** page online.

### 2015-2016 Exam Sessions and Deadlines

Examination Session	Application Deadline
September 9-14, 2015	August 17, 2015
October 1-5, 2015	September 7, 2015
November 4-9, 2015	October 13, 2015
December 2-7, 2015	November 9, 2015
January 13-18, 2016	December 14, 2015
February 10-15, 2016	January 18, 2016
March 9-14, 2016	February 15, 2016
April 6-11, 2016	March 14, 2016
May 11-16, 2016	April 18, 2016
June 8-13, 2016	May 16, 2016
July 6-11, 2016	June 13, 2016
August 10-15, 2016	July 18, 2016
September 7-12, 2016	August 15, 2016
October 12-17, 2016	September 19, 2016
November 4-9, 2016	October 13, 2016
December 2-7, 2016	November 9, 2016

# Registration

## SFU

Most SFU courses have supervised mid-term and/or final examinations.

SFU arranges examinations for its consortium courses. All exams must be written on specific dates, as scheduled by SFU. The exam schedules are published on SFU's **Centre for Online and Distance Education (CODE)** page at [code.sfu.ca](http://code.sfu.ca). Also, check the CODE website for SFU's examination policies.

Prior to registration, students are responsible for ensuring their availability to write scheduled exams.

## UVic

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



### Student Responsibility

See the **Regulations and Policies** section starting on [page 32](#) regarding examinations for TRU-OL, SFU and UVic.

## Transcripts

### TRU-OL, SFU and UVic

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

TRU-OL students may order official transcripts online through their *myTRU* account or complete and submit a **Request for Official Transcript Record** available on the TRU-OL website.

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.

Note: Official transcripts cost \$8.56 per copy.

## Transferring Credit to Other Institutions

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

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

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

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

## 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.

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

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

# Tuition and Fees

## Courses Delivered by TRU-OL

### Tuition

Tuition, fees and materials costs vary from course to course and program to program. For specific fees, you may find a course using our online search tool, select a program using the program application form, or contact Student Services. See the **Tuition and Fees** page at [www.tru.ca/distance/services/tuition.html](http://www.tru.ca/distance/services/tuition.html).

### Canadian Residents and Permanent Residents

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

### Canadian Residents Living Outside of Canada

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

### Seniors (65 years +)

Course tuition varies, with payment equivalent to 25% of Canadian and permanent residents tuition.

### International Students

\$356.40 per credit for undergraduate courses.

### Definitions

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



### All Students (TRU-OL, SFU and UVic)

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

## TRU-OL Tuition Fees

<b>Canadian and Permanent Residents:</b>	Average \$110.12 per credit (varies; see individual course on website for specific fees)
<b>University Preparation (ABE):</b>	\$177.77 per credit (3 credits per course)
<b>International Students:</b>	\$356.40 per credit (varies; see individual course on website for specific fees)
<b>Senior Students (over 65 years):</b>	25% of Canadian and Permanent Residents (varies; see individual course on website for specific fees)

## TRU-OL General Fees

<b>Course Administration:</b>	\$89.60 per course
<b>Technology:</b>	\$5.94 per credit
<b>Out-of-Province:</b>	\$29.86 per credit (non-residence fee)
<b>Course Extensions:</b>	\$95.48 per course
<b>Formal Grade Appeals:</b>	\$119.22 per course
<b>Transcript (Transfer Credit) Assessment:</b>	\$47.46 for BC documents \$89.41 for non-BC documents
<b>Transcripts:</b>	\$8.56 per transcript
<b>Program Plans:</b>	\$59.60 per certificate/diploma \$149.03 per degree
<b>Shipping:</b>	As per rates defined on the TRU-OL website
<b>Taxes:</b>	As applicable
<b>Assignment Submissions Cost:</b>	As applicable
<b>PLAR</b>	See PLAR Fees at <a href="http://www.tru.ca/distance/plar-ol/plar-fees.html">www.tru.ca/distance/plar-ol/plar-fees.html</a> .

# Tuition and Fees

## Payment

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

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

In the event of any indebtedness to TRU, any fees paid are first applied to the removal of the debt.

No official transcripts, certificates, diplomas or degrees are issued to a student in debt to TRU except by the approval of the Board, nor is the student permitted to repeat a registration, obtain a course extension or write an examination until all indebtedness is removed.



### Tax Receipts

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

TRU-OL provides official receipts (T2202A) via the *myTRU* student portal for income tax purposes in February of each year for the previous calendar year. TRU-OL provides tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

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

Refer to the Canada Revenue Agency website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) regarding income tax regulations.

## Courses Delivered by SFU

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

\$167.10 tuition per credit + \$83.59 course administration fee + textbooks + \$40 course materials and service fee

### Seniors

No reduced fees

### International Students

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

### All Students

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

## Courses Delivered by UVic

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

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

UVic courses are typically 1.5 units or 3.0 units, which are displayed as 3-credit and 6-credit courses when registering via TRU-OL.

### Seniors

No reduced fees

### International Students

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

### All Students

- Tuition fees per credit (per UVic unit) vary by course. UVic fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic.
- Fees listed do not apply to all courses. See individual course descriptions or contact Student Services.



# Tuition and Fees

## Other Non-Tuition Course Costs

### Textbooks and Course Materials

#### TRU-OL

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

#### SFU

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

#### UVic

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

### Rented Materials

#### SFU

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

#### UVic

Contact the specific program area at UVic.

## Long-Distance Phone Charges

### TRU-OL

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

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

**Hong Kong:** 800.965.261

**India:** 000.800.1007.576

**Saudi Arabia:** 800.814.5681

**United Arab Emirates:** 800.017.8313

### SFU

Contact the specific program area.

### UVic

Contact the specific program area.

# Student Awards and Financial Support

## How to Apply for Financial Support

1. Contact TRU-OL's Student Awards and Financial Support for part-time or full-time application forms and for updates regarding financial support:  
[www.tru.ca/distance/services/financial-support.html](http://www.tru.ca/distance/services/financial-support.html)  
[OLfinaid@tru.ca](mailto:OLfinaid@tru.ca)  
1.800.663.9711 (toll-free in Canada)  
250.852.6802 (Kamloops and International)
2. Submit original part-time application forms to the TRU-OL Student Awards and Financial Support office. Faxed copies are not accepted.
3. Go to StudentAid BC at [www.studentaidbc.ca](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 on the TRU-OL website.



**CanLearn**

Save, plan and pay for post-secondary education. See the **CanLearn** website at [www.canlearn.ca/eng/index.shtml](http://www.canlearn.ca/eng/index.shtml).

## Adult Basic Education Student Assistance Program (ABESAP)

This provincial grant program provides funding to students registered in Adult Basic Education courses; Grade 10, 11 or 12 completion; ESL (English as a second language); or Basic Literacy. First-time ABESAP applicants may be funded for up to two courses and must successfully complete both courses before being concurrently funded for more than two courses.

## Canada Student 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 those not already receiving funding through other programs who reside in the Greater Vancouver area and have not previously completed a post-secondary program of study.

## Barbara Guttman-Gee Bursary

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

## Open Learning Bursary

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

# Student Awards and Financial Support

## Full-Time Student Loans and Grants

### StudentAid BC

Canada Student Loans and BC Student Loans are available to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs. See StudentAid BC at [www.studentaidbc.ca](http://www.studentaidbc.ca) to apply for full-time student loans and grants and to check the status of a loan application. Submit applications at least six weeks before funding is required. The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$510 per week for eligible students with dependents.

To be considered a full-time student in the program, it is necessary to register in and complete a minimum course load of 9 new credits per four-month loan period (repeat registrations can be used only when no assignments were passed in the previous registration).

For distance education students, this is a shorter completion schedule than that of TRU-OL. This can be a challenge for students unfamiliar with studying at home and it is recommended that new TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans.

Consider that much of the flexibility of open learning is lost when applying for full-time government student loans.

There are 12 distance education loan periods, each four months long, which start the first of each month. For a full-time study term, students must register in the month prior to that term's start date. Late phone and web registrations are permitted up to the 10th of each month after the term start date.

See *Six Key Steps to Getting a Student Loan through TRU-OL* and registration deadlines on [www.truopen.ca](http://www.truopen.ca).

Any continuous-entry registrations received after the final deadline on the 10th of the month can only be applied to the following term. All students receiving student loans or grants are required to sign a study contract (see the Study Contract on the **Student Awards & Financial Support** page).

After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework for at least 9 credits (the minimum required for full-time status) within the four-month loan period. Loan documents and grants are not released past the study period midpoint without sufficient academic progress.



### Student Responsibility

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

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

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

### Interest-Free Status

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

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

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

Apply online for interest-free status at [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 "unmet need." Applicants must be returning students and have successfully completed their last full-time term through TRU-OL. Application forms are available on TRU-OL's website.

## TRU-OL Emergency Bridging Loan

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

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


## Government of Canada's Lifelong Learning Plan (LLP)

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

## Other Sources of Assistance

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

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



**TRU Story**

*"Every step of the way, Open Learning has made my next move possible."*

*Mariah M.*  
More about Mariah at [truopen.ca/truestory](http://truopen.ca/truestory)

# Notes

A series of horizontal dashed lines for writing notes.

Notes



# Regulations and Policies

Students are subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by Thompson Rivers University (TRU). In the absence of other regulations, those of TRU apply. Refer to [www.tru.ca/distance/services/policies.html](http://www.tru.ca/distance/services/policies.html) for updates.

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

## 1. Academic Integrity and Student Conduct

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

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

## 2. Formal Transfer Credit

### 2.1 Certificate, Diploma and Degree Programs

- Transcripts are evaluated for all studies taken through an accredited or similarly recognized educational institution. In BC, accredited institutions include those that are listed in the online BC Transfer Guide; members of 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.
- TRU-OL manages transfer credit assessment for college or university courses completed at high schools in the same manner as any other request. There is no penalty for dual credit; that is, credit that is used toward completion of both a high school and a college or university program.
- Courses that have received course-by-course or block transfer credit are recorded on the student’s TRU transcript. Grades for transferred courses are used to calculate the program GPA but do not appear on the transcript.

# Regulations and Policies

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

## 2.2 Multiple Certificates and Diplomas

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

## 2.3 Second Credentials

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

## 2.4 Multiple Undergraduate Degrees

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

## 2.5 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.

## 2.6 Transfer Credit from Master's Degree Programs

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

## 2.7 Procedures: Application for Transcript Assessment

- A. Students applying for transcript assessment are required to complete and submit the Program Admission form, with applicable fees, and arrange for the submission of supporting documents (official transcripts).
- B. Completed Program Admission forms may be submitted to TRU-OL electronically, by mail or by fax. Forms are available on TRU-OL's website, on the BC Post-secondary Application Service (ApplyBC) website and from Student Services.
- C. If application for transcript assessment is being made for courses taken outside BC, a course syllabus or calendar from the institution may be required. Course syllabuses or calendars in a language other than English or French must be translated to English at the student's expense.
- D. Students submitting documents from institutions outside Canada may be required to have their documents evaluated by an accredited international credential evaluation service.
- E. The appropriate transcript assessment fee must accompany all requests involving documents originating both within and outside BC. Documents from Yukon institutions listed in the online BC Transfer Guide are treated as being from BC.  
*Note: Permanent residents of BC who have completed secondary/high-school courses in BC and are applying for transfer credit toward an ABE credential are exempt from this fee.*
- F. Transcript assessment does not commence until all required fees have been received along with all official transcripts declared on the Program Admission form.
- G. Fees are non-refundable and cannot be applied toward any other assessment fee charged by TRU-OL.
- H. No further assessment fees are charged to registered students who have been issued a Letter of Permission or where prior agreement has been reached between institutions, except for cases in which a student requests to have transcripts assessed against a different credential.

# Regulations and Policies

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

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

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

Refer to the full policy on the TRU website or email [plar-ol@tru.ca](mailto:plar-ol@tru.ca) for further information.

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

## 4. Registration

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

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

### 4.1 Credit-Free Option

- A. Students who plan to pursue the credit-free option must declare their intention to audit courses at the time of course registration.
- B. An "AUD" (Audit) notation and 0 (zero) credits appear on a student's transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the major project.
- C. Students who do not complete course requirements receive a final grade as per TRU's grading systems.
- D. Students who register for the credit option or the credit-free option and then want to change options must cancel their registration or withdraw from the course (see subsections 4.2 and 4.4) and register again.

### 4.2 Cancellations: TRU-OL

- A. Students may cancel their registration in most TRU-OL-delivered self-paced, independent-study courses by submitting the online Course Cancellation form to TRU-OL Student Records within five weeks from their registration date, subject to subsection C and D, following. The course does not appear on their transcript.
- B. Students may normally cancel their registration for paced, shorter-duration courses up to the end of the first week of the course, subject to subsection C and D, following. The course does not appear on their transcript.
- C. Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.
- D. A course registration cannot be cancelled if an assignment has been submitted, a lab or practicum has started, or an examination has been written.
- E. Registration cancellation deadlines for clinical courses are available in the course information. Contact Student Services for more information.
- F. Students may request to cancel their course registration by accessing the form online and via myTRU, by regular mail, email or fax.
- G. Students who submit their request within eligible deadlines receive a 100% refund of tuition fees. The course administration, technology and other course fees are non-refundable. Refer to subsection 4.6 for materials refunds eligibility.
  - i. Students who cancel their registration in a lab course as per subsection 4.2.B receive a 100% refund of their tuition fee and a 75% refund of their lab fees. The course administration, technology and other course fees are non-refundable. Refer to subsection 4.6 for materials refunds eligibility.
  - ii. Tuition refunds are not processed until the web or print form to cancel a course registration is received by Student Records.

### 4.3 Cancellations: SFU, UVic

Students may request to cancel their registration in a TRU-OL course delivered by SFU or UVic by accessing the form online and via *myTRU*, by regular mail, email or fax. Students may cancel their registration in a course delivered by SFU or UVic and receive 100% of their tuition fees as a refund by notifying TRU-OL Student Services by the end of the first week in which the course begins. The course administration, technology and other course fees are non-refundable.



# Regulations and Policies

## 4.4 Withdrawals—TRU-OL

- A. Students may formally withdraw from most self-paced, independent-study courses up to the end of week 13 of the course and by the end of week 7 for paced courses and receive a “W” (Withdrawal) grade.
- B. Students who do not formally withdraw within 13 weeks of their self-paced, independent study course start date, and within seven weeks of their paced course start date and who complete some but not all mandatory coursework by the course completion date receive a final grade of “DNC” (Did Not Complete), as per subsection 6.2.A.
- C. Courses that are less than two months in duration, labs or clinical courses and courses in which students have written an examination do not qualify for a “W” (Withdrawal) grade. Students receive a “DNC” (Did Not Complete) grade if they do not complete the course requirements by the course completion date.
- D. Students may apply to the TRU-OL Office of the Registrar for a withdrawal on medical or exceptional grounds provided they do so before their course completion date and include supporting documentation.
- E. Students may request to withdraw from a course by accessing the form online via myTRU, by regular mail, email or fax.
- F. Students who withdraw from a course do not receive a tuition refund.
- G. The course administration, technology and course fees are non-refundable.

## 4.5 Withdrawals: SFU, UVic

Course withdrawals for TRU-OL courses delivered by SFU and UVic are not available, except under extenuating circumstances. “Extenuating circumstances” are defined as unusual circumstances beyond student control that make it impossible for students to complete a course, up to the end of week 5 of the course. Approved withdrawals are noted on the TRU student record as a “W” (Withdrawal) grade.

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

## 4.6 Returning Course Materials: TRU-OL

- A. Students may return course materials purchased from TRU-OL. Returned course materials may be eligible for refund or replacement in the event of course(s) cancellation or course(s) withdrawal (in which students have received a grade of “W”), providing materials are returned within five weeks of their course(s) start date and if the materials are:
  - i. In resale condition (like new);
  - ii. Completely unmarked (no markings, including highlighting; names; erasures; grime; and bent pages, covers or spines);
  - iii. Postmarked within one week of the course cancellation period;
  - iv. Returned in a bundled unit if purchased as such and returned in new (unopened and unused) condition);
  - v. Still being used in current TRU-OL courses.
- B. Students that identify defective or incorrectly shipped items may return items for replacement by contacting Student Services at 1.800.663.9711 or by email at [student@tru.ca](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.

# Regulations and Policies

## 4.7 Returning Course Materials: SFU, UVic

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

## 4.8 Extensions: TRU-OL Policy

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

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

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

Refer to Course and Program Repeaters – ED 3-3 at [www.tru.ca/policy/education.html](http://www.tru.ca/policy/education.html) or contact Student Services.

## 5. Examinations

To ensure the credibility of degrees issued by TRU-OL, it is critical that all TRU-OL examinations occur within a structured and secure environment.

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

### 5.1. Regulations: TRU-OL

Refer to Examinations – ED 3-9 at [www.tru.ca/policy/education.html](http://www.tru.ca/policy/education.html) or contact Student Services.

### 5.2. SFU

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

- B. All students must write examinations at specific dates and times. Rescheduling examinations is limited to medical or compassionate reasons (death or serious illness of a close friend or family member), subject to approval of supporting documentation. The examination schedule is available on the SFU Centre for Distance and Online Education (CODE) at <http://code.sfu.ca>. Prior to registering, students are responsible for ensuring their availability to write scheduled examinations.

**Note:** *SFU does not recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.*

- C. Students residing on the BC Mainland south of Squamish, in Chilliwack or west of Chilliwack, must write their examinations at SFU's Burnaby campus.
- D. All other students must make arrangements to write their examinations in their community under the supervision of a proctor approved by Prior to registering, students. Students living outside Canada may be charged additional fees. Contact SFU's CODE for details. Contact TRU-OL Student Services for additional assistance.

### 5.3 UVic

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

## 6. Final Grades

### 6.1 TRU-OL

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

- Grading Systems – ED 3-5 at [www.tru.ca/policy/education.html](http://www.tru.ca/policy/education.html)

### 6.2 SFU, UVic

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

# Regulations and Policies

## 6.3 Grade Point Average (GPA)

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

## 6.4 Transcripts

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

- Appeals – ED 4-0 at [www.tru.ca/policy/education.html](http://www.tru.ca/policy/education.html)

## 8. Program Completion and Graduation

### 8.1 Graduation Requirements: Certificate and Diploma Programs

- A. There are no minimum GPA requirements for the following Adult Basic Education programs: Intermediate Certificate; Advanced Certificate; and BC Adult Graduation Diploma.
- B. To qualify for certificates or diplomas offered through TRU-OL, students must have a GPA of 2.0 or higher, calculated on college or university courses taken through TRU-OL or other post-secondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded. PLAR credit is not used in the GPA calculation.

### 8.2 Graduation Requirements: Degree Programs

- A. To qualify for degrees offered through TRU-OL, students must have a GPA of 2.0 or higher, calculated on the credits used to complete the degree.
- B. For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.0), the GPA is calculated on credit outside the block.  
  
PLAR credit is not used in the GPA calculation.
- C. The notation "With Distinction" is used on the transcript for those students who have a GPA (as defined under 6.5) of 3.5 or higher.

### 8.3 Graduation Procedures

- A. Upon completion of the requirements for a credential, students must apply to graduate. The form is available in *myTRU* under the Student Resources tab. Refer to [www.tru.ca/admreg/graduation.html](http://www.tru.ca/admreg/graduation.html). Students wishing to attend the convocation ceremony should read subsection 8.4 for deadlines.
- B. All official transcripts for courses taken at other institutions on a TRU-OL Letter of Permission must be received by the TRU-OL Office of the Registrar before an application for graduation is taken forward.
- C. Graduation applications are reviewed on an ongoing basis. Normally, credential parchments are sent to students approximately six weeks after all graduation requirements, including submission of the Application for Graduation form, have been met and approved. Transcripts with credential notation are available on graduation application approval.

# Regulations and Policies

## 8.4 Graduation Ceremony (Convocation)

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

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

These deadlines are firm.

**Note:** *Students may apply to graduate before final grades are available. Students should work with their Program Advisor to ensure they have completed all steps required to graduate. Refer to [www.tru.ca/convocation.html](http://www.tru.ca/convocation.html).*

## 8.5 Parchments

- A. The notation “With Distinction” is not used on the parchment, only on the transcript.
- B. If a student’s original credential has been lost or damaged, or the student’s name has changed, it is possible to request a replacement credential, a duplicate parchment. Students who have lost their credential must also complete a Declaration of Loss of Original Credential form in order for a replacement to be issued. Students who have a damaged credential, or who have changed their name, are required to return their original credential upon receipt of the replacement copy. Refer to [http://www.tru.ca/registration/academic-records/replacement\\_credentials.html](http://www.tru.ca/registration/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.

## 9. Release of Student Information

### 9.1 Disclosure to Students of Their Records

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

- A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to the TRU-OL Office of the Registrar. Access is determined on an individual basis.
- B. Students have the right to receive transcripts of their own academic record. However, TRU-OL does not release official transcripts if a student is in debt to TRU.
- C. No partial transcripts of a record are issued.
- D. Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the integrity of the examination system. Where access may do the latter, TRU-OL reserves the right to deny access.

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

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

### 9.2 Disclosure to Open Learning Faculty Members and Administrative Officers of TRU

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

### 9.3 Disclosure to Third Parties

- A. Personal information is disclosed without student consent for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of information.
- B. Necessary personal information may be released without student consent in an emergency if the knowledge of that information is required to protect the health or safety of the student or other persons.
- C. Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This is done only under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon *Freedom of Information and Protection of Privacy Act* standards.

# Regulations and Policies

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

## Index of Policies, Regulations and Procedures

This subset of TRU Policies applies to all campus and Open Learning courses/programs and is included here for convenience. For the most current policy information, refer to the **Index of All Policies** page at [www.tru.ca/policy/allpolicy.html](http://www.tru.ca/policy/allpolicy.html).

Policy Description	Policy #
Academic Achievement Awards	ED 9-1
Academic Program Review	ED 8-4
Academic Renewal	ED 3-10
Course Extensions (for Open Learning courses only)	ED 3-12
Course Outlines	ED 8-3
Course and Program Repeaters	ED 3-3
Course Subject Acronym and Numbering	ED 3-8
Suspension of Students	ED 7-0
Entrance Scholarships	ED 9-0
Examinations	ED 3-9
Grading Systems	ED 3-5
Honorary Degrees	ED 16-2
Integrity in Research and Scholarship	ED 15-2
International Education	ED 12-0
Issuing Credentials by Thompson Rivers University	ED 2-5
New Graduate Program Assessment Criteria	ED 8-5
Posthumous Awards	ED 11-0
Prior Learning Assessment and Recognition	ED 2-0
Scheduling of Course Conflicts	ED 3-6
Selected Topics & Special Topics Courses	ED 2-3
Semester Schedules	ED 13-0
Student Academic Appeals	ED 4-0
Student Attendance	ED 3-1
Submission of Final Grades	ED 3-11
Waitlist	ED 3-7

# Adult Basic Education (ABE)

## Overview

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 110](#) 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.



### Student Forms: Program Admission

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form, available from Student Services and at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).

## 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 6](#) 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 the admissions and transfer information at BCCAT (British Columbia Council of Admissions & Transfer) at <http://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 10](#))

### Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus); see [page 10](#).

### 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 10](#))

### Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus); see [page 10](#).

### 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

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study and educational goals.

Students who proceed without approval from their Program Advisor may find that a course does not meet program requirements. Without such approval, students risk not being able to apply a course toward a credential. If the course can be used toward the credential, students 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 is for adult learners who want to complete the BC Ministry of Education secondary school requirements, thus enabling them to graduate from Grade 12 and helping them to enter the workforce or 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 10](#))

### Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus); see [page 10](#).

### 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, such as ENGL 0641: *Survey of British Literature*

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 students are submitting transcripts from BC secondary schools, BC college ABE programs or TRU-OL only. Students may also apply for program admission on the **ApplyBC** website at <https://applybc.ca>.

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 13](#).

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

Program requirements for some Arts programs may be met with credits earned by prior learning assessment and recognition (PLAR). See **PLAR** on [page 13](#).



### Student Forms: Program Admission

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form, available from Student Services or at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the Student Forms page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). Students whose TRU-OL program and that of a transferring university are listed on the **CVU-UVC** website can use the CVU-UVC Letter of Permission/Admission form at <http://www.cvu-uvc.ca/LOP.html>.



### Student Responsibility

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



### Contact: Student Services

See the **inside front cover**.

## 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 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### 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 10](#))

### Residency Requirements

A minimum of 9 TRU credits (distance or on-campus); see [page 10](#)

### 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 (anthropology, 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 **BCCAT** (British Columbia Council on Admissions & Transfer) at <http://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).

## Portrait of a Distance Student

Open Learning students  
are Early Birds:

35%

DO COURSEWORK  
IN THE MORNING

## 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 provides a broad education in Arts, with the option to concentrate in two subject areas outside Arts.



PLAR applies (see [page 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

### 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 106](#)

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 you with a broad education in arts.



PLAR applies (see [page 13](#))

#### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

#### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

#### 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 106](#)

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



### TRU Story

*"Enrolling in the TRU Bachelor of Arts, Psychology program has helped me improve and diversify my academic competitiveness."*

*Morgan E.*

More about Morgan at [truopen.ca/truestory](http://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 13](#))

### Admission Requirements: All Majors

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements: All Majors

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

### 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

Directed Studies consists of the concentrated study of a topic in the discipline of the major that a student has selected in consultation with an Open Learning Faculty Member.

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

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

See the **Directed Studies** page at [www.tru.ca/distance/programs/directed-studies.html](http://www.tru.ca/distance/programs/directed-studies.html).

### 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 starting on [page 106](#)

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

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

#### Lower-Level Criminology Requirements (15 credits)

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

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

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

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

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

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

3 credits in advanced theory in criminology

3 credits in social science research methods

21 credits of other upper-level criminology, sociology or psychology courses, as approved by Program Advisors

3 credits of Directed Studies (see [page 43](#))

#### Elective Requirements (51 credits)

15 credits of upper-level elective courses

36 credits of lower- or upper-level elective courses



## Degree Requirements: English Major

120 credits 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 106](#)

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 43](#))

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 106](#)

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 43](#))

### 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 106](#)

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

## Arts

### 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 43](#))

### 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 106](#)

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, HIST and WOST 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 43](#))

### 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 13](#))

#### 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 10](#)

#### 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 106](#)

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)





## 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 Design program.



PLAR applies (see [page 13](#))

### 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 10](#)

### 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 106](#)

### 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)



## 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 13](#))

### 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 10](#)

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 (<http://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 106](#)

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 106](#)).

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 13](#))

### 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 10](#)

## 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

Directed Studies consist of concentrated study of a topic selected by the student in consultation with an Open Learning Faculty Member.

As registration procedures differ for Directed Studies courses, consult with a Program Advisor before registering. Also, refer to the **Directed Studies** page at [www.tru.ca/distance/programs/directed-studies.html](http://www.tru.ca/distance/programs/directed-studies.html).



# 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 professional and family commitments and educational needs change. This is accomplished through TRU-OL's open admissions policy, ladder curriculum with a progressive credential structure, prior learning assessment and recognition (PLAR) and generous transfer credit.

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

See [page 13](#) for prior learning assessment and recognition and the **PLAR** page at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html). 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.



### Student Forms: Program Admission

All students who plan to complete a TRU credential through TRU-OL must complete and submit a Program Admission form, available from Student Services and at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the Student Forms page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html).

Students whose TRU-OL program and that of a transferring university are listed on the **CVU-UVC** website can use the CVU-UVC Letter of Permission/Admission form at [www.cvu-uvc.ca/LOP.html](http://www.cvu-uvc.ca/LOP.html).



### Student Responsibility

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study and educational goals.

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



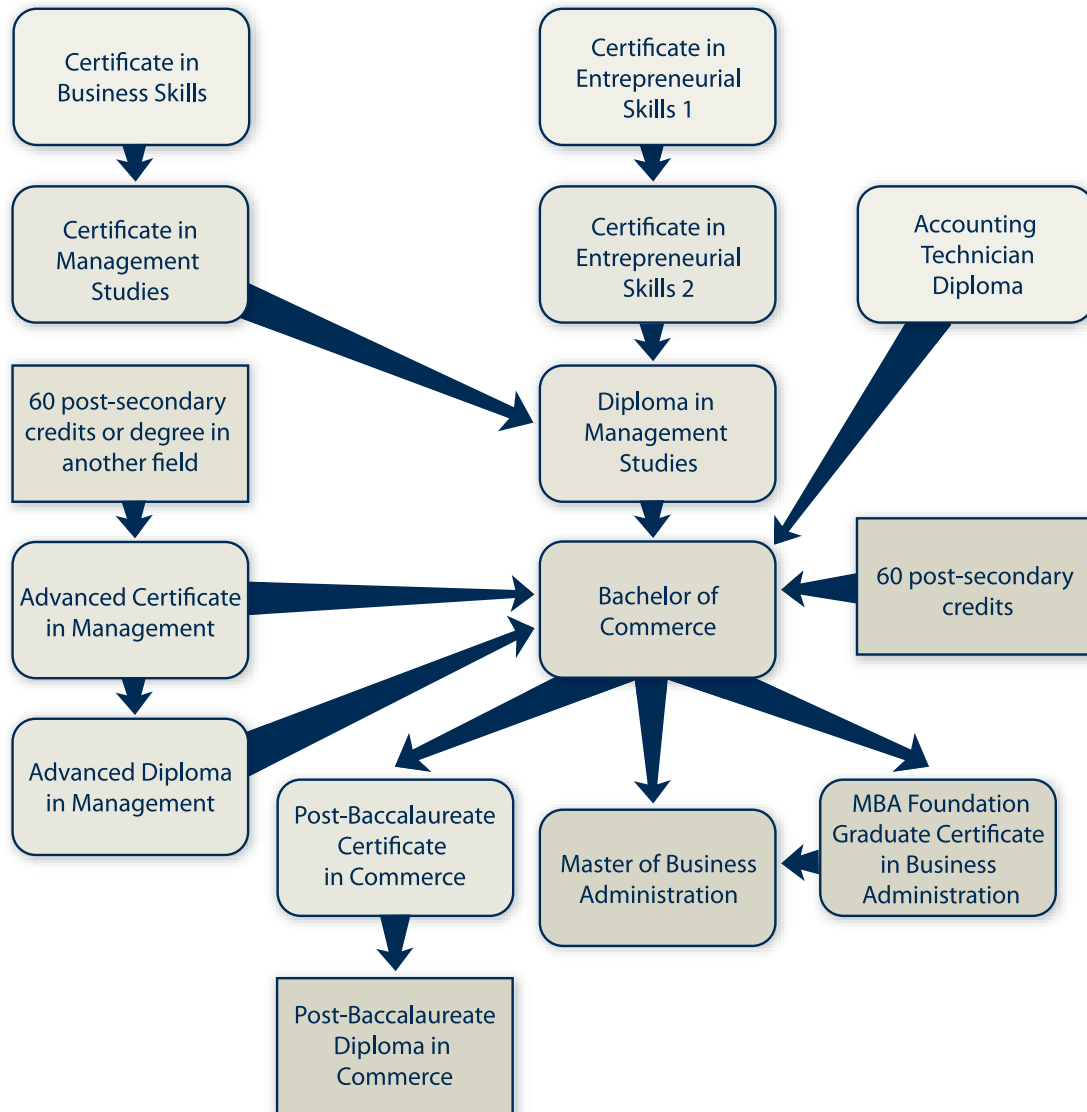
### Contact: Business Management Studies

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

## Pathway Chart

The following Pathway Chart illustrates Business and Management Studies' flexible program structure and how credits gained in one credential can ladder into (count toward) the next.



# Business and Management Studies



## Certificate in Management Studies

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

The certificate may be earned by building on the 15-credit Certificate in Business Skills (page 53) or by completing 30 credits of coursework.

This certificate can lead to the Diploma in Management Studies (page 56) program, which can ladder into the Bachelor of Commerce (page 59).



PLAR applies (see page 13)

### Admission Requirements

Open admission (see the Admission section on page 10)

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 10

### 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 (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.

### Elective Requirements (up to 18 credits)

Courses in management studies (ACCT, BLAW, MIST, ENTR, FNCE, HRMN, IBUS, MKTG, MNGT, ORGB, SCMN, BUSN, ECON, MATH, 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, *Introduction to 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, *Introduction to Financial Accounting* (3)

MNGT 1711, *Introduction to Business* (3)

MKTG 2431, *Marketing* (3)

## 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 52), providing a pathway to the Diploma in Management Studies (page 56), which can ladder into the Bachelor of Commerce (page 59).



PLAR applies (see page 13)

### Admission Requirements

Open admission (see the **Admission** section on page 10)

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see page 10

### Certificate Requirements

15 credits total, with a GPA of 2.00 or higher over 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 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 54), providing a pathway to the Diploma in Management Studies (page 56), which can ladder into the Bachelor of Commerce (page 59).



PLAR applies (see page 13)

### Admission Requirements

Open admission (see the **Admission** section on page 10)

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see page 10

### Certificate Requirements

15 credits total, with a GPA of 2.00 or higher over 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 56](#)), which can ladder into the Bachelor of Commerce ([page 59](#)).



PLAR applies ([see page 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

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 10](#)

### Certificate Requirements

Completion of the Certificate in Entrepreneurial Skills 1 ([page 53](#))

15 additional credits, with a GPA of 2.00 or higher over 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)

MGMT 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)

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 as support workers with accountants in industry, public practice and government. 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 59](#)).



PLAR applies ([see page 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Admission Recommendations

BC Grade 12 or mature student status or equivalent

One of the following Math courses is recommended:

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

In addition, one of the following is recommended:

- English 12
- English 12 First Peoples with a minimum of 73% (within the last five years)
- Level 5 on the composition section of the Language Proficiency Index (LPI), with all other categories of the LPI at a minimum of 70% (within the last two years)
- Satisfactory completion of ACCUPLACER at the university entrance level (see [page 14](#))
- ENGL 0661, *Written Communication*, with a grade of C+ or better
- ESAL 0570 and ESAL 0580 with a grade of C+ or better



# Business and Management Studies

## 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 over all courses required to complete this credential, as follows:

### Core Knowledge Requirements (57 credits)

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

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

ACCT 1211, *Accounting 1* (3)

ACCT 1221, *Accounting 2* (3)

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

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

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

FNCE 2121, *Financial Management* (3)

ACCT 2251, *Management Accounting* (3)

ACCT 2281, *Accounting Software Systems* (3)

MIST 2611, *Management Information Systems* (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)

ACCT 4231, *Assurance* (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 59](#)) 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, which can ladder into the Bachelor of Commerce ([page 59](#)).



PLAR applies ([see page 13](#))

### Admission Requirements

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

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

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); [see page 10](#)

### Certificate Requirements

15 credits total, with a GPA of 2.00 or higher over 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 52) and then complete an additional 30 credits to earn the diploma.

This diploma can ladder into the Bachelor of Commerce (page 59).

### Admission Requirements

Open admission (see the **Admission** section on page 10)

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 10

### Diploma Requirements

60 credits total, with a GPA of 2.00 or higher over 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, MIST, ENTR, FNCE, HRMN, IBUS, MKTG, MNGT, ORGB, SCMN, BUSN, ECON, MATH, 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 59) 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.

# 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 59](#)) and the Bachelor of General Studies ([page 71](#)).



PLAR applies ([see page 13](#))

## 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 10](#)

## Diploma Requirements

45 credits total, with a GPA of 2.00 or higher over 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)
- Students benefit by taking BBUS 3611 before BBUS 3631 and MNGT 3731.

**TRU Story**

“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 S.,  
TRU MBA student  
More about Lourdes at [truopen.ca/truestory](http://truopen.ca/truestory)



# Business and Management Studies

## Bachelor of Business in Real Estate

The Bachelor of Business in Real Estate program, offered by the Sauder School of Business Real Estate Division, allows members of the real estate community to upgrade their education so they can meet the accreditation requirements for various professional associations. It can be used toward admission requirements for the Master of Business Administration program ([page 67](#)).



PLAR applies ([see page 13](#))

### Admission Requirements

Admission to UBC's Diploma in Urban Land Economics (DULE)

Applicants seeking transfer credit for real estate core and specialty requirements must apply to the Sauder School of Business Real Estate Division for evaluation of real estate equivalencies before applying to TRU-OL for program admission. TRU-OL will consider giving additional transfer credit for non-real estate courses.

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); [see page 10](#)

### 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 (18 credits)

- 3 credits in English
- 3 credits in humanities or social sciences (excluding English)
- 3 credits in urban geography
- 3 credits in natural sciences (excluding mathematics or computing)
- 6 credits in humanities, social sciences or sciences

#### Core Management Requirements (45 credits)

- MATH 1091, *Business Mathematics* (3) (exempt if UBC BUSI 121 is taken)
- STAT 1201, *Introduction to Probability and Statistics* (3)
- CMNS 1291, *Introduction to Professional Writing* or UBC ENGL 301, *Technical and Business Writing* (3)
- ECON 1901, *Principles of Microeconomics* (3) or UBC BUSI 100, *Micro Foundations of Real Estate Economics* (3)

- ECON 1951, *Principles of Macroeconomics* (3) or UBC BUSI 101, *Capital Markets and Real Estate* (3)
- ACCT 2211, *Introduction to Financial Accounting* (3) or ACCT 1221, *Accounting 2* (3) or UBC BUSI 293 (3)
- FNCE 2121, *Financial Management* (3)
- ACCT 2251, *Management Accounting* (3)
- MKTG 2431, *Marketing* (3)
- ORGB 2811, *Organizational Behaviour* (3)
- BLAW 2911, *Commercial Law* (3)
- MNGT 3711, *Business Ethics and Society* (3)
- HRMN 3841, *Employee and Labour Relations* (3) or BBUS 3661, *Strategic Human Resource Management* (3)
- MNGT 4711, *Decision Analysis* (3)
- MNGT 4781, *Strategic Management* (3)

#### Core Real Estate Requirements (24 credits)

- BUSI 111, *BC Real Property Law and Real Estate Ethics* (3) or BUSI 112, *Canadian Real Property Law and Real Estate Ethics* (3)
- BUSI 221, *Real Estate Finance in a Canadian Context* (3)
- BUSI 300, *Urban and Real Estate Economics* (3)
- BUSI 330, *Foundations of Real Estate Appraisal I* (3)
- BUSI 331, *Real Estate Investment Analysis and Advanced Income Appraisal* (3)
- BUSI 400, *Residential Property Analysis* (3)
- BUSI 401, *Commercial Property Analysis* (3)
- BUSI 425, *Land Use Regulation: Local Government Law and Planning* (3) or equivalent

#### Real Estate Specialty Requirements (12 credits)

Additional 400-level UBC courses selected in consultation with a Program Advisor

Students can specialize in real estate appraisal, property management, real estate development or property assessment

#### Elective Requirements (21 credits)

Courses in any discipline at any level

#### Additional Requirements

Completion of UBC's DULE or equivalent, as determined in consultation with UBC

## 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 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 67](#)).

### 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.

### Specific laddering agreements include:

- Applicants with a recognized two-year college business diploma receive a block transfer of up to 60 credits toward the Bachelor of Commerce. Other recognized diplomas are eligible but may receive a reduced block transfer.
- Applicants receive a block of up to 90 PLAR transfer credits for successful completion of CMA's (Certified Management Accountants) syllabus, entrance examination, Strategic Leadership program and experience requirements.
- Applicants receive a block of up to 90 PLAR credits for successful completion of CGA's (Certified General Accountants) foundation level courses, PACE level courses, and the mandatory practical experience requirement.
- Applicants in the process of completing the CMA or CGA programs are eligible for provisional admission and may take TRU-OL courses concurrent to their CMA or CGA program.

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

### 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)

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

ACCT 1221, *Accounting 2* (3) or ACCT 2211, *Introduction to 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)

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

BLAW 2911, *Commercial Law* (3)

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

MNGT 4711, *Decision Analysis* (3) (BBUS 4251, *Advanced Management Accounting* may be substituted)

MNGT 4781, *Strategic Management* (3)

Two from the following:

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

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

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

#### Elective Requirements (33 credits)

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

#### Concentration Requirements (15 credits)

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



# Business and Management Studies



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

See the Finance Concentration for the Post-Baccalaureate Certificate in Commerce on [page 63](#).

## 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, MIST, ENTR, FNCE, HRMN, IBUS, MKTG, MNGT, ORGB, SCMN, or BUSN), with a minimum of 6 credits at the 4000-level

## Human Resources Concentration

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.

Human resources management professionals are employee relations specialists who manage employee planning, recruitment, selection, compensation, training and development, health and safety and evaluation. They are also active in labour relations, taking the lead in union contract negotiations, grievance handling, including mediation and arbitration, and all other employee-related matters such as wrongful dismissal, personal harassment and privacy.

### Required Courses

6 credits of ORGB 4871, *Organizational Development and Change* (3) or 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 2811, *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.

# Business and Management Studies

## 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)

## 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 62), which is offered in association with the University of Victoria (UVic).

## Required Courses

Two courses from the following:

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

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

- BBUS 4079, *Managing Service Delivery* (3)
- BBUS 4219, *Financial Management* (3) (may not be used to satisfy the core financial management requirement)
- BBUS 4379, *Program Evaluation and Performance Measurement* (3)
- BBUS 4469, *Local Government Land Use Planning* (3)
- 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	BBUS 3129 and BBUS 4099
MNGT 3711	BBUS 4229
FNCE 2121	BBUS 4219 or BBUS 4489
HRMN 2811	BBUS 4319
BLAW 2911	BBUS 4529
MNGT 4781	BBUS 4209 or BBUS 4779
ECON 1901	BBUS 3109
ECON 1951	BBUS 4459
MNGT 1211	BBUS 3129

## Technology Concentration

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

## Required Courses

- MNGT 4751, *Project Management* (6)
- 9 credits from a technology area



# Business and Management Studies

## Bachelor of Public Administration

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

This degree can be used toward the admission requirements for the Master of Business Administration ([page 67](#)).



PLAR applies ([see page 13](#))

### Admission Requirements

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

For more about UVic's programs, see [www.uvic.ca/hsd/publicadmin/](http://www.uvic.ca/hsd/publicadmin/).

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

### 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 (15 credits)

6 credits in communications (BBUS 3169 or CMNS 1291 or CMNS 1811) and/or English (ENGL 1001, 1021 or 1101)

3 credits in mathematics or sciences

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

3 credits in social sciences

#### Core Knowledge Requirements (60 credits)

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

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

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

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

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

ACCT 2251, *Management Accounting* (3)

MKTG 2431, *Marketing* (3)

HRMN 2821, *Human Resources Management* (3) (UVIC ADMN 431A, *Public Sector Human Resources and Labour Relations* may be substituted)

MIST 2611, *Management Information Systems* (3)

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

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

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

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

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

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

BBUS 4219 (UVIC ADMN 421), *Financial Management* (preferred) or BBUS 4489 (UVIC ADMN 448), *Local Government Financial Management* (FNCE 2121 may be substituted)

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

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

MNGT 4711, *Decision Analysis* (3) (ACCT 4251, *Advanced Management Accounting* may be substituted)

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

#### Elective Requirements (45 credits)

Sufficient academic and/or applied credits to bring the total number of credits to 120

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



## Post-Baccalaureate Certificate in Commerce

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

### Admission Requirements

Recognized baccalaureate degree in business

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### 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* (3) (TRU on-campus course) or FNCE 403, *Risk Management* (Athabasca University)

Two courses from the following:

- ACCT 3221, *Income Taxation 1* (3)
- MKTG 3451, *Professional Selling* (3)

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

#### Human Resources Concentration

HRMN 2821, *Human Resource Management* (3)

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

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

Two approved 4000-level business courses such as ORGB 4870, *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)

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

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)



# Business and Management Studies

## Public Sector Management Concentration

Two courses from the following:

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

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

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

## Post-Baccalaureate Diploma in Commerce

Designed for graduates of recognized degrees in fields other than business, this diploma provides 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 10](#)

### 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 graduating 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, *Introduction to Financial Accounting* or equivalent

#### Elective Requirements (12 credits)

These 12 credits are selected to ensure that all course prerequisites for each concentration are satisfied. Any remaining credits bringing the total elective credits to 12 are to be chosen in consultation with a Program Advisor and must include courses in business, management or economics.

Students are encouraged to select courses from the following to complete their elective requirements:

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

# Business and Management Studies

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

Two courses from the following:

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

### 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, MIST, ENTR, FNCE, HRMN, IBUS, MKTG, MNGT, ORGB, SCMN, or BUSN

### Human Resources Concentration

HRMN 2821, *Human Resource Management* (3)  
HRMN 3841, *Employee and Labour Relations* (3)  
BBUS 3661, *Strategic Human Resource Management* (3)  
Two approved 4000-level business courses such as ORGB 4870, *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)  
Two 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:

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

Three courses from the following:

- BBUS 3169, *Written Communications in the Public and Non-Profit Sectors* (3)
- BBUS 4079, *Managing Service Delivery* (3)
- BBUS 4219, *Financial Management* (3)
- BBUS 4379, *Program Evaluation and Performance Measurement* (3)
- BBUS 4469, *Local Government Land Use Planning* (3)
- 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, and either by distance delivery or on campus. Program start dates are September, January and May.

### Admission Requirements

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

The MBA Committee is a standing committee that oversees the assurance of learning and curriculum development processes in the MBA.

### Education Requirements

An 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

### Language Requirements

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

- A minimum TOEFL score of 600 with a TWE of 5.0 or higher (paper-based test), or a minimum of 100 with no section below 20 (IBT); or,
- IELTS of at least 7.0 (all bands); or,
- TRU ENGL 1100 and CMNS 1290 with a B (GPA of 3.00 on a scale of 4.00) or higher.

### Quantitative and/or Computing Skills Requirements

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

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### Certificate Requirements

- BUSN 5011, *Managerial Statistics* (3)
- BUSN 5021, *Financial Accounting* (3)
- BUSN 5031, *Management Accounting* (3)
- BUSN 5041, *Global Economics* (3)
- BUSN 5051, *Marketing Management* (3)
- BUSN 5061, *Human Resource Management* (3)

Students may be exempted from MBA Foundation courses if the MBA Committee determines they have adequate recent undergraduate or graduate coursework in the area from an acceptable institution. Students must receive a grade of B (GPA 3.00) 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.

## Master of Business Administration

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

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

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

### Learning Options

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

### Admission Requirements

Completion of each course in the Graduate Certificate in Business Administration, with a GPA of 3.00 or higher, or exemption from the courses by the MBA Committee

### Residency Requirements

A minimum of 21 TRU credits (distance or on-campus); see [page 10](#)

## 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 be exempted from MBA courses if the MBA Committee determines they have adequate graduate coursework in the area from an acceptable institution. Students must receive a grade of B (GPA 3.00) 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.



# Education



## 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.



### Student Forms: Program Admission

If you plan to complete a credential through TRU-OL, you must complete and submit a Program Admission form, available at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Contact: Student Services

See the **inside front cover**.

## 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 10](#)

## 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.

# General Studies

## Overview

For General Studies program requirements, choose from TRU-OL offerings or from college and university transfer courses from recognized post-secondary institutions. See BCCAT (British Columbia Council on Admissions & Transfer) at <http://bccat.ca>.

Credits attained in General Studies may be applied toward other TRU-OL programs, provided that specific program requirements are met.

When you are admitted to a General Studies 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

See **PLAR** (prior learning assessment and recognition) on [page 13](#) and at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html), or 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.



### Student Forms: Program Admission Form

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form, available from Student Services and at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the Student Forms page at

<http://www.tru.ca/distance/services/forms.html>.

Students whose TRU-OL program and that of a transferring university are listed on the CVU website can use the CVU-UVC Letter of Permission/Admission form at <http://www.cvu-uvc.ca/LOP.html>.



### Student Responsibility

Students with less formal academic training, such as an apprenticeship or an industry-based qualification, are encouraged to consult a Program Advisor or PLAR Advisor regarding the possibility of credit toward General Studies programs.

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study and educational goals.

Students who proceed without approval from their Program Advisor may find that a course does not meet program requirements. Without such approval, students risk not being able to apply a course toward a credential. If the course can be used toward the credential, students 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 that specific program requirements are met.



PLAR applies (see [page 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### 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 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements

A minimum of 9 TRU credits (distance or on-campus); see [page 10](#)

### Diploma Requirements

60 credits of college or university courses or a combination of college and university courses, including a minimum of 21 second-year level or higher 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.



# General Studies

## Bachelor of General Studies

The Bachelor of General Studies program provides a flexible structure, allowing you to create your own program.

If you prefer, you may ladder two-year diploma programs from Canadian community colleges and university colleges and BC associate degrees into the degree program.



PLAR applies (see [page 13](#))

## Admission Requirements

Open admission (see the Admission section on [page 10](#))

## Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

## 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 credit

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.

**TRU Story**

*"If anyone wonders what you can do with a Diploma in General Studies, well, it got me into law school."*

*Michael D.,*  
Diploma of General Studies graduate  
More about Michael at [truopen.ca/truestory](http://truopen.ca/truestory)



# Health and Human Services

## Overview

The Health and Human Services programs offered online and by distance through TRU-OL provide students with a multitude of directions for their career paths. Whether students wish to enter the field of Health Care directly from graduation or use their education to help advance their career, there is a TRU-OL program that can help on their 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 <http://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.



### Student Forms: Program Admission

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form available from Student Services and the Student Forms page at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the **Student Forms** page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). Students whose TRU-OL program and that of a transferring university are listed on the CVU website can use the CVU-UVC Letter of Permission/ Admission form at [www.cvu-uvc.ca/LOP.html](http://www.cvu-uvc.ca/LOP.html).



### Criminal Record Check, Practicum and Vaccination

Students admitted to a Health and Human Services program that has a laboratory or clinical practicum component 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 students applying for the Medical Laboratory Assistant Certificate must also submit proof of their Hepatitis B vaccination (HPV) to TRU-OL.



### 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

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

In most locations, it is the sole responsibility of the student to locate and arrange their own clinical practicum placement. It is the student's responsibility to determine if current employment trends in their region meet their personal needs.

Also, for their personal protection, out-of-province (BC) students must also confirm the workplace insurance coverage in their home province or territory regarding their clinical practicum placement. TRU provides liability coverage for students on unpaid practicum placements; however, workplace safety insurance varies by province.

## Medical Laboratory Assistant Certificate

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

The Medical Laboratory Assistant (MLA) Certificate program consists of five theory courses, a five-day workshop and a clinical practicum that is provided by 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.

Participants have a maximum of 30 weeks to complete each course and an overall maximum of two years to complete the entire certificate program. However, students are encouraged to complete the program in under one year. No extensions are granted to the program timeframe.

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

### Admission Requirements

Candidates for this program must submit proof of:

- Grade 12 or equivalent: order BC high school transcripts 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 **TRU Assessment Centre** at [assess@tru.ca](mailto:assess@tru.ca) to arrange a supervised typing test
- A criminal record check (CRC)
- Hepatitis B vaccination (HPV)
- Confirmation of a clinical practicum placement

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

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### 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 Medical Laboratory Assistant (MLA) National Certificate program is available to students in provinces outside of BC. The program is currently undergoing accreditation through 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 provided by 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.

### Admission Requirements

Applicants to this program must submit proof of:

- Grade 12 or equivalent: order BC high school transcripts 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 **TRU Assessment Centre** at [assess@tru.ca](mailto:assess@tru.ca) to arrange a supervised typing test
- A criminal record check (CRC)
- Hepatitis B vaccination (HPV)
- Confirmation of a clinical practicum placement

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

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### 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

Students are responsible for providing their own funding.

The Medical Laboratory Assistant National Certificate is not eligible for full- or part-time loan or grant funding through the Canada Student Loan programs. 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 the OL Program Administrator, Science, at 1-877-664-4094.

## Polysomnography Certificate

The Polysomnography Certificate program, with the exception of clinical components, is available to applicants residing inside or outside of Canada.

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 the two-week POLY 3041, *Polysomnography Program Clinical Component*, is held in a Board-approved sleep facility in BC.

Note: Program capacity may be limited due to the availability of clinical placements.

## Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

A criminal record check (CRC) (see [page 72](#))

## 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 10](#)

## 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

This program is available to applicants who reside in Canada. Select courses are available to applicants outside Canada.

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 anesthesiologist, along with the support of a TRU-based instructor, following criteria developed by TRU.

### Admission Requirements

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

At least one year of post-graduate clinical experience

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



### 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.html](http://www.tru.ca/distance/programs/health-science/anesthesia-assistant/clinical-affiliation.html).

### Residency Requirements

A minimum of 9 TRU credits (distance or on-campus); see [page 10](#)

### Post-Diploma Requirements

#### Pre-Entrance Exam

To determine a student's course of studies, applicants must take ANES 0011, *Anesthesia Assistant Placement Exam*.

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.

#### Support Course Requirements (12 credits)

HLTH 2573, *Arterial Blood Gases* (3)

HLTH 2511, *Introduction to Pharmacology* (3)

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

RESP 2161, *Mechanical Ventilation* (3)

#### Core Course Requirements (20 credits)

ANES 4001, *Anesthesia Equipment* (3)

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

ANES 4003, *Airway Management* (3)

ANES 4005, *Anesthesia Adjunct Equipment* (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)

# Health and Human Services

## Clinical Practicum (9 credits)

ANES 4101, *Clinical Anesthesia* (9)

Following successful completion of all support and core courses, students complete the full-time clinical practicum (ANES 4101). The length is approximately 16 weeks, depending upon the student's previous experience as an Anesthesia Assistant.

To proceed to the clinical practicum, students must have current Advanced Cardiovascular Life Support (ACLS) certification. Proof of this certification must be submitted to the Program Administrator, Science, before registration in ANES 4101.

## 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.

ANES 4021 and 4031 will open as paced courses in 2015.

These paced courses will be offered twice per year, based on need. ANES 4021 is a prerequisite for 4031.

Paced course details include:

- 14-week term
- Specific start and end dates
- Coursework, assignments and final exam are completed on or by predetermined dates
- Cohort-based: students work through the course together
- Group work is required, but not in "real time"
- Extensions to paced courses are limited and granted only in exceptional circumstances



**TRU Story**

*"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 at [truopen.ca/truestory](http://truopen.ca/truestory)



# Health and Human Services



## Pre-Health Science Certificate

The Pre-Health Science Certificate program is designed to provide both the general educational breadth as well as specific health related content that is either a required or recommended prerequisite to many health care programs.

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



PLAR applies (see [page 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

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 10](#)

### Certificate Requirements

#### Core Knowledge Requirements (28 credits)

BIOL 1593, *Anatomy and Physiology I* (3) or campus-based BIOL 1590

BIOL 1693, *Anatomy and Physiology II* (3) or campus-based BIOL 1690

ENGL 1101, *Composition* (3) or campus-based ENGL 1100

HLTH 2501, *Pathophysiology* (4)

HLTH 2511, *Introduction to Pharmacology* (3)

PSYC 1111, *Introductory Psychology I* (3) or campus-based PSYC 1110

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

PSYC 2101, *Statistics in the Social Sciences* (3)

- STAT 1201, *Introduction to Probability and Statistics* (3) or campus-based STAT 1200 or STAT 2000

### Elective Requirements (2-3 credits)

One only of either:

- Current Emergency Medical Responder (EMR) course offered by the Justice Institute (2 credits): 105 hours/15 days full-time, calculated using TRU policy ED 8-0 or equivalent

OR

- One of MATH 1101, *Finite Math* (3); PSYC 1211, *Introductory Psychology II* (3); ENGL 1101, *Composition* (3); or an alternate course approved by a Program Advisor



### 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)





## Social Service Worker Certificate

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

Non-program students may register in all SOCW and HUMS courses, excluding the field practicum course HUMS 1671, *Social Welfare Field Practicum*.

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 <http://bccat.ca> and contact the Program Coordinator.



PLAR applies (see [page 13](#))

## Admission Requirements

- (1) English proficiency requirement; this may be fulfilled through 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
- (2) 60 documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years
- (3) Social Service Worker Certificate Application form available at [www.tru.ca/distance/programs/health-science/social-service-worker-certificate.html](http://www.tru.ca/distance/programs/health-science/social-service-worker-certificate.html)
- (4) 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 72](#))

## Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

## Certificate Requirements

### Core Knowledge Requirements (24 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).

# Health and Human Services

## Bachelor of Health Science

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

The program is designed to:

- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options and academic credentials without having to leave the workforce for an extended period
- Make advanced studies available to professionals in selected health occupations at a convenient time and place
- Provide the academic foundation required for select graduate level programs
- Allow individuals to maximize recognition of related university credits they previously earned for coursework unrelated to their health care diploma

Each student's degree program plan reflects her/his previous education as it applies to the degree.



PLAR applies (see [page 13](#))

### 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 10](#)

### 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 be considered for additional credit toward this degree.



#### Transfer Credit

Graduates from a three-year diploma program may be granted up to a maximum of 90 transfer credits; graduates from a two-year diploma program may be granted up to a maximum of 60 transfer credits. Exceptions may be considered for concentrated programs. A maximum of 30 upper-level credits may be granted as block transfer credit from any health care diploma.



#### Contact: Student Services

See the **inside front cover**.

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

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

The Graduate Certificate in Child and Youth Mental Health program is designed for individuals who hold bachelor's or master's degrees, are employed as social workers, counsellors, child and youth care workers, education counsellors or nurses and are interested in providing assessment and intervention to children, youth and families who are dealing with mental health issues. The critical need for such specialists has been identified by BC's Schools of Social Work, Schools of Child and Youth Care and the Ministry for Children and Family Development in BC, and is consistent with the Child and Youth Mental Health Plan for BC (2003; progress report, 2008).

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

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

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

Students who successfully complete the program receive a TRU post-graduate certificate. The certificate may ladder into master's programs at other universities. Students are advised to discuss this option with the institution to which they plan to apply.

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



PLAR applies (see [page 13](#))

### Admission Requirements

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

### Admission Recommendations

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

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

A counselling course

### Additional Requirements

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

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

Consent to Criminal Record Check (CRC) (see [page 72](#))

### Residency Requirements

A minimum of 15 TRU credits (distance; this program is not offered on campus); see [page 10](#)

### Graduate Certificate Requirements

#### Course Requirements (15)

CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3)

CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3)

CYMH 5531, *Intervention in Child and Youth Mental Health* (4)

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

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



# Health and Human Services

## Clinical Internship Requirements

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

A total of 210 hours must be completed for an internship, which can be completed on a part-time or full-time basis. The Program Coordinator arranges an appropriate internship, with input from the student. The internship is based on availability and resources in the community the student selects. Some students may need to relocate at their own expense, if suitable service agencies are unavailable near their home or in a nearby community, to complete an internship.

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

## Non-Program Requirements

Students who wish to take up to three courses without being admitted to the graduate certificate program may register in the following courses, subject to approval from the Program Coordinator, for professional development or personal interest:

- CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3)
- CYMH 5521, *Assessment for Intervention in Child and Youth Mental Health* (3)
- CYMH 5531, *Intervention in Child and Youth Mental Health* (4)

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



### CRC

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



### Contact: Program Coordinator

Contact the Program Coordinator at [OLsocialwork@tru.ca](mailto:OLsocialwork@tru.ca).

## 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 78](#)), 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**.

# Nursing

## Overview

For Nursing program requirements, choose from TRU-OL offerings or from university transfer courses from recognized post-secondary institutions. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at <http://bccat.ca>.

When you are admitted to a Nursing 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.



### Student Forms: Program Admission

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form, which is available from Student Services and the **Student Forms** page at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the **Student Forms** page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). Students whose TRU-OL program and that of a transferring university are listed on the CVU-UVC website can use the CVU-UVC Letter of Permission/Admission form at [www.cvu-uvc.ca/LOP.html](http://www.cvu-uvc.ca/LOP.html).



### Student Forms: CRC, Vaccination and Practicum

Students admitted to a Nursing program that has a laboratory or clinical practicum component must request a criminal record check (CRC) and submit it to TRU-OL. They also must submit proof of their Hepatitis B vaccination (HPV) and confirmation of a clinical practicum placement.

Note: that 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.html](http://www.tru.ca/distance/services/forms.html).



### 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

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study and educational goals.

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



# Nursing

## Health Care Assistant Certificate

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

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.



PLAR applies (see page 13)

## 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 Competency Requirement for non-native English speakers as per the BC Care Aide Registry Requirements: see <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

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

- A criminal record check (CRC) (see [page 83](#))
- A signed Health Status Declaration form
- Red Cross Emergency First Aid with CPR Level C (or equivalent) or CPR-HCP Certificate within the last two years
- An up-to-date immunization record
- A Food Safe Certificate
- 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 HLTH 1301; see [page 10](#)

# Nursing

## 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 1051, *Health 1: Interpersonal Communications* (3)
- HLTH 1001, *Health 2: Lifestyle and Choices* (2)
- HLTH 1011, *Health and Healing: Concepts for Practice* (3)
- HLTH 1101, *Health Care Assistant: Introduction to Practice* (3)
- HLTH 1153, *Personal Care and Assistance (Lab Theory)* (3)
- HLTH 1201, *Healing 1: Caring for Individuals Experiencing Common Health Challenges* (4)
- HLTH 1351, *Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges* (2)
- HLTH 1155, *Personal Care and Assistance (Skills Practicum)* (1)
- HLTH 1251, *Home Support and Assisted Living (Practice)* (2)
- HLTH 1301, *Practice Experience in Multi-Level or Complex Care* (3)

HLTH 1155 must be taken in Kamloops prior to other practicum courses and activities. 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. Applicants may be required to complete HLTH 1301 in Kamloops in an instructor-led group, if the applicant has no experience or volunteer work in a residential care facility. For additional information, contact OL Admissions at [OLAdmissions@tru.ca](mailto:OLAdmissions@tru.ca).



### 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.



# Nursing

## Seniors Living Management Certificate

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

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/home.html](http://www.bcsla.ca/home.html)) works with Independent and Assisted Living providers to form and strengthen vital resident-responsive communities that foster independence and freedom of choice for seniors who have a proactive approach to health and wellness.



PLAR applies (see [page 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

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 83](#))

## Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

## 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:
  - o HLTH 1021, *Nutrition for Health and Changing Lifestyles* (3)
  - o HLTH 3711, *Healthy Aging: A Contemporary Perspective* (3)
  - o HLTH 3713, *Seniors Residential Site Operations* (5)
  - o HLTH 2707, *Seniors Living Observational Practicum* (1)
  - o HLTH 3707, *Seniors Living Project Practicum* (2)



### 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.



# Nursing

## Return to Registered Nurse Practice Certificate

This program, with the exception of clinical components, is available to applicants residing inside or outside of Canada, providing that they have previous registered nurse experience.

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

The essential supplies and skills required to complete the program include: the ability to participate in university-level courses; regular access to a computer; and the ability to engage in online learning using a learning management system. The lab and practice courses require appropriate nursing attire and access to a stethoscope.

The first three courses are delivered in a paced cohort model with course offerings in fall, winter and spring terms to allow for completion of the certificate in one to three years. Students may begin the program 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.

## Admission Requirements

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

- 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 Admission or as otherwise directed. The processing of applications is expedited when all required documents are submitted at the same time and within four to six weeks of the course start date.

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



# Nursing



## Additional Admission Requirements

A criminal record check (CRC) (see [page 83](#))

## Residency Requirements

A minimum of 8 TRU credits (distance or on-campus); specifically, NURS 3641, 3643 and 3651; see [page 10](#)

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.

# Nursing

## Transition Courses: Nursing

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

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

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

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

### Courses

HLTH 1061, *Medical English* (3)

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

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

HLTH 2931, *Psychiatric-Mental Health Nursing Concepts* (3)

NURS 2921, *Perinatal Nursing Practice, Developing Competence* (3)

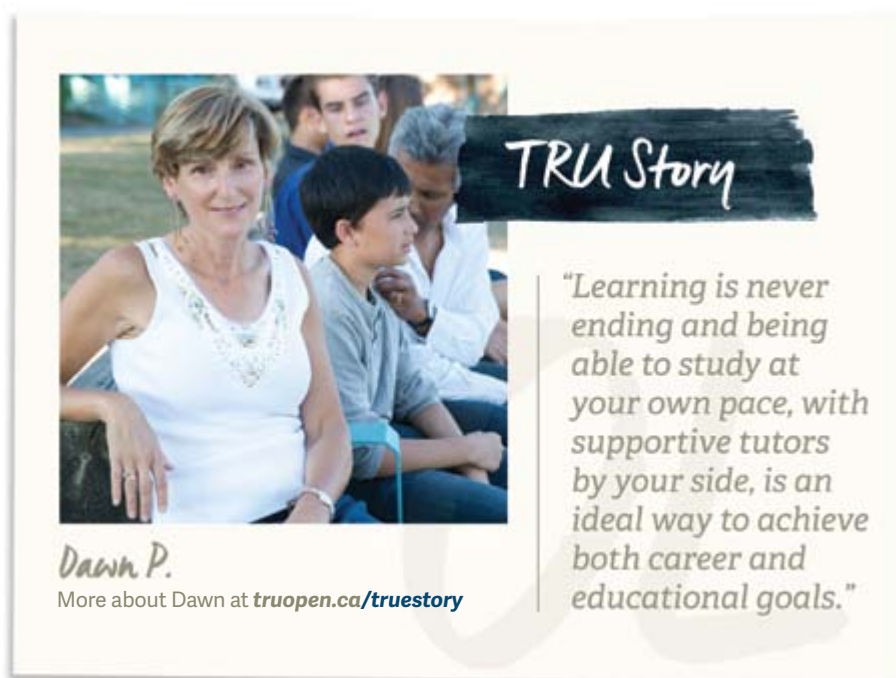
NURS 2941, *Psychiatric-Mental Health Nursing Practice, Developing Competence* (3)

## Registration Requirements for Practice-Based Courses

NURS 2921 and 2941 are designated for internationally educated nurses residing in BC and seeking College of Registered Nurses of British Columbia (CRNBC) licensure.

To take these practice courses, applicants must supply:

- Satisfactory Health Declaration from a general or family physician or nurse practitioner
- Current Cardiopulmonary Resuscitation Certificate (Basic Life Support, Level C, current within one year)
- Up-to-date immunizations record (refer to Health Link BC - Immunization for Health Care Workers in BC)
- Satisfactory current Criminal Record Check (CRC) (see [page 83](#))
- Health Sciences Placement Network (HSPnet) Consent form
- Letter of assessment from CRNBC indicating eligibility for nurse licensure



**TRU Story**

*Dawn P.*  
More about Dawn at [truopen.ca/truestory](http://truopen.ca/truestory)

*"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."*



# Science

## 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

Program requirements for some science programs may be met with credits earned by prior learning assessment and recognition (PLAR). See PLAR on [page 13](#) and at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html),

or 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.



### Student Forms: Program Admission

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form, which is available from Student Services and the Student Forms page at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the Student Forms page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). Students whose TRU-OL program and that of a transferring university are listed on the CVU-UVC website can use the CVU-UVC Letter of Permission/Admission form at [www.cvu-uvc.ca/LOP.html](http://www.cvu-uvc.ca/LOP.html).



### Student Responsibility

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study

and educational goals.

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



### Contact: Student Services

See the **inside front cover**.

## 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 13](#))

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements

A minimum of 9 TRU credits (distance or on-campus); see [page 10](#)

### 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 2221; GEOL 1111; PHYS 1103/1105, 1203/1205).

**TRU Story**

*"Open Learning has enabled me to complete the courses I need on the accelerated timeline I want."*

*Dave S.,*  
TRU Respiratory Therapy student  
More about Dave at [truopen.ca/truestory](http://truopen.ca/truestory)



## Science

### Directed Studies

Directed Studies consists of concentrated study of a topic in the subject of the major (biology/life science) selected by the student in consultation with an Open Learning Faculty Member. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major (biology/life science) and a minimum of 15 credits of upper-level courses in the subject of their major (biology/life science).

As registration procedures differ for Directed Studies courses, you must consult with a Program Advisor before registering. Also, refer to the Directed Studies page at [www.tru.ca/distance/programs/directed-studies.html](http://www.tru.ca/distance/programs/directed-studies.html).

### 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 10](#))



PLAR applies (see [page 13](#))

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)



### TRU Story

*"I often find myself reading a chapter or completing a course assignment that directly relates to my work tasks and position, so I can apply my skills to the workplace."*

*Stephanie B.,*

Bachelor of Public Administration graduate  
More about Stephanie at [truopen.ca/truestory](http://truopen.ca/truestory)

# 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 106](#)

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

6 credits in humanities other than English

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

6 credits in social science

### Lower-Level Requirements (24 credits)

MATH 1141, Calculus I (3) and 1241, Calculus II (3) or equivalent (MATH 1157, 1171 and 1901 do not meet this requirement)

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

- Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology: BIOL 1113, 1115, 1213, 1215, 2131, 2341, 3021, 3101, 3131, 3231, 3431)
- Chemical science (chemistry: CHEM 1503, 1505, 1523, 1525; biochemistry: BIOL 3131, 3231)
- Physical science (astronomy; physics: PHYS 1103, 1105, 1203, 1205)
- Earth science (geology, GEOL 1111; atmospheric science; physical geography, GEOG 1221; geophysics; physical oceanography)
- Mathematics (including statistics) (MATH 1101, 2111 or 2121)
- Applied science (bioresource, chemical, civil, mechanical, electrical, or computer engineering science; forensic, forest or agricultural science)

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

## Upper-Level Requirements (45 credits)

30 credits in two areas of science (18 credits in one area, 12 credits in the other two areas)

OR

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

AND

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

## Elective Requirements (27 credits)

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

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

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





## Bachelor of Science, Major Program

The Bachelor of Science, Major program is designed for students wanting to specialize in biology/life science.

TRU-OL defines the program requirements but does not offer the entire required curriculum at this time. New courses are continuously under development, as such it is important to monitor TRU-OL's website for new course offerings. At this time, students need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and apply to transfer the credit to the degree program.

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

### 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 106](#)

6 credits in English (university-level composition and literature: ENGL 1001, 1011 or 1101; 6 credits in humanities other than English

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

6 credits in social science

#### Lower-Level Requirements (27 credits)

MATH 1141, *Calculus I* (3) and 1241, *Calculus II* (3) or equivalents (MATH 1157, 1171 and 1091 do not meet this requirement)

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

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

- Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology): BIOL 1113, 1115, 1213, 1215, 2131, 2341, 3021, 3101, 3131, 3231, 3431)
- Chemical science (chemistry, biochemistry): CHEM 1503, 1505, 1523, 1525, BIOL 3131, 3231
- Physical science (astronomy, physics): PHYS 1103, 1105, 1203, 1205
- Earth science (geology, atmospheric science, physical geography, geophysics, physical oceanography): GEOG 1221, GEOL 1111
- Mathematics (including statistics): MATH 1101, 2111 or MATH 2121
- Applied science (bioresource, chemical, civil, mechanical, electrical or computer engineering science; forensic, forest or agricultural science)

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

### Upper-Level Requirements (45 credits)

30 credits in the area of the major (biology/life science); 3 credits of Directed Studies

15 upper-level elective credits (may be science or non-science courses; check with a program advisor to ensure course selection meets degree requirements)

30 credits of the degree requirements (with no more than 15 credits at the upper level) may be applied studies: fine and performing arts studio courses and technology courses

Education, business and administrative studies courses are reviewed on a case-by-case basis. No course may be used to meet more than one of the specific requirements.



# Technology

## Overview

For Technology program requirements, choose from TRU-OL offerings or from university transfer courses from recognized post-secondary institutions. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at <http://bccat.ca>.

When you are admitted to a Technology 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

Credits earned by prior learning assessment and recognition (PLAR) may be used toward program requirements for some Technology programs. See PLAR on [page 13](#) and at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html), or contact PLAR Advising at [PLAR\\_OL@tru.ca](mailto:PLAR_OL@tru.ca), toll-free at 1.800.663.9711 (Kamloops & International) or at 250.852.7000.



### Student Forms: Program Admission

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form available from Student Services and the Student Forms page at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the Student Forms page at <http://www.tru.ca/distance/services/forms.html>. Students whose TRU-OL program and that of a transferring university are listed on the CVU-UVC website can use the CVU-UVC Letter of Permission/Admission form at <http://www.cvu-uvc.ca/LOP.html>.



### Student Responsibility

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study and educational goals.

Students who proceed without approval from their Program Advisor may find that a course does not meet program requirements. Without such approval, students risk not being able to apply a course toward a credential. If the course can be used toward the credential, students 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: municipalities, regional districts and industrial engineering firms
- Environmental and ecological services
- Laboratories: analytical
- Water companies: utility
- Water treatment equipment, services and supplies: retail
- Government facilities, such as provincial parks, national parks, Correctional Services, RCMP and Canada Border Services

The diploma credential can be further laddered into the Bachelor of Technology (Trades and Technology Leadership) program ([page 101](#)) or the Bachelor of Technology ([page 99](#)) 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).



PLAR applies ([see page 13](#))

## Admission Requirements

Completion of BC Grade 12 (or equivalent) is required

Chemistry 11 and Math 11 (Foundations) are recommended



# Technology

## Residency Requirements

For Level I, Level II and Level III certificates, at least 6 TRU credits of TRU coursework (distance or on-campus)

For the Water Treatment Diploma, at least 9 TRU credits (distance or on-campus); see [page 10](#)

## Certificate and Diploma Requirements

For Level I, II or III certificates and a Water Treatment Diploma, a grade of C or higher over each course required to complete the credential

## Level I Water Treatment Technology Certificate (15 credits)

### Admission Requirements

As above

### Certificate Requirements (15 credits)

- WTTP 1171, *Environmental Legislation* (1)
- WTTP 1181, *Occupational Health and Safety* (1)
- WTTP 1191, *Communications* (1)
- WTTP 1701, *Water Sources* (3)
- WTTP 1711, *Water Treatment I* (3)
- WTTP 1721, *Applied Math and Science* (3)
- WTTP 1731, *Mechanical Systems 1* (3)

## Level II Water Treatment Technology Certificate (30 credits)

### Admission Requirements (15 credits)

Completion of Level I Water Treatment Technology Certificate or equivalent

### Certificate Requirements (15 credits)

- WTTP 1291, *Moving Water* (1)
- WTTP 1301, *Major Process Equipment* (1)
- WTTP 1311, *Secondary Process Equipment* (1)
- WTTP 1801, *Electrical Fundamentals I* (3)
- WTTP 1821, *Instrumentation I* (3)
- WTTP 1851, *Water Treatment II* (3)
- WTTP 1891, *Practicum I* (3)

Consult the Program Coordinator regarding the options available for completing WTTP 1891. Recommended completion is in Kamloops at the Centre for Water Quality.

## Level III Water Treatment Technology Certificate (45 credits)

### Admission Requirements (15 credits)

Completion of Level II Water Treatment Technology Certificate or equivalent

### Certificate Requirements (15 credits)

- WTTP 2051, *Introduction to Water Chemistry* (1)
- WTTP 2061, *Inorganic Species in Water* (1)
- WTTP 2071, *Organic Species in Water* (1)
- WTTP 2131, *Concepts of Filtration* (1)
- WTTP 2141, *Slow and Rapid Sand Filtration* (1)
- WTTP 2151, *Membrane and Alternative Filtration Techniques* (1)
- WTTP 2171, *Basic Principles of Disinfection* (1)
- WTTP 2181, *Standard Disinfection Practices* (1)
- WTTP 2191, *Advanced Disinfection and Fluoridation Practices* (1)
- WTTP 2701, *Electrical Fundamentals II* (3)
- WTTP 2721, *Advanced Coagulation and Particle Removal* (3)

## Water Treatment Technology Diploma (60 credits)

### Admission Requirements (45 credits)

Completion of Level III Water Treatment Technology Certificate or equivalent

### Certificate Requirements (9 credits)

- WTTP 2291, *Computers in Industry* (1)
- WTTP 2301, *Advanced Programmable Logic Controllers* (1)
- WTTP 2311, *Industrial Communications and SCADA Systems* (1)
- WTTP 2331, *People Management* (1)
- WTTP 2341, *Asset and Operations Management* (1)
- WTTP 2351, *Financial Management* (1)
- WTTP 2801, *Microbiology and Toxicology* (3)
- One elective (3)
- WTTP 2891, *Practicum II* (3)

Consult the Program Coordinator regarding options for completion of WTTP 2891. The program is designed to be flexible so that students who are currently working at a plant can apply to complete the practicum at their workplace. Practicum details are arranged between students, onsite practicum supervisors and the Program Coordinator.

# Technology

## Certificate in Information Technology

The Certificate in Information Technology (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 53) 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 98) or the Diploma in Management Studies (page 56).

Students planning to ladder into a Bachelor of Computing Science program should consult with their program advisor to ensure that any UVIC CMPT courses they plan to take are transferable into this program.

### Admission Requirements

Provincial Grade 12 Diploma or equivalent is recommended

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see page 10

### 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 1711, *Doing Business in Canada* (3), or approved equivalent

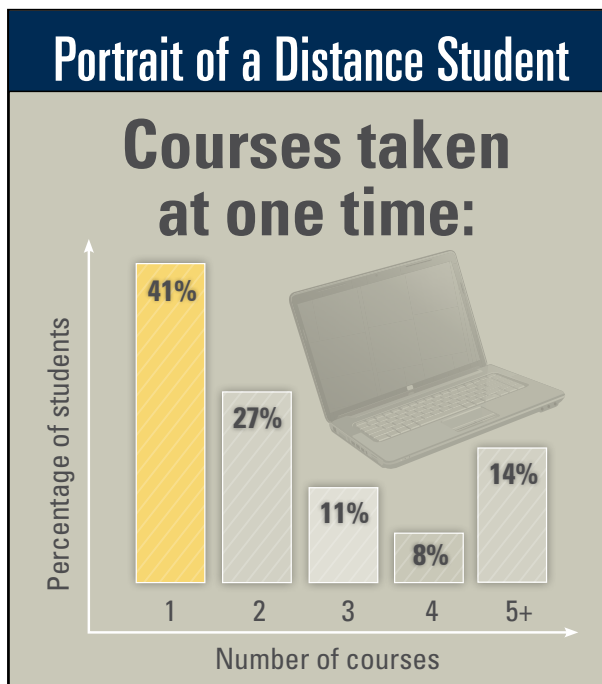
ENGL 1101, *Composition* (3) or CMNS 1291, *Introduction to Professional Writing* (3) or CMNS 1811, *Business, Professional, and Academic Composition* (3), or approved alternative (3)

3 to 6 credits in introductory IT and computer application courses, such as MIST 2611, *Management Information Systems 1* (3); students with Microsoft MOS certification and/or other IT vendor certifications may be exempted from this requirement)

15 to 18 credits in approved TRU IT-related courses, transfer credit courses, or PLAR credit; courses may include TRU-OL COMP courses (or on-campus TRU COMP courses), subject to appropriate prerequisites

#### Elective Requirements (3 credits)

3-credit elective, not including CMPT 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 97](#)). 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 56](#)) may not pursue this diploma.

### Admission Requirements

Successful completion of one of the following:

- Certificate in Information Technology offered through TRU-OL
- UVic Computer-Based Information Systems certificate
- Other recognized IT or computing certificates with 30 or more transferable credits, with a minimum of 21 credits in IT or related courses (CMPT, COMP, MIST)

For certificates with less than 30 credits or lacking key prerequisites, TRU-OL may specify that courses in addition to those required for the diploma be completed, such as 3 credits of ENGL or CMNS.

### Residency Requirements

A minimum of 9 TRU credits (distance or on-campus); see [page 10](#)

### Diploma 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 (12 credits)

ENGL 1101, *Composition* (3) or CMNS 1291, *Introduction to Professional Writing* (3) or CMNS 1811 *Business, Professional, and Academic Composition* (3), or approved equivalent

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

MNGT 2131, *Motivation and Productivity* (3)

BLAW 2911, *Business Law* (3)

#### Elective Requirements (18 credits)

18 credits of approved electives, subject to prerequisites, such as ACCT 2211, ACCT 2251, MKTG 2431 and MNGT 4711; 2000-level or above COMP; courses that do not overlap with previous studies

## Bachelor of Computing Science

The Bachelor of Computing Science degree consists of general and concentrated computing coursework. It is designed for those wishing to enter the field of computing science or those wishing to pursue graduate studies. The program concentrates on small to medium business environments.

This program is designed for a wide range of candidates including (but not limited to):

- Graduates of any (non-computing) undergraduate program in arts, business, education, engineering or science wishing to obtain a second degree in computing science
- Graduates of a two- or three-year diploma program in computing, management information systems or information science
- Graduates of a BCS degree or any undergraduate computing program, wishing to upgrade their knowledge and skills
- Students currently enrolled in a TRU science program
- Individuals wishing to enter a career involving computer-based systems, with special emphasis on small and medium sized companies and organizations



PLAR applies ([see page 13](#))

### 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 10](#)

# Technology

## 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 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

## 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 67](#)).

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 10](#)



# Technology



## 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* (3) 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* (3) or equivalent)

3 credits in organizational behaviour (ORGB 2811, *Organizational Behaviour* (3) or equivalent)

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* (3) or equivalent)

9 credits in specialized electives

3 credits in emerging technologies

3 credits in research methods (RSMT 3501, *Introduction to Research Methods* (3) or equivalent)

6 credits in project management (MNGT 4751, *Project Management* (3) or equivalent)

Reminder: All course selections must be approved by a Program Advisor.

**TRU Story**

"TRU-OL provided the opportunity I needed to get back to my degree."

Samara S.  
More about Samara at [truopen.ca/truestory](http://truopen.ca/truestory)

# Technology

## Bachelor of Technology (Trades and Technology Leadership)

The Bachelor of Technology, Trades and Technology Leadership program provides qualified tradespersons and technologists with the knowledge and skills necessary to become effective team leaders, supervisors and managers in a changing business and technical environment. Program admission is continuous, and many courses are available for registration at any time.



PLAR

Students with a recognized four-year trades qualification typically receive up to 60 PLAR credits toward the 120 credits required to complete this credential.

### Admission Requirements

Provincial Grade 12 Diploma or approved equivalent and Red Seal Trades Qualification or recognized diploma of technology or equivalent

### Residency Requirements

A minimum of 15 TRU credits (distance or on-campus); see [page 10](#)

### 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* (3) or ENGL 1021, *Composition and Indigenous Literature in Canada 1* (3))

3 credits in applied communications, such as CMNS 1291, *Introduction to Professional Writing* (3); CMNS 1811, *Business, Professional, and Academic Composition* (3); ENGL 1101, *Composition* (3); or approved alternative

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.



# Tourism



## Overview

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

Program requirements for some Tourism programs may be met with credits earned by prior learning assessment and recognition (PLAR). See PLAR on [page 13](#) and at [www.tru.ca/distance/plar-ol.html](http://www.tru.ca/distance/plar-ol.html), or 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.



### Student Forms: Program Admission

Students who plan to complete a credential through TRU-OL must complete and submit a Program Admission form, available from Student Services or at [www.tru.ca/distance/services/forms.html#admission](http://www.tru.ca/distance/services/forms.html#admission).



### Student Forms: Letter of Permission

TRU-OL program students require a Letter of Permission (one per semester) before they register in any course external to TRU-OL: this is available from Student Services or on the **Student Forms** page at [www.tru.ca/distance/services/forms.html](http://www.tru.ca/distance/services/forms.html). Students whose TRU-OL program and that of a transferring university are listed on the CVU-UVC website can use the CVU-UVC Letter of Permission/Admission form at [www.cvu-uvc.ca/LOP.html](http://www.cvu-uvc.ca/LOP.html).



### Student Responsibility

Students are responsible for consulting with their Program Advisor to ensure that the courses they select are available and appropriate for their program of study and educational goals.

Students who proceed without approval from their Program Advisor may find that a course does not meet program requirements. Without such approval, students risk not being able to apply a course toward a credential. If the course can be used toward the credential, students 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 103](#)).

### Admission Requirements

Open admission (see the **Admission** section on [page 10](#))

Basic computer skills

### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus); see [page 10](#)

### 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)



## Bachelor of Tourism Management

The Bachelor of Tourism Management is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration and outdoor recreation, and for 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 by distance once a 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 10](#)

### 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)



## Tourism

### 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)

An additional upper-level tourism, hospitality, or closely related specialty course approved by TRU-OL, chosen from "Other Elective Requirements," next

**TRU Story**

"I definitely have taken some of the strategies that I learned in class and applied them to real life and to my business."

*April V.,*  
Business Skills graduate  
More about April and other stories at [truopen.ca/truestory](http://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.capilano.ca](http://www.capilano.ca); 604.984.4960) and Vancouver Island University ([www.viu.ca](http://www.viu.ca); 250.740.6396).

## Portrait of a Distance Student

### Education is a slice of life:

The number of hours Open Learning students spend on schoolwork each week varies, from five to over 20.

168 HOURS IN A WEEK



# General Education Requirements

## Arts and Science Degree Programs

Degree programs in arts, fine and performing arts (design, fine arts, music) and science offered through TRU-OL require the completion of general education requirements. All degrees require 6 credits of university-level English. In addition, degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science.

Courses in other discipline areas may not be used to meet specified general education requirements of arts and science programs. To meet general education requirements for arts and science degree programs, students are urged to consult with a program advisor before registering in courses.

**Courses in the following discipline areas meet general education requirements for arts and science degree programs.**

<b>Humanities</b>	Kinesiology
Art History	Mathematics
Classical Languages and Literature	Microbiology
Classical Studies	Ocean Science
Comparative Literature	Physical Anthropology
Communications	Physical Geography
Creative Writing	Physics
Cultural Studies	Physiology
History	Statistics
Humanities	Zoology
Journalism	<b>Social Sciences</b>
Linguistics	Anthropology
Media Studies	Archaeology
Modern Languages and Literature	Criminology
Music History	Economics
Philosophy	International Relations
Religious Studies	Political Science
Theatre Studies	Psychology
<b>Mathematics and/or</b>	Regional/Human/ Cultural Geography
<b>Natural Sciences</b>	Sociology
Astronomy	Interdisciplinary Fields
Biochemistry	Asian Studies
Biology	Canadian Studies
Botany	Environmental Studies
Chemistry	Gender Studies
Computer Science	Indigenous (First Nations) Studies
Earth Science	Latin American Studies
Ecology	Urban Studies
Environmental Science	Women's Studies
Geology	
Geophysics	

## Business and Related Degree Programs

Some degree programs in business offered through TRU-OL require 3 to 6 credits of university-level English and completion of requirements in humanities, social sciences and sciences. Students are advised to consult with their program advisor before registering in courses to meet general education requirements for business degree programs.

**Courses in the following arts and science discipline areas meet general education requirements for business degree programs. Computing science, mathematics and statistics courses can be used as arts and science but not as natural science electives.**

<b>Humanities</b>	<b>Natural Sciences</b>
Communications and Journalism	Astronomy
English	Biology
Film	Chemistry
History	Computing Science
Languages	Earth Science
Music	Environmental Science
Philosophy	Geology
Religious Studies	Mathematics
Speech	Ocean Science
Visual and Performing Arts	Physical Anthropology
<b>Social Sciences</b>	Physical Geography
Anthropology (excluding physical anthropology)	Physics
Archaeology	Statistics
Canadian Studies	<b>Arts and Science Electives</b>
Economics	Electives include all disciplines listed under humanities, social science and natural science, plus the following disciplines:
Geography (excluding physical geography)	Applied Economics
Political Science	Computer Science
Psychology (excluding statistics or data analysis courses)	Economics
Sociology (excluding statistics or data analysis courses)	English
	Mathematics



# TRU Distance Education Programs and Courses

## Schools and Faculties

Thompson Rivers University offers distance courses and programs through the Faculty of Science and the School of Business and Economics. Distance education programs are listed here by faculty. For further information about a particular distance program, contact the appropriate TRU faculty.

## Faculty of Science

Refer to [www.tru.ca/science.html](http://www.tru.ca/science.html) to register for a distance program or course through the Faculty of Science, or contact the Office of the Dean at 250.828.5400.

## Animal Welfare Certificate

Refer to [www.tru.ca/science/programs/distance/awcp.html](http://www.tru.ca/science/programs/distance/awcp.html).

This is a program of studies for animal care givers who are interested in upgrading their work skills and for individuals interested in a career in Animal Welfare. The Animal Welfare Certificate Program has been jointly developed by Thompson Rivers University (TRU), and the BC Society for the Prevention of Cruelty to Animals (BC SPCA).

Building on the Animal Health Technology Diploma program offered by TRU, and the Bachelor of Science Degree that has prepared graduates for successful entry into Veterinary School, this Certificate program is supported by both TRU and the BC SPCA.

The program is divided into two levels (AWCP 1700 and AWCP 1710). Each level is comprised of a series of modules.

Completion of AWCP 1700 or AWCP 1710 results in the student obtaining a certificate of completion and undergraduate course credits at TRU. These credits are honoured at the University of British Columbia in certain programs. It is possible for a student to complete only selected modules, depending on their individual requirements.

## Animal Health Technology

Refer to [www.tru.ca/science/programs/aht/disted.html](http://www.tru.ca/science/programs/aht/disted.html).

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

Refer to [www.tru.ca/science/programs/distance/asthma.html](http://www.tru.ca/science/programs/distance/asthma.html).

This multidisciplinary, CNRC-approved, online, asthma educators' program is the result of a collaborative partnership between TRU, the University of Alberta and The Alberta Asthma Centre. (The CNRC is The Canadian Network for Respiratory Care.)

Successful completion of the program's three courses provides students with the background necessary to educate clients in the areas of prevention, health promotion and disease self-management. Program completion also means students are eligible to sit the CNRC exam for national certification as an asthma educators.

The Asthma Educators' Certificate is currently assigned six upper-level credits in the distance-delivered Bachelor of Health Science degree through TRU.

Entry into the program requires that prospective students have at least a two-year diploma or a degree in a health-related field of study (RN, RRT, PT, RPh, MD).



### Student Responsibility

Prior to online registration, prospective students must contact the Program Coordinator at [CAECRE@tru.ca](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

Refer to [www.tru.ca/science/programs/distance/cre.html](http://www.tru.ca/science/programs/distance/cre.html).

This program is intended for health care professionals (HCPs) who have an interest in the management of asthma and chronic obstructive pulmonary disease (COPD). Successful completion of this CNRC-approved, four-course program prepares participants to challenge the established CNRC Certified Respiratory Educator (CRE) certification exam, which is offered annually in June and November in many major centres in Canada.

Current program structure requires the interested HCP to complete the four courses comprising the program in a specified order. This requirement ensures that skill of patient-centred communication, collaborative partnerships and health education teaching skills are optimally developed, practised and transported between the courses along with the appropriate disease management concepts.

The Certified Respiratory Educators' Program has been assigned a maximum of nine upper-level credits in the TRU Bachelor of Health Science.

Entry into the program requires that prospective students have at least a two-year diploma or degree in a health-related field of study (RN, RRT, PT, RPh, MD).

## COPD Educators' Program

Refer to [www.tru.ca/science/programs/distance/copd.html](http://www.tru.ca/science/programs/distance/copd.html).

This program is no longer offered independently. The ASHS 4720 COPD disease management course that was part of this program has been incorporated into the Certified Respiratory Educator (CRE) program. Those students interested in becoming COPD Educators are directed to the CRE program.

## School of Business and Economics

Refer to [www.tru.ca/business.html](http://www.tru.ca/business.html) to register for a distance program or course through the School of Business and Economics.

## Administrative Assistant Certificate

Refer to [www.tru.ca/business/programs/certificates\\_diplomas/administrative\\_assistant\\_certificate.html](http://www.tru.ca/business/programs/certificates_diplomas/administrative_assistant_certificate.html).

The Administrative Assistant Certificate is an office administration program designed to prepare students for employment in a wide range of positions in business. The program can be taken full time (over 10 months) or part time (over a three-year period maximum).

Successful graduates will possess excellent communication skills, be team players, and have a positive attitude. They will be flexible and be able to work on their own initiative. Administrative assistants are creative and have the ability to solve problems and exercise good judgment. They will be proficient in a variety of software applications and possess a strong knowledge of the business environment. As key employees in an organization, administrative assistants need to remain current and be ready to take on new responsibilities.

After completing the Administrative Assistant Certificate, graduates can pursue the Certified Administrative Professional (CAP) designation or ladder into the Executive Assistant Diploma and then possible a business degree either on-campus or online.

Those who complete just the first semester courses will be awarded a Business Fundamentals Certificate. This will qualify graduates for some entry-level office administration positions, but further study is recommended.

### Courses

- ABTS 1550, *Online Learner Success*
- ABTS 1100, *Word Processing 1*
- ABTS 1130, *Keyboarding 1*
- ABTS 1140, *Keyboarding 2*
- ABTS 1200, *Introduction to Computers*
- ABTS 1210, *Spreadsheets 1*
- ABTS 1230, *Databases*
- ABTS 1300, *Business Communications 1*
- ABTS 1430, *Accounting 1*
- ABTS 1440, *Accounting 2*
- ABTS 1450, *Business Math and Calculators* (optional)
- ABTS 1500, *Human Relations*
- ABTS 1110, *Word Processing 2*
- ABTS 1120, *Desktop Publishing*
- ABTS 1220, *Spreadsheets 2*
- ABTS 1240, *Presentation Software*
- ABTS 1250, *Integrated Project*
- ABTS 1260, *Web Site Maintenance and Design*
- ABTS 1310, *Business Communications 2*
- ABTS 1410, *Computerized Accounting - Simply*
- ABTS 1510, *Job Search*
- ABTS 1530, *Administrative Procedures*
- ABTS 1540, *Records Management*



## TRU Distance Education Programs and Courses

### Legal Administrative Assistant Certificate

Refer to [www.tru.ca/business/programs/certificates\\_diplomas/legal\\_administrative\\_assistant\\_certificate.html](http://www.tru.ca/business/programs/certificates_diplomas/legal_administrative_assistant_certificate.html).

The Legal Administrative Assistant Certificate, currently available online only, is designed to provide students with the legal training required for positions with local law firms. Students receive legal training in the topics required by the industry. The program is taken over 18 months. Learners who are interested in taking this program should have previous office experience.

### Courses

ABTS 1550, *Online Learner Success*  
 ABTS 1200, *Introduction to Computers*  
 ABTS 1100, *Word Processing 1*  
 ABTS 1110, *Word Processing 2*  
 ABTS 1140, *Keyboarding 2*  
 ABTS 1300, *Business Communications 1*  
 LEGA 1010, *Introduction to the Canadian Legal System*  
 LEGA 1020, *Legal Office Procedures*  
 LEGA 1030, *Litigation Procedures I*  
 LEGA 1040, *Litigation Procedures II*  
 LEGA 1050, *Family Litigation Procedures*  
 LEGA 1060, *Corporate Procedures I*  
 LEGA 1070, *Corporate Procedures II*  
 LEGA 1080, *Conveyancing Procedures I*  
 LEGA 1090, *Conveyancing Procedures II*  
 LEGA 1100, *Wills and Estates*

CVU UVC

WWW.CVU-UVC.CA

## Higher Education Online

...a key part of Canada's  
international education strategy

## L'enseignement supérieur en ligne

...un élément clé de la stratégie canadienne  
d'éducation à l'échelle mondiale



**CVU:** a consortium of Canada's leading universities in online and distance education

**L'UVC:** un consortium formé des principales universités canadiennes d'enseignement en ligne et à distance



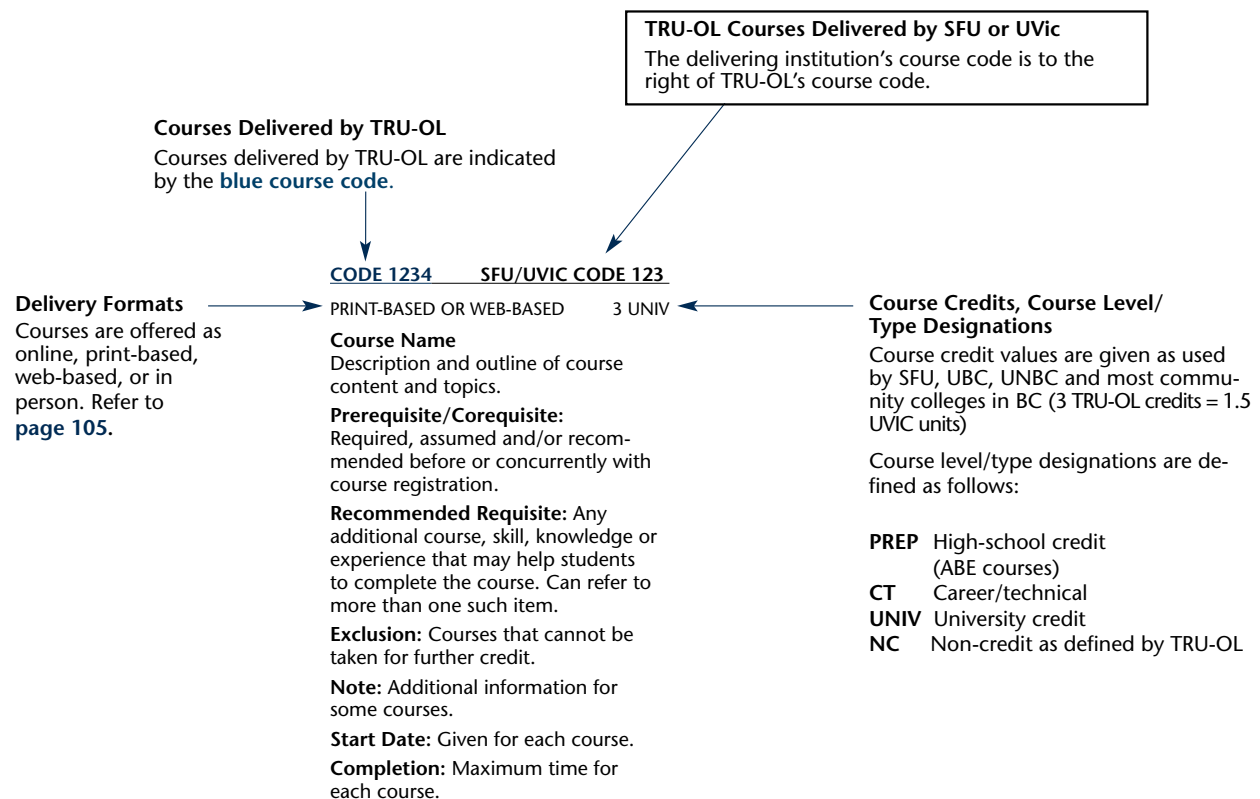
# Course Descriptions Overview

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.





# Course Descriptions Overview

## Delivery Formats and Scheduling

The delivery format is shown under the TRU-OL course code and number. Delivery formats are print-based, web-based, online and in-person. The delivery format determines the scheduling of the course: whether it is self-paced or paced.

### Delivery Formats

#### Print-Based

Print-based courses are *self-paced*. Students study individually at their own pace, with Open Learning Faculty Member support.

The courses are delivered primarily via packages of printed and sometimes audio-visual materials that are sent out to students. Some print-based courses include resources that require Internet access. All mandatory resources are accessible at dial-up modem speeds, while any resources that require high-speed Internet access are optional.

#### Web-Based

Web-based courses are *self-paced*. Students study individually at their own pace, with Open Learning Faculty Member support.

Courses are delivered primarily via the Internet, using a learning management system: Blackboard Learn. Other materials such as DVDs and textbooks may be sent out to students, although some courses require that students purchase materials separately. These courses require high-speed Internet access.

#### Online

Online courses are *paced*. Students study in cohorts, led by an Open Learning Faculty Member. Students interact online and may work on learning activities or assignments together.

Courses are delivered primarily via the Internet. They may use a learning management system. Other materials such as DVDs and textbooks may be sent out to students, although some courses require that students purchase materials separately. These courses require high-speed Internet access.

#### In-Person

In-person courses are *paced*. Students study in a physical classroom, lab, clinical or practicum placement, workshop or other such setting. Students interact face-to-face and may work on learning activities or assignments together. Students complete these courses during a set timeframe.

In-person courses may also require Internet access for mandatory or optional resources. High-speed Internet access is normally available onsite.

## Scheduling

The delivery format, which is shown under the TRU-OL course code and number, influences the scheduling of the course: whether the course is *self-paced* or *paced*.

### Self-Paced

*Print-based* and *web-based* courses are *self-paced*.

They are offered on a continuous registration basis: students can register throughout the year. Usually, students complete these courses in 16 to 30 weeks.

These courses are designed for independent study. Students complete them by studying on their own and by deciding where and when they want to study. They receive support from an Open Learning Faculty Member.

### Paced

*Online* and *in-person* courses are *paced*, meaning that they have predetermined registration times and specific start and end dates. Students complete these courses within a set timeframe, which can vary from a few days to several weeks.

Courses offered by consortium partners are paced. They are offered at specific times during the year and must be completed within a specific timeframe.

These courses are designed for collaborative work. Students complete them by working in groups (cohorts): beginning the course; submitting assignments; and completing final exams on (or by) predetermined dates, or by beginning and ending labs, clinical placements, practicums and specific classroom sessions at approximately the same time. Extensions to paced courses are limited and are granted only in exceptional circumstances. Labs are not eligible for extensions.

### Prerequisite and Corequisite

A prerequisite is required before a student can register in a particular course. There may be more than one "prerequisite," but these are referred to collectively as singular ("prerequisite" rather than "prerequisites"). There is no prerequisite for many courses. A corequisite must be concurrent with course registration.

### Recommended Requisite

This is an item or several items (course, knowledge, skill, experience) that is/are highly recommended so that the student may achieve success in the course. Although there may be more than one recommended requisite, they are referred to as singular.

# Course Descriptions Overview

## Required Equipment

All web-based and online courses delivered by TRU-OL, SFU and UVic require access to a computer with high-speed Internet. Print-based courses may also require a computer with high-speed Internet.

Most web-based and online courses are delivered using a learning management system (LMS). TRU-OL uses Blackboard Learn for most of its web-based and online courses.

Students access the LMS to locate course module commentaries, contact their Open Learning Faculty Member, participate in online discussions, post and read discussion postings and check for course bulletins that may arise as students proceed through the course. Thus, students require an up-to-date browser that is compatible with TRU-OL's version of Blackboard Learn or compatible with the LMS used by the institution delivering the course. The browser must also support Adobe Flash player because some courses contain media in a Flash format.

An updated version of Microsoft Word, Open Office or any word-processing software capable of generating .doc files is required for many courses.

Check the online course description regarding equipment and software.

The delivering institution of a course provides technical assistance to students. For technical assistance for TRU-OL courses, refer to TRU-OL's website or contact the IT Service Desk at [ITServiceDesk@tru.ca](mailto:ITServiceDesk@tru.ca). Refer to [code.sfu.ca](http://code.sfu.ca) for SFU and to [publicadmin.uvic.ca](http://publicadmin.uvic.ca) for UVic.



## Computer with Internet Requirement

A **computer with high-speed Internet** is assumed for all web-based and online courses and thus is not noted in the course descriptions. For questions about equipment or software needed for courses, contact either Student Services (for TRU-OL courses) or the institution delivering the course.

## Textbooks and Materials

Textbooks and materials information is omitted from the course descriptions in this calendar, as this information can change throughout the year. Refer to course descriptions on TRU-OL's website.

For some courses, textbooks and materials are in a course package that is sent to students. However, for other courses, students must purchase textbooks and materials. Refer to the delivering institution's website and/or contact Student Services.

## Start Date

The start date depends on the delivery format of a course and on the delivering institution. Registration deadlines apply to some courses, as noted in the course descriptions.

## Completion

The maximum time allotted for course completion depends on the delivery format of a course and on the delivering institution.

# Course Descriptions

## ACCT 1211

PRINT- or WEB-BASED 3 CT

### Accounting 1

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.

**Recommended Requisite:**  
Provincial Grade 12

**Exclusion:**  
ACCT 2211

**Start Date:** Continuous registration

**Completion:** 30 weeks

## ACCT 1221

PRINT- or WEB-BASED 3 CT

### 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.

**Recommended Requisite:**  
ACCT 1211

**Exclusion:**  
ACCT 2211

**Start Date:** Continuous registration

**Completion:** 30 weeks

## ACCT 2211

PRINT- or WEB-BASED 3 CT

### Introduction to Financial Accounting

Students develop the ability to prepare and analyze the financial statements of public corporations. Topics include an overview of corporate financial reporting, transaction analysis and accounting entries; double-entry accounting systems; merchandising and inventory; internal control, cash and receivables; long-lived assets and current liabilities; financial reporting concepts and accounting for partnerships; corporations; long-term liabilities; cash flow statement; investments; and financial statements analysis.

**Recommended Requisite:**

ACCT 1211

**Exclusion:**

ACCT 2211

**Start Date:** Continuous registration

**Completion:** 30 weeks

## ACCT 2251

WEB-BASED 3 UNIV

### Management Accounting

Students develop the ability to collect, analyze, and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions. Topics include the changing role of management accounting and basic concepts; product costing and cost accumulation; process costing and hybrid product costing systems; activity-based costing and activity-based management; activity analysis, cost behaviour and cost estimation; cost-volume profit analysis; absorption and variable costing; profit planning and activity-based budgets; standard costing and flexible budgeting; cost management tools; and decision making.

**Recommended Requisite:**

ACCT 1211 and 1221 or ACCT 2211; ENGL 1101, MIST 2611

**Start Date:** Continuous registration

**Completion:** 30 weeks

### TRU Story

*"So few institutions and so few people respect tradespeople for the education they've achieved... I'm so proud to be your student, to be in this program."*

Greg R.

More about Greg at [truopen.ca/truestory](http://truopen.ca/truestory)

**ACCT 2281**

ONLINE 3 UNIV

**Accounting Software Systems**

Students are introduced to accounting software packages through the use of Sage Accounting (previously Simply Accounting). Topics include an introduction; accounts payable; accounts receivable; payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currencies and remittances; project allocations; reconciliations and deposits; and comprehensive setup.

**Recommended Requisite:**

ACCT 1211 and 1221 or ACCT 2211; ENGL 1101

**Start Date:** Registration deadline

**Completion:** 13 weeks

**ACCT 3201**

WEB-BASED 3 UNIV

**Intermediate Financial Accounting 1**

Students learn to prepare the income statement, a statement of retained earnings, and the asset side of the statement of financial position. Topics include the conceptual framework; reporting financial performance; financial position; revenue recognition; cash and receivables; inventory; investments; property, plant, and equipment; depreciation, impairment and disposition; and intangible assets and goodwill.

**Recommended Requisite:**

ACCT 1211 and ACCT 1221 or ACCT 2211; CMNS 1291

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ACCT 3211**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

ACCT 3201

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ACCT 3221**

WEB-BASED 3 UNIV

**Income Taxation 1**

Students examine the conceptual structure of the Income Tax Act and the application of its rules to practical situations. Topics include an introduction to federal taxation; procedures and administration; income or loss from office, employment, business, or property; capital cost allowances and cumulative eligible capital; capital gains and losses; other income and deductions; and calculation of taxable income and tax payable for individuals.

**Recommended Requisite:**

ACCT 1211 and ACCT 1221 or ACCT 2211; CMNS 1291

**Exclusion:**

ACCT 3220, ACCT 3260

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ACCT 3231**

WEB-BASED 3 UNIV

**Income Taxation 2**

Building on ACCT 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

**Exclusion:**

ACCT 3230

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ACCT 3251**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

ACCT 2251, CMNS 1291

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ACCT 4201**

WEB-BASED 3 UNIV

**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

**Exclusion:**

ACCT 4200

**Start Date:** Continuous registration**Completion:** 30 weeks**ACCT 4231**

WEB-BASED 3 UNIV

**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

**Exclusion:**

ACCT 4230

**Start Date:** Continuous registration**Completion:** 30 weeks**ACCT 4251**

ONLINE 3 UNIV

**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.

**Recommended Requisite:**

ACCT 3251

**Start Date:** Registration deadline**Completion:** 17 weeks**ANES 0011**

PRINT-BASED NC

**Anesthesia Assistant Placement Exam**

Registration in this course allows students to write the placement exam for the Anesthesia Assistant program. Once registered, students have 30 weeks to write the exam.

**Prerequisite:**

Formal admission to the Anesthesia Assistant program

**Start Date:** Continuous registration**Completion:** 30 weeks**ANES 4001**

WEB-BASED 3 CT

**Anesthesia Equipment**

This course is designed to give students a thorough understanding of anesthesia equipment. The modules describe the structure, function and operating principles of components used in such equipment and present information on anaesthetic pollution, equipment hazards, and checks and maintenance procedures for anesthetic equipment.

**Recommended Requisite:**

RRT, RN, MD or equally qualified individual with at least one year of clinical experience

ANES 4011

**Note:** Taking this course does not imply admission to the Anesthesia Assistant program.

**Start Date:** Continuous registration**Completion:** 30 weeks**ANES 4011**

WEB-BASED 3 CT

**Hemodynamic and Physiological Monitoring**

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anesthesia, general anesthesia techniques and postoperative care of the patient. On completion of this course, students should be able to understand the techniques and equipment involved in hemodynamic monitoring and their role in the assessment and treatment of cardiovascular and pulmonary disease.

**Recommended Requisite:**

RRT, RN, MD or equally qualified individual with at least one year of clinical experience

**Note:** Taking this course does not imply admission to the Anesthesia Assistant program.

**Start Date:** Continuous registration**Completion:** 30 weeks

**ANES 4021**

WEB-BASED 3 CT

**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*.

**Recommended Requisite:**

RRT, RN, MD or equally qualified individual with at least one year of clinical experience

A strong foundation in pharmacology, such as that covered in HLTH 2511 or equivalent

ANES 4001, ANES 4011

**Note:** Taking this course does not imply admission to the Anesthesia Assistant program.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ANES 4031**

WEB-BASED 3 CT

**Clinical Anesthesia and Special Considerations**

This course is intended to build upon the knowledge gained in ANES 4021 and explore the application of anesthesia in specific practice areas and contexts. It is delivered in a case-based learning format. Upon completion of this course, the Anesthesia Assistant student will have completed the final knowledge-based course in the Anesthesia Assistant Diploma Program and will have been exposed to the entire curriculum outlined in the National Educational Framework for Anesthesia Assistants document and be eligible for commencing their Anesthesia Assistant Program Clinical Internship (ANES 4101).

**Recommended Requisite:**

RRT, RN, MD or equally qualified individual with at least one year of clinical experience

A strong foundation in pharmacology, such as that covered in HLTH 2511 or equivalent

ANES 4001, ANES 4011, ANES 4021

**Note:** Taking this course does not imply admission to the Anesthesia Assistant program.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ANES 4101**

IN-PERSON 4 CT

**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.

**Prerequisite:**

ANES 4001, 4011, 4021, 4031

Current ACLS certification and current enrolment in the Anesthesia Assistant program

**Start Date:** Continuous registration

**Completion:** 16 weeks; may vary, depending upon previous experience

**ANTH 1019**

WEB-BASED

**SFU SA 101**

4 UNIV

**Introduction to Anthropology**

This course is an introduction to the study of human social and cultural life from an anthropological perspective. It explores the scope and nature of the discipline of anthropology through study of selected cases drawn from both technologically simple communities and complex modern industrial societies.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU SA 170

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ANTH 2019**

WEB-BASED

**SFU SA 201W**

4 UNIV

**Anthropology and Contemporary Life**

**This course is delivered as a writing-intensive course.**

This course provides an introduction to the anthropological perspective as applied to the organization of everyday life in contemporary settings. Positivist, interpretive and critical interpretive approaches to the analysis of social actions, identities and values as enacted in space and time are covered.

**Recommended Requisite:**

SFU SA 101

**Exclusion:**

SFU SA 291

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**APEC 1631**  
WEB-BASED 3 UNIV

### Assessments and Assessment Appeal Procedures

Students are introduced to property markets and property assessment, with an emphasis on property assessments and assessment appeals in Canada under the authority of the *First 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.

#### Prerequisite:

APEC 1610

**Start Date:** Continuous registration

**Completion:** 30 weeks

**APEC 1671**  
WEB-BASED 2 UNIV

### 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 1610, APEC 1620

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ARCH 1009** **SFU ARCH 100**  
WEB-BASED 3 UNIV

### Ancient Peoples and Places

This course is a broad survey of human cultural development Palaeolithic/Paleo-Indian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ARCH 1319** **SFU ARCH 131**  
WEB-BASED 3 UNIV

### Human Origins

This course is a non-technical survey of the primate background of humans, fossil primates and fossil humans, and the associated evidence of cultural development; an introduction to physical anthropology.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ARCH 2269** **SFU ARCH 226**  
WEB-BASED 3 UNIV

### The Prehistory of Religion: Shamans, Sorcerers, and Saints

This course charts the emergence and changes in the expression of human religious behaviour. It covers the earliest rituals of the Palaeolithic, the importance of fertility cults, ancestor cults, alliance rituals, shamans, witchcraft and monotheism.

#### Prerequisite:

Any lower-division archaeology or anthropology course

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ARCH 3019** **SFU ARCH 301**  
WEB-BASED 3 UNIV

### Ancient Visual Art

This course explores a selection of major art traditions from Africa, Asia, Europe, North America, Mesoamerica and South America. Issues of intellectual property rights, copyright and the use of ancient art in contemporary contexts are also addressed.

#### Prerequisite:

45 credit hours

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ARTS 2899** **SFU FPA 289**  
WEB-BASED 3 UNIV

### Selected Topics in the Fine and Performing Arts

This course explores a specific topic in fine and performing arts which is not otherwise covered in depth in regular courses and which is not appropriately placed within a single arts discipline. The work will be practical, theoretical, or a combination of the two, depending on the particular topic in a given term. May be of particular interest to students in other departments. May repeat for credit.

#### Prerequisite:

Varies according to special topic

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**BBUS 3109** **UVIC ADMN 310**  
 WEB-BASED 3 UNIV

**Public Sector Economics**

This course introduces the principles of microeconomics for public-sector policy analysis and management. Students learn about economic principles, including supply and demand; household behaviour and consumer choice; production, labour and capital markets; competition policy and regulation; market failures and government intervention; and income distribution and taxation. Other topics include the national income and expenditure accounts, unemployment and inflation.

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of UVIC ECON 103, UVIC ECON 200, UVIC ADMN 310

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 3119** **UVIC ADMN 311/POLI 350**  
 WEB-BASED 3 UNIV

**Introduction to Public Administration**

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

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 3119, UVIC HSD 404, UVIC POLI 350

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 3129** **UVIC ADMN 312**  
 WEB-BASED 3 UNIV

**Managing in Public and Non-Profit Organizations**

This course focuses on the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning; organizing; and implementing and evaluating policies, programs and services. Management topics include managerial work; interpersonal and leadership skills; power and influence; conflict resolution; formal and informal communications; and motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes.

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 3129, MNGT 1211, UVIC ADMN 122

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 3149** **UVIC ADMN 314**  
 WEB-BASED 3 UNIV

**Public Sector Research and Analysis**

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

**Recommended Requisite:**

Third-year university standing

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 3169** **UVIC ADMN 316**  
 WEB-BASED 3 UNIV

**Written Communications in the Public and Non-Profit Sectors**

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

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 3169, ENGL 1071, UVIC ENGL 301, UVIC ENGL 302

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 3331**  
 PRINT-BASED 3 UNIV

**Introduction to Production and Operations Management**

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

**Recommended Requisite:**

STAT 1201, MATH 1091, MATH 1171

Comfort with basic algebra

**Start Date:** Continuous registration

**Completion:** 30 weeks



**BBUS 3611**

WEB-BASED or ONLINE 3 UNIV

**Open Thinking**

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

**Start Date:** Continuous registration (web-based) or registration deadline (online)

**Completion:** 30 weeks (web-based) or 14 weeks (online)

**BBUS 3631**

WEB-BASED or ONLINE 3 UNIV

**Open Communication: Effective Communication Skills**

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.

**Recommended Requisite:**

Third-year university standing  
A strong working knowledge of computers or an introductory computer course

**Start Date:** Continuous registration (web-based) or registration deadline (online)

**Completion:** 30 weeks (web-based) or 14 weeks (online)

**BBUS 3661**

WEB-BASED or ONLINE 3 UNIV

**Strategic Human Resource Management**

This competency-based, paced course provides students with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale. (CA, CMA, PMAC)

**Recommended Requisite:**

Third-year university standing  
BBUS 3611, BBUS 3631

Familiarity with information technology concepts and experience using the web

**Start Date:** Continuous registration (web-based) or registration deadline (online)

**Completion:** 30 weeks (web-based) or 14 weeks (online)

**BBUS 3671**

ONLINE 3 UNIV

**Contemporary Leadership**

In this competency-based, paced course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is also given to analyzing leadership stories, identifying relationships and connections and examining the level of alignment between organizational and personal values. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

**Recommended Requisite:**

MGNT 3731

A strong working knowledge of computers or an introductory computer course

**Start Date:** Registration deadline

**Completion:** 14 weeks

**BBUS 4079**

WEB-BASED

**UVIC ADMN 407**

3 UNIV

**Managing Service Delivery**

This course explores the challenges facing public sector managers who develop or transform public services, with a strong focus on service recipients. The course examines the drivers of the service transformation movement, surveys the ways that public services can be reformed; and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability.

**Recommended Requisite:**

Third-year university standing  
BBUS 3119

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 4099**

WEB-BASED

**UVIC ADMN 409**

3 UNIV

**Leading and Managing in the Non-Profit Sectors**

This course provides an overview of management in Canada’s non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases and uniqueness of the non-profit sector, plus the differences among the non-profit, public and private sectors. Topics include leadership, board governance, strategic analysis, volunteer management and partnering. Students analyze how management concepts, models, principles and techniques have validity as applied in the context of non-profit and voluntary sector organizations.

**Recommended Requisite:**

Third-year university standing

**Start Date:** May; registration deadline

**Completion:** 4 months

**BBUS 4135**  
PRINT-BASED 3 UNIV

**Motivation and Productivity**

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation. Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CPA, CUIC)

**Recommended Requisite:**

60 credits

A course in business management

**Requisite Exclusions:**

Not more than one of BBUS 4135, MNGT 2131, UVIC ADMN 411, UVIC ADMN 412

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BBUS 4209** **UVIC ADMN 420**  
WEB-BASED 3 UNIV

**The Public Policy Process**

An introduction to the policy process in the public sector, this course includes the analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

**Recommended Requisite:**

Either third-year university standing or permission of UVic's program manager  
BBUS 3119, BBUS 3109, BBUS 3149

**Exclusion:**

Not more than one of BBUS 4209, BBUS 4659, UVIC ADMN 420, UVIC ADMN 465

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 4219** **UVIC ADMN 421**  
WEB-BASED 3 UNIV

**Financial Management**

This course gives students a financial management foundation focused on the needs of the public sector. Topics include public sector financial management and budgeting, including capital budgeting and infrastructure investment; financial statements and their analysis; public sector accounting standards and financial reporting; cost management and control; and accountability and performance measurement. The emphasis is on provincial and federal planning and reporting structures. The course begins with an introduction to the Excel spreadsheet program.

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 4219, BBUS 4489

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 4229** **UVIC ADMN 422**  
WEB-BASED 3 UNIV

**Ethical Public Management**

This course provides an exploration of value and ethical dilemmas that confront public and quasi-public sector officials in the workplace. Focus is placed on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability as well as on issues related to good, just and legitimate public policy. Students have an opportunity to develop their own moral reasoning skills and apply them in case studies.

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 4229, UVIC ADMN 554

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 4239** **UVIC ADMN 423**  
WEB-BASED 3 UNIV

**Local Government in British Columbia**

This course examines the legislative framework, organization, operation and finance of local government service delivery and regulation in BC.

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 4239, UVIC ADMN 545

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 4319** **UVIC ADMN 439**  
WEB-BASED 3 UNIV

**Public Sector Human Resources and Labour Relations**

This course examines various aspects of the human resource function within public sector organizations and compares current theory and practice in human resource planning; job analysis and design; recruitment and selection; performance management; career planning; staff development; and occupational health and safety

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of BBUS 3661, UVIC ADMN 431, UVIC ADMN 431A, UVIC ADMN 447, UVIC ADMN 531

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 4379** **UVIC ADMN 437**  
WEB-BASED 3 UNIV

### Program Evaluation and Performance Measurement

This course is an intensive introduction to organizational, methodical and professional issues involved in evaluating programs and in measuring performance in public and non-profit organizations. The course offers a practical understanding of the evaluation process, including identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation. Performance measurement is treated as a complementary set of skills for measuring and reporting program and organizational results. Included are modules on conceptual issues, implementation requirements, and uses of performance measurement.

#### Recommended Requisite:

Third-year university standing

#### Exclusion:

Not more than one of BBUS 4379, UVIC ADMN 537

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 4459** **UVIC ADMN 445**  
WEB-BASED 3 UNIV

### Urban and Regional Economics

This course examines economic forces influencing settlement patterns, growth, and other characteristics of towns, cities and regions. It provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how policies may affect patterns of growth and change. Topics include regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

#### Recommended Requisite:

Third-year university standing  
BBUS 3109, UVIC ADMN 310,  
UVIC ECON 403, UVIC ECON 103,  
UVIC ECON 201

#### Exclusion:

Not more than one of BBUS 4459, UVIC ECON 312

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 4469** **UVIC ADMN 446**  
WEB-BASED 3 UNIV

### Local Government Land Use Planning

Focusing on small and mid-size communities, this course provides, to local government administrators and staff, an overview of land use planning principles and regulations. Topics include history; regulatory framework in BC; rural and small town planning; growth management and regional planning; neighbourhood, local and community planning; zoning; main street, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation; and environmental and heritage planning.

#### Recommended Requisite:

Third-year university standing

#### Exclusion:

Not more than one of BBUS 4469, UVIC ADMN 470

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 4529** **UVIC ADMN 452**  
WEB-BASED 3 UNIV

### Local Government Law

This course is equivalent to UVIC ADMN 452 and analyzes the legislation and court decisions applicable to local governments in BC, including the Community Charter. Students become familiarized with local government law and legal issues that arise in relation to local government activities and learn how to read case law and legislation.

#### Recommended Requisite:

Third-year university standing

Work experience in a local government setting

**Start Date:** September; registration deadline

**Completion:** 4 months

**BBUS 4629** **UVIC ADMN 462**  
ONLINE 3 UNIV

### Intergovernmental Relations in Canada

This course is equivalent to UVIC ADMN 462 and examines the nature of relations among federal, provincial and municipal governments and the impact of those relations on public policy. It includes discussion of topics such as the modalities of fiscal federalism and the concepts of executive federalism and intergovernmental governance.

#### Recommended Requisite:

Third-year university standing

#### Exclusion:

Not more than one of BBUS 4629, UVIC ADMN 462, UVIC ADMN 470, UVIC POLI 462, UVIC POLI 490, UVIC ADMN 547

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**BBUS 4709** **UVIC ADMN 470**  
WEB-BASED and IN-PERSON 3 UNIV

### Contemporary Topics in Administration: The Political/Administrative Interface

This course is equivalent to UVIC ADMN 470 and is a study of selected topics drawn from the current literature and practices in public administration or related fields.

#### Recommended Requisite:

Third-year university standing

**Start Date:** Registration deadline

**Completion:** 13 weeks (includes a two-day on-campus workshop)

**BBUS 4759** **UVIC ADMN 470**  
 WEB-BASED 3 UNIV

**Contemporary Topics in Administration: Critical Perspectives on Public and Community Leadership**

This course examines a range of contemporary critical perspectives on the significant role of public sector and community-based leadership, including gender-based, indigenous, multi-cultural, dispute-resolution focused, street-level, activist and other forms. This course uses multimedia narrative formats, including film analysis and biography/autobiography in addition to engaging with formal academic leadership theory to scrutinize otherwise diverse and unconnected understandings and lessons from leadership practice from these alternative domains, in an effort to more rigorously critique dominant populist notions of leadership and the role of leadership in society.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May; summer session includes a two-day on-campus weekend workshop; registration deadline

**Completion:** 4 months

**BBUS 4779** **UVIC ADMN 477**  
 WEB-BASED 3 UNIV

**Strategic Planning and Implementation**

This course examines strategic planning processes and how strategic goals can be implemented in public sector organizations. Strategic planning topics include stakeholder analysis; developing mission, values and vision statements; environmental scanning; transforming strategic plans into policies and programs; management tactics; and assessing organizational performance. Implementation topics include deploying resources; quality control; strategic communication; budgeting; team building; problem solving; progress assessment; completion; and evaluation.

**Recommended Requisite:**  
 Third-year university standing

**Exclusion:**

Not more than one of BBUS 4709, BBUS 4779, UVIC ADMN 577, UVIC ADMN 411, UVIC ADMN 412, ADMN 470

**Start Date:** May; registration deadline

**Completion:** 4 months

**BBUS 4789** **UVIC ADMN 478**  
 WEB-BASED 3 UNIV

**European Union Urban Region Policies**

This course compares the main issues associated with the politics, policy analysis and policy environment of European cities and urban regions with North American regions and considers ways in which the policy capacity of urban/regional government might be improved.

**Exclusion:**

Not more than one of BBUS 4789, UVIC ADMN 478, UVIC ADMIN 548, UVIC ADMN 578

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 4799** **UVIC ADMN 479**  
 WEB-BASED 3 UNIV

**European Border Region Policies**

This course compares the main issues associated with the politics, policy analysis and policy environment of European cities and urban regions with North American regions and considers ways in which the policy capacity of urban/regional government might be improved.

**Recommended Requisite:**

Third-year university standing

**Exclusion:**

Not more than one of UVIC BBUS 479, UVIC BBUS 579, UVIC BBUS 548

**Start Date:** January; registration deadline

**Completion:** 4 months

**BBUS 4833**  
 WEB-BASED or ONLINE 3 UNIV

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.

**Start Date:** Refer to TRU-OL's website for course availability and schedule

**Completion:** 14 weeks

**BIOL 0501**  
 PRINT- or WEB-BASED PREP

**General Biology**

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. 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.

**Recommended Requisite:**

Science 10 or equivalent  
 English reading skills at a Grade 11 level

**Start Date:** Continuous registration

**Completion:** 30 weeks

### BIOL 0601

PRINT- OR WEB-BASED 0 PREP

#### Provincial Biology

This provincial-level course in human biology is equivalent to Biology 12 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. 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.

#### Recommended Requisite:

Science 10 or equivalent

BIOL 0501 or equivalent

English reading skills at a Grade 11 level

**Start Date:** Continuous registration

**Completion:** 30 weeks

### BIOL 1001

WEB-BASED 3 UNIV

#### Understanding Biology

Students are introduced to biological principles applicable to many contemporary problems of human well-being and long-term survival. The aim of the course is to provide students who will not major in science with a scientific perspective. Students who plan to take advanced courses in biology should register in BIOL 1113 and BIOL 1213, rather than BIOL 1001.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### BIOL 1009

WEB-BASED, PACED 4 UNIV

#### Introduction to Biology

This course (SFU BISC 100) Introduction to Biology provides an introduction to the basic concepts of biology, emphasizing evolution as a unifying theme. Topics include cell structure, mitosis and meiosis, DNA structure and function, evolution and population and ecosystem ecology.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

#### Exclusion:

SFU BISC 101 or 102 or succeeding biology courses

**Note:** Students with C+ or higher in Biology 12 who are considering a major in biology may proceed directly to SFU BISC 101 or 102.

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

### BIOL 1113

PRINT- or WEB-BASED 3 UNIV

#### Principles of Biology

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.

#### Recommended Requisite:

Biology 11 or 12 (C+ or higher)

Chemistry 11

**Note:** Students majoring in science or intending to take second-year biology courses should take BIOL 1113, its companion course BIOL 1213 and the two laboratory courses BIOL 1115 and BIOL 1215.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### BIOL 1115

IN-PERSON 1 UNIV

#### Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1113.

#### Recommended Requisite:

Prior or concurrent registration in BIOL 1113 or equivalent

**Note:** Labs are held in June or July at TRU, Kamloops campus.

Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event that the minimum student enrolment is not obtained by the registration deadline.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 5 days

### BIOL 1213

PRINT- or WEB-BASED 3 UNIV

#### Principles of Biology II

This course is designed for biology or science majors, and offers a survey of the kingdoms of life, emphasizing their ecology and evolutionary relationships. BIOL 1215 is the laboratory component.

#### Recommended Requisite:

Test BI11: Biology 11 (C+ or higher)

Test BI12: Biology 12 (C+ or higher)

Test CH11: Chemistry 11

**Start Date:** Continuous registration

**Completion:** 30 weeks

### BIOL 1215

IN-PERSON 1 UNIV

#### Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1213.

**Note:** Labs are held in June or July at TRU, Kamloops campus.

Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section in the event that the minimum student enrolment is not obtained by the registration deadline.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 5 days

**BIOL 1593**

WEB-BASED 3 UNIV

**Anatomy and Physiology I**

This is the first of two comprehensive theory courses in which students survey the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

**Recommended Requisite:**

Test BI11: Biology 11 (C+ or higher)

Test BI12: Biology 12 (C+ or higher)

Test CH11: Chemistry 11

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BIOL 1595**

IN-PERSON NC

**Anatomy and Physiology Laboratory 1**

This in-person laboratory course is the first half of the laboratory component generally required for a fundamental first year anatomy and physiology course. Students are introduced to the structure and function of the human body, beginning with an orientation to the body and proceeding to the functions of a generalized cell. These 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 Requisite:**

Test BI11: Biology 11 (C+ or higher)

Test BI12: Biology 12 (C+ or higher)

Test CH11: Chemistry 11

BIOL 1593

**Start Date:** The lab is held for five days during the summer at TRU, Kamloops campus; registration deadline

**Completion:** 5 days

**BIOL 1693**

WEB-BASED 3 UNIV

**Anatomy and Physiology II**

Continuing from BIOL 1593, *Anatomy and Physiology I*, this is the second of two comprehensive theory courses, in which students survey the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

**Recommended Requisite:**

BIOL 1583 or equivalent

Test BI11: Biology 11 (C+ or higher)

Test BI12: Biology 12 (C+ or higher)

Test CH11: Chemistry 11

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BIOL 1695**

IN-PERSON NC

**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. Students focus on the nervous system and the senses, in addition to the endocrine, circulatory, respiratory, urinary, digestive and reproductive systems.

**Recommended Requisite:**

BIOL 1593/BIOL 1595, BIOL 1693, BIOL 1590

**Start Date:** The lab is held for five days during the summer at TRU, Kamloops campus; registration deadline

**Completion:** 5 days

**BIOL 2029**

WEB-BASED

**SFU BISC 202**

3 UNIV

**Genetics**

This course looks at the principles and concepts of the transmission of genetic information treated comparatively in human, animal, plant and microbial systems.

**Prerequisite:**

SFU BISC 101/102 ( C- or higher)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**BIOL 2131**

PRINT- or WEB-BASED 3 UNIV

**Cell and Molecular Biology**

Students examine the basic properties of cells and cell organelles, in addition to the properties of differentiated cell systems and tissues. The course aims to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology, and instructed in how to critically examine data and interpretations presented by researchers.

**Recommended Requisite:**

CHEM 1503, CHEM 1505, CHEM 1523, CHEM 1525, BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215, or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BIOL 2341**

PRINT- or WEB-BASED 3 UNIV

**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 Requisite:**

BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215, BIOL 2131

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BIOL 3021**

PRINT- or WEB-BASED 3 UNIV

**Community and Ecosystem Ecology**

This course is a survey of the theoretical development of community and ecosystem ecology as a science. Students examine the major influences on the organization and development of ecological communities, including physical constraints and processes, biological interactions within and among species, and the complex interaction of all these factors at varied spatial and temporal scales. Students also examine the classification, diversity and conservation of ecological communities. The course provides extensive experience in the practice of ecology through a field research project.

**Recommended Requisite:**

6 credits of introductory biology

**Start Date:** Continuous registration**Completion:** 30 weeks**BIOL 3101**

PRINT- or WEB-BASED 3 UNIV

**Animal Behaviour**

This course provides a basic introduction to the study of behaviour. Students concentrate on the evolution of behaviour by natural selection, and briefly consider behavioural genetics, development, and mechanistic aspects. The major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. Students develop a basic understanding of the evolution and adaptation of behaviour.

**Recommended Requisite:**

BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215, BIOL 3021

**Start Date:** Continuous registration**Completion:** 30 weeks**BIOL 3131**

ONLINE 3 UNIV

**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.

**Prerequisite:**

BIOL 2131 or BIOL 2130 (C or higher), CHEM 2120, CHEM 2220

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.**Completion:** 16 weeks**BIOL 3201**

WEB-BASED 3 UNIV

**Immunology**

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

**Exclusion:**

BIOL 3200

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.**Completion:** 16 weeks**BIOL 3231**

ONLINE 3 UNIV

**Biochemistry**

Students examine the structure, function, synthesis and degradation of macromolecules (carbohydrates, lipids, nucleic acids, and proteins). The biochemistry of DNA repair and intracellular transport of proteins is also addressed.

**Recommended Requisite:**

BIOL 3131 (C or higher)

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.**Completion:** 16 weeks**BIOL 3431**

WEB-BASED 3 UNIV

**Plants and People**

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 Requisite:**

60 credits of post-secondary education

**Start Date:** Continuous registration**Completion:** 30 weeks

**BIOL 3701**

ONLINE 3 UNIV

**Human Anatomy for Health Care Professionals**

This is an advanced course in human anatomy that is of interest to learners who intend to study physical therapy, occupational therapy, or medicine. The focus of the course is to relate anatomical structures to human activity and function. Students examine the musculoskeletal, cardiovascular, and nervous systems in detail, and focus on how they are interconnected.

**Recommended Requisite:**

6 credits in introductory anatomy and/or general biology  
60 credits of post-secondary education

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BIOL 4001**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

An introductory statistics course  
60 credits of post-secondary education

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BIOL 4141**

ONLINE 3 UNIV

**Evolution**

Students examine central concepts in the contemporary theory of evolution, such as variation, descent, natural selection, adaptation, speciation, and extinction on both micro- and macro-evolutionary scales. Emphasis is placed on presentation of changes in evolutionary thinking and discussion of how the current theory of evolution developed from the time of the Greek philosophers to modern evolutionary synthesis. This historical approach addresses scientific theories are first proposed and continuously modified to accommodate new findings. Students' major projects consist of independent research into current controversies surrounding evolutionary theory. Topics include origins of living systems; species and their origins and extinctions; adaptation and constraints; systematics; evolutionary ethics.

**Recommended Requisite:**

BIOL 3021

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

**BLAW 2911**

PRINT- or WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

ENGL 1101

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BLAW 2921**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

ENGL 1101

**Start Date:** Continuous registration

**Completion:** 30 weeks

**BLAW 3921**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

BLAW 2911, HRMN 2821

**Start Date:** Continuous registration

**Completion:** 30 weeks



**BUSN 5011**

ONLINE, PACED 3 UNIV

**Managerial Statistics**

Students examine the statistical methods and tools required for decision making in today's business environment. Topics include descriptive statistics and numerical measures, statistical inferences with two populations, hypothesis tests and nonparametric methods, analysis of variance, simple regression models, multiple regression models, regression and the model building process, regression models with categorical dependent variables, applied models with categorical dependent variables, forecasting in business and decision analysis.

**Prerequisite:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 5021**

ONLINE, PACED 3 UNIV

**Financial Accounting**

Students acquire the knowledge and skills necessary to understand financial statements. They analyze the many accounting policy choices available to companies, and the consequences of these choices for users. Topics include recording basic financial transactions, financial statement preparation, adjusting entries, accounting for receivables and inventories, depreciation and sale of capital assets, bonds and long-term debt, equity transactions, the cash flow statement, revenue and expense recognition, and leases and pensions.

**Prerequisite:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Start Date:** Registration deadline

**Completion:** 16 weeks.

**BUSN 5031**

ONLINE, PACED 3 UNIV

**Management Accounting**

Students explore the three functions managers must perform within their organizations: planning operations, controlling activities and making decisions. To perform these functions efficiently, managers must collect and interpret appropriate information based on the firm's long-term strategy and annual objectives. Topics include an introduction to management accounting; costs and cost behaviours; job or project costing; activity-based costing; cost behaviour and the contribution margin; cost, volume, profit analysis; budgeting; budget variances and performance evaluation; performance measures and the balance scorecard; and short-term decision analysis.

**Prerequisite:**

BUSN 5020 or BUSN 5021

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 5041**

ONLINE, PACED 3 UNIV

**Global Economics**

Students develop an understanding of the theoretical framework within which the performance of an economy can be analyzed. Topics include an overview of macroeconomics; measurement of income, prices and unemployment; national income determination; money, banks and central bank; the IS-LM model; financial market and economic instability; government budget, debt and limitations of fiscal policy; international trade, exchange rate and macroeconomic policy; aggregate demand and aggregate supply; inflation; stabilization policies; and the theory of economic growth.

**Prerequisite:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 5051**

ONLINE, PACED 3 UNIV

**Marketing Management**

Students examine the key principles and concepts of marketing in a variety of contexts including nonprofit, international, environmental, and service issues. Topics include marketing strategy, marketing research, customer relationship management, market segmentation, branding, pricing strategies, channels of distribution, integrated marketing communications and international marketing.

**Prerequisite:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 5061**

ONLINE, PACED 3 UNIV

**Human Resource Management**

Students acquire the knowledge and skills required to effectively design and manage a human resource management system. Human resource management systems that are aligned with strategic objectives and capable of attracting, deploying, developing and retaining human capital are key contributors to organizational competitiveness and success. Topics include the strategic role of human resource management; the legal environment; designing and analyzing jobs; planning and recruitment; selection; orientation and training; performance appraisal; compensation; employee benefits and services; occupational health and safety; effective employee relations; and labour relations, collective bargaining and contract administration.

**Prerequisite:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6011**

ONLINE, PACED 3 UNIV

**Business Ethics & 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.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6021**

ONLINE, PACED 3 UNIV

**Corporate Finance**

Students acquire the knowledge and skills required to effectively manage a firm's operating and fixed assets, and to fund those assets with an optimal mix of short-term and long-term debt and equity financing. Topics include goals of the firm, corporate governance and executive compensation, time value of money, financial statement analysis, financial reporting quality, maturity matching of assets and liabilities, financial planning, capital budgeting, risk and return and stock valuation, bond valuation and interest rates, cost of capital, capital structure and dividend policy.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6031**

ONLINE, PACED 3 UNIV

**International Business**

Students are introduced to the basic concepts of international business and competition from a manager's perspective. Topics include country differences in political economy, the cultural environment, ethics in international business, international trade theories, the political economy of international trade, foreign direct investment, regional economic integration, the foreign exchange market, the global monetary system, global strategy, global marketing and research and development and global human resource management.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6041**

ONLINE, PACED 3 UNIV

**Leadership and Organizational Development**

Students adopt a systematic understanding of the characteristics of a successful leader and what is required by leaders to attune and align organizations to the ever-changing global business environment. Topics include new realities as a force for change; the prime task of leadership – identifying new realities; critical systems thinking; philosophies, theories and styles of leadership; the systematic leadership approach; authority, obedience and power; authority, power, leadership and group dynamics; organizational behaviour, group dynamics and change; the shadow side of leadership; leadership and ethics; systematic leadership and strategy; and “the leader in you.”

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6051**

ONLINE, PACED 3 UNIV

**Supply Chain Management**

Students acquire the knowledge and basic skills to effectively design a supply chain for an organization. Topics include an introduction to supply chain, the importance of information technology, supply chain slacks, demand management, supply management, inventory management, production management, transportation management, location analysis, sourcing decisions, supply chain strategy and an overview of special types of supply chains such as green and humanitarian aid supply chains.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6061**

ONLINE, PACED 3 UNIV

**Strategic Management Information Systems**

Students learn to effectively manage a firm's information and technology assets in order to meet the information needs of the organization. Topics include information systems strategies; the development of information system assets; organizational information infrastructure; databases and data management including decision making support; enterprise resource planning systems; e-business; social media use by organizations; information security and risk management; innovating with information technology; and leadership and management of information systems.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline

**Completion:** 16 weeks

**BUSN 6071**

ONLINE, PACED 3 UNIV

**Project Management and Consulting Methods**

Students explore the concepts and practical techniques to apply consulting methods in their work and to participate in or manage complex projects. Topics include the five stages of the consulting process, which include entry and contracting, discovery and dialogue, analysis and the decision to act, engagement and implementation and closing; analysis and presentation techniques; and examination of the five major project process groups, which include project initiation, planning, execution, controlling and closing.

**Prerequisite:**

BUSN 6040 or BUSN 6041

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6081**

ONLINE, PACED 3 UNIV

**Strategic Management**

Students examine the role of senior management in developing and implementing corporate strategy in a global context. They learn to analyze the firm's external and internal environment to identify and create competitive advantage as well as to formulate, implement and evaluate cross-functional decisions that directly affect the ability of an organization to achieve its stated objectives. Topics include an introduction to strategic management, measures of firm performance, analysis of the external environment, analysis of the internal environment, business-level strategy, corporate-level strategy, acquisition and restructuring strategies, international strategies, corporate governance, organizational structures and controls, strategic leadership and corporate social responsibility and ethics.

**Prerequisite:**

Completion of all other MBA Core Courses

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6151**

ONLINE, PACED 3 UNIV

**Advanced Marketing Management**

Students acquire the knowledge and skills required to develop, implement, and control successful marketing strategies. Topics include the art of case analysis; consumer behaviour; marketing research and competitive analysis; marketing segmentation and position; market entry and pricing; retail selling, private labels and channels of distribution; marketing communications; Internet marketing; corporate social responsibility and nonprofit marketing; sales management; and international marketing.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6211**

ONLINE, PACED 3 UNIV

**Advanced Corporate Finance**

Building on BUSN 6020, Corporate Finance, students continue to develop their knowledge and skills in corporate finance. Topics include long-term financial planning; sources of long-term financing; working capital management; sources of short-term financing; international corporate finance; risk management; business valuation; mergers and acquisitions; corporate restructuring; bankruptcy, reorganization and liquidation; and Economic Value Added.

**Prerequisite:**

BUSN 6020 or BUSN 6021

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6251**

ONLINE, PACED 3 UNIV

**Decision Analysis and Modelling**

Students learn to integrate personal judgment and intuition in realistic business situations with the most widely applicable methodologies of decision and risk analysis, probability and statistics, competitive analysis, and management science. Topics include an introduction to decision analysis and modelling; spreadsheet engineering and error reduction; framing decision analysis problems; framework for analyzing risk; data analysis; resource allocation with optimization models; multi-period deterministic models; multi-factor deterministic models; regression modelling; strategic interactive decisions; and interpreting models, data and decisions.

**Prerequisite:**

Meets the admission requirements to the MBA

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6311**

ONLINE, PACED 3 UNIV

**Innovation and Entrepreneurship**

Students acquire the knowledge and skills needed to manage the development of innovations, to recognize and evaluate potential opportunities to monetize these innovations, to plan specific and detailed methods to exploit these opportunities, and to acquire the resources necessary to implement these plans. Topics include entrepreneurial thinking; innovation management; opportunity spotting and evaluation; industry and market research; business strategy; business models and business plans; financial forecasting and entrepreneurial finance; pitching to resource providers and negotiating deals; and launching new ventures.

**Prerequisite:**

BUSN 6020 or BUSN 6021

**Start Date:** Registration deadline**Completion:** 16 weeks

**BUSN 6951**

ONLINE, PACED 3 UNIV

**Research Methods, Preparation, and Presentation**

Students receive an overview of the scientific method, research preparation and the styles of communication used to disseminate research at the graduate level.

Topics include the role of business research, theory and the business research process, organization structure and ethical issues, defining a research problem, qualitative research tools, survey research, observation methods and experimental research, measurement and scaling concepts, sampling and sample size, working with data, quantitative statistical analysis and writing a research report.

**Prerequisite:**

Approval of the MBA Committee

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6961**

SELF-DIRECTED 12 UNIV

**Graduate Thesis**

Students in the Graduate Thesis Option in the Master of Business Administration degree program prepare and defend a thesis in accordance with the policies established by the Research, Innovation, and Graduate Studies Office. The thesis is completed under the supervision of a faculty member and a thesis supervisory committee and evaluated by a thesis defence/examining committee.

**Prerequisite:**

BUSN 6950 or BUSN 6951

**Start Date:** Registration deadline**Completion:** 16 weeks**BUSN 6971**

SELF-DIRECTED 9 UNIV

**Graduate Project**

Students in the Graduate Project Option in the Master of Business Administration degree program prepare and defend a report that addresses a particular management issue or problem. The report is completed under the direction of a faculty member and evaluated by a project defence committee.

**Prerequisite:**

BUSN 6950 or BUSN 6951

**Start Date:** Registration deadline**Completion:** 16 weeks**CHEM 0501**

PRINT- or WEB-BASED 0 PREP

**Principles of Chemistry**

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds.

**Prerequisite:**

Science 10 or equivalent and MATH 0401

**Recommended Requisite:**

Math 11 or MATH 0523

English reading skills at Grade 11 level

**Start Date:** Continuous registration**Completion:** 30 weeks**CHEM 1503**

PRINT- or WEB-BASED 3 UNIV

**Chemical Bonding and Organic Chemistry**

This course is the first half of a fundamental first-year chemistry course. Course topics include general concepts of chemical bonding; Lewis structures; molecular shape; valence bond theory of bonding; and organic chemistry. The significant organic chemistry portion of the course focuses on the bonding and structure of organic compounds, compound naming, functional groups, conformational and stereochemical features, oxidation reduction reactions, substitution and elimination reactions, and enolate chemistry.

**Recommended Requisite:**

Test CH11: Chemistry 11

Test CH12: Chemistry 12

Test MA12: Principles of Math 12

TEST MF12: Foundations of Math 12

**Note:** Together with CHEM 1505, this course is equivalent to the first half of a first-year university chemistry course. To complete the equivalent of the entire first year (6 credits) of university-level chemistry, CHEM 1503, CHEM 1523, CHEM 1505 or CHEM 1525 or on-campus equivalents are required.

**Start Date:** Continuous registration**Completion:** 30 weeks**CHEM 1505**

WEB-BASED NC

**Chemistry Laboratory I**

This course is the first laboratory in a fundamental first-year chemistry course, designed for students who have completed 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:**

Test CH11: Chemistry 11  
Test CH12: Chemistry 12  
Test MA12: Principles of Math 12  
TEST MF12: Foundations of Math 12

**Corequisite:**

CHEM 1503 or equivalent first-year general chemistry course

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CHEM 1523**

PRINT- or WEB-BASED 3 UNIV

**Principles of Chemistry**

This course is the second half of first-year chemistry theory and is designed for students with a strong background in chemistry. Topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy, and free energy.

**Recommended Requisite:**

CHEM 1500, CHEM 1503, CHEM 1505

Test CH12: Chemistry 12 (B or higher)

**Note:** Together with CHEM 1525, this course is equivalent to the second half of a first-year university chemistry course. To complete the equivalent of the entire first year (6 credits) of university-level chemistry, CHEM 1503, CHEM 1523, CHEM 1505 or CHEM 1525 or on-campus equivalents are required.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CHEM 1525**

IN-PERSON NC

**Chemistry Laboratory II**

This course is the second laboratory for a fundamental first year chemistry course, designed for students who have a Chemistry 11 background.

This course provides the equivalent of a first-year university chemistry course when taken with its accompanying theory course, CHEM 1523. The topics include a review of laboratory safety and equipment, anion and cation identification, properties of gases, thermochemistry and caloric content of food, equilibrium and Le Chatelier's principle, reaction order and rate of reaction, acid-base titrations, buffers, acid-ionization constant ( $K_a$ ) determination, oxidation-reduction reactions, and electrochemical cells. Students are expected to become familiar with these topics, and demonstrate their proficiency in various laboratory techniques.

**Recommended Requisite:**

CHEM 1500, CHEM 1503, CHEM 1505

**Corequisite:**

CHEM 1520 or equivalent first-year general chemistry course

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CHEM 2123**

PRINT-BASED 3 UNIV

**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:**

CHEM 1503, CHEM 1505, CHEM 1523, CHEM 1525

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CHEM 2125**

IN-PERSON 1 UNIV

**Organic Chemistry Lab I**

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2123: *Organic Chemistry I*.

**Recommended Requisite:**

Prior registration in CHEM 2123 or equivalent

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 5 days

**CHEM 2223**

PRINT-BASED 3 UNIV

**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. Students are expected to apply their knowledge to problem-solve, deduce structure and synthesize simple organic molecules, using the studied reactions. Relationships between organic chemistry and other disciplines are noted. CHEM 2225 is the laboratory companion to this course.

**Recommended Requisite:**

CHEM 2123, CHEM 2125

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CHEM 2225**

IN-PERSON 1 UNIV

**Organic Chemistry Lab II**

This is a five-day lab course in which students perform experiments that illustrate the principles learned in CHEM 2223: *Organic Chemistry II*.

**Recommended Requisite:**

CHEM 2223, CHEM 2123, CHEM 2125

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 5 days

**CMNS 1109 SFU CMNS 110**

WEB-BASED 3 UNIV

**Introduction to Communication Studies**

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CMNS 1291**

WEB-BASED 3 UNIV

**Introduction 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.

**Recommended Requisite:**

CMNS 1811 (formerly ENGL 1061) or equivalent

**Exclusion:**

ENGL 1071

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CMNS 1309 SFU CMNS 130**

WEB-BASED 3 UNIV

**Communication and Social Change**

An introduction to the forms, theories and institutions of communication as they relate to broader social change, with a focus on the political, economic and regulatory shifts characterizing Canadian and transnational media systems. This course is a requirement for a major or minor in communication.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CMNS 1811**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

English 11 or equivalent

**Exclusion:**

ENGL 1061

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CMNS 2539 SFU CMNS 253W**

WEB-BASED 3 UNIV

**Introduction to Information Technology: The New Media**

This course provides an introduction to new communication/information technologies, seen as new media of communication: the technologies, their uses and the social issues arising from them.

**Prerequisite:**

SFU CMNS 110 or SFU CMNS 130

**Exclusion:**

SFU CMNS 253

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CMNS 2599 SFU CMNS 259**

WEB-BASED 3 UNIV

**Acoustic Dimensions of Communication I**

This course is designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media and sonic environments.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CMNS 2619 SFU CMNS 261**

WEB-BASED 3 UNIV

**Documentary Research in Communication**

This course introduces the techniques necessary to analyze the primary source documents (historical, governmental and corporate records) often used by media and communication studies. Topics include ethics; documentary discourse analysis; Canadian and international documentary searches on NGOs, governments and corporations; and the writing of policy briefs.

**Prerequisite:**

SFU CMNS 110 or SFU CMNS 130

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CMNS 3559** **SFU PUB 355W**

WEB-BASED 4 UNIV

**Online Marketing for Publishers****This course is delivered as a writing-intensive course.**

This course explores the formulation and analysis of marketing goals within the evolving realm of online promotion and marketing. Emphasis is given to approaches to measurement of effect; implementation and campaign management; finding and nurturing audiences and conversations; branding; forecasting and budgeting.

**Prerequisite:**

60 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks**CMNS 3729** **SFU PUB 372**

WEB-BASED 4 UNIV

**The Publishing Process**

This course offers students the opportunity to follow the book publishing process from the acquisition and editing of manuscripts through to production, promotion and distribution. Each topic proceeds from basic concepts and precepts to case studies of particular kinds of publishing companies (literary, regional and general trade) and particular types of books (children's genre, fiction and poetry). The publishing decision-to-publish process is simulated. Required readings focus on the history of books publishing, as well as on current developments.

**Prerequisite:**

60 units

**Exclusion:**

SFU CMNS 372

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks**CMNS 4539** **SFU CMNS 453**

WEB-BASED 4 UNIV

**Issues in the Information Society**

This course is an advanced discussion of issues in the interplay between contemporary society and new computer/communication technologies at the level of comprehensive theories of society on one hand and major public policy on the other.

**Prerequisite:**

75 units, including SFU CMNS 353 and SFU CMNS 362

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks**COMP 1109** **SFU CMPT 110**

WEB-BASED 3 UNIV

**Programming in Visual Basic**

This course introduces programming, using the Visual Basic language. Topics include user interfaces; objects; event-driven programming; program design; and file and data management.

**Prerequisite:**

MATH 12 or equivalent or any 100-level MATH course

**Exclusion:**

A 200-level computing course or higher, or SFU ITEC 240, ITEC 241 or ITEC 242

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks**COMP 1131**

WEB-BASED or ONLINE 3 UNIV

**Computer Programming I**

This course provides problem solving and computer programming skills for students with no prior experience in the area of programming. Students 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:**

Test MA12: Principles of Math 12

Test PH12: Physics 12 (C+ or higher)

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 16 weeks for online

**COMP 1231**

WEB-BASED or ONLINE 3 UNIV

**Computer Programming II**

In this continuation of COMP 1131, 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 or equivalent

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 16 weeks for online

**COMP 1659** **SFU CMPT 165**

WEB-BASED 3 UNIV

**Introduction to the Internet and the World Wide Web**

In this course, students examine the concepts underlying the Internet by examining multimedia and programming. Along the way, students learn how the Internet works and how web pages are created, and begin to learn how to program.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

XCMP or SFU CMPT course at the 200-level or higher; SFU CMPT 118 or 170; SFU IAT 265 or SFU IAT 267

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**COMP 2231**

WEB-BASED or ONLINE 3 UNIV

**Data Structures and Algorithms**

Students are introduced to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students also design new algorithms for each data structure studied, create and perform simple operations on graph data structures, describe and implement common algorithms for working with advanced data structures, and recognize which data structure is the most appropriate for solving a particular problem.

**Recommended Requisite:**

COMP 1231 or equivalent

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 16 weeks for online

**COMP 3051**

WEB-BASED 3 UNIV

**Algorithm Design & Analysis**

Students learn algorithm definition; tools and methods for algorithm analysis and design; mathematical notations; choice of data structure; space and time efficiency; computational complexity; and algorithms for searching and sorting.

**Recommended Requisite:**

COMP 2230, COMP 2231, or equivalent

**Exclusion:**

COMP 3050

**Start Date:** Continuous registration

**Completion:** 30 weeks

**COMP 2681**

WEB-BASED 3 UNIV

**Web Site 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

**Start date:** Continuous registration

**Completion:** 30 weeks

**COMP 3271**

WEB-BASED 3 UNIV

**Computer Networks**

The main emphasis of this course is on the organization and management of local area networks (LANs). The course objectives include learning about computer network organization and implementation, obtaining a theoretical understanding of data communication and computer networks, and gaining practical experience in installation, monitoring, and troubleshooting of current LAN systems. Students are introduced to computer communication network design and its operations, and discuss the following topics: Open Systems Interconnection (OSI) communication model; error detection and recovery; local area networks; bridges, routers and gateways; network naming and addressing; and local and remote procedures. On completion of the course, students should be able, in part, to design, implement and maintain a typical computer network (LAN).

**Recommended Requisite:**

COMP 2130, COMP 2131, COMP 2230, COMP 2231, or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**COMP 3411**

ONLINE 3 UNIV

**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 Requisite:**

A background in data structures and algorithms

COMP 2230 or COMP 2231

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 16 weeks



### COMP 3521

ONLINE 3 UNIV

#### Software Engineering

This third-year course introduces students to large-scale software development including software design, implementation, and maintenance. Topics include software life cycle; design techniques; psychology and economics of software testing; organization and management of modular inter-communication; software engineering tools; project management, including resource estimation; and team organization and review. Students apply the new techniques and knowledge from this course to develop a software project in a software engineering project course.

#### Recommended Requisite:

COMP 2230, COMP 2231

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 16 weeks

### COMP 3611

ONLINE 3 UNIV

#### 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, COMP 2231

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 16 weeks

### COMP 3541

ONLINE 3 UNIV

#### WebSite Design & 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.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

### CONV 1011

ONLINE 3 UNIV

#### Introduction to Tourism

Students are introduced to the tourism industry. Consideration is given to the concepts and vocabulary common throughout the tourism sectors. Students critically examine the competition for resources with other industries.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

### CONV 1021

ONLINE 3 UNIV

#### Introduction to Special Event Management

Students are introduced to the planning and management of special events and festivals. The highly interdisciplinary course addresses the systems, tools and checklists necessary for successful festival and event planners.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

### CONV 1031

ONLINE 3 UNIV

#### Celebrating Community and Culture

Students explore how 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.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

### CONV 1041

ONLINE 3 UNIV

#### Event Volunteer Management

Students are introduced to concepts and theories for the successful management of event volunteers. Current trends and their impacts on volunteer organizations are examined. Students participate in volunteering for a special event.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

### CONV 1051

ONLINE 3 UNIV

#### Legal Liability and Risk Management

Students are introduced to event management law and risk management. This course has been designed to provide a broad perspective about the legal and risk management issues involved in planning and hosting tourism events. Students are also provided with an overview of topics that can be studied at greater depth in future law courses.

#### Exclusion:

TMGT 2250

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

**CONV 1061**  
 ONLINE 3 UNIV

**Event Marketing**

This course reviews the concepts and tools used to design and implement a successful event marketing strategy. The focus of the course is 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.

**Exclusion:**

TMGT 1150

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 14 weeks

**CRIM 1019** **SFU CRIM 101**  
 WEB-BASED, PACED 3 UNIV

**Introduction to Criminology**

Topics in this course include examination of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 1039** **SFU CRIM 103**  
 WEB-BASED, PACED 3 UNIV

**Psychological Explanations of Criminal and Deviant Behaviour**

This course is an introduction to, and critical examination of, biogenetic, psychiatric and psychological explanations of criminal and deviant behaviour. Special attention is given to the hypothesized links between criminality and genetics, physiology, the endocrine system, mental disorders, personality, moral development and other forms of social learning.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

SFU PSYC 100 and PSYC 102

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 1049** **SFU CRIM 104**  
 WEB-BASED, PACED 3 UNIV

**Sociological Explanations of Criminal and Deviant Behaviour**

This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include anomie; neutralization; control; group conflict; sub-cultural, ecological, functionalist and critical theories. It is a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

SFU SA 150

**Exclusion:**

SOCI 450, SOCI 451

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 1161**  
 WEB-BASED or ONLINE 3 UNIV

**The Canadian Legal System**

Students examine the history, development and present-day operation of the Canadian legal system. Topics include constitutional law; criminal, contract and tort law; human rights; administrative law; the court system; the functions of judges and lawyers; and the basic elements of legal reasoning.

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 14 weeks for online

**CRIM 1319** **SFU CRIM 131**  
 WEB-BASED, PACED 3 UNIV

**Introduction to the Criminal Justice System: A Total System Approach**

This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines the patterns of crime and victimization; police operations, discretion and decision-making; the criminal courts, including sentencing; the corrections system, including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 1359** **SFU CRIM 135**

WEB-BASED, PACED 3 UNIV

**Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective**

This course is a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent and principles of statutory interpretation; introduces the fields of contract, torts, administrative law and family law; and examines the process of law reform in Canada.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 2109** **SFU CRIM 210**

WEB-BASED, PACED 3 UNIV

**Law, Youth and Young Offenders**

This course offers an analysis of the definition and control of youthful misconduct, in a historical and contemporary context. Attention is focused upon: the social construction of "juvenile delinquency," the decline of the concept, and the emergence of the concept of the "young offender"; the *Young Offenders Act* and related legislation; the growth of the welfare state and the role of social workers in "policing" youth and families; explanations for the criminal behaviour of young persons; and state and private sector programs designed to deal with such behaviour.

**Prerequisite:**

CRIM 1019 (SFU CRIM 101) and CRIM 1319 (CRIM 131)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 2209** **SFU CRIM 220**

WEB-BASED 3 UNIV

**Research Methods in Criminology**

This course is designed as an introduction to criminological research and is intended to develop the students' research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

**Recommended Requisite:**

Any SFU 100-division CRIM course

**Exclusion:**

SFU CRIM 120

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 2251 (SOCI 2251)**

WEB-BASED or ONLINE 3 UNIV

**Sociological Explanations of Criminal Behaviour**

This course, which is identical to SOCI 2251, will critically examine the sociological, socio-cultural, and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories, and symbolic interactionist theories.

Some of the specific theories subjected to critical examination will be those concerned with class and group conflict, subcultures, soassociation, labelling and gender.

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 17 weeks for online

**CRIM 2261**

WEB-BASED or ONLINE 3 UNIV

**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

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 17 weeks for online

**CRIM 2309** **SFU CRIM 230**

WEB-BASED, PACED 3 UNIV

**Criminal Law**

This course examines the nature, purpose, scope, sources and basic principles of Canadian criminal law. It covers the history and evolution of criminal law and the Criminal Code, including the aims and limits of criminal law and the relationship between law and morality. Topics include basic elements of a criminal offence; defenses against a criminal charge; historic and contemporary legal concepts; the relationship between mental disorder and criminal process; and reform of criminal law.

**Prerequisite:**

SFU CRIM 135

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 2419** **SFU CRIM 241**  
 WEB-BASED 3 UNIV

**Introduction to Corrections**

This course is an examination of the organization, structure and operation of contemporary Canadian corrections. It considers the history and development of provincial and federal correctional systems; the role of sentencing in the correctional process and alternatives to confinement; the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff and administrators; parole board decision-making and the issues surrounding the re-entry of offenders into the community; and community-based corrections programs and outcomes.

**Prerequisite:**

SFU CRIM 131

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 2521 (SOCI 2521)**  
 WEB-BASED or ONLINE 3 UNIV

**Introduction to the Canadian Criminal Justice System**

This introductory course, also offered as SOCI 2521: Criminal Justice and Corrections, consists of three modules. The first module provides an introduction to the operation of the criminal justice system and examines the organization and operation of police in Canada. The second module considers the criminal courts, and the third module examines the operation of the correctional system.

**Recommended Requisite:**

An introductory social science course

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 17 weeks for online

**CRIM 3009** **SFU CRIM 300W**  
 WEB-BASED, PACED 3 UNIV

**Current Theories and Perspectives in Criminology**

**This course is delivered as a writing-intensive course.**

This course is a detailed examination of current theories and perspectives in criminology. The content of the course changes with developments in the area. Students can expect to study biological, psychological and sociological theories and perspectives, as well as those from other relevant disciplines and fields of inquiry (e.g., geography, political science and cultural studies).

**Prerequisite:**

SFU CRIM 101

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3129** **SFU CRIM 312**  
 WEB-BASED 3 UNIV

**Criminological Perspectives on Social Problems**

This course involves the detailed study of forms of deviance that have been commonly defined as constituting "social problems." Consideration is given to drug abuse (alcohol, nicotine, heroin and others); suicide; prostitution; obscenity; and gambling and abortion. Justifications for present legislative policy and the relationship between these activities and the criminal justice system are studied.

**Prerequisite:**

SFU CRIM 101

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3149** **SFU CRIM 314**  
 WEB-BASED, PACED 3 UNIV

**Mental Disorder, Criminality, and the Law**

This course provides a critical examination of the impact of psychiatry and related clinical professions on the criminal justice system. Topics include the relationship between institutions of mental health and legal control; the relevance of psychiatric theory and decision-making for the processing of mentally disordered offenders; and the role of forensic clinicians in the courts, prisons, mental hospitals and related agencies. Specific issues addressed include psychiatric assessment, criminal responsibility, fitness to stand trial, prediction of dangerousness, treatment of mentally ill criminals and the penal and therapeutic commitment of the insane.

**Recommended Requisite:**

CRIM 1019, CRIM 1319

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3159** **SFU CRIM 315**  
 WEB-BASED, PACED 3 UNIV

**Restorative Justice**

This course is an examination and analysis of the principles, assumptions, key concept, and applications of restorative (transformative) justice. The course contrasts restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging expressions of restorative justice, including victim/offender reconciliation programs, family/group conferencing and circle remedies.

**Prerequisite:**

45 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3219** **SFU CRIM 321**  
WEB-BASED, PACED 3 UNIV

**Qualitative Research Methods in Criminology**

This course provides a detailed examination and application of qualitative research methods and techniques most frequently used in criminological research. Topics explored include the advantages and disadvantages of each method and the appropriateness of each technique for criminological research; ethics of criminological research; specific issues of interdisciplinary research; and a critical evaluation of qualitative methods used in certain major criminological studies.

**Prerequisite:**

CRIM 1019 and either CRIM 2209 or SFU CRIM 120

**Note:** This course may be taken concurrently with CRIM 3209 (SFU CRIM 320).

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3309** **SFU CRIM 330**  
WEB-BASED, PACED 3 UNIV

**Criminal Procedure and Evidence**

This course is a critical examination of selected topics in criminal procedure and evidence, including jurisdiction, police powers of search and seizure, the right to counsel and pre-trial and trial procedures. Brief survey of the system of rules and standards by means of which the admissibility of evidence is determined. Close examination of the Charter of Rights and Freedoms and its impact on criminal procedure and evidence.

**Prerequisite:**

CRIM 1019, CRIM 2309

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3349** **SFU CRIM 334**  
WEB-BASED, PACED 3 UNIV

**Law and Human Reproduction**

This course is an overview of theoretical perspectives and available research on debates linked with human reproduction. Reconsideration of the effects of legislation, social policy and social change on contraception, birth, abortion, adoption, eugenics policies, new reproductive technologies, sexualities, and other topics. Historical and contemporary examples will be used. Feminist perspectives will be featured along with other approaches to human reproduction.

**Exclusion:**

SFU GSWS 334 (or WS 334), SFU CRIM 416, CRIM 417, CRIM 418 (under the title *Law and Responsibility*)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3359** **SFU CRIM 335**  
WEB-BASED, PACED 3 UNIV

**Human Rights and Civil Liberties**

This course is a study of human rights at the international, federal and provincial levels and the relationship between the government and the individual. Focus is on the Canadian Charter of Rights and Freedoms and its interpretation by the judiciary. Issues of equality before the law, freedom of speech, freedom of religion and freedom of expression are examined.

**Prerequisite:**

CRIM 3309

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3439** **SFU CRIM 343**  
WEB-BASED, PACED 3 UNIV

**Correctional Practice**

This course is an in-depth consideration of the range of factors influencing contemporary correctional practice. Topics include the fundamental tension between the interests of offenders and the requirements of those managing correctional programs; and the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics and the economy.

**Prerequisite:**

CRIM 1019

**Recommended Requisite:**

CRIM 2419

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3559** **SFU CRIM 355**  
WEB-BASED, PACED 3 UNIV

**The Forensic Sciences**

This course examines the use and interpretation of physical forensic evidence in court. It critically evaluates the major forensic sciences used in criminal investigations today and also looks at the crime scene. Subjects examined include forensic pathology, odontology, biology, DNA evidence, firearms evidence, toxicology chemistry and questioned documents. Techniques are illustrated with case studies.

**Prerequisite:**

45 credits

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3699** **SFU CRIM 369**  
WEB-BASED, PACED 4 UNIV

**Professional Ethics and Interpersonal Skills in Criminal Justice**

This course examines immediate ethical issues confronting the professional in the criminal justice system. Such concerns include privileged communications and confidentiality in fields and research situations, the conflict between the professional's duty to protect society and her/his duty to the client, ethics of decision-making, research ethics, situation ethics, professional ethical codes and legal constraints on professional conduct. Different modes of personal interaction in selected parts of the criminal justice system are examined and taught.

**Prerequisite:**

CRIM 1019

90 units (GPA of 2.67 or higher)

**Note:** Completion of this course does not guarantee admission to field practice. This course is reserved for Criminology majors and honours programs.

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 3809** **SFU CRIM 380**  
WEB-BASED, PACED 3 UNIV

**Introduction to Cybercrime**

This course explores legal, technical and social issues in cybercrime. It discusses the nature of cybercrime, with specific examples and methods of regulation in Canada and worldwide. Addresses origins and extent of cybercrime, responses from the legal system and consideration of the wider effects for society.

**Prerequisite:**

CRIM 1019

**Exclusion:**

SFU CRIM 318 (under this topic)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4029** **SFU CRIM 402**  
WEB-BASED, PACED 3 UNIV

**Biological Explanations of Crime**

This course (SFU CRIM 402) examines possible biological factors that could result in a predisposition towards criminal behaviour. These include not only the genetic factors that affect behaviour and therefore could potentially predispose towards crime, but also biochemical, neurological, nutritive and accidental effects such as head injuries. This course will look critically at all evidence both for and against any possible biological predispositions for criminogenic behaviours, together with the interaction with the environment. In particular, moral and ethical issues will be considered and debated.

**Prerequisite:**

CRIM 1019

**Exclusion:**

SFU CRIM 416 in the 2000 or 2001 summer semester

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4179** **SFU CRIM 417**  
ONLINE, PACED 3 UNIV

**Current Issues in Criminology and Criminal Justice**

This course provides a critical analysis of certain "hot" issues in criminology and criminal justice. The topics covered change from term to term.

**Prerequisite:**

CRIM 1019

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4319** **SFU CRIM 431**  
WEB-BASED 3 UNIV

**Comparative Criminal Justice Systems**

This course offers a critical examination of the theory and method of comparative criminal justice. Review of common law systems, civic law systems, and socialist law systems. Specific consideration of the development, structure and operation of the criminal justice systems in selected countries, which may include England, France, Federal Republic of Germany, the former Soviet Union, the People's Republic of China, and Japan. Focus on the impact of historical, social, political, religious and cultural factors on the criminal justice process. Consideration, of the structure and operation of various components of the criminal justice process in selected countries, including the police, criminal courts, and corrections.

**Prerequisite:**

CRIM 1019

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4329** **SFU CRIM 432**  
WEB-BASED, PACED 3 UNIV

**Gender in the Courts and the Legal Profession**

In this course, the gendered nature of law will be addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the charter, human rights legislation and other legal means to achieve gender equality through the legal system in the areas of work, employment and pay equity and compensatory schemes for personal injuries will also be examined. This course will also examine women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today.

**Prerequisite:**

CRIM 3309

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4409** **SFU CRIM 440**  
WEB-BASED 3 UNIV

### **Correctional Administration and Planning**

This course presents the theory and practice of organization and administration of correctional agencies. Particular attention is given to the political/bureaucratic interface in correctional administration, management styles, labour relations, management support systems and program planning; identification and assessment of corrections management objectives; and the relationship between corrections administration and other components of the criminal justice system.

#### **Prerequisite:**

CRIM 1019, CRIM 1319, CRIM 2419

#### **Recommended Requisite:**

SFU POLI 251

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4559** **SFU CRIM 455**  
WEB-BASED, PACED 3 UNIV

### **Advanced Issues in Policing**

This course (SFU CRIM 455) covers the major issues surrounding policing in the 21st century. The topics to be examined will include the challenges confronting police services in a global community; police leadership; recruiting and training of police officers; the planning and delivery of police services; models of deployment; policing the multi-cultural society; use of force by police officers; the effectiveness of police interventions; the use of technology in police work; and community policing.

#### **Prerequisite:**

CRIM 1019, CRIM 1319, CRIM 2519

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4589** **SFU CRIM 458**  
WEB-BASED, PACED 3 UNIV

### **Community Policing**

This course examines the theory and models of contemporary community policing in Canada. Crime prevention, crime response, problem-oriented policing, the definition of community and the role and responsibility of the community are explored.

#### **Prerequisite:**

CRIM 2519

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4589** **SFU CRIM 458**  
WEB-BASED, PACED

### **Street Gang Patterns and Policies**

This course introduces the theoretical, empirical, and policy issues surrounding street gangs. The state of the current gang problem in Canada, the sociodemographics and motivations of individuals who join gangs. The effect of gang membership on delinquency, the nature of violence and victimization, and the challenges of desistance will be discussed. Concludes with an overview of gang control strategies and the available policies.

#### **Prerequisite:**

CRIM 1019 (SFU CRIM 101)

#### **Recommended Requisite:**

SFU CRIM 380

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**CRIM 4809** **SFU CRIM 480**  
WEB-BASED, PACED 3 UNIV

### **Computer Forensics and Cybercrime**

This course provides an advanced exploration of high tech crime in addition to the tools and techniques used by cyber-criminals. Techniques used by law enforcement to investigate and prosecute offenders as well as the probable future development of cybercrime are topics that are examined.

#### **Prerequisite:**

CRIM 3809

#### **Recommended Requisite:**

SFU CRIM 380

#### **Exclusion:**

SFU CRIM 416, CRIM 417 or CRIM 418 in Spring 2010 (under this topic)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 16 weeks

**CYCA 1019** **UVIC CYC 100**  
WEB-BASED, PACED 3 UNIV

### **Introduction to Professional Child and Youth Care Practice: Part 1**

This course invites students into historical and contemporary conversations about the professional field of child and youth care and its diverse practices and contexts. The course introduces students to strength-based practice, inclusiveness, caring in context, normative development and critical reflection. Emphasis 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.

**Start Date:** September; registration deadline

**Completion:** 12 weeks

**CYCA 1029**                      **UVIC CYC 100B**  
 WEB-BASED, PACED                      3 UNIV

**Introduction to Professional Child and Youth Care Practice: Part 2**

This course 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.

**Prerequisite:**

CYCA 1019

**Exclusion:**

Not more than one of CYCA 1029, UVIC CYC 200, UVIC CYC 200B, UVIC CYC 251

**Start Date:** January; registration deadline

**Completion:** 12 weeks

**CYCA 1669**                      **UVIC CYC 166A**  
 WEB-BASED                      3 UNIV

**Lifespan Development I (Conception to Late Childhood)**

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human development from conception to late childhood as a knowledge base for practice with children, youth and families.

**Prerequisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

Not more than one of CYCA 1669, UVIC CYCA 386, UVIC CYC 366

**Start Date:** September; registration deadline

**Completion:** 12 weeks

**CYCA 1679**                      **UVIC CYC 166B**  
 WEB-BASED, PACED                      3 UNIV

**Lifespan Development II (Adolescence to Late Adulthood)**

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained and modified. The course focuses on human developmental from adolescence to late adulthood as a knowledge base for practice with children, youth and families.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

Not more than one of CYCA 1679, UVIC CYCA 387, UVIC CYC 366

**Start Date:** January, May; registration deadline

**Completion:** 12 weeks

**CYCA 1719**                      **UVIC CYC 171**  
 WEB-BASED, PACED                      3 UNIV

**Introduction to Families: Issues, Patterns and Processes**

This course covers conceptual frameworks and theories for understanding a variety of family challenges and difficulties. The course takes an international perspective, where issues related to parenting are compared and contrasted in terms of diversity (sexual orientation, ethnic affiliation/identity, gender, and socio-economic status). The ultimate goal of the course is to help students to understand the diversity and complexity of family issues, patterns, and processes in local and international contexts.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

CYCA 1719 (UVIC CYC 171)

**Start Date:** January; registration deadline

**Completion:** 12 weeks

**CYCA 2409**                      **UVIC CYC 240**  
 WEB-BASED, PACED                      3 UNIV

**Ethical Decision-Making in the Human Child and Youth Care Practices**

This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

**Prerequisite:**

Second-year university standing

**Exclusion:**

CYCA 2409 (UVIC CYC 240), UVIC CYC 340

**Start Date:** January, May; registration deadline

**Completion:** 12 weeks

**CYCA 2509**                      **UVIC CYC 250**  
 WEB-BASED, PACED                      3 UNIV

**Introduction to Law in Child and Youth Care Contexts**

This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted, and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

**Prerequisite:**

Second-year university standing or permission of the department

**Exclusion:**

Not more than one of CYCA 2509 (UVIC CYC 250), UVIC CYC 350A, UVIC SOCW 350A

**Start Date:** September; registration deadline

**Completion:** 12 weeks



**CYCA 2659** **UVIC CYC 265**

WEB-BASED, PACED 3 UNIV

**Introduction to Group Work in Child and Youth Care Practice**

A presentation of theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students explore how to plan for and to facilitate groups, in a participatory, skill-building and experiential learning format.

**Prerequisite:**

First-year CYCA/CYC required courses or equivalents

**Exclusion:**

Only one of either CYCA 2659 (UVIC CYC 265) or UVIC CYC 465 may be taken for credit

**Start Date:** January; registration deadline

**Completion:** 12 weeks

**CYCA 2809** **UVIC CYC 280**

WEB-BASED, PACED 3 UNIV

**Creating Programs and Environments for Young Children**

Intended for students who do not already have an ECE certification. This course counts towards an ECE certification to be obtained concurrently with a BCYC. The course is designed to ensure that BCYC students achieve the competencies required by the provincial ECE licensing agency with regard to early childhood education programming.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September; registration deadline

**Completion:** 12 weeks

**CYCA 3649** **UVIC CYC 364**

WEB-BASED, PACED 3 UNIV

**Disability and Child and Youth Care Practice**

An introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy and ethical issues relating to persons with disabilities and their families are examined.

**Prerequisite:**

Second-year university standing

**Exclusion:**

Only one of CYCA 3779 (UVIC CYC 364) or UVIC HSD 464 or UVIC SOCW 469 may be taken for credit.

**Start Date:** January; registration deadline

**Completion:** 12 weeks.

**CYCA 3809** **UVIC CYC 380**

WEB-BASED, PACED 3 UNIV

**Practices for Young Children and Families: Historical and Contemporary Perspectives**

In this foundational course for the Early Years Specialization, the historical and philosophical trends that influence and shape services and policies for young children and their families will be examined. Students will investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national and international approaches to services and policies for young children and their families. This analysis will be framed within a social justice approach.

**Prerequisite:**

Third-year university standing

**Start Date:** September; registration deadline

**Completion:** 12 weeks

**CYCA 3819** **UVIC CYC 381**

WEB-BASED, PACED 3 UNIV

**Leadership, Advocacy and Policy for the Early Years**

Explores leadership, advocacy and policy within the context of key political debates and controversies affecting early-years services. Key areas of study will include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural, and economic contexts, policy development; and the role practitioners play as advocates engaged in a global context.

**Prerequisite:**

Third-year university standing

**Start Date:** September; registration deadline

**Completion:** 12 weeks

**CYCA 4239** **UVIC CYC 423**

WEB-BASED, PACED 3 UNIV

**Research Methods in Child and Youth Care**

The design of research and evaluation in child and youth care. Within an applied research practitioner context, students are introduced to the knowledge and skills necessary to locate, understand and use research about child and youth care. Students examine research/evaluation designs and methodologies for improving child and youth care practice.

**Prerequisite:**

Third-year university standing

**Start Date:** September; registration deadline

**Completion:** 12 weeks

**CYCA 4249** **UVIC CYC 424**

WEB-BASED, PACED 3 UNIV

**Qualitative and Quantitative Analysis in Child and Youth Care**

Provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data in child and youth care, as well as in the logic of interpreting evaluation data. Students will explore how to interpret, analyze, code and write about qualitative data in order to interpret relationships between variables and be introduced to inferential statistics.

**Prerequisite:**

Third-year university standing

**Exclusion:**

Not more than one of CYCA 4249 and UVIC HSD 425

**Start Date:** January, May; registration deadline

**Completion:** 12 weeks

**CYCA 4809** **UVIC CYC 480**

WEB-BASED, PACED 3 UNIV

**Advanced Applied Capacity Building for the Early Years**

The central focus of this course will be practitioners' 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.

**Prerequisite:**

Fourth-year university standing

**Start Date:** January; registration deadline

**Completion:** 12 weeks

**CYCA 4819** **UVIC CYC 481**

WEB-BASED, PACED 3 UNIV

**Issues of Assessment and Evaluation with Young Children and Families**

This course explores processes of assessment of young children and families, including implications and effects within various cultural and economic context; methods of program evaluation, including ethical implications; impacts on programs, practitioners, communities, families and young children; and relevance to diverse cultural contexts.

**Prerequisite:**

Fourth-year university standing

**Start Date:** January; registration deadline

**Completion:** 12 weeks

**CYMH 5511**

WEB-BASED 3 UNIV

**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.

**Prerequisite:**

Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the Program Coordinator

**Recommended Requisite:**

A background in social work, counselling, child and youth care, education and/or nursing

**Start Date:** Continuous registration

**Completion:** 30 weeks

**CYMH 5521**

WEB-BASED 3 UNIV

**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.

**Prerequisite:**

Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the Program Coordinator as a professional development course taker

**Recommended Requisite:**

A background in social work, counselling, child and youth care, education and/or nursing

CYMH 5511

**Start Date:** Continuous registration

**Completion:** 30 weeks

### **CYMH 5531**

WEB-BASED 4 UNIV

#### **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.

#### **Prerequisite:**

Acceptance in the Child and Youth Mental Health Certificate Program or acceptance by the Program coordinator as a professional development course taker  
CYMH 5511

#### **Recommended Requisite:**

A background in social work, counselling, child and youth care, education and/or nursing

**Start Date:** Continuous registration

**Completion:** 30 weeks

### **CYMH 5541**

WEB-BASED 5 UNIV

#### **Child and Youth Mental Health Internship and Capstone**

This course will provide the structure and supervision for field experience in child and youth mental health. Field education will provide students with an opportunity to enhance and refine their child and youth mental health skills. Students who are currently working in a mental health position must ensure that their placement work is specifically with children and youth and appropriate supervision is available within or can be contracted outside of the agency. Included in this course is a Capstone Project which will integrate theory, practice, and research.

#### **Prerequisite:**

Admission to Child and Youth Mental Health Program  
CYMH 5511, CYMH 5521, CYMH 5531

**Note:** Part- or full-time internship hours totalling 210 are required. The student will provide potential internship sites and the Program Coordinator will set up the internship. This course is only available in Canada.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### **ECON 1039 SFU ECON 103**

WEB-BASED, PACED 4 UNIV

#### **Principles of Microeconomics**

This course examines the principle elements of theory concerning utility and value, price and costs, factor analysis and productivity, labour organization, competition and monopoly and the theory of the firm.

#### **Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

#### **Exclusion:**

ECON 1901, SFU ECON 200

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

### **ECON 1221**

ONLINE, PACED 3 UNIV

#### **Introduction to Basic Economics**

Students develop a basic understanding of economic principles in order to discuss issues at the level covered by the media. Topics include an introduction to microeconomics; the importance of government; an introduction to macroeconomics; macro policies and trade; industrial organization and products costs; and market structures, including perfect and imperfect competition.

#### **Exclusion:**

ECON 1901, ECON 1951

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 17 weeks

### **ECON 1901**

WEB-BASED 3 UNIV

#### **Principles of Microeconomics**

Students examine the interaction between individuals and firms in various types of markets. Topics include the fundamental principles of microeconomics; supply and demand; markets and welfare; government intervention; behaviour of the firm; market organization; and income distribution.

#### **Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

#### **Exclusion:**

Not more than one of ECON 1039, ECON 1901, BBUS 3109

**Start Date:** Continuous registration

**Completion:** 30 weeks

### **ECON 1951**

WEB-BASED 3 UNIV

#### **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; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; and exchange rate policy; purchasing power and interest rate parity.

#### **Recommended Requisite:**

ECON 1901

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ECON 2331**

WEB-BASED 3 UNIV

**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; and index numbers, time-series analysis and forecasting.

**Prerequisite:**

STAT 120, MATH 1171

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ECON 2631**

ONLINE 3 UNIV

**Aboriginal Economics**

Students investigate issues relating to Aboriginal self-governance and economic development. Topics include an introduction to Canadian Aboriginal peoples and their communities; the public sector in Canada and the public sector of First Nations; an overview of First Nations Economies; an introduction to urban and regional economics; how markets operate and the implication of market failures; and economic development on First Nations lands.

**Recommended Requisite:**

ECON 1221, ECON 1901, ECON 1951

**Start Date:** Registration deadline

**Completion:** 17 weeks

**ECON 3041**

PRINT- or WEB-BASED 3 UNIV

**Managerial Economics**

Students focus on the application of economic models and rationale choice to business decision making. Topics include an overview of managerial economics; demand and supply; costs of production and the organization of the firm; market structure and pricing and output decisions; game theory and pricing strategies; and the economics of information and the role of government in the marketplace.

**Prerequisite:**

ECON 1901, ECON 1951, MATH 1171

**Start Date:** Continuous registration

**Completion:** 30 weeks

**EDDL 5101**

ONLINE, PACED 3 UNIV

**Education Technology in the Curriculum**

This applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. Education Technology in the Curriculum is intended to be a general launching point for your own exploration and learning about information technology (IT). Because the world of IT is complex, and especially so in education, it is challenging to design a course of study that is right for all students. You, and every other student, bring with you a unique set of experiences and interests that enhance your learning and determine your individual learning needs.

**Prerequisite:**

Bachelor's degree and/or special permission from the School of Education

**Start Date:** Registration deadline

**Completion:** 13 weeks

**EDDL 5111**

ONLINE, PACED 3 UNIV

**Introduction to Distributed Learning**

This course is designed to provide educators (teacher candidates, in-service teachers, faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies. introduction to the skills required to teach in a distributed learning environment. Participants explore the realm of distributed learning through discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.

**Prerequisite:**

Bachelor's degree and/or special permission from the School of Education

**Start Date:** Registration deadline

**Completion:** 12 weeks

**EDDL 5131**

ONLINE, PACED 3 UNIV

**Multimedia in the Curriculum**

This course is designed to introduce educators, and thus their students, to computer and web-based multimedia tools such as text, video, audio and digital photographs and graphics. There will be an emphasis not only on how to use the tools, but also on sound pedagogical practice to promote teaching and learning. Students in this course will learn how to identify, select, plan for, create, and integrate multimedia into instruction and have their students do the same in activities such as reports, digital storytelling, and portfolios.

**Prerequisite:**

Bachelor's degree and/or special permission from the School of Education

**Start Date:** Registration deadline

**Completion:** 13 weeks

**EDDL 5141**  
ONLINE 3 UNIV

### 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.

#### Prerequisite:

Bachelor's degree and/or special permission from the School of Education

**Start Date:** Registration deadline

**Completion:** 12 weeks

**EDDL 5151**  
ONLINE, PACED 3 UNIV

### Managing Your Technology Classroom

Participants will explore a variety of methodologies, tools and technologies to enhance teaching and learning in their specific educational context. They will engage in critical discourse about the use of information technology in a number of different educational settings, evaluate the resources available to them, and develop strategies to make the most effective use of those resources for themselves and their students.

#### Prerequisite:

Bachelor's degree and/or special permission from the School of Education

**Start Date:** Registration deadline

**Completion:** 13 weeks

**EDUC 1009** **SFU EDUC 100W**  
ONLINE, PACED 3 UNIV

### Selected Questions and Issues in Education

An introduction to a small but representative sample of basic questions and issues in education. Students examine questions relating to: the concept or idea of education; learning and the learner; teaching and the teacher; and more generally, the broader contexts of education. This course also introduces students to different ways of exploring educational questions and issues from philosophical and critical analysis, to historical and cross-cultural studies, to empirical research.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

#### Exclusion:

300- and 400-level Education courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 1999** **SFU EDUC 199**  
WEB-BASED, PACED 4 UNIV

### Foundations of Personal Agency: Finding Voice and Place in Academia

This course is a scholarly exploration of the self and one's place in the university context, using tools of narrative inquiry.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 2209** **SFU EDUC 220**  
WEB-BASED, PACED 3 UNIV

### Introduction to Educational Psychology

This course surveys educational research and theories concerning motivation, learning, development and individual differences in classroom settings.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 2229** **SFU EDUC 222**  
WEB-BASED, PACED 3 UNIV

### Research Methods in Educational Psychology

This course is an introductory survey of research methods used in developing and testing theories in educational psychology. Illustrations are drawn from published research in educational psychology.

#### Corequisite:

SFU EDUC 220

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 2309, PACED** **SFU EDUC 230**  
WEB-BASED 3 UNIV

### Introduction to Philosophy of Education

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling and socialization.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 2529** **SFU EDUC 252**  
WEB-BASED, PACED 4 UNIV

**Introduction to Reflective Practice**  
This course provides opportunities for prospective educators to begin their development as reflective practitioners. Through readings, classroom activities and discussions and interactions with students and practicing teachers, students are exposed to various educational issues and questions. They are given time to explore their own values and beliefs about education and teaching. Time may be spent observing in a selection of educational settings, and there may be opportunities to work with learners individually, and in small and large groups.

**Recommended Requisite:**  
Provincial Grade 12 diploma or equivalent

**Exclusion:**  
SFU EDUC 401, EDUC 402, EDUC 403

Teaching certificate  
**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3139** **SFU EDUC 313**  
WEB-BASED, PACED 3 UNIV

**Numeracy and Society**  
This course looks at conceptions of numeracy in contemporary society; consequences of innumeracy; enhancing personal numeracy skills; and examination of numeracy across the curriculum.

**Prerequisite:**  
SFU EDUC 401, EDUC 402

**Corequisite:**  
SFU EDUC 403

**Note:** This course is designed for students who are not working in a mathematics or science specialization.

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3159** **SFU EDUC 315**  
WEB-BASED, PACED 3 UNIV

**Individual and Developmental Differences in Language Acquisition**  
This course provides a review of theories of language acquisition and their relationship to child communication disorders. Topics include theories of language acquisition; individual and developmental differences in language acquisition; language structure and use in children with diverse disabilities and emotional and behavioural disabilities, autism spectrum disorder, sensory disabilities and emotional and behavioural disabilities; and interdisciplinary approaches to early intervention in the home, school and community.

**Prerequisite:**  
EDUC 2209 (SFU EDUC 220) or SFU PSYC 250

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3229** **SFU EDUC 322**  
WEB-BASED 3 UNIV

**The Social Lives of School Children**  
This course is an overview of theory, research and practice concerning social emotional development and social interactions and relationships in the school contexts. Emphasis is on the role of peer relationships in development and the role of the school in supporting positive interactions.

**Prerequisite:**  
EDUC 2209 (SFU EDUC 220) or SFU PSYC 250

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3269** **SFU EDUC 326**  
WEB-BASED, PACED 3 UNIV

**Classroom Management and Discipline**  
This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

**Prerequisite:**  
One only of SFU EDUC 100, EDUC 220, EDUC 230, EDUC 240

SFU EDUC 401, EDUC 402, or corequisite EDUC 403. **Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3419** **SFU EDUC 341**  
WEB-BASED, PACED 3 UNIV

**Literacy, Education and Culture**  
Literacy has a far-reaching impact on the creation of knowledge, the organization of society and the formation of institutions. This course explores leading policies, practices and ideologies guiding literacy education for adults, youth and children in formal and informal education settings, in which traditional print literacy and digital literacy cultures intersect. This course is required for the certificate in literacy instruction.

**Prerequisite:**  
60 credits, including three EDUC courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3519** **SFU EDUC 351**  
WEB-BASED, PACED 3 UNIV

**Teaching the Older Adult**

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting through education the needs of an aging population.

**Prerequisite:**

60 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 3529** **SFU 352W**  
WEB-BASED 3 UNIV

**Building on Reflective Practice**

**This course is delivered as a writing-intensive course.**

Building on the experience of EDUC 252, prospective educators will continue to develop their reflective practice. Various educational issues related to the caring for learners and the creation of learning communities will be explored. Students will spend time in educational settings exploring the importance of connected educational experiences for learners. Students with credit for EDUC 401 or holding a teaching certificate may not take this course for credit.

**Prerequisite:**

SFU EDUC 252

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4129** **SFU EDUC 412W**  
WEB-BASED, PACED 4 UNIV

**Design for Learning: Secondary Language Arts**

**This course is delivered as a writing-intensive course.**

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve a student's chance at having an educated imagination and passing on this gift to their students. Students are required to do extensive reading, writing and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers: anyone involved in the teaching of language arts at the secondary level.

**Prerequisite:**

SFU EDUC 401 and SFU EDUC 402

**Corequisite:**

SFU EDUC 403

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4379** **SFU EDUC 437**  
WEB-BASED, PACED 4 UNIV

**Ethical Issues in Education**

Ethical problems in education are identified and examined. Four major areas of concern are explored: (1) the normative character of education as a whole; (2) the justification of education; (3) ethical questions related to equality, autonomy, interpersonal relationships, and rights in education; and (4) moral education and values education.

**Prerequisite:**

60 units, including 3 units in education

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4409** **UVIC EDCI 441**  
ONLINE, PACED 3 UNIV

**Literacy Strategies for Supporting Struggling Learners I**

The focus of this course is on assessment and instructional issues, practices and strategies for students who struggle with reading and writing. A practical component of this course involves administering and interpreting an informal reading assessment to a student who struggles with literacy and planning an appropriate instructional intervention.

**Prerequisite:**

Completed or enrolled in the professional year of a teacher education program that includes 1.5 units of a reading instruction course, or permission of the department

**Exclusion:**

Not more than one of EDUC 4409, UVIC EDCI 446, UVIC ED-B 442

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4419** **SFU EDUC 441**  
WEB-BASED, PACED 4 UNIV

**Multicultural and Anti-Racist Education**

This course focuses on developing approaches for multicultural and anti-racist teaching. Topics include diversity of race, language and culture among learners; the operation of racism, prejudice and discrimination in classrooms and schools; approaches to counteract and prevent negative classroom and school dynamics (cooperative learning, culturally appropriate assessment and community involvement); bias in curriculum resources; and entry points in selected curriculum areas (language arts, social studies, art and music) for integrating approaches that employ a range of multicultural and anti-racist resources.

**Prerequisite:**

SFU EDUC 401 and SFU EDUC 402

**Corequisite:**

SFU EDUC 403

**Exclusion:**

SFU EDUC 382

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4429** **UVIC EDCI 442**  
ONLINE, PACED 3 UNIV

**Literacy Strategies for Supporting Struggling Learners II**

This course continues (from EDUC 4409/UVIC EDCI 441) the exploration of assessment and instructional practices for elementary, middle and high school students who experience difficulties with reading and writing. A practical component involves creating and delivering a series of intervention lessons to a student who experiences challenges with literacy learning.

**Prerequisite:**

EDUC 4409 or permission of instructor

**Exclusion:**

EDUC 4439

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4459** **SFU EDUC 445**  
WEB-BASED, PACED 4 UNIV

**Legal Context of Teaching**

This course is designed to provide education students, teachers, counsellors and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees; negligence and supervision; private lifestyles and community standards; discipline and corporal punishment; sexual harassment in the workplace; responsibility for curriculum fulfillment; liability outside school hours; and the AIDS controversy.

**Prerequisite:**

60 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4469** **SFU EDUC 446**  
WEB-BASED, PACED 4 UNIV

**Law for the Classroom Teacher**

This course provides a fundamental knowledge of law as required to teach law-related content in the BC curriculum: social studies; science; personal planning; language arts; P.E.; social responsibility; and business. Topics include the Canadian legal system; legal history; legal reasoning; dispute resolution strategies; the role of the courts; and family, environmental, property and contract laws.

**Prerequisite:**

60 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4479** **UVIC EDCI 447**  
ONLINE, PACED 3 UNIV

**Principles of Teaching English to Second Language Learners**

This course provides a survey of principles and theories for, and the teaching of English to, second language learners. It includes an examination of curriculum and methodology for use with ESL learners in elementary and secondary schools.

**Prerequisite:**

Registration in the Faculty of Education (TRU students should be either certified teachers or registered in a teacher education program), Diploma in Applied Linguistics Major in Applied Linguistics

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**EDUC 4489** **UVIC EDCI 448**  
ONLINE, PACED 3 UNIV

**Organization and Procedures for Instruction of English to Second Language Learners**

This course examines current models for the organization and instruction of ESL students at the elementary and secondary levels. The integration of language and content instruction within the regular classroom is emphasized.

**Prerequisite:**

Registration in the Faculty of Education (TRU students should be either certified teachers or registered in a teacher education program)

Diploma in Applied Linguistics Major in Applied Linguistics

**Start Date:** January; registration deadline

**Completion:** 13 weeks.



**EDUC 4519** **SFU EDUC 448**

WEB-BASED, PACED 4 UNIV

**Teaching about Justice, Law, and Citizenship**

This methodology course explores the justification and practice of law-related education in the K-12 curriculum. Students examine the place of law in the curriculum and existing resources and appropriate teaching strategies, and have the opportunity to develop unit plans and curriculum materials. Emphasis is on developing and implementing law-related programs in the classroom.

**Prerequisite:**

60 units, including 6 units in education

**Recommended Requisite:**

Teaching experience

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4649** **SFU EDUC 464**

WEB-BASED, PACED 4 UNIV

**Early Childhood Education**

This course is concerned with the current trends, issues and research relating to the education of young children.

**Prerequisite:**

SFU EDUC 401 and EDUC 402 or PSYC 250 or corequisite SFU EDUC 403

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4659** **SFU EDUC 465**

WEB-BASED, PACED 4 UNIV

**Children's Literature**

This course examines historical, sociological and literary perspectives on literature for children.

**Prerequisite:**

60 units

**Note:** EDUC 4659 may be applied toward the minor in early childhood education (SFU).

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4669** **SFU EDUC 466**

WEB-BASED, PACED 4 UNIV

**Early Childhood Education: Curriculum and Interaction**

This course is designed to expand on the theoretical foundations provided in EDUC 4649 (SFU EDUC 464). In addition, this course engages students in the critical analysis of programming for early learners by surveying a variety of program types and providing both an overview of content areas for further discussion and inquiry specific to curriculum and instruction.

**Prerequisite:**

SFU EDUC 464

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4679** **SFU EDUC 467**

WEB-BASED, PACED 4 UNIV

**Curriculum and Instruction in Teaching English as an Additional Language**

In this course, students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analyses and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

**Prerequisite:**

90 units, including 3 units in education

**Note:** EDUC 4679 may be applied toward the Certificate in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4719** **SFU EDUC 471**

WEB-BASED, PACED 4 UNIV

**Curriculum Development: Theory and Practice**

This course is an exploration of curriculum theory and processes of development with applications at different levels and in several subject areas.

**Prerequisite:**

60 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4729** **SFU EDUC 472**

WEB-BASED, PACED 4 UNIV

**Designs for Learning: Elementary Language Arts**

This course focuses on developing knowledge, skills and strategies to create a rich and stimulating language arts program in the elementary classroom. Issues in reading, writing, speaking and listening are examined through current theory and teaching practice.

**Prerequisite:**

SFU EDUC 401 and SFU EDUC 402

**Corequisite:**

SFU EDUC 403

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4759** **SFU EDUC 475**

WEB-BASED, PACED 4 UNIV

**Designs for Learning: Elementary Mathematics**

This course focuses on teaching elementary school mathematics. Students explore mathematical learning, their own mathematical thinking, and curriculum and plan mathematical instruction within a consistent framework, using appropriate instructional materials and methods.

**Prerequisite:**

SFU EDUC 401 and SFU EDUC 402

**Corequisite:**

SFU EDUC 403

**Exclusion:**

EDUC 4759 prior to SFU Summer 2001

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4769** **SFU EDUC 476**

WEB-BASED, PACED 4 UNIV

**Designs for Learning: Elementary Science**

This course focuses on teaching elementary school science. Students explore science, aspects of learning science and their own scientific thinking; work with the prescribed curriculum; and plan science learning experiences within a consistent framework, using appropriate instructional materials and methods.

**Prerequisite:**  
SFU EDUC 401 and SFU EDUC 402

**Corequisite:**  
SFU EDUC 403

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**EDUC 4859** **SFU EDUC 485W**

WEB-BASED 8 UNIV

**Designs for Learning: Writing**

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practiced. Students observe, use and evaluate these techniques. Course content includes: teacher-as-writer writing skills; audience, purpose, writing process and self-evaluation; teaching writing-research, acquisition, self-disclosure, risk and creativity, thought and discipline and evaluation; teacher as researcher and reflective observation; analysis of data; program evaluation; peer support systems; and teacher as developer of curriculum-student writing, drama, literature and use of texts.

**Prerequisite:**  
SFU EDUC 401 and SFU EDUC 402

**Corequisite:**  
SFU EDUC 403

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 0401**

PRINT-BASED 0 PREP

**Reading and Writing English (Grade 10 equivalency)**

This course is designed to develop skills as a writer by practising 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.

**Recommended Requisite:**

English 8 or equivalent  
TRU-OL Language and Writing Assessment

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 0501**

WEB-BASED 0 PREP

**Advanced English Skills (Grade 11 equivalency)**

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.

**Prerequisite:**  
English 10 or ENGL 0401 or equivalent

**Recommended Requisite:**

TRU-OL Language and Writing Assessment

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 0601**

WEB-BASED 0 PREP

**Introduction to Literature (Grade 12 equivalency)**

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature.

**Prerequisite:**  
English 11 or ENGL 0501 or equivalent

**Recommended Requisite:**

TRU-OL Language and Writing Assessment

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 0641**

PRINT- or WEB-BASED 0 PREP

**Survey of British Literature (Grade 12 equivalency)**

ENGL 0641 presents a traditional survey of English Literature, from its earliest beginnings to the second half of the twentieth century.

**Recommended Requisite:**

English 11 or ENGL 0501 or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 0661**

PRINT-BASED 0 PREP

**Written Communication**

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports

**Prerequisite:**  
English 11 or ENGL 0501 or equivalent

**Recommended Requisite:**

TRU-OL Language and Writing Assessment

**Start Date:** Continuous registration

**Completion:** 30 weeks

## ENGL 1001

PRINT- or WEB-BASED 3 UNIV

### Literature and Composition I

This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories and a novel. This course also provides a review of basic grammar, punctuation, and instruction in composing critical essays.

#### Prerequisite:

English 12 or equivalent

#### Exclusion:

ENGL 1021, ENGL 1019

For some programs, ENGL 1001 and ENGL 1999

**Start Date:** Continuous registration for print- and web-based; registration deadline for online

**Completion:** 30 weeks for print- and web-based; 16 weeks for online.

## ENGL 1011

PRINT- or WEB-BASED 3 UNIV

### Literature and Composition II

This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

#### Prerequisite:

Test EN12: English 12 or equivalent

#### Recommended Requisite:

English course at the 100-level (such as ENGL 1001) that includes the study of fiction and composition

#### Exclusion:

ENGL 1031, ENGL 1029

For some programs, ENGL 1011 and ENGL 1999

**Start Date:** Continuous registration

**Completion:** 30 weeks

## ENGL 1019

WEB-BASED 3 UNIV

## SFU ENGL 101W

### Introduction to Fiction

**This course is delivered as a writing-intensive course.**

This course examines selected works of literature in order to develop a critical awareness of literary techniques and contexts in the representation of experience. May include the comparative study of works in related literary and artistic genres and pays some attention to literature of the 20th century and attention to writing skills.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

## ENGL 1021

PRINT- or WEB-BASED 3 UNIV

### 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 view a video of a storytelling performance, and an interview with a contemporary Indigenous multimedia artist.

#### Prerequisite:

Test EN12: English 12 or equivalent

#### Exclusion:

ENGL 1001, ENGL 1019, ENGL 1011  
For some programs, ENGL 1011 and ENGL 1999

**Start Date:** Continuous registration

**Completion:** 30 weeks

## ENGL 1029

WEB-BASED 3 UNIV

## SFU ENGL 102W

### Introduction to Poetry

**This course is delivered as a writing-intensive course.**

This course examines selected works of literature in order to develop a critical awareness of literary techniques and contexts in the representation of experience. May include the comparative study of works in related literary and artistic genres and pays some attention to literature of the 20th century and attention to writing skills.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

## ENGL 1031

PRINT- or WEB-BASED 3 UNIV

### Composition and Indigenous Literature in Canada II

This course is comparable to the second half of other first-year university English courses. It satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU.

Course requirements include reading novels, a novel excerpt, one-act and full-length plays and a wide range of poems. The course offers a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the 20th century. Students develop an appreciation for the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these writers to contemporary literature. Students also identify, analyze and discuss many literary conventions related to fiction, drama, and poetry. In addition, students gain further experience in composition and in writing critical essays, including a formal research paper.

#### Prerequisite:

Test EN12: English 12 or equivalent

#### Recommended Requisite:

ENGL 1021

#### Exclusion:

ENGL 1011, ENGL 1029

**Start Date:** Continuous registration.

**Completion:** 30 weeks.

**ENGL 1049** **SFU ENGL 104W**  
 WEB-BASED 3 UNIV

**Introduction to Prose Genres**

This course is delivered as a writing-intensive course.

This course studies a variety of prose genres, such as the essay, biography, autobiography, travel narrative and journalistic writing. May include works that challenge the boundary between fiction and non-fiction. The course is intended to develop a critical awareness of literary techniques and contexts in the representation of experience. Includes attention to writing skills.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 1061**  
 WEB-BASED 3 UNIV

**Written Communication**

Students develop an understanding of basic writing, and are provided strategies for writing clear, positive messages. The course is designed to help students be more proficient at writing for home, school, and in the workplace. Students practice writing techniques for various types of e-mail messages, memos, letters, college essays and workplace reports. Advanced standing may be approved by CHA, CIM.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 1101**  
 PRINT- or WEB-BASED 3 UNIV

**Composition**

The aim of this course is to prepare students to communicate and create new knowledge in the many different spheres - academic and business; personal and community - of life and work. The course is designed to help students gain control over the conventions of writing through readings, extensive writing practice, guided self-evaluation and feedback from the Open Learning Faculty Member guiding the course. Topics include effective writing processes, academic writing format and style, rhetorical methods of organization, critical reading skills and integrating and documenting research sources. Students will also learn to find guidelines for writing and apply grammatically correct and academically appropriate sentence structure, style, diction and tone.

**Prerequisite:**

ENGL 0600 or ENGL 601 or 73% or higher on the BC combined English 12 or English 12 First Peoples government exam within the last five years

**Exclusion:**

SFU ENGL 1999, ENGL 1100

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 1999** **SFU ENGL 199W**  
 WEB-BASED 3 UNIV

**Introduction to University Writing**

This course is delivered as a writing-intensive course.

This course is an introduction to reading, analysis and composition central to the understanding and preparation of expository writing required in university studies.

**Prerequisite:**

12 credits

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks.

**ENGL 2039** **SFU ENGL 203**  
 WEB-BASED 3 UNIV

**Early Modern Literature**

This course provides a survey of the literature of the period from 1485 to Milton.

**Prerequisite:**

Two 100-level SFU English courses

**Exclusion:**

SFU ENGL 204

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 2059** **SFU ENGL 205**  
 WEB-BASED 3 UNIV

**Restoration and Eighteenth-Century Literature**

This course is a survey of the literature of the period from 1660 to 1800 and may include some writing from North America.

**Prerequisite:**

Two 100-division SFU English courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 2079** **SFU ENGL 207**  
 WEB-BASED 3 UNIV

**Twentieth-Century Literatures in English**

This course is the study of 20th-century North American, British and/or post-colonial literatures.

**Prerequisite:**

Two 100-level SFU English courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 2111**

PRINT- or WEB-BASED 3 UNIV

**English Literature from Chaucer to Milton**

This course is a brief, selective survey of English literature from Chaucer to the late 17th century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, selections from Milton's *Paradise Lost*, as well as some of the works of such Elizabethan and Jacobean poets as Spenser, Shakespeare, Donne and Jonson.

**Prerequisite:**

ENGL 1001 and 1011; or ENGL 1021 and 1031; or ENGL 1019 and ENGL 1029; or equivalents

**Exclusion:**

UBC ENGL 201

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 2211**

PRINT- or WEB-BASED 3 UNIV

**English Literature of the Eighteenth and Nineteenth Centuries**

Continuing from ENGL 2111, students examine some of the key writings of major authors in English literature from the 18th and 19th centuries. The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. Attention is also given to the political, philosophical, social, and religious atmospheres of what we now call the Neo-Classical, the Romantic and the Victorian periods of English literature.

**Prerequisite:**

ENGL 1001 and 1011; or ENGL 1021 and 1031; or equivalents.

**Recommended Requisite:**

ENGL 2211

**Exclusion:**

UBC ENGL 201

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 3049 SFU ENGL 304**

WEB-BASED 4 UNIV

**Studies in Medieval Literature**

This course examines the studies of medieval authors, genres or issues, from 500 to 1500.

Texts are studied in the original language or in translation.

**Prerequisite:**

Two 100-division SFU English courses, two 200-division SFU English courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 3119 SFU ENGL 311**

WEB-BASED 4 UNIV

**Early Shakespeare**

This course is a study of the works of William Shakespeare performed before 1601.

**Prerequisite:**

Two 100-division SFU English courses and two 200-division SFU English courses.

**Note:** Students may take both ENGL 3119 and SFU ENGL 313 for credit

**Exclusion:**

SFU ENGL 312 (except with permission)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 3279 SFU ENGL 327**

WEB-BASED 4 UNIV

**Studies in Romantic Literature**

This course addresses issues in Romantic literature in English. May include texts in a variety of genres and be organized according to various critical approaches.

**Prerequisite:**

Two 100-division SFU English courses, two 200-division SFU English courses

**Requisite Exclusion:**

SFU ENGL 325

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 3309 SFU ENGL 330**

WEB-BASED 4 UNIV

**Studies in Victorian Literature**

This course addresses specific issues in Victorian literature in English. May be organized by author, genre or critical approach and may include literature from outside of Britain.

**Prerequisite:**

Two 100-division SFU English courses, two 200-division SFU English courses

**Exclusion:**

SFU ENGL 329 or SFU ENGL 333

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 3579 SFU ENGL 357**

WEB-BASED 4 UNIV

**Studies in Canadian Literature Since 1920**

This course provides a study of selected works of Canadian literature written after 1920.

**Prerequisite:**

Two 100-division SFU English courses, two 200-division English courses

**Exclusion:**

SFU ENGL 356 or SFU ENGL 358

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 3599 SFU ENGL 359**

WEB-BASED 4 UNIV

**Studies in the Literature of British Columbia**

This course is the study of selected works of British Columbian literature.

**Prerequisite:**

Two 100-division SFU English courses, two 200-division English courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**ENGL 4241**

PRINT- or WEB-BASED 3 UNIV

**Modern British Fiction**

This course provides a survey of modern British fiction from its development early in the 20th century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. An in-depth critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and to see in it reflections of the major themes of modern British fiction.

**Prerequisite:**

ENGL 1001 and 1011 or equivalents

**Exclusion:**

ENGL 4040, UBC ENGL 414

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 4321**

PRINT- or WEB-BASED 3 UNIV

**Modern Canadian Fiction**

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity and multiculturalism.

**Prerequisite:**

ENGL 1001 and ENGL 1011 or equivalents

**Exclusion:**

UBC ENGL 420

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 4341**

PRINT-BASED 3 UNIV

**Modern Canadian Theatre**

This is a survey course in Canadian drama from 1967 to 1992, a very rich 25-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of 12 plays.

**Prerequisite:**

ENGL 1001 and 1011 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 4351**

PRINT-BASED 3 UNIV

**Modern American Fiction**

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing 20th 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.

**Prerequisite:**

ENGL 1001 and 1011 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENGL 4879**

WEB-BASED

**SFU ENGL 487W**

4 UNIV

**Topics in Children's Literature: Animal Stories**

**This course is delivered as a writing-intensive course.**

This course is an advanced seminar in children's literature. May be organized by author, genre, or critical approach.

**Prerequisite:**

SFU ENGL 387

**Exclusion:**

SFU ENGL 487

**Start Date:** September, January, May, subject to availability; registration deadline

**ENGL 4991**

PRINT-BASED 3 UNIV

**Directed Studies**

This course is a requirement for the completion of the Bachelor of Arts, English major and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts. Students review the original and interpretive literature in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.

**Prerequisite:**

General education and lower-level English requirements of the Bachelor of Arts, English Major 15 upper-level credits in English

**Note:** As registration procedures differ for Directed Studies courses, students are must consult with their program advisor before registering.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ENTR 4751**

ONLINE, PACED 3 UNIV

**New Venture Creation**

Students develop the skills, value, and attitudes needed for success as an entrepreneur whether starting a new venture from scratch, joining or acquiring an existing business or creating a new venture inside a larger organization. The primary activity is the development of a comprehensive business plan. Topics include an overview of entrepreneurship and small business in Canada; entrepreneurial mindset, characteristics, competences and ethics; creativity, idea generation and feasibility studies; business plans; part-time and full-time entrepreneurship; location and capacity planning; marketing research for new ventures; financing new ventures; creating a financial plan; legal structures and issues; new venture development team; risk analysis and management; and reviewing, identifying and evaluating educational technologies.

**Recommended Requisite:**

FNCE 2121 and MKTG 2431

**Start Date:** Registration deadline**Completion:** 13 weeks**ENVS 3991**

WEB-BASED or ONLINE, PACED 3 UNIV

**Environmental Studies:  
Sustainability**

This course is a Web seminar course offering special topics in environmental studies for in-depth-study. This upper-level course focuses on topics that are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting our natural resources. Particular emphasis will be placed on water, energy, and biodiversity and on the attempts to balance the impact of our activities with the environment's capacity to absorb them. This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business or general studies.

**Recommended Requisite:**

60 credits

**Start Date:** Continuous registration**Completion:** 30 weeks**FNCE 2121**

PRINT- or WEB-BASED 3 UNIV

**Financial Management**

Students develop a basic understanding of business finance which deals with how organizations effectively manage their operating and fixed assets and fund them with an optimal mix of debt and equity financing. Topics include financial statement analysis; financial forecasting; working capital management and short-term borrowing; valuing financial assets; cost of capital; capital budgeting and risk; capital markets and sources of long-term financing; dividend policy; and foreign exchange.

**Recommended Requisite:**

ACCT 1211 and ACCT 1221, ACCT 2211, CMNS 1290, MATH 1071, STAT 1201

**Start Date:** Continuous registration**Completion:** 30 weeks**FNCE 3151**

WEB-BASED 3 UNIV

**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 behaviour and market efficiency; behavioural finance and the psychology of investing; interest rates; bond prices and yields; portfolio management; return, risk and the security market line; performance evaluation and risk management; options and futures; fixed income, including corporate and government bonds and mortgage-backed securities; and international portfolio management.

**Recommended Requisite:**

FNCE 2121, ECON 2331

**Start Date:** Continuous registration**Completion:** 30 weeks**FNCE 3171**

ONLINE 3 UNIV

**Investments 2**

Building on FNCE 3151, *Investments 1*, students explore investing at an advanced level, focusing primarily on fixed income alternatives. Topics include measuring yield and bond price volatility; duration and interest rates; treasury and local government securities; residential mortgage loans; price and yield behaviour of pass-through securities; collateralized mortgage obligations and stripped mortgage-backed securities; collateralized debt obligations; bonds with embedded options; fixed income portfolio management; and liability-driven strategies and performance evaluation.

**Recommended Requisite:**

FNCE 3151

**Start Date:** Registration deadline**Completion:** 17 weeks**FNST 1019**

WEB-BASED

**SFU FNST 101**

3 UNIV

**The Cultures, Languages, and Origins of Canada's First Peoples**

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline and a survey of prehistory, traditional cultures and Aboriginal languages of Canada's First Nations.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline**Completion:** 13 weeks**FNST 2019**

WEB-BASED

**SFU FNST 201**

3 UNIV

**Canadian Aboriginal Peoples' Perspectives on History**

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European peoples. It also addresses questions of research methodologies in studying Aboriginal/European relations.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline**Completion:** 13 weeks

**FREN 0201**

PRINT- or WEB-BASED 0 PREP

**French I**

This basic introductory course emphasizes spoken French through the use of DVDs, CDs, phone conversations with the Open Learning Faculty Member and visual illustrations. The course is a useful tool for developing or refreshing basic French skills and is helpful as a prerequisite to FREN 1001.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**FREN 1001**

PRINT- or WEB-BASED 0 PREP

**French II**

This basic introductory course is a continuation of the work of FREN 0201 and emphasizes spoken French through the use of DVDs, CDs, phone conversations with the Open Learning Faculty Member and visual illustrations. The course is a useful tool for developing or refreshing basic French skills.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**FREN 1001**

PRINT- or WEB-BASED 3 UNIV

**Introduction to French I**

Based on the highly praised multimedia program *French in Action*, this course is designed for students with little knowledge of the language to begin their study of French at the university level. Students learn basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation. Throughout the course, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Prerequisite:**

French 10 or equivalent

**Exclusion:**

Students who speak French as their first language or who have taken either the French immersion program or Programme Cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**FREN 1011**

PRINT- or WEB-BASED 3 UNIV

**Introduction to French II**

This course is a continuation of the work of FREN 1001 and is based on the highly praised multimedia program *French in Action*. Students increase their speaking and writing abilities in a range of everyday situations. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Prerequisite:**

FREN 1001 or equivalent

**Exclusion:**

Students who speak French as their first language or who have recently taken either the French immersion program or Programme Cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**FREN 1209**

WEB-BASED

**SFU FREN 120**

3 UNIV

**French for Beginners**

This course provides an introduction to basic vocabulary, grammatical structures and speech patterns. Emphasis is placed on oral expression and listening comprehension. This course is reserved for students who have not studied or experienced French.

**Exclusion:**

SFU FREN 099

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**FRST 3073**

WEB-BASED 3 UNIV

**Forest Harvesting**

Students consider the engineering, economic and environmental factors associated with transportation and harvesting systems used in integrated forest resource management. These include forest road design and location; geotechnical engineering, and drainage; harvest planning, locating, and scheduling; and an international perspective on logging systems and their application in meeting silvicultural objectives.

**Recommended Requisite:**

Graduate studies with a recognized technical college or university, with a major in forestry, biology, wildlife, natural resources or geography  
Field experience and enrolment in in TRU's Natural Resource Sciences program

**Start Date:** Continuous registration

**Completion:** 30 weeks

**GEOG 1191**

PRINT- or WEB-BASED 3 UNIV

**Introduction to Human Geography 1: People and the Environment**

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. Students look at both "determinist" and "possibilist" views and focus on topics such as resource exploitation, population growth and the impact of human activities on the environment.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

Lower-level geography courses (such as GEOG 1221) or courses in other social sciences

**Start Date:** Continuous registration

**Completion:** 30 weeks



### GEOG 1221

PRINT- or WEB-BASED 4 UNIV

#### 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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### GEOG 2211

PRINT- or WEB-BASED 3 UNIV

#### Geography of Culture and Lands

This course is an introduction to the cultural geographic study of environment. Students focus on the evolution of landscape, the creation of vernacular regions, and human relationships with nature.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

An introductory human geography course

**Start Date:** Continuous registration

**Completion:** 30 weeks

### GEOG 2221

PRINT- or WEB-BASED 3 UNIV

#### Regional Geography of Canada

This course examines the physical, human and economic geography of Canada, from a regional context. Students focus on the many interconnections and relationships between the different regions, between different areas in the regions and between cities and the rural areas in each region. The distribution patterns of people, cultural groups and economic activities are explored to illustrate how the regions are part of larger, interconnected systems (Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### GEOG 2231

PRINT- or WEB-BASED 3 UNIV

#### Geography of British Columbia

This course uses the concepts and methods of regional geography to explore the character of British Columbia, through study of the province's diverse physical and human landscapes. Students focus on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization and economic activity. Students also examine how the province fits into a variety of regional settings: the Pacific Northwest, Canada, North America and the Pacific Rim.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

A first-year course in geography (GEOG 1221 or 1191), geology (GEOL 1011 or 1111) or equivalent skills and knowledge

**Start Date:** Continuous registration

**Completion:** 30 weeks

### GEOG 2649

WEB-BASED

### SFU GEOG 264

3 UNIV

#### Canadian Cities

This course provides a systematic introduction to urbanization in Canada. Topics addressed include Canadian urbanization as compared with other nations, especially the United States; metropolitan centres; resource towns; and the internal structure of cities.

#### Prerequisite:

SFU GEOG 100 or GEOG 162 or permission from the instructor

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

### GEOG 3129

WEB-BASED

### SFU GEOG 312

3 UNIV

#### Geography of Natural Hazards

This course provides an introduction to the occurrence and origin of natural hazards such as volcanic eruptions, landslides and so on. Interaction between the relevant natural processes and society is examined, as well as the prediction of natural events and the amelioration of the effects of such events within different cultural contexts.

#### Prerequisite:

SFU GEOG 111 or SFU EASC 101

#### Requisite Exclusion:

SFU GEOG 212

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GEOG 3991**

WEB-BASED 3 UNIV

**Global Climate Change and Regional Impacts**

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of issues from various perspectives. Students study how natural processes and human activity alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop their knowledge of: systems and energy flow and atmospheric and ocean circulation; methodologies, records, and indicators of climate change; and the consequences of human activity within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

**Prerequisite:**

60 credits

**Start Date:** Continuous registration

**Completion:** 30 weeks

**GEOL 1011**

PRINT-BASED 3 UNIV

**Introduction to Geoscience**

In this non-lab course, students examine the nature of the Earth and its development through time. Topics include the Earth's origins and composition; volcanoes; earthquakes; and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves.

**Exclusion:**

GEOL 1111

**Note:** A student who has completed GEOL 1011 may take GEOL 1111 to gain a lab science credit.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**GEOL 1031**

ONLINE, PACED 3 UNIV

**Dinosaur Earth**

Students explore dinosaurs and their domination of terrestrial habitats for approximately 160 million years during the Mesozoic era. The course begins with a review of global plate tectonics and climate with specific reference to the Mesozoic period. Students examine the evolution of the dinosaurs from early land-dwelling vertebrates, their diversification and their extinction 65 million years ago. The manner in which the ancestors of modern animals filled the habitats previously occupied by dinosaurs is also considered. This course is intended to meet the science requirements of non-science programs and to be of interest to students who have taken other courses in earth and environmental sciences.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** Registration deadline

**Completion:** 16 weeks

**GEOL 1111**

PRINT- or WEB-BASED 4 UNIV

**Introduction to Earth Science**

This lab course studies the nature of the Earth and its development through time. Students examine the Earth's origins and composition, in addition to volcanoes, earthquakes, and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves. The lab component of the course focuses on the identification and understanding of minerals and rocks, and on the interpretation of geological features from topographic maps.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

GEOL 1011

**Start Date:** Continuous registration

**Completion:** 30 weeks

**GEOL 2391**

WEB-BASED 3 UNIV

**Environmental Geology**

Students examine geological processes and material and their interaction with human activities, environmental planning and management.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

An introductory geology course

**Start Date:** Continuous registration

**Completion:** 30 weeks

**GERM 1049**

WEB-BASED

**SFU GERM 104**

3 UNIV

**German for Reading Knowledge I**

This is a first-year German course intended for absolute beginners who want to acquire some rudimentary reading knowledge of German.

**Exclusion:**

SFU GERM 103

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GEOL 2051**

WEB-BASED 3 UNIV

**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 Requisite:**

GEOL 1111

**Start Date:** Continuous registration

**Completion:** 30 weeks

**GERO 3009** **SFU GERO 300**  
WEB-BASED 3 UNIV

**Introduction to Gerontology**

This course examines the aging process from a multidisciplinary perspective. It deals with physical and health factors in aging, psychological aspects of behaviour in later life, economic and vocational factors in aging, family and community relations of older people and social policy and the politics of aging. Throughout the course, emphasis is placed on normal aging.

**Prerequisite:**

60 units

**Exclusion:**

SFU GERO 101

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GERO 3019** **SFU GERO 301**  
WEB-BASED 3 UNIV

**Research Methods in Gerontology**

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors programs; and elementary data analyses.

**Prerequisite:**

60 units

**Recommended Requisite:**

SFU STAT 203

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GERO 3029** **SFU GERO 302**  
WEB-BASED 3 UNIV

**Health Promotion and Aging**

This course includes an examination of the development of contemporary understanding and practice of health promotion. Students are given the opportunity to explore theories and models designed to explain health-related behaviours and the determinants of health. Strategies for behavioural change and development of socioenvironmental approaches are discussed in the context of an aging Canadian population.

**Prerequisite:**

60 units

**Recommended Requisite:**

SFU GERO 300

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GERO 4039** **SFU GERO 403**  
WEB-BASED 3 UNIV

**Counselling Issues with Older Adults**

This course is an examination of the ways of adapting counselling theory and practice to meet the needs of older adults and their families. Emphasis is placed on counselling techniques and outcomes appropriate to the needs of persons living independently, with their families or in institutional settings.

**Prerequisite:**

SFU GERO 300 and SFU PSYC 357 or SFU GERO 420/SA 420

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GERO 4069** **SFU GERO 406**  
WEB-BASED 3 UNIV

**Death and Dying**

This course focuses on providing the student with an in-depth understanding of the process of dying. By examining one's personal response to death as well as society's reaction and responsibilities toward dying, the student gains new insights in caring for the dying person.

**Prerequisite:**

60 units

SFU GERO 300

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GERO 4079** **SFU GERO 407**  
WEB-BASED 3 UNIV

**Nutrition and Aging**

This course examines specific nutritional conditions and concerns of the aging population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological and physical factors that influence food choice and ultimately nutritional status in aging.

**Prerequisite:**

60 units

SFU GERO 300 or SFU BPK 110

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GERO 4139** **SFU GERO 413**  
WEB-BASED 3 UNIV

**Sexuality and Aging**

This course focuses on all aspects of sex and aging and the issues that arise around sexual behaviour as we age. This course embraces an interdisciplinary perspective, taking into account the physiological, psychological, interpersonal and social influences that shape our understanding of sexuality in the aged.

**Recommended Requisite:**

SFU GERO 101 or SFU GERO 300

**Start Date:** January, subject to availability; registration deadline

**Completion:** 13 weeks

**GREK 1109** **SFU GRK 110**

WEB-BASED 3 UNIV

**Modern Greek for Beginners I**

This course is an introduction to the Greek language intended to help beginners develop survival skills in the most frequently encountered communicative situations.

**Prerequisite:**

Contact SFU's Hellenic Studies department

**Exclusion:**

SFU LANG 110

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GREK 1609** **SFU GRK 160**

WEB-BASED 3 UNIV

**Modern Greek for Beginners II**

This course aims to give a better understanding of basic Greek grammar to those who have acquired the basic language skills and to develop speaking and comprehension skills to carry on short conversations. Reading comprehension and the ability to write small paragraphs are also emphasized.

**Prerequisite:**

Contact SFU's Hellenic Studies department

**Exclusion:**

SFU LANG 160

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**GREK 2109** **SFU GRK 210**

WEB-BASED 3 UNIV

**Modern Greek for Intermediate I**

The aim of this course is to continue developing students' Greek language skills so that they can communicate in situations that extend beyond the basic level. The mediopassive voice for verbs, irregular classes of nouns and the structure of subordinate sentences are some of the grammatical topics covered. Students also receive extensive training in speaking, reading and writing at the level of a simple newspaper article.

**Prerequisite:**

SFU GRK 160 or permission from SFU's Hellenic Studies department

**Exclusion:**

SFU LANG 210

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**GREK 2609** **SFU GRK 260**

WEB-BASED 3 UNIV

**Modern Greek for Intermediate II**

This course continues the work developed in GRK 2109 (SFU GRK 210), including further training in speaking, reading and writing at an intermediate level.

**Prerequisite:**

GREK 2109 (SFU GRK 210) or permission from SFU's Hellenic Studies department

**Exclusion:**

SFU LANG 260

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**HART 4819** **UVIC HA 488P**

WEB-BASED 3 UNIV

**Human Resource Management in Cultural Organizations**

This course provides an intensive examination of the ways in which staff and volunteers are managed in cultural organizations, with particular emphasis on museum and heritage agencies. The course stresses integrated and planned approaches to human resource development. Topics include organizational dynamics; leadership and decision-making; board/staff relations; policy development; position descriptions; recruitment; performance planning; communications; legal considerations; and ethics and professionalism.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering

Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** September; registration deadline

**Completion:** 3 months

**HART 4839** **UVIC HA 486B**

WEB-BASED 3 UNIV

**Museum Principles and Practices II: Programming, Exhibitions, and Management**

Exhibitions and public programs are the primary means by which museums share their collections and knowledge with communities. This course explores the role and development of exhibitions and programs, with particular emphasis on public partnerships, audience development, and principles of design, implementation and evaluation. The course also addresses topics in museum management.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering

Work in or access to a local museum, gallery, heritage site or cultural organization

**Note:** Students interested in this course may also wish to take UVIC HA 486A.

**Exclusion:**

UVIC HA 486

**Start Date:** January; registration deadline

**Completion:** 3 months

**HART 4869**                      **UVIC HA 486A**  
WEB-BASED                      3 UNIV

**Museum Principles and Practices I: Communities, Curatorship, and Collections**

Museums, their collections and the knowledge they convey play a unique role in contemporary society. This course explores the purpose and functions of museums, with particular emphasis on relationships with communities and the ways in which knowledge is created and preserved through collections and research. Topics include history and organization of museums and collections curatorship, research, documentation and care.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering  
Work in or access to a local museum, gallery, heritage site or cultural organization

**Exclusion:**

UVIC HA 486

**Start Date:** September; registration deadline

**Completion:** 3 months

**HART 4879**                      **UVIC HA 487A**  
WEB-BASED                      3 UNIV

**Heritage Resource Management**

This course offers an intensive study of the nature and value of heritage resources worldwide and of management approaches that support their preservation and presentation. Topics include principles of heritage conservation, identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, heritage area revitalization strategies, planning for conservation and cultural tourism.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering  
Work in or access to a local museum, gallery, heritage site or cultural organization

**Exclusion:**

UVIC HA 487

**Start Date:** September; registration deadline

**Completion:** 3 months

**HART 4889**                      **UVIC HA 488D**  
WEB-BASED                      3 UNIV

**Caring for Museum Collections**

An examination of the physical characteristics of various types of museum collections, the ways they are affected by a range of environmental factors in their physical and social environments and the risk assessment, preventive conservation and treatment guidelines and procedures that are utilized to ensure the safe-keeping of artifacts and specimens in storage, on exhibit, in transit, and when in use for research and programming purposes. A specialized focus on collections type may be taken.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering  
Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** January; registration deadline

**Completion:** 4 months

**HART 4909**                      **UVIC HA 488A**  
WEB-BASED                      3 UNIV

**Managing Cultural Organizations**

This course provides an intensive study of the application of management theory and practice in cultural organizations, with particular emphasis on: characteristics of non-profit cultural organizations; governance and leadership; establishing mission goals and objectives; roles of executive and artistic directors; policy development and implementation; personnel management and team building; financial management; strategic and operational planning; information management; public relations; marketing; volunteer development; and ethical and legal issues.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering

Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** January; registration deadline

**Completion:** 3 months

**HART 4919**                      **UVIC HA 488B**  
WEB-BASED                      3 UNIV

**Collections Management**

This course looks provides an examination of the development and contemporary roles of museum collections, with an emphasis on the principles and practices involved in their management, including: policy development; legal and ethical considerations; documentation and information management; acquisitions; accessioning; deaccessioning; loans, risk management; and care and handling. Issues of ownership, access and collections planning are also addressed. Content may address specialized collections areas.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering

Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** January; registration deadline

**Completion:** 3 months

**HART 4929** **UVIC HA 488S**

WEB-BASED 3 UNIV

**Building Community Relationships**

Strong, sustained and mutually beneficial relationships with communities are critical to museums, heritage agencies and cultural organizations that seek relevant, positive and socially responsible roles in society. This course explores the complex factors that are reshaping relationships with communities and addresses methods of defining community characteristics and needs; potential community roles and relationships with cultural organizations; and strategies for creating and maintaining relationships with diverse groups.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering  
Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** September; registration deadline

**Completion:** 3 months

**HART 4939** **UVIC HA 488J**

WEB-BASED 3 UNIV

**Curatorship: Contemporary Perspectives**

This course examines the core curatorial concepts of collections planning, management, research, analysis, documentation and exhibition development, and relates them to the evolving roles of museums in society. Topics include collections and acquisition policies, object-oriented research methods, curatorial approaches to intangible heritage, documentation, information management, access, copyright, curatorial collaborations and the communication of research through exhibitions, public programming and print and electronic media.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering  
Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** September; registration deadline

**Completion:** 3 months

**HART 4959** **UVIC HA 488G**

WEB-BASED 3 UNIV

**Public Programming**

This course examines the critical role of public programming and interpretation in museums, galleries, heritage programs/sites and related agencies, and the relationship with learning and education. It emphasizes approaches, which respond to community interests and reflect curatorial priorities. Planning, delivery, management and evaluation strategies for a range of programming approaches are covered.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering

Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** September; registration deadline

**Completion:** 3 months.

**HART 4969** **UVIC HA 488U**

WEB-BASED 3 UNIV

**Managing Archival Collections**

This course provides a focus on archival collections as components of museum collections requiring specialized organization, management and care. Topics include the value and nature of archival materials; theories, principles and practices governing archival management; legal, administrative and frameworks; appraisal, acquisition, and accessioning; arrangement and description; physical processing and storage; preventive conservation; reference services and access; sharing archives and using them to enhance exhibits, education and outreach.

**Prerequisite:**

Permission from UVic's Cultural Resource Management program ([www.uvcs.uvic.ca/cultural](http://www.uvcs.uvic.ca/cultural)); contact [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca) before registering

Work in or access to a local museum, gallery, heritage site or cultural organization

**Start Date:** September; registration deadline

**Completion:** 3 months

**HIST 1121**

PRINT- or WEB-BASED 3 UNIV

**Canadian History to 1867**

Students are provided a general chronological overview of Canadian history in the pre-Confederation era, including an introduction to major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HIST 1161**

PRINT-BASED 3 UNIV

**Modern European History I: 1450-1800**

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the 17th century, the 18th-century Age of Enlightenment and developments in Eastern Europe and Russia, and culminating in the great watershed of the French Revolution. In addition to discussing military and political developments, the course describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU HIST 410 or SFU HUMN 416

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HIST 1221**  
 PRINT- or WEB-BASED 3 UNIV

**Post-Confederation Canadian History**

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social and economic development. Students analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two World Wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians and provincial demands for autonomy.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU HIST 102

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HIST 2251**  
 PRINT- or WEB-BASED 3 UNIV

**History of British Columbia**

This course surveys the past two centuries of the history of Canada's west coast province, and includes an overview of the major historical events in British Columbia. Students analyze their significance and examine the roles played by economics, geography, politics and social factors. This course is of interest to history majors and other arts students, teachers of social studies and local history enthusiasts.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

Successful completion of secondary school history courses and a first-year university history course or equivalent skills and knowledge

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HIST 2779** **SFU HIST 277**  
 WEB-BASED 3 UNIV

**History of Greek Civilization**

This course surveys the history of Greek civilization from Mycenaean Greece to the 20th century.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU HIST 307 ST

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HIST 3049** **SFU HIST 304**  
 WEB-BASED 4 UNIV

**Alexander the Great and the Quest for World Empire**

This course examines Alexander in the context of ancient history as well as his legacy, which provides unique insight into why there have been and continue to be illusive and deadly quests for world domination.

**Prerequisite:**

45 SFU units, including 9 units of lower-division history

**Exclusion:**

SFU HIST 391-4 D200 in Spring 2005, SFU HIST 309-4 E100 in Spring 2006 or SFU HIST 486 E100 in Summer 2007

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**HIST 3079** **SFU HIST 307**  
 WEB-BASED 4 UNIV

**Selected Topics in Hellenic Studies**

This course consists of selected topics in Hellenic Studies.

**Prerequisite:**

45 credits, including 9 units of lower division history

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HIST 3389** **SFU HIST 338**  
 WEB-BASED 4 UNIV

**World War II**

This course is an introduction to the history of the origins and course of the Second World War.

**Prerequisite:**

45 units, including 9 units of lower-division history units

**Recommended Requisite:**

SFU HIST 225

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HIST 3399** **SFU HIST 339**  
 WEB-BASED 4 UNIV

**The British Empire and Commonwealth**

This course provides an outline history of the British Empire and its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the "Westminster Model" of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

**Prerequisite:**

45 SFU units, including 9 units of lower-division history units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HIST 4991**  
PRINT-BASED 3 UNIV

**Directed Studies**

This course is a requirement for the completion of the Bachelor of Arts, History Major, and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.

**Prerequisite:**

General education and lower-level requirements of the Bachelor of Arts, History Major, and a minimum of 15 upper-level credits in history

**Note:** As registration procedures differ for Directed Studies courses, students must consult with their Program Advisor before registering.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLSC 3309** **SFU HSCI 330**  
WEB-BASED 3 UNIV

**Exploratory Strategies in Epidemiology**

This course deals with the concepts and measurements of human population dynamics in epidemiological inference. Identification of causes and prevalence of disease. Demographic and molecular methodology to assess the determinants of health and disease.

**Prerequisite:**

9 SFU HSCI credits, including one HSCI 200 division course

**Corequisite:**

Either SFU STAT 302 or SFU STAT 305

**Start Date:** September, January, May, according to availability; registration deadline

**Completion:** 13 weeks

**HLTH 1001**  
WEB-BASED 2 CT

**Health 2: Lifestyle and Choices**

Students are introduced to a holistic concept of health and the components of a health-enhancing lifestyle. Participants are invited to reflect on their own experience of health while recognizing challenges and resources that can impact lifestyle choices. Students are also introduced to a model that is applied to understanding the multi-faceted aspects of health and healing.

**Prerequisite:**

Admission to the Health Care Assistant program or permission of the Associate Dean or designate

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 1011**  
WEB-BASED 3 CT

**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.

**Prerequisite:**

HLTH 1001, HLTH 1051

Admission to the Health Care Assistant program or permission of the Associate Dean or designate

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 1021**  
WEB-BASED 3 UNIV

**Nutrition for Health and Changing Lifestyles**

Students are introduced to the relationship between nutrition and health. Students focus on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture and identifying standards of healthy eating in Canada.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 1051**  
WEB-BASED 3 CT

**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.

**Prerequisite:**

Admission to the Health Care Assistant program or permission of the Associate Dean or designate

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 1061**  
WEB-BASED 3 CT

**Medical English**

Participants develop and strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development is facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications, medication administration and health care contexts. Through the use of reading for general meaning, word expansions, and vocabulary building, internationally educated health care providers are able to acquire career-specific language development.

**Recommended Requisite:**

Satisfactory completion of TRU Language and Writing Assessment English assessment, if English is the student's second or additional language

Previous health care education

**Note:** This course is intended for students who have English as a second or additional language.

**Start Date:** Continuous registration

**Completion:** 30 weeks



### HLTH 1101

WEB-BASED 3 CT

#### Health Care Assistant: Introduction to Practice

This course focuses on workplace settings and contexts, team work in health care settings, legal and ethical issues, professional approaches to practice and self-reflective practice. Students are also introduced to employability skills that will be helpful in finding a position.

#### Prerequisite:

HLTH 1001, HLTH 1051, HLTH 1011

Admission to the Health Care Assistant program or permission of the Associate Dean or designate

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HLTH 1121

WEB-BASED 3 CT

#### Foundational Human Anatomy: Physiology for Health Promotion

This course promotes the entry-level health professional's understanding, communication and application of foundational anatomy and physiology knowledge, for the promotion of continuing physical health for people of all ages. Foundational to the practice of health is awareness of body systems and recognition of body system changes across the lifespan. Students gain knowledge of appropriate interventions to maintain physical health and reduce the chances of disease from physiological dysfunction and develop the ability to communicate this knowledge to others.

#### Prerequisite:

Provincial Grade 12 Biology (C+ or higher) or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HLTH 1131

WEB-BASED 1 CT

#### The Electrocardiogram

This introductory course explores 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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HLTH 1141

WEB-BASED 3 CT

#### Introduction to Electrocardiography

This course is designed specifically for health care practitioners interested in gaining the knowledge required to perform 12-lead electrocardiograms (ECGs). Information on the anatomy and physiology of the heart, lead theory, ECG equipment, troubleshooting and dealing with a variety of patient situations are also reviewed. Emphasis is placed on the 12-lead ECG, recognition of arrhythmias that require immediate response and the properties that comprise an accurate ECG tracing.

#### Recommended Requisite:

HLTH 1981

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HLTH 1153

WEB-BASED 3 CT

#### Personal Care and Assistance: Theory

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course assists the student to integrate theory from other courses and to develop a theoretical understanding of caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

#### Prerequisite:

HLTH 1001, HLTH 1011, HLTH 1051, HLTH 1101, HLTH 1201, HLTH 1351

#### Corequisite:

HLTH 1001, HLTH 1011, HLTH 1051, HLTH 1101, HLTH 1201, HLTH 1351

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HLTH 1155

IN-PERSON 1 CT

#### Personal Care and Assistance: Skills Practicum

This course offers students an opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course is comprised of class and supervised laboratory experiences which assist the student in integrating theory from other courses. Students develop caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

#### Prerequisite:

HLTH 1001, HLTH 1011, HLTH 1051, HLTH 1101, HLTH 1153, HLTH 1201, HLTH 1351

**Note:** The lab course is held for 5 days (30 hours) several times per summer at TRU, Kamloops.

**Start Date:** Registration deadline

**Completion:** 5 days

### HLTH 1201

WEB-BASED 4 CT

#### 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.

#### Prerequisite:

HLTH 1001, HLTH 1051, HLTH 1101, HLTH 1153, HLTH 1351

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 1251**

IN-PERSON 2 CT

**Practice Experience in Home Support and/or Assisted Living**

This course provides students with an opportunity to apply their accumulated knowledge and skills with individuals and families in a community setting. Opportunities are provided for students to become more familiar with the role of the Health Care Assistant within a Home Support Agency and gain abilities that prepare graduates to assume the role of a Community Health Worker.

**Prerequisite:**

Admission to the Health Care Assistant program

HLTH 1001, HLTH 1011, HLTH 1051, HLTH 1201, HLTH 1153, HLTH 1155, HLTH 1301, HLTH 1351

**Start Date:** Continuous registration

**Completion:** 30 weeks (60 clinical hours), depending on particular clinical environment, scheduling and individual Health Care Assistant competencies

**HLTH 1301**

IN-PERSON 7 CT

**Practice Experience in Multi-Level or Complex Care**

This supervised clinical practice experience provides students with an opportunity to apply the knowledge and skills gained from previous program courses while working with individuals in a multilevel or complex care setting. A portion of this clinical experience is devoted to working with individuals who experience cognitive challenges. Students gain expertise and confidence with the role of the Health Care Assistant within a continuing care facility.

**Prerequisite:**

HLTH 1001, HLTH 1011, HLTH 1051, HLTH 1101, HLTH 1153, HLTH 1155, HLTH 1201, HLTH 1351

**Start Date:** Continuous registration

**Completion:** 30 weeks (210 clinical hours), depending on the clinical environment, scheduling and individual Health Care Assistant competencies

**HLTH 1351**

WEB-BASED 2 CT

**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.

**Prerequisite:**

HLTH 1001, HLTH 1011, HLTH 1051, HLTH 1101, HLTH 1201

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 1981**

WEB-BASED 3 CT

**Medical Terminology**

This course uses a systematic approach to teach medical terminology to those who plan to be involved in or are already engaged in the medical, dental, nursing, veterinary, or allied health fields. Students develop a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2121**

WEB-BASED 3 CT

**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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2501**

WEB-BASED 4 UNIV

**Pathophysiology**

Students discuss the general principles of disease and review information dealing with specific disorders of body systems or individual organs. This course is designed for a target audience of health care practitioners.

**Recommended Requisite:**

Two semesters of anatomy and physiology

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2511**

WEB-BASED 3 UNIV

**Introduction to Pharmacology**

Students develop an understanding of the theoretical concepts surrounding pharmacology, such as the pharmacokinetics and pharmacodynamics of drugs, and the concepts surrounding pharmacotherapy. This course gives specific information concerning cardiopulmonary, vascular, central and peripheral nervous system, and antimicrobial drug classifications, as well as common examples in each classification. With each classification of drugs covered, their mode of action, their clinical effects and side effects will be emphasized. Side effects are emphasized.

**Recommended Requisite:**

Two-year health care diploma program

Sound knowledge of human anatomy and physiology and pathophysiology

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2573**

WEB-BASED 3 UNIV

**Arterial Blood Gases**

This in-depth course examines the basic principles of chemistry and physics related to blood gases and the physiology of respiration. The non-invasive measurements and interpretation, collection and sampling of blood gases are examined, with particular emphasis on clinical applications.

**Recommended Requisite:**

Two-year health care diploma program

Sound knowledge of human anatomy and physiology and pathophysiology

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2707**

WEB-BASED 1 UNIV

**Seniors Living Observational Practicum**

Students explore the roles and skills required for employment in the seniors living industry and develop an understanding of the seniors' living environment. This course should be completed early in the certificate program.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2911**

WEB-BASED 3 UNIV

**Perinatal Nursing: Foundational Concepts**

Participants gain a solid foundation in the basic knowledge required in perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical, and cultural influences on the childbearing family, the health care resources available to support families and the entry-level nursing competencies and standards of care required in perinatal practice.

**Prerequisite:**

Second-year standing in TRU's Nursing program

A letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) or permission of the Associate Dean or delegate

Evidence of having met the CRNBC English requirements when English is a second or additional language

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 2931**

WEB-BASED 3 UNIV

**Psychiatric and Mental Health Nursing**

This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional and cultural aspects of psychiatric-mental health care. Students enhance their therapeutic relational-communication skills, assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within interprofessional and intersectoral psychiatric-mental health practice.

**Prerequisite:**

Second-year standing in TRU's Nursing program

A letter of assessment or recommendation of the College of Registered Nurses of British Columbia (CRNBC) or permission of the Associate Dean or delegate

Evidence of having met the CRNBC English requirements when English is a second or additional language

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 3101**

ONLINE, PACED 3 UNIV

**Client-Directed Care Management**

This course is intended for professionals working in the health system and for upper-level students in health degree programs who wish to develop their knowledge and skill in care management. Students explore the theory of care management within a client-directed service philosophy, including ethical decision-making using bioethical principles, the balancing of autonomy and risk, the legal context of care management and system barriers to client-directed service delivery. Using teleconferences and online discussions (mainly small-group seminars), the course is delivered in the context of current and emerging health policy and organizational structures.

**Recommended Requisite:**

A Health Care diploma

Experience in a health care setting  
Recent upper-level coursework

**Start Date:** Registration deadline

**Completion:** 16 weeks

**HLTH 3611**

WEB-BASED 3 UNIV

**Professional Growth**

This course is designed to reacquaint health practitioners with the standards that govern professional practice, update participants' awareness of Canadian health care system trends and perspectives, and advance their understanding of disciplinary inquiry emerging from multiple ways of knowing.

**Prerequisite:**

Admission to the Return to Registered Nurse Practice Program or permission of the Associate Dean or designate

Current CRNBC Registration

**Start Date:** January, May and September; registration deadline

**Completion:** 16 weeks

**HLTH 3621**

WEB-BASED 3 UNIV

**Relational Practice**

This course is designed to advance the relational knowledge and skill of health professionals. Relational health concepts are emphasized, such as communication; leadership; interprofessional practice; teaching and learning; diversity; power; and the client as a person, family and community.

**Prerequisite:**

Admission to the Return to Registered Nurse Practice Program or permission of the Associate Dean or designate

Current CRNBC Registration

**Start Date:** January, May and September; registration deadline

**Completion:** 16 weeks

**HLTH 3631**

ONLINE, PACED 3 UNIV

**Clinical Decision Making**

This course is designed to enhance the professional health practitioner’s clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-making framework, participants are supported to explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

**Prerequisite:**

Admission to the Return to Registered Nurse Practice Program; current CRNBC Registration; or permission of the Associate Dean or designate

**Start Date:** January, May and September; registration deadline

**Completion:** 16 weeks

**HLTH 3707**

WEB-BASED 2 UNIV

**Seniors Living Project Practicum**

This course, to be completed near the end of the certificate, provides an opportunity for students to consolidate learning throughout the program with the completion of an on-site project.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 3713**

IN-PERSON 5 CT

**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, labour relations in the workplace, staff development and residential services.

**Recommended Requisite:**

MNGT 1211, MNGT 2131, HRMN 2821, HLTH 1021, HLTH 3711

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HLTH 4001**

ONLINE, PACED 3 UNIV

**Social Determinants of Health**

This course provides an opportunity for participants to develop or strengthen their understanding of social determinants of health using local, regional, national and international perspectives. Participants critically examine social inequities and the health consequences in diverse populations.

**Recommended Requisite:**

60 credits

**Start Date:** Registration deadline

**Completion:** 16 weeks

**HLTH 4011**

ONLINE, PACED 3 UNIV

**Issues in Health Care**

This course explores current issues in health care, and the Canadian health care system. Students review issues from a range of perspectives, such as those of an individual, family member, health care professional, lobby group, health care administrator or politician. Critical thinking skills and knowledge of health determinants in global and Canadian contexts are developed in small groups. Issue analysis touches on legal and ethical frameworks and students build on their understanding of the code of ethics and the scope of practice for their health care profession.

**Recommended Requisite:**

Familiarity with health care issues in Canada

Fourth-year standing

**Start Date:** Registration deadline

**Completion:** 16 weeks

**HLTH 4021**

ONLINE 3 UNIV

**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.

**Prerequisite:**

HLTH 4011

**Start Date:** Registration deadline

**Completion:** 16 weeks

**HLTH 4039**

WEB-BASED

**UVIC PHSP 503**

3 UNIV

**Constructions of Health Principles of Health Promotion**

This course explores the social, cultural and behavioural constructions of health, with an emphasis on critically examining the strengths and challenges of addressing complex public health issues. It includes a focus on cultural competence with an emphasis on discovering one’s own cultural location and a critical examination of the intersection of discriminatory perspectives and health disparities. Health promotion principles, constructs and approaches are explored as a basis for public health practice.

**Note:** This is a core course in the Master of Public Health Program, School of Public Health and Social Policy at UVic.

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**HLTH 4511**

WEB-BASED

3 UNIV

**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.

**Prerequisite:**

Fourth-year standing or permission from the School of Nursing or School of Social Work

**Start Date:** Continuous registration**Completion:** 30 weeks**HLTH 4521**

WEB-BASED

3 UNIV

**Assessment and Intervention Approaches to Problematic Substance Use**

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 addiction 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.

**Prerequisite:**

HLTH 4511

**Start Date:** Continuous registration**Completion:** 30 weeks**HRMN 2821**

WEB-BASED

3 UNIV

**Human Resource 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.

**Recommended Requisite:**

CMNS 1290, ORBG 2811

**Start Date:** Continuous registration**Completion:** 30 weeks**HRMN 3831**

WEB-BASED

3 UNIV

**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.

**Recommended Requisite:**

HRMN 2821

**Start Date:** Continuous registration**Completion:** 30 weeks**HRMN 3841**

PRINT-BASED

3 UNIV

**Employee and Labour Relations**

Students explore the different aspects of union-management relations, while focusing on both the Canadian and international experience. Topics include an overview of labour relations; the participants in labour relations; the union certification process; collective bargaining; reaching an impasse in bargaining; the administration of the contract; and resolving contract disputes.

**Recommended Requisite:**

HRMN 2821

**Start Date:** Continuous registration**Completion:** 30 weeks**HRMN 4831**

WEB-BASED

3 UNIV

**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.

**Start Date:** Continuous registration**Completion:** 30 weeks

**HRMN 4841**  
 WEB-BASED 3 UNIV

**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 instil 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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HRMN 4891**  
 WEB-BASED 3 UNIV

**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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HUMN 1029** **SFU HUM 102W**  
 WEB-BASED 3 UNIV

**Classical Mythology**

This course is delivered as a writing-intensive course.

This course is an introduction to the central myths of the Greeks and Romans. It investigates the nature, function and meaning of myths in the classical world and their considerable influence on Western civilization.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HUMN 1309** **SFU HUM 130**  
 WEB-BASED 3 UNIV

**Introduction to Religious Studies**

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU GS 230, SFU HUM 230

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HUMN 1519** **SFU HUM 151**  
 WEB-BASED 3 UNIV

**Ancient Greek I : An Introduction to the Classical Greek Language**

This course provides an introduction to the Ancient Greek language.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HUMN 1619** **SFU HUM 161**  
 WEB-BASED 3 UNIV

**Latin I**

This course provides an introduction to the Latin language.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HUMN 1629** **SFU HUM 162**  
 ONLINE, PACED 3 UNIV

**Latin II**

This course offers a continuation of Latin I (SFU HUM 161). The course utilizes a variety of online communication technologies and involves high levels of interaction among students and course tutors.

**Prerequisite:**

SFU HUM 161 or permission from SFU's Language Training Institute [asklti@sfu.ca](mailto:asklti@sfu.ca).

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**HUMN 3011**  
 PRINT- or WEB-BASED 3 UNIV

**The History of Science**

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time, and how these changes have impacted our world.

The discussion addresses issues such as societal attitudes toward science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions include: What is science for? Whom is it for? How has science changed over time? How does - and how should - society use science?

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

University-level studies in history, science or social sciences

**Exclusion:**

SFU HUMN 300

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HUMN 3981**  
 WEB-BASED 3 UNIV

**Issues in Latin American Studies**

This online seminar course explores the social aspects of the economic, political, and cultural issues facing Latin American countries.

After an introduction to the basic issues for understanding Latin

America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education, and general studies.

**Prerequisite:**

60 credits

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HUMN 3991

WEB-BASED

3 UNIV

#### Issues in Science and Society

This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and 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.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

University-level studies in history, science or social sciences

#### Exclusion:

SFU HUMN 300

**Note:** This course is one in a series of upper-level critical analysis and research courses offered by TRU-OL. Other courses offered in this series are ENVS 3991, VISA 3991, GEOG 3991, HUMN 3991, POLI 3991, PSYC 3991, SOCI 3991.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HUMS 1091

WEB-BASED

4 UNIV

#### Introductory Counselling

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to identify issues and through role playing, practise and demonstrate new skills. Before completing the final assignment, students are required to complete HUMS 1101, *Introductory Counselling Skills*).

This course begins with an exploration of the concept of relationship as the critical ingredient to effective helping. The course ends with the opportunity to acquire basic communication and interviewing skills in working with clients to resolve issues using the problem-solving model, empowering and relationship building. You will be required to demonstrate personal integration of the helping skills covered in this course in simulated practice sessions using learning partners, teleconferencing, video viewing, and the production of a video with critique.

**Note:** Students will work with a self-selected volunteer learning partner to complete some assignments. This course will be accepted in the Social Service Program until the replacement courses are available: HUMS 1541, HUMS 1611.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HUMS 1101

WEB-BASED

1 UNIV

#### Introductory Counselling Skills

This course is designed to give students the opportunity to practice and receive feedback on their core communication, interview, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. The purpose of this course is to: allow the opportunity for role-play interventions in case simulations; clarify the basic communication concepts for social service practitioners; discuss areas of concern and prepare follow-through plans to further your professional growth.

#### Recommended Requisite:

HUMS 1091, including the completion of three course assignments or approval of the program area

**Note:** This course is only available for registration to students residing in Canada.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### HUMS 1541

ONLINE, PACED

3 UNIV

#### 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.

**Note:** This course is part of the Social Service Certificate program; however, non-program students are welcome.

**Start Date:** Registration deadline

**Completion:** 16 weeks

**HUMS 1581**

ONLINE 3 UNIV

**Introduction to Professional Human Service Practice**

This course orients students in the field of human services. Sessions will introduce students to professional values, ethics, conduct and self renewal. Strategies for effective observation and record keeping skills will be covered. This course includes a one-week field work experience for students.

**Note:** This course is part of the Social Service Certificate program; however, non-program students are welcome.

The one-week field work experience is student self-directed as part of a course assignment.

**Start Date:** Registration deadline

**Completion:** 14 weeks

**HUMS 1611**

WEB-BASED 3 UNIV

**Interviewing Skills**

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.

**Note:** This course is part of the Social Service Certificate program; however, non-program students are welcome.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**HUMS 1671**

PRINT- or WEB-BASED 6 CT

**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 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.

**Prerequisite:**

Social Service Worker Certificate program admission

**Note:** It is expected that students will complete the practicum hours in a social service agency other than their present place of employment.

**Start Date:** Continuous registration

**Completion:** 15 to 30 weeks

**HUMS 1771**

ONLINE, PACED 3 UNIV

**Introduction to First Nations Studies and Human Service Practice**

This course will introduce students to the historical process of colonization in Canada, and the resulting societal, political, linguistic, spiritual and cultural impacts that are challenging First Nations people today. Attention will be paid to understanding the past and working with the present and future within 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.

**Note:** This course is part of the Social Service Certificate program; however, non-program students are welcome.

**Start Date:** Registration deadline

**Completion:** 16 weeks

**IBUS 3511**

WEB-BASED 3 UNIV

**International Business**

Students examine globalization and the steps managers take to establish or expand their operations in international markets. Students explore the influence of forces such as culture, economics, politics and geography on management decision making. Topics include the business and economic impact of globalization; the economic, geographical, social, cultural, political, and legal influences on global business; international business opportunities and modes of entry; the risks associated with global business; human resource needs for international operations; financing international ventures; international marketing issues, including customer benefits, promotions, pricing, product or service branding and targeting strategies; international production and distribution; and planning an international business venture.

**Prerequisite:**

60 credits

**Recommended Requisite:**

MKTG 2431, MNGT 1711, MNGT 1211

**Start Date:** Continuous registration

**Completion:** 30 weeks



**JAPN 1009** **SFU JAPN 100**  
WEB-BASED 3 UNIV

### Introduction to Japanese

This course is a comprehensive introduction to the Japanese language, providing basic oral and written communication skills through an emphasis on vocabulary, grammar and culture. The three Japanese writing systems are also introduced (hiragana and katakana for production; some kanji for recognition only).

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

Knowledge or experience in Japanese beyond the level of this course; consult with SFU's Language Training Institute advisor for placement. [asklti@sfu.ca](mailto:asklti@sfu.ca)

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**JAPN 1019** **SFU JAPN 101**  
WEB-BASED 3 UNIV

### Introduction to Japanese II

This course continues the work of JAPN 1009.

#### Prerequisite:

JAPN 1009 or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 1059** **SFU BPK 105**  
WEB-BASED 3 UNIV

### Fundamentals of Human Structure and Function

This course focuses on the basic anatomy and physiology of the skeletal, muscular, nervous, endocrine, cardio-respiratory, urinary, digestive, immune and reproductive systems.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

Biology 11, Chemistry 11, Physics 11

#### Exclusion:

Kinesiology major and honours studies  
SFU BPK 208

**Note:** SFU BPK 205 or 208 may be used as a substitute for KINE 1059 by students in the Kinesiology Minor and Certificate programs.

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 1109** **SFU BPK 110**  
WEB-BASED 3 UNIV

### Human Nutrition: Current Issues

This course is an introduction of the principles of human nutrition, with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 1119** **SFU BPK 111**  
WEB-BASED 3 UNIV

### Food and Food Safety

This course includes basic information on food; the safety of the food supply; and current issues around production, storage and distribution of food. Students gain an understanding of basic food components, the physical foundations of food science and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

Chemistry 11

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 1409** **SFU BPK 140**  
WEB-BASED 3 UNIV

### Contemporary Health Issues

This course explores health from a holistic perspective, in which health is viewed as physical, psychological and social well-being. It considers genetics; environment; personal health behaviours (such as diet, exercise, stress management and drug use); socioeconomic status; health care delivery systems; and aging, with the intent to improve students' abilities to evaluate health information.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 1429** **SFU BPK 142**  
WEB-BASED 3 UNIV

### Introduction to Kinesiology

This course examines the basic procedures for the assessment of the status and performance of the individual, according to principles of anthropometry, functional anatomy, biomechanics, exercise physiology and motor learning.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

Biology 11, Chemistry 11, Physics 11

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 1439** **SFU BPK 143**  
WEB-BASED 3 UNIV

**Exercise: Health and Performance**

This course introduces the student to exercise physiology and focuses on personal exercise prescription to improve aerobic capacity, muscular strength and endurance and flexibility. Topics such as athletic conditioning (speed and power training); the effects of nutritional and environmental factors on exercise; and the role of exercise in weight control and stress management are also considered.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

Medical clearance from the student's personal physician

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 3109** **SFU BPK 310**  
WEB-BASED 3 UNIV

**Exercise/Work Physiology**

This course is the study of human physiological responses and adaptations to acute and chronic exercise/work. Cardiorespiratory, cellular and metabolic adaptations are studied and discussed in detail.

**Prerequisite:**

SFU BPK 205 and SFU MBB 201 or SFU MBB 231

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

SFU BPK 201

**Exclusion:**

SFU BPK 410

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 3119** **SFU BPK 311**  
WEB-BASED 3 UNIV

**Applied Human Nutrition**

In this course, the principles of nutritional biochemistry are applied to nutrition in the life cycle: pregnancy, lactation, infancy, childhood, adolescence and aging. The second part of the course deals with common disease conditions where nutrition plays an important role in prevention or treatment or both. The course is presented in the Canadian context and features sources of help on Canadian practice, standards and regulations.

**Prerequisite:**

SFU BPK (or KIN) 105 or SFU BPK 205, and SFU BPK 110

**Exclusion:**

SFU BPK 220

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 3129** **SFU BPK 312**  
WEB-BASED 3 UNIV

**Nutrition for Fitness and Sport**

This course examines the theory and application of nutrition for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks and regulations. Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small-group projects investigating specific nutrition issues and products.

**Prerequisite:**

SFU BPK (or KIN) 105 or SFU BPK 205, and SFU BPK 110

**Exclusion:**

SFU KIN 312 or SFU BPK (or KIN) 424

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 3259** **SFU BPK 325**  
WEB-BASED 3 UNIV

**Basic Human Anatomy**

This course is for students interested in physical education, health science professions and the liberal arts. It includes discussions on applied anatomy, aging and common dysfunctions and diseases to enable students to see the relationship between structure and function.

**Prerequisite:**

SFU BPK (or KIN) 142, SFU BPK (or KIN) 105 (C or higher), or SFU BPK (or KIN) 205

**Exclusion:**

SFU BPK (or KIN) 324, SFU BPK (or KIN) 326, SFU BPK 325

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 3429** **SFU BPK 342**  
WEB-BASED 3 UNIV

**Active Health**

An extension of SFU BPK (or KIN) 143, this course parallels the on-campus course SFU BPK 343. This course is designed for students completing the Health and Fitness Certificate and/or a Kinesiology minor. The goal of the course is to provide students with an opportunity to appreciate the principles of exercise leadership, assess individual fitness needs, design programs and monitor the effects of prescribed exercise.

**Prerequisite:**

SFU BPK (or KIN) 105 or SFU BPK 205, and SFU BPK 143

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 3759** **SFU BPK 375**

WEB-BASED 3 UNIV

**Human Growth and Development**

This course focuses on the fundamentals of physiological growth and development from conception to maturity. Topics included form a strong foundation for those interested in designing appropriate activity programs for children of all ages.

**Prerequisite:**

SFU BPK (or KIN) 105 or SFU BPK 205, and SFU BPK 142

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**KINE 4619** **SFU BPK 461**

WEB-BASED 3 UNIV

**Physiological Aspects of Aging**

This course is designed for those who require a serious but fairly broad discussion of specific physiological aspects of aging. The overall emphasis is on humans and other mammalian species and the varieties of aging changes they manifest. Students are required to do research outside of the course materials.

**Prerequisite:**

SFU BPK (or KIN) 105 or SFU BPK 205, and SFU BPK 142

90 units

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**LATN 1619** **SFU HUM 161**

WEB-BASED 3 UNIV

**Latin I**

This course provides an introduction to the Latin language.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, according to availability; registration deadline

**Completion:** 13 weeks

**LATN 1629** **SFU HUM 162**

WEB-BASED 3 UNIV

**Latin II**

This course is the continuation of Latin I.

**Prerequisite:**

LATN 1619 or permission of the instructor

**Start Date:** September, January, May, according to availability; registration deadline

**Completion:** 13 weeks

**LBRS 1019** **SFU LBST 101**

WEB-BASED 3 UNIV

**Introducing Labour Studies**

This course provides an introduction to key concepts necessary for understanding the character and organization of work in contemporary society. The discussion of issues such as how our society decides who works, what the work will be and under what conditions people work is situated in the context of current debates, trends and issues.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**LEAD 3511**

WEB-BASED 3 UNIV

**Occupational Health & Safety Legislation and Standards**

This course sets the foundation for occupational health and safety in Canada, within an industrial context. By clearly establishing the rights and responsibilities of the various workplace parties within the workplace, students will be able to interpret and apply statute and best practices to the workplace in a manner that will provide for consensus and understanding on the shop floor and due diligence from all levels of supervision and management.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

Third-year standing in the Bachelor of Technology, Trades and Technology Leadership program

HRMN 2821, MNGT 1111, MNGT 1211

**Start Date:** Continuous registration

**Completion:** 30 weeks

**LEAD 4901**

WEB-BASED 3 UNIV

**Strategic Thinking for Leadership**

LEAD 4901: 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.

**Recommended Requisite:**

Fourth-year standing in the Bachelor of Technology, Trades and Technology Leadership program

**Start Date:** Registration deadline

**Completion:** 13 weeks

**MACM 1019** **SFU MACM 101**

WEB-BASED 3 UNIV

**Discrete Mathematics I**

This course is an introduction to counting, induction, automata theory, formal reasoning and modular arithmetic.

**Prerequisite:**

Mathematics 12 or equivalent

**Recommended Requisite:**

Any Math course that enhances students' logical reasoning skills

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**MATH 0101**

PRINT-BASED NC

**Practical Mathematics**

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

**Recommended Requisite:**

Mathematics 11 or self-assessment test available from Student Services

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 0401**

PRINT-BASED 0 PREP

**Intermediate Mathematics**

This ABE intermediate-level math course is equivalent to Grade 10 Algebra. Upon completion of this course, students are well-prepared for the ABE advanced-level course, MATH 0523: 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 Requisite:**

Mathematics 11 or self-assessment test available from Student Services

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 0523**

PRINT-BASED 0 PREP

**Advanced Mathematics**

This advanced-level algebra course is equivalent to Grade 11 Algebra. The course offers an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

**Prerequisite:**

MATH 0401, Grade 10 algebra, or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 0633**

PRINT-BASED NC

**Pre-Calculus**

This course is equivalent to Mathematics 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 fulfils the requirement for Provincial Level Math.

**Prerequisite:**

MATH 0523, Mathematics 11 or equivalent and some basic algebra

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 1001**

PRINT- or WEB-BASED 3 UNIV

**Pre-Calculus Mathematics**

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, students are instructed in equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

**Recommended Requisite:**

MATH 0633

Test MA12: Principles of Math 12 or Pre-Calculus 12 or equivalent

Self-assessment test available from Student Services

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 1071**

PRINT- or WEB-BASED 3 UNIV

**Fundamentals of Mathematics for Business and Economics**

This course is designed for Business and Economic students. Topics include the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, difference equations, and mathematics of finance (including simple and compound interest: discrete and continuous, annuities, mortgages, loans).

**Recommended Requisite:**

MATH 1001 completed within the last two years

Test MA12: Principles of Math 12

**Exclusion:**

MATH 1091

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 1091**

PRINT- or WEB-BASED 3 UNIV

**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.

**Prerequisite:**

MATH 0523 or equivalent

Test MA11: Principles of Math 11, Pre-Calculus 11, Test MF12: Foundations of Math 12

Self-assessment test available from Student Services

**Note:** This course is not the equivalent of TRU's MATH 1070 or MATH 1071. This course does not meet the mathematics or science requirements for arts and science degree programs offered through TRU-OL.

**Exclusion:**

MATH 1070 and 1071

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MATH 1101

PRINT-BASED

3 UNIV

#### Finite Mathematics

First year university students are provided an opportunity to develop mathematical skills in areas other than calculus. The course has a numerical leaning tied to solving problems that have direct relevance in the “real world,” and including such topics as systems of linear equations, linear programming, finite probability, and descriptive statistics.

#### Recommended Requisite:

MATH 0523 or equivalent

Test MA11: Principles of Math 11, Pre-Calculus 11, Test MF11: Foundations of Math 11

Self-assessment test available from Student Services

**Note:** Students with credit for MATH 1091 or equivalent may not be required to take this course for TRU-OL business programs.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MATH 1141

PRINT-BASED

3 UNIV

#### Calculus I

This is considered a first course in calculus, primarily for students intending to continue to advanced courses in calculus, and mathematics in general. Students conduct a detailed study of differential calculus and its applications, and are introduced to antiderivatives.

#### Recommended Requisite:

MATH 1001 or MATH 0633

Test MA12: Principles of Math 12  
Pre-Calculus 12

Self-assessment test available from Student Services

#### Exclusion:

Not more than one of MATH 1157, MATH 1171 and MATH 1141

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MATH 1157

PRINT-BASED

3 UNIV

#### Calculus for Biological and Social Sciences

This course emphasizes applications rather than theory. Students begin with a review of algebra, to ensure the necessary mathematical skills to succeed in the course, and before they are introduced to limits and continuity. Students then progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima. Students apply these mathematical tools to a variety of “real-world” problems, including medical issues, epidemics, carbon dating, memory and criminology.

#### Recommended Requisite:

MATH 1001 or MATH 0633

Test MA12: Principles of Math 12  
Pre-Calculus 12

Self-assessment test available from Student Services

#### Exclusion:

Not more than one of MATH 1157, MATH 1171, MATH 1141

**Note:** This course does not meet the calculus requirement of the TRU-OL Associate of Science or Bachelor of Science degree programs.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MATH 1171

PRINT-BASED

3 UNIV

#### Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. Students begin with a brief review of algebra in order to ensure the necessary mathematical skills to succeed in the course. Students are then introduced to limits and continuity, and progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima.

#### Recommended Requisite:

MATH 1001 or MATH 0633

Test MA12: Principles of Math 12  
Pre-Calculus 12

Self-assessment test available from Student Services

**Note:** This course does not meet the calculus requirement of the TRU-OL Associate of Science or Bachelor of Science degree programs.

#### Exclusions:

Not more than one of MATH 1157, MATH 1171, MATH 1141

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MATH 1241

PRINT-BASED

3 UNIV

#### Calculus II

This course is intended for students who have already completed a Calculus I course in differential and integral calculus, and need to further develop their skills in this subject.

#### Prerequisite:

MATH 1141 or equivalent

#### Exclusion:

Only one of MATH 1241 and TRU-OL's former introductory calculus courses (MATH 110 and 111)

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 1519** **SFU MATH 150**  
 WEB-BASED 4 UNIV

**Calculus I with Review**

This course is designed for students specializing in mathematics, physics, chemistry, computing science and engineering. Topics are: logarithmic and exponential functions; trigonometric functions; inverse functions; limits, continuity and derivatives; techniques of differentiation, including logarithmic and implicit differentiation; the Mean Value Theorem; applications of differentiation, including extrema; curved sketching; related rates; Newton's Method; antiderivatives and applications; conic sections; polar coordinates; and parametric curves. As well, this course includes a more extensive review of functions, their properties and graphs than most Calculus I courses. This course is recommended for students with no previous knowledge of Calculus.

**Prerequisite:**

Precalculus 12 or equivalent (B+ or higher), MATH 100 (B- or higher), or a satisfactory grade on SFU's Calculus Readiness Test; transcripts required

**Start Date:** September, January, May, subject to availability.; registration deadline

**Completion:** 13 weeks

**MATH 1901**  
 ONLINE, PACED 3 UNIV

**Principles of Mathematics for Teachers**

This course is primarily for students who wish to enter an Elementary Teaching program. The course emphasizes conceptual understanding of elementary mathematical methods and ideas. Topics include numbers, operations, proportional reasoning, number theory, algebra, geometry, measurement, data analysis and probability.

**Recommended Requisite:**

MATH 0523 or equivalent

Test MA11: Principles of Math 11, Precalculus 11

Test MF11: Foundations of Math 11

Self-assessment test available from Student Services

**Note:** This course does not meet the elective or mathematics/science requirement for science degree programs offered through TRU or TRU-OL.

**Start Date:** September, January; May; registration deadline

**Completion:** 16 weeks

**MATH 1909** **SFU MATH 190**  
 WEB-BASED 4 UNIV

**Principles of Mathematics for Teachers**

This course covers mathematical ideas involved in number systems and geometry in the elementary and middle school curriculum. It includes an overview of the historical development of these ideas and their place in contemporary mathematics; language and notation of mathematics; problem solving; whole number, fractional number, and rational number systems; plane geometry, solid geometry, metric geometry and geometry of the motion; and an introduction to probability and statistics. This course is intended to be particularly accessible to students who are not specializing in mathematics.

**Prerequisite:**

Pre-Calculus 11 or Foundations of Mathematics 11 or equivalent (B or higher) or SFU FAN X99 course (C or higher); or satisfactory grade on SFU's Quantitative Placement Test; transcripts required

**Exclusion:**

SFU MATH 190

May not be counted towards an SFU Mathematics minor, major or honours degree requirement

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**MATH 2111**  
 PRINT-BASED 3 UNIV

**Calculus III-Multivariable Calculus**

This course takes calculus from the two dimensional world of single variable functions into the three dimensional world, and beyond, of multivariable functions. Students explore the following topics: vector geometry and 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 Requisite:**

Two courses in differential and integral calculus, such as MATH 1141 and 1241

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MATH 2121**  
 PRINT- or WEB-BASED 3 UNIV

**Linear Algebra**

Students explore the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors and diagonalization.

**Recommended Requisite:**

MATH 0633, MATH 1001, MATH 1141 or equivalent

Test MA12: Principles of MATH 12  
 Self-assessment test available from Student Services

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 0511**

IN-PERSON

NC

**Phlebotomy Workshop**

This practical course allows students to develop and demonstrate the skills learned in MDLB 1311 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.

**Prerequisite:**

Admission to the Medical Laboratory Assistant Program and completion of all theory courses; exemption may be made for students who have completed at least half of MDLB 1311

**Note:** All areas of the province of British Columbia now require that students complete this course prior to beginning the practical skills component of the program, MDLB 1721.

This course is only available for registration to students residing in Canada.

**Start Date:** See the 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).

**Completion:** 2 days

**MDLB 0521**

IN-PERSON

NC

**MLA Workshop**

This practical course allows students to develop and demonstrate the skills learned in HLTH 1141, MDLB 1221, 1321 and 1521, 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.

**Prerequisite:**

Admission to the Medical Laboratory Assistant Program and successful completion of all theory courses; exemption may be made for out-of-province students

**Note:** All areas of the province of British Columbia now require that students complete this course prior to beginning the practical skills component of the program, MDLB 1721.

This course is only available for registration to students residing in Canada.

**Start Date:** See the 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).

**Completion:** 5 days

**MDLB 1121**

WEB-BASED

3 CT

**Anatomy, Physiology and Medical Terminology**

By using a consistent, systematic approach, this course not only provides a system for a student to analyze medical terminology, but also gives the student a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1221**

WEB-BASED

3 CT

**Professional Practices and Safety in Health Care**

This is an in-depth course examining the basic principles of professional and safety issues. The main objectives are to clarify the role of the medical lab assistant in health care, to promote the need for professionalism in MLAs and to develop a positive attitude towards safety in the workplace.

**Recommended Requisite:**

HLTH 1981, HLTH 1141

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1311**

WEB-BASED

3 CT

**Laboratory Procedures and Protocols**

MDLB 1311 is an in-depth course to clarify the medical laboratory assistant's role in specimen collection, specimen handling and distribution, body fluid analysis, and culture media preparation. General record keeping and office procedures are also discussed.

**Prerequisite:**

Admission to the Medical Laboratory Assistant Program

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1321**

WEB-BASED

3 CT

**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 Requisite:**

HLTH 1981, MDLB 1141 and MDLB 1221

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1411**

WEB-BASED

3 CT

**Clinical Evaluation of Competencies**

MDLB 1411 is designed to evaluate specific technical and non-technical aspects of the medical laboratory assistant's work, according to criteria and curriculum developed by the British Columbia Society of Medical Laboratory Science (BCSMLS), 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.

**Prerequisite:**

Admission to the Medical Laboratory Assistant Program and completion of MDLB 1121, MDLB 1131, MDLB 1211, MDLB 1311

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1511**

WEB-BASED 3 CT

**Pre-Analytical Specimen Preparation**

This course is designed for the working Medical Laboratory Assistant covers the basic concepts of pre-analytical specimen preparation including microbiology, serum separation, loading specimens on automated instruments, and urinalysis.

**Prerequisite:**

Admission to the Medical Laboratory Assistant Program or proof of graduation from a recognized Medical Laboratory Assistant program as well as current employment in a clinical laboratory and a letter from a qualified employer stating they are willing to support the training required for this course.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1521**

WEB-BASED 3 CT

**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.

**Recommended Requisite:**

HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1611**

WEB-BASED 3 CT

**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.

**Prerequisite:**

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

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1721**

WEB-BASED, IN-PERSON 3 CT

**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.

**Prerequisite:**

Admission to the Medical Laboratory Assistant program  
HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321, MDLB 1521, MDLB 0521

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MDLB 1911**

WEB-BASED, IN-PERSON 3 CT

**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.

**Prerequisite:**

Admission to the Medical Laboratory Assistant National program

HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321, MDLB 1521, MDLB 0521

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MIST 2611**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

A basic understanding of computers

**Exclusion:**

Not more than one of MIST 2611, CMPT 1181, CMPT 1191, CMPT 1508, BBUS 1370, BBUS 2370, COMP 1000, COMP 1350, COMP 1700, COMP 1910.

**Start Date:** Continuous registration

**Completion:** 30 weeks



**MKTG 2431**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 3451**

WEB-BASED 3 UNIV

**Professional Selling**

Students examine an overall analysis of the professional selling function, and gain insight into the role of personal selling in marketing and society and its applications within organizations. Topics include being a professional salesperson; knowing your product; finding customers; presenting successfully; closing sales; and managing and being managed.

**Recommended Requisite:**

MKTG 2431

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 3471**

WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

MKTG 2431

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 3481**

WEB-BASED 3 UNIV

**Marketing Research**

Students gain an understanding of marketing research and its value in analyzing consumers, markets, and the environment. Topics include an overview of market research and research design, exploratory research; descriptive research; scaling; sampling; and data analysis and reporting.

**Recommended Requisite:**

MKTG 2431, STAT 1201

**Exclusion:**

Not more than one of BBUS 3149, MKTG 3481, ADMN 4571, BBUS 3480

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 4411**

WEB-BASED 3 UNIV

**Services Marketing**

Students examine the important issues facing service providers and the successful implementation of a customer focus in service-based businesses. Topics include an overview of services marketing; understanding the customer in services marketing; standardizing and aligning the delivery of services; the people who deliver and perform services; managing demand and capacity; and promotion and pricing strategies in services marketing.

**Prerequisite:**

MKTG 2431

**Recommended Requisite:**

MKTG 3471, MKTG 3481

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 4431**

WEB-BASED 3 UNIV

**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.

**Prerequisite:**

MKTG 2431

**Recommended Requisite:**

MKTG 3471, BBUS 3651

60 credits

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 4451**

ONLINE 3 UNIV

**E-Commerce**

Students examine how the Internet is rapidly becoming one of the primary communication, marketing and commercial medium for businesses in almost every industry, and how managers can effectively use this tool to execute their organization's strategic plans. Topics include an overview of electronic commerce; e-marketplaces including auctions and portals; online marketing and consumer behaviour; business-to-business e-commerce; e-government; e-learning; social networks; search engine maximization; e-commerce security; payment solutions and order fulfillment; e-commerce security; e-commerce strategy and global issues; legal, ethical and tax issues; and launching an e-commerce business.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** Registration deadline

**Completion:** 13 weeks

**MKTG 4471**

WEB-BASED 3 UNIV

International Marketing Students explore all aspects of marketing from a global perspective to better respond to international opportunities and competitive situations. Topics include an overview of international marketing; social, cultural, political, and legal environments; international market-entry opportunities; planning and managing market entry strategies and products; global distribution and pricing; international promotion, sales, and negotiation; and international market planning.

**Prerequisite:**

MKTG 2431

**Recommended Requisite:**

BBUS 3651, 3471

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 4481**

WEB-BASED 3 UNIV

**Integrated Marketing Communications**

Students examine the promotional mix including advertising, publicity, personal selling and sales promotion from an integrative perspective. Students create and manage these promotional tools to successfully execute a business' strategic plan. Topics include an overview of integrated marketing communications (IMC) and brand building; basic IMC strategies; creating, sending and receiving brand messages; IMC functions; social, legal and ethical issues in IMC; international marketing communication; and effectiveness, measurement and evaluations.

**Prerequisite:**

MKTG 2431

**Recommended Requisite:**

BBUS 3651, 3471

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MKTG 4491**

WEB-BASED or ONLINE 3 UNIV

**Business-to-Business Marketing**

Students examine the importance and impact of marketing products and services to other businesses and organizations in the economy, the unique nature of business customer's needs, and the different marketing strategies that can be employed to meet those needs. Topics include exploring business markets and business marketing; creating value for business customers; designing product and channel strategies; establishing strong communications; building strong sales and pricing; and managing programs and customers.

**Recommended Requisite:**

MKTG 2431

**Start Date:** Continuous registration for web-based; registration deadline for online

**Completion:** 30 weeks for web-based; 17 weeks for online

**MNGT 1111**

PRINT- or WEB-BASED 3 UNIV

**Supervision**

Students are exposed to front-line management and the duties and responsibilities of supervisors. Topics include the management functions of planning, organizing, staffing, leading, and control; effective communications, problem-solving, and decision making; training, motivating, counselling, and appraising employees; facilitating team work and increasing employee productivity; and managing diversity, change and conflict.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MNGT 1211**

WEB-BASED 3 CT /UNIV

**Management Principles and Practices**

Students are provided with a basic framework for understanding the role and functions of a manager and an explanation for the principles, concepts, and techniques used in carrying out these functions. Topics include an introduction to management; leadership, motivation, and decision making; planning and organizing; controlling; and creativity, change and innovation.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

MNGT 1711 or business experience

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MNGT 1701**

WEB-BASED 3 UNIV

**Doing Business in Canada**

This is an introductory course about business with an entrepreneurial perspective. The course is for those who want to learn about businesses and the environment in which they operate. Each module is designed to guide students in the application of business theory to a selected business idea of their own choosing. Students read about business trends and the business environment; investigate forms of business ownership and issues of corporate governance; analyze functional areas of business such as marketing, accounting, financial management, operations and information systems; and examine the management process, including organizational structure, leadership and motivation.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent or equivalent

Strong reading, writing, and basic mathematics skills

**Exclusion:**

BUSM 101, BUSM 104

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MNGT 1711

WEB-BASED 3 UNIV

#### 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.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MNGT 2131

PRINT-BASED 3 UNIV

#### Motivation and Productivity

Students explore the supervisory aspects of management, with a specific focus on effectively motivating employees as a means of increasing productivity. Topics include motivational obstacles and their causes; job design; leadership; goal setting and management by objectives; rewards; and supervisory communications.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

#### Exclusion:

Not more than one of MNGT 2131, BBUS 4135

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MNGT 3711

WEB-BASED 3 UNIV

#### 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.

#### Recommended Requisite:

75 credits applicable to the Bachelor of Commerce

**Start Date:** Continuous registration

**Completion:** 30 weeks

### MNGT 3731

WEB-BASED, PACED 3 UNIV

#### 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 Requisite:

CMNS 1920, ORGB 2811

Third-year standing

**Start Date:** Registration deadline

**Completion:** 14 weeks

### MNGT 4711

ONLINE, PACED 3 UNIV

#### 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 Requisite:

ACCT 2251, ECON 2331, MNGT 3731

**Start Date:** Registration deadline

**Completion:** 14 weeks

### MNGT 4751

WEB-BASED 6 UNIV

#### 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 Requisite:

ACCT 2251, ECON 2331, MNGT 3731

**Start Date:** Refer to TRU-OL's website or contact Student Services

**Completion:** 21 weeks

**MNGT 4781**

WEB-BASED 3 UNIV

**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.

**Prerequisite:**

90 credits, including all core requirements of the Bachelor of Commerce

**Exclusion:**

Not more than one of MNGT 4781, BBUS 4799

**Start Date:** Continuous registration

**Completion:** 30 weeks

**MUSC 3109**

ONLINE

**UVIC ME 310**

3 UNIV

**Learning to Listen to Music**

This course discusses what to listen for and how to listen to music of diverse styles and genres.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**NURS 2921**

WEB-BASED 3 UNIV

**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.

**Prerequisite:**

HLTH 2911 or equivalent course, completed within the last two years  
Letter of Assessment from the College of Registered Nurses of British Columbia or a letter from another provincial Registered Nurse association, indicating eligibility for registration in BC or Canada upon completion of a qualifying course in perinatal practice, or permission of the School of Nursing Associate Dean or delegate

**Start Date:** Continuous registration

**Completion:** 30 weeks

**NURS 2941**

IN-PERSON 3 UNIV

**Psychiatric and Mental Health Nursing**

Students apply the theory learned in HLTH 2931 to a clinical setting. This clinical course, along with the theory course, enables students to meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). The essential features of this practice experience are professionalism, skills and competency development, scope of practice for psychiatric and mental health nursing, professional communication skills and therapeutic use of self. Participants are assigned to work with a Nurse Preceptor on an acute care psychiatric inpatient unit, and under the supervision of a Nurse Educator (Open Learning Faculty Member). The main emphasis in this course is developing clinical competencies in the therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies and common mental health interventions.

**Prerequisite:** HLTH 2911 or equivalent course, completed within the last two years or Letter of Assessment from the College of Registered Nurses of British Columbia or from another provincial Registered Nurse association, indicating eligibility for registration in BC or Canada upon completion of a qualifying course in psychiatric/mental health practice or Permission of the School of Nursing Associate Dean or delegate

**Note:** This course is only available for registration to students residing in Canada.

**Start Date:** Continuous registration.

**Completion:** 16 weeks

**NURS 3259** **UVIC NURS 325**  
ONLINE 3 UNIV

**Explorations of Nursing Knowledge and Practice**

This introductory course focuses on socio-historical context and philosophical underpinnings informing nursing practice. Students explore how they know about practice and how they enact their practice.

**Prerequisite:**

Registered nurse qualification

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**NURS 3419** **UVIC NURS 341**  
ONLINE 3 UNIV

**Professional Practice IV: Nursing Inquiry**

This course explores knowledge for the discipline of nursing as well as various modes of nursing inquiry. Relationships between practice, theory and research are explored.

**Prerequisite:**

Registered nurse qualification

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**NURS 3429** **UVIC NURS 342**  
ONLINE 3 UNIV

**Health and Healing VI: Global Health Issues**

This course studies complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer, facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine emerging health issues and trends further to develop their understanding of nursing practice.

**Prerequisite:**

Registered nurse qualification

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**NURS 3459** **UVIC NURS 345**  
ONLINE 6 UNIV

**Family Nursing**

This course provides the opportunity for students to build on their existing knowledge and experience as registered nurses and develop an understanding of health-promoting family nursing. Four major domains are explored theoretically and experientially. These domains include health, family, relational nursing practice and ethics.

**Prerequisite:**

Registered nurse qualification

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**NURS 3609** **UVIC NURS 360**  
ONLINE 3 UNIV

**Professional Practice VI: Nursing Research**

This course is intended to enhance students' understanding of nursing scholarship and abilities to comprehend, critique and utilize nursing research. Students critically reflect on various scholarly works and research methodologies. Students experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice.

**Prerequisite:**

Registered nurse qualification

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**NURS 3641**  
WEB-BASED 3 UNIV

**Principles and Skillfulness: Theory**

This course is designed to focus on the theoretical principles underpinning of 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.

**Prerequisite:**

Admission to the Return to Registered Nurse Practice program or

Current CRNBC Registration or Permission of Academic Director or appropriate designate

**Note:** This course is only available for registration to students residing in Canada.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**NURS 3643**  
IN-PERSON NC

**Principles and Skillfulness: Lab**

This laboratory experience is designed for students to develop and demonstrate the day-to-day technical skills required for safe nursing practice introduced in NURS 3641. Participants are required to demonstrate knowledge of the principles of various nursing skills and to demonstrate their ability to perform skills safely. Attendance at a face-to-face laboratory workshop to demonstrate safe nursing practice in a simulated environment is required.

**Prerequisite:**

Admission to the Return to Registered Nurse Practice program or

Current CRNBC Registration or Permission of Associate Dean or appropriate designate

**Recommended Requisite:**

HLTH 3611, 3621, 3631, NURS 3641

Course completion immediately prior to registration in NURS 3651

**Note:** This course is only available for registration to students residing in Canada.

**Start Date:** Refer to TRU-OL's website for course availability and schedule

**Completion:** 30 weeks

**NURS 3651**

IN-PERSON

5 UNIV

**Return to Registered Nurse Practice**

This course analyzes the participant's previous Registered Nurse work experience, returning them to a position of practice suitable to their level of education and/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.

**Prerequisite:**

Admission to the Return to Registered Nursing Practice program or

Current CRNBC Registration in addition to HLTH 3611, HLTH 3621, HLTH 3631, NURS 3641 within two years of commencing NURS 3651 or Permission of Associate Dean or designate

**Note:** This course is only available for registration to students residing in Canada.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**NURS 3661**

WEB-BASED

3 UNIV

**Nursing Knowledge for Practice Transition**

This course is designed to facilitate nurses' knowledge, preparatory to returning to Registered Nurse practice, in an area in which they do not have previous or sufficient experience and in which they require theoretical updating. This is a shell course which allows returning RNs to transfer credit from specialty courses acquired at other institutions.

**Prerequisite:**

Admission to the Return to Registered Nursing Practice Program HLTH 3611, 3621, 3631

Permission of the Associate Dean or appropriate designate

**Note:** This is a shell course which allows returning RNs to transfer credit into from speciality courses acquired at other institutions."

**Start Date:** Registration deadline

**Completion:** 13 weeks

**NURS 4259**

ONLINE

**UVIC NURS 425**

3 UNIV

**Qualitative and Quantitative Analysis**

This course provides students with a grounding in the techniques involved in the analysis of both quantitative and qualitative data. Students engage in the process of qualitative analysis through examining qualitative data, data coding and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis are examined, using a computer-based system.

**Start Date:** January, May; registration deadline

**Completion:** 13 weeks

**NURS 4509**

ONLINE

**UVIC NURS 450**

3 UNIV

**Nursing Leadership and Management**

This course is intended to enhance the students' understanding of the meaning of leadership and the tasks of management. World views that influence perceptions of health care and health organizations, and current approaches to managing health care are studied. Nursing leadership in establishing a climate in which quality of care and quality work environments can become a reality are emphasized in this course.

**Prerequisite:**

Registered nurse qualification

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**NURS 4809**

ONLINE

**UVIC 480**

3 UNIV

**Statistics for Evidence-Based Practice in Nursing**

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.

**Prerequisite:**

Registered nurse qualification

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**NURS 4819**                      **UVIC NURS 481C**  
ONLINE                                      3 UNIV

### **Nursing Practice in Hospice Palliative Care**

This course explores nursing practice in the area of hospice palliative care. Historical, theoretical, personal and professional perspectives are presented for ongoing examination and analysis in relation to their impact on and guidance for nursing practice. Central to this exploration is a growing understanding of the human experience of persons “living their dying” and how nurses choose to engage with and serve hospice palliative care patients. Through examination of these various dimensions, students are guided to practice with such persons in ways that uphold human dignity and honour human uniqueness.

#### **Prerequisite:**

Registered nurse qualification

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**NURS 4849**                      **UVIC NURS 484**  
ONLINE                                      3 UNIV

### **Nursing with Aboriginal Peoples in Canada**

This course is an introduction to nursing with Aboriginal peoples in Canada. Through the use of storytelling, self-reflection and critical framework, students are invited to enter into a “dialogue” with Aboriginal and non-Aboriginal individuals, community members and nurses. Together, as a community of learners, students explore the essential concepts of relationship and power as related to working with Aboriginal people and communities. Major themes covered in the course materials and through course interactions are: an examination of colonialism in Canada and its impacts, particularly on Aboriginal people; cultural safety; and ethical relationships and the responsibilities of nurses working in this context. While primarily focused on nursing, all human service professionals are invited to participate in this course.

#### **Prerequisite:**

Registered nurse qualification

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**NURS 4879**                      **UVIC NURS 487**  
ONLINE                                      3 UNIV

### **Health Care Law**

This course is designed to allow students to develop an understanding of the origin and sources of the law as it applies to the Canadian health care system. It stimulates an appreciation for legal terminology, reasoning and processes as well as the basic principles of law, which apply to and govern the delivery of health care services in Canada. The course is also designed to develop an ability to identify the legal aspects of health care practice, information systems and management as well as an ability to determine when and how to use legal counsel effectively.

#### **Prerequisite:**

Registered nurse or registered practical nurse qualification

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**NURS 4889**                      **UVIC NURS 488**  
ONLINE                                      3 UNIV

### **Gendering Health Care Practices in Nursing**

This course examines how societal constructions of women’s and men’s characteristics, roles, and positions produce taken-for-granted notions about femininities and masculinities in health care. We move beyond biomedical knowledge to an analysis of how social, political, and economic conditions shape people’s lives and their experiences of health, exploring the interrelationships of power, knowledge and society to better understand gendering health care practices in nursing.

#### **Prerequisite:**

Registered nurse or registered practical nurse qualification

**Start Date:** August; registration deadline

**Completion:** 13 weeks

**NURS 4939**                      **UVIC NURS 493A**  
ONLINE                                      3 UNIV

### **Community Health Nursing**

This course focuses on the theoretical and conceptual foundations of the community health nursing practice. Students explore and critique nurses’ roles in community health nursing, particularly in public health and primary health care settings. The course provides opportunities to advance and/or add to nursing knowledge and experience. Community health assessment, individual health assessment, population-focused practice, epidemiology, communicable disease control and health promoting practice with specific populations and in relation to specific health issues are explored and critiqued.

#### **Prerequisite:**

Registered nurse qualification

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**NURS 4959**                      **UVIC NURS 493C**  
ONLINE                                      3 UNIV

### **Lived Experience of Health in Aging**

This course emphasizes the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice and environments that support healthy aging are integral to this course.

#### **Prerequisite:**

Registered nurse qualification

**Start Date:** May; registration deadline

**Completion:** 13 weeks

**ORBG 2811**

PRINT or WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

MNGT 1211, BBUS 3129

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ORBG 3811**

WEB-BASED 3 UNIV

**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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**ORBG 4871**

WEB-BASED 3 UNIV

**Organizational Development and Change**

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.

**Prerequisite:**

60 credits

**Recommended Requisite:**

ORBG 2811, ORG 3693

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PHED 1439**

ONLINE 3 UNIV

**UVIC EPHE 143**

**Multidisciplinary Foundations of Physical Activity**

This course looks at the relationship of physical activity to education, kinesiology, athletics, health, recreation and leisure. The contributions made by the sciences of physiology, motor learning and biomechanics are discussed. Students gain an understanding of the historical, philosophical and psycho-sociological foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**PHED 2439**

WEB-BASED 3 UNIV

**UVIC EPHE 243**

**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.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**PHED 2529**

ONLINE 3 UNIV

**UVIC EPHE 252**

**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.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** January; registration deadline

**Completion:** 13 weeks



### PHIL 1011

PRINT- or WEB-BASED 3 UNIV

#### Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology (theories of knowledge) and metaphysics (theories of reality). 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.

#### Exclusion:

Not more than one of UBC PHIL 100 or UBC PHIL 401

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PHIL 1021

PRINT- or WEB-BASED 3 UNIV

#### 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.

#### Exclusion:

Not more than one of UBC PHIL 100 or UBC PHIL 400

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PHIL 1111

PRINT- or WEB-BASED 3 UNIV

#### 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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PHYS 0501

PRINT- or WEB-BASED 0 PREP

#### Introductory Physics

This advanced-level university preparation course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

#### Prerequisite:

MATH 0523 or Mathematics 11 (may be taken concurrently)

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PHYS 0601

PRINT- or WEB-BASED 0 PREP

#### Senior Physics

This course is designed to meet the curriculum requirements for ABE 'Provincial Level' physics, and any additional secondary school Physics 12 requirements. The principal topics are kinematics in one and two dimensions; dynamics; energy, momentum, and equilibrium; electricity; magnetism; and quantum physics. Approximately one-third of the course work consists of lab investigations using extensive DVD materials.

#### Prerequisite:

PHYS 0501 or Physics 11 and demonstrated mathematics skills, preferably MATH 0633 or Mathematics 12

or

MATH 0633 with a B or higher on several assignments,

or

Recent completion of MATH 0523 or Mathematics 11

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PHYS 1011

PRINT-BASED 3 UNIV

#### Physics for Future Leaders

This course 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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PHYS 1103

PRINT-BASED 3 UNIV

#### 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.

#### Prerequisite:

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, MATH 1141

#### Recommended Requisite:

Physics 12 or PHYS 0601

**Note:** PHYS 1103 and PHYS 1203, together with with lab courses PHYS 1105 and PHYS 1205, are equivalent to first-year university physics.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PHYS 1105**

IN-PERSON 1 UNIV

**Physics Laboratory I**

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1103.

**Recommended Requisite:**

PHYS 1103 or equivalent

**Note:** Labs are held in June or July at TRU, Kamloops. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section if minimum student enrolment is not reached prior to the registration deadline.

**Start Date:** Registration deadline

**Completion:** 5 days

**PHYS 1203**

PRINT-BASED 3 UNIV

**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.

**Prerequisite:**

PHYS 1103 and a calculus course such as MATH 1157, MATH 1171, or MATH 1141

**Note:** PHYS 1103 and PHYS 1203, together with with lab courses PHYS 1105 and PHYS 1205, are equivalent to first-year university physics.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PHYS 1205**

IN-PERSON 1 UNIV

**Physics Laboratory II**

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1203.

**Recommended Requisite:**

PHYS 1103, PHYS 1203, PHYS 1105 or equivalents

**Note:** Labs are held in June or July at TRU, Kamloops. Accommodation may be available at campus residences. TRU-OL reserves the right to cancel a lab section if the minimum student enrolment is not reached prior to the registration deadline.

**Start Date:** Registration deadline

**Completion:** 5 days

**POLI 1019**

WEB-BASED

**SFU POL 101W**

3 UNIV

**Introduction to Politics and Government**

**This course is delivered as a writing-intensive course.**

This course provides a comprehensive introduction to the study of politics and government for both political science majors and students specializing in other disciplines. The course will explore the major concepts, methods, approaches and issues in political science, as well as the primary components of government structure and the political process.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU POLI 100

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 1111**

PRINT- or WEB-BASED 3 UNIV

**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.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU POLI 221

**Start Date:** Continuous registration

**Completion:** 30 weeks

**POLI 1519**

WEB-BASED

**SFU POLI 151**

3 UNIV

**The Administration of Justice**

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 2219**

WEB-BASED

**SFU POL 221**

3 UNIV

**Introduction to Canadian Government**

This course is an introduction to the institutional order and political structure of the Canadian state. The course includes topics such as the Constitution, parliament, cabinet, judiciary, public service and federal-provincial relations.

**Prerequisite:**

SFU POLI 100, SFU POLI 101W, SFU POLI 151 or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 2229**

WEB-BASED

**SFU POL 222**

3 UNIV

**Introduction to Canadian Politics**

This course is an introduction to the social and participatory basis of Canadian politics, covering topics such as political culture; regionalism and other political divisions; political parties; elections; interest groups; and new social movements.

**Prerequisite:**

SFU POLI 100, SFU POLI 101W, SFU POLI 151 or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 2329** **SFU POL 232**

WEB-BASED 3 UNIV

**US Politics**

This course is an examination of the American political system, including the presidency, congress, courts, bureaucracy and party system.

**Prerequisite:**

SFU POLI 100, SFU POLI 101W or permission of the SFU Political Science department

**Exclusion:**

SFU POLI 332

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 2419** **SFU POL 241**

WEB-BASED 3 UNIV

**Introduction to International Politics**

This course considers the theory and practice of international politics, diplomacy, hot war, cold war, alliances and the role of leaders.

**Prerequisite:**

SFU POLI 100, SFU POLI 101W or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 2529** **SFU POL 252**

WEB-BASED 3 UNIV

**Local Democracy and Governance**

This course examines the political process in the urban municipality from a comparative perspective.

**Prerequisite:**

SFU POLI 100, SFU POLI 101W, SFU POLI 151 or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 3279** **SFU POL 327**

WEB-BASED 4 UNIV

**Globalization and the Canadian State**

This course examines the challenge that globalization poses for the Canadian political system. In an era of globalization, what scope remains for national politics? Does globalization lead to a deficit of democracy? Emphasis is placed on globalization's impact on the organization, activities and role of the Canadian state.

**Prerequisite:**

6 lower-division units in political science or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 3439** **SFU POL 343**

WEB-BASED 4 UNIV

**Global Political Economy**

This course provides an introduction to the study of the international political economy, with an emphasis on the interaction between the state and markets, and the basic political-institutional relationships of trade, money and finance; international investment; and foreign debt and foreign aid.

**Prerequisite:**

6 lower-division units in political science or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 3449** **SFU POL 344**

WEB-BASED 4 UNIV

**International Law**

This course looks at sovereignty, nationality, jurisdiction and arbitration and examines selected cases exemplifying present trends in the international legal order.

**Prerequisite:**

6 lower-division units in political science or permission of the SFU Political Science department

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**POLI 3991**

WEB-BASED 3 UNIV

**Globalization and Its Discontents: The Politics of Economic Change**

This Web seminar course examines three economic institutions that are central to understanding the processes referred to as globalization: the World Bank, the International Monetary Fund and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political origins and current social consequences of these organizations, and examining related issues of global governance, corporate accountability and global justice.

**Prerequisite:**

60 credits

**Start Date:** Continuous registration

**Completion:** 30 weeks

**POLY 3011**

WEB-BASED 3 UNIV

**Sleep and Sleep Disorders**

This course is designed to introduce students 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 Requisite:**

A health professional diploma

**Start Date:** Continuous registration

**Completion:** 30 weeks

**POLY 3021**

WEB-BASED 3 UNIV

**Polysomnography Instrumentation**

This course introduces instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratories are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will be emphasized along with basic tracings and some of the artifacts that may appear and influence ones interpretation of the sleep study. Also, the international 10-20 system of electrode placement will be introduced.

**Recommended Requisite:**

POLY 3011 and a health professional diploma

**Start Date:** Continuous registration

**Completion:** 30 weeks

**POLY 3031**

WEB-BASED 3 UNIV

**Principles of Polysomnography**

This course is designed to provide the most current information on the technical and clinical aspects of polysomnography, as well as the methodology used by the polysomnographic technologist in the sleep laboratory.

This course includes patient interaction and describes the capture of bioelectric activity, overnight recording techniques, the interpretation of data, and data presentation for the compilation of a final report.

**Recommended Requisite:**

POLY 3011, POLY 3021 and a health professional diploma

**Start Date:** Continuous registration

**Completion:** 30 weeks

**POLY 3041**

IN-PERSON 3 UNIV

**Polysomnography Program Clinical Component**

This clinical course is designed to provide a broad clinical experience. 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.

**Prerequisite:**

Completion of POLY 3011, POLY 3021, POLY 3031 and enrolment in the Polysomnography program

Current Basic Cardiac Life Support certification

**Start Date:** Continuous registration

**Completion:** 6 to 8 days

**PSYC 1111**

PRINT- or WEB-BASED or ONLINE 3 UNIV

**Introductory Psychology I**

This companion course to PSYC 1211 introduces students to the scientific study of human behaviour. Topics include an overview of psychological theories and research methods as well as current information on the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion and motivation.

**Start Date:** Continuous registration for print or web-based course; registration deadline for online

**Completion:** 30 weeks for continuous print or web; 14 weeks for online

**PSYC 1211**

PRINT- or WEB-BASED 3 UNIV

**Introductory Psychology II**

This companion course to PSYC 1111 introduces students to the scientific study of human behaviour. Topics include an overview of psychological theories and research methods as well as current information on health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity and group behaviour.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 2101**

PRINT- or WEB-BASED 3 UNIV

**Statistics in the Social Sciences**

This course provides an overview of the basic descriptive and inferential statistical techniques used in the analysis of social science research data. Students become familiar with the organization and analysis of data, communicating research results, translating statistical jargon into meaningful English, and understanding basic theories underlying statistics, such as elementary probability theory.

**Prerequisite:**

Test MA11: Principles of Math 11 or

Applications of Mathematics 12 or

MATH 0633

or

MATH 1001

**Recommended Requisite:**

PSYC 2111

**Exclusion:**

Not more than one of PSYC 2101, SFU STAT 101, STAT 1201

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 2111**

PRINT- or WEB-BASED 3 UNIV

**Introduction to Research in Experimental Psychology**

This course provides an introduction to the research methods used by experimental psychologists as they attempt to understand the behaviour of humans and animals. Students read and analyze research studies that are chosen from a variety of areas of experimental psychology that illustrate tools and strategies and provide an appreciation for the type of knowledge psychological research has produced. Students then design their own research study and use proven research tools in this field to scientifically investigate a selected phenomenon of their choice.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

PSYC 1111, PSYC 1211

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PSYC 2131

PRINT- or WEB-BASED 3 UNIV

#### Introduction to Childhood and Adolescence

Students are introduced to developmental psychology: the branch of psychology devoted to the study of human development and change. As change and development are an intrinsic part of the human experience, this course is designed to foster a lifetime interest in the process of human development, as students explore key issues, methods, theories and research findings in this field. The content of the course is organized chronologically—beginning at the point of conception and following the trajectory of human development through to the teen years. The interconnectedness of developmental processes is a major theme, and includes the interrelations between a child's physical, cognitive, social, and emotional development. The intricate relation between children and the contexts that support their development are also emphasized, such as family life, peers, and culture.

#### Recommended Requisite:

Provincial Grade 12 diploma or equivalent

#### Exclusion:

PSYC 3151, PSYC 3451, SFU PSYC SFU PSYC 250, SFU PSYC 351, SFU PSYC 355, UBC PSYC 301, UBC PSYC 315

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PSYC 2161

PRINT- or WEB-BASED 3 UNIV

#### Abnormal Psychology

This course is designed to introduce students to the study of human behavioural disorders. Topics include behaviours ranging from functional to dysfunctional, the principles of psychological assessment, and professionals who might be involved in the assessment process and the methods they use. Psychological, biological, and sociocultural approaches to understanding human behaviour are reviewed and a wide variety of behavioural disorders are described. Case studies are presented and interpreted, and recommended treatments are discussed.

#### Recommended Requisite:

PSYC 1111, PSYC 1211

#### Exclusion:

PSYC 241, PSYC 300, SFU PSYC 340

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PSYC 2311

WEB-BASED 3 UNIV

#### Psychology of Sex Differences

This course examines the psychology of one of society's most important current interests: how and why females and males differ and in what ways are they more similar than we sometimes think. The development of gender roles affects nearly every aspect of life: family, education, work, sexuality, culture, emotional problems and the like. We examine different views of the biological and social influences on developing gender roles.

#### Recommended Requisite:

6 credits of introductory psychology

**Start Date:** Continuous registration

**Completion:** 30 weeks

### PSYC 2689

WEB-BASED 3 UNIV

### SFU PSYC 268

#### Introduction to Law and Psychology

This course provides an introduction to the area of law and psychology. The role and influence of psychology in the legal system is discussed. Topics include social psychology and law; developmental psychology and law; juvenile justice; experimental psychology and law; and mental disability and law.

#### Prerequisite:

SFU PSYC 101 or SFU PSYC 102

#### Exclusion:

SFU PSYC 369

**Start Date:** May; registration deadline

**Completion:** 13 weeks.

### PSYC 2809

WEB-BASED 3 UNIV

### SFU PSYC 280

#### Introduction to Biological Psychology

This course surveys the major areas in biological psychology. Topics include the basics of neuroanatomy and nerve cell function; the behavioural and physiological effects of drugs and hormones in the nervous system; evolutionary perspectives on the brain and behaviour; and the biopsychology of vision, the chemical senses, hearing, movement, biological rhythms, sex and cognitive processes.

#### Prerequisite:

SFU PSYC 100 or SFU PSYC 101

#### Recommended Requisite:

SFU BISC 101

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

### PSYC 3151

PRINT- or WEB-BASED 3 UNIV

#### Developmental Psychology of Children

Students explore normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, family and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

#### Prerequisite:

PSYC 1111, PSYC 1211, or equivalent

#### Recommended Requisite:

PSYC 2111 or equivalent

#### Exclusion:

UBC PSYC 301, UBC PSYC 315, SFU PSYC 351, SFU PSYC 440, PSYC 3151

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 3451**

PRINT- or WEB-BASED 3 UNIV

**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.

**Prerequisite:**

PSYC 1111, PSYC 1211, or equivalent

**Recommended Requisite:**

PSYC 2111 or equivalent

**Exclusion:**

UBC PSYC 301, UBC PSYC 315, SFU PSYC 355, SFU PSYC 445, PSYC 3451

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 3461**

PRINT- or WEB-BASED 3 UNIV

**Psychology of Adulthood and Aging**

Students are provided an accurate overview of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics include research techniques, theoretical approaches, memory, intelligence, personality, social forces and psychopathology. The course surveys the adult lifespan: young and middle adulthood and old age.

**Prerequisite:**

PSYC 1111, PSYC 1211, or equivalent

**Recommended Requisite:**

PSYC 2111 or equivalent

**Exclusion:**

PSYC 446, PSYC 3461, SFU PSYC 357

**Start Date:** Continuous registration

**Completion:** 30 weeks.

**PSYC 3611**

PRINT-BASED 3 UNIV

**Social Psychology I**

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

**Prerequisite:**

PSYC 1111, PSYC 1211, or equivalent

**Recommended Requisite:**

PSYC 2111 or equivalent

**Exclusion:**

Students with credit for PSYC 260, 308 or SFU PSYC 360 may not take this course for further credit.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 3621**

PRINT-BASED 3 UNIV

**Social Psychology II**

This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity; the elements of social identity; conformity, compliance, and obedience; processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision-making and leadership. 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.

**Prerequisite:**

PSYC 3611

**Recommended Requisite:**

PSYC 2111

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 3799**

WEB-BASED

**SFU PSYC 379**

3 UNIV

**Clinical Forensic Psychology**

This course examines clinical approaches to the understanding of behaviour in criminal and civil forensic settings and includes topics related to the assessment, treatment and management of people suffering from mental disorders.

**Prerequisite:**

SFU PSYC 201 and SFU PSYC 268

**Recommended Requisite:**

SFU PSYC 241

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**PSYC 3991**

WEB-BASED

3 UNIV

**Psychology of Human Resilience**

This course focuses on the study of human resilience. Students examine research evidence on individual, family and community factors that have been found to promote resilience in at-risk children, adolescents and adults. Students explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

**Prerequisite:**

60 credits

**Start Date:** Continuous registration

**Completion:** 30 weeks

**PSYC 4991**

PRINT-BASED

3 UNIV

**Directed Studies**

This course is a requirement for completion of the Bachelor of Arts, psychology major and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students 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.

**Prerequisite:**

General education and lower-level requirements of the Bachelor of Arts (Psychology Major) and 15 upper-level credits in psychology

**Note:** Students must consult with their Program Advisor before registering.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**RESP 1761**

WEB-BASED

3 CT

**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.

**Recommended Requisite:**

Knowledge of basic anatomy

**Start Date:** Continuous registration

**Completion:** 30 weeks

**RESP 1781**

WEB-BASED

3 CT

**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.

**Recommended Requisite:**

**Students should be 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.**

**Start Date:** Continuous registration

**Completion:** 30 weeks

**RESP 2161**

WEB-BASED

3 CT

**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.

**Recommended Requisite:**

A sound knowledge of human anatomy and physiology of the cardiopulmonary systems, blood gas interpretation and a background in basic science

**Start Date:** Continuous registration

**Completion:** 30 weeks

**RSMT 3501**

WEB-BASED

3 UNIV

**Introduction to Research Methods**

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in informing their understanding of their environment (work, social, local, global).

**Recommended Requisite:**

60 credits and STAT 1201 or equivalent

**Start Date:** Registration deadline

**Completion:** 14 weeks

**SCDE 2019**

WEB-BASED

**SFU SCD 201**

3 UNIV

**Introduction to Sustainable Community Development**

This course builds on an understanding of strengths and weaknesses of conventional approaches to development; rationale for alternative approaches; varying interpretations of community and development; and essential components for creating local economic development strategies. Sustainable community development is introduced as a framework to meet current social and economic needs while ensuring adequate resources are available for future generations.

**Prerequisite:**

30 units or permission of the SFU SCD department

**Exclusion:**

Does not apply toward SFU SCD post-baccalaureate diploma  
SFU REM 301

May not be taken concurrently with upper-level SFU SCD courses

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SCDE 3019** **SFU SCD 301**  
 WEB-BASED 4 UNIV

**Sustainable Community Development Theory and Practice**

This course is a theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic and social aspects of development. The course emphasizes economic and policy instruments and planning tools for engaging in and implementing sustainable community development.

**Prerequisite:**  
 SFU SCD 201, 60 units, or permission of the SFU SCD department

**Exclusion:**  
 SFU REM 301

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SCDE 4019** **SFU SCD 401**  
 WEB-BASED 4 UNIV

**Social Enterprise for Sustainable Community Development**

This course is an introduction to the theory and practice of social enterprise within a sustainable community development context, including the appropriate form of social enterprise for a particular purpose; essential elements of business planning; and fundamental skills, such as market research and operating within a dynamic environment and organizational development and change.

**Prerequisite:**  
 SFU SCD 301 or permission of the SFU SCD department

**Exclusion:**  
 SFU CED 401, SFU REM 401

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SCDE 4039** **SFU SCD 403**  
 WEB-BASED 4 UNIV

**Leadership in Sustainable Community Development**

This course is concerned with approaches sustainable community development leaders require as agents of change, including tackling complex community issues in addition to offering innovative tools for engaging others in a meaningful collaborative process.

**Prerequisite:**  
 SFU SCD 301, SFU REM 301, or permission of the SFU SCD department

**Exclusion:**  
 SFU CED 403

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SCDE 4109** **SFU SCD 410**  
 WEB-BASED 4 UNIV

**Special Topics in Sustainable Community Development**

This course focuses on a specific topic within the field of sustainable community development not covered by regularly scheduled, required courses in the program.

**Prerequisite:**  
 SFU CED 301, SFU SCD 301, or permission of the SFU SCD department

**Exclusion:**  
 SFU CED 410

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 1009** **SFU SA 100W**  
 WEB-BASED 4 UNIV

**Perspectives on Canadian Society**  
 This course is delivered as a writing-intensive course.

This course is an examination of Canadian society from the perspective of the social sciences: an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society and also to those who may be considering further work in sociology and anthropology. Topics considered include class structure; the nature of Canada's population; regional variation; gender relations; multiculturalism; and Native issues.

**Recommended Requisite:**  
 Provincial Grade 12 Diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks



**SOCI 1111**

PRINT- or WEB-BASED 3 UNIV

**Introduction to Sociology I**

Together with SOCI 1211, this course introduces students to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and located within a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. Students learn to understand our social system and how it shapes and influences us all as individuals. Students discuss basic concepts of the sociological perspective, understand the importance of the transformation of Western society, examine the concepts developed to describe capitalist society, and explore the sociology of Canada. This course or equivalent is a prerequisite to advanced sociology courses.

**Recommended Requisite:**

Provincial Grade 12 Diploma or equivalent

**Exclusion:**

SOCI 1509

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SOCI 1211**

PRINT- or WEB-BASED 3 UNIV

**Introduction to Sociology II**

Together with SOCI 1111, this course introduces students to Sociology, by means of a systematic analysis of the character of modern Western capitalist society, and expands on the concepts and perspectives introduced in SOCI 1111. Students examine issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family and problems of deviance.

**Recommended Requisite:**

SOCI 1111 or equivalent

**Exclusion:**

SOCI 1509

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SOCI 1509**

WEB-BASED 4 UNIV

**Introduction to Sociology**

This course is the study of basic concerns of sociology, such as social order, social change, social conflict and social inequality.

**Recommended Requisite:**

Provincial Grade 12 Diploma or equivalent

**Exclusion:**

SOCI 1111, SOCI 1211

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 2251**

ONLINE 3 UNIV

**Sociological Explanations of Criminal Behaviour**

In this course (cross-listed with CRIM 2251), students critically examine the sociological, socio-cultural, and socio-psychological explanations of criminal behaviour. These include the ecological theories, conflict theories, control theories, and symbolic interactionist theories. The specific theories subjected to critical examination are those concerned with class and group conflict, subcultures, labelling and gender.

**Start Date:** Refer to TRU-OL's website or contact Student Services for course availability and registration deadline.

**Completion:** 16 weeks.

**SOCI 2501**

PRINT-BASED 3 UNIV

**The Sociology of Crime**

This course 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.

**Start Date:** Continuous registration.

**Completion:** 30 weeks

**SFU SA 150**

4 UNIV

**SOCI 2509**

WEB-BASED 4 UNIV

**Introduction to Sociological Theory**

This course offers an account of sociological theory, outlining the main ideas and concepts of the principle schools of thought.

**Prerequisite:**

SFU SA 150

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 2521**

WEB-BASED 3 UNIV

**Criminal Justice and Corrections**

This introductory course (also offered as CRIM 2521), consists of three modules. The first module provides an introduction to the operation of the criminal justice system, and examines the organization and operation of police in Canada. The second module considers the criminal courts, and the third module examines the operation of the correctional system.

**Recommended Requisite:**

An introductory social science course

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SOCI 3169**

WEB-BASED 4 UNIV

**SFU SA 316**

4 UNIV

**Tourism and Social Policy**

This course offers an examination of tourism from the perspectives of sociology and anthropology, focusing primarily upon the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

**Prerequisite:**

SFU SA 101 or SFU SA 150 or SFU SA 201W

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 3459** **SFU SA 345**  
 WEB-BASED 4 UNIV

**Race, Immigration, and the Canadian State**

This course provides an introduction to critical perspectives on the social construction of race, nation building and transnational migration, with an emphasis on state policies and the experiences of immigrants. The course covers a review of colonialism and the construction of a racialized labour market. Core topics may include racialization of space; anti-racist feminist thought; immigration policy; settlement services; multiculturalism; citizenship; racial profiling; diasporas; and refugees. Comparative material is used to complement the Canadian focus.

**Prerequisite:**

SFU SA 101, SFU SA or SFU SA 201W

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 3559** **SFU SA 355**  
 WEB-BASED 4 UNIV

**Quantitative Methods**

This course provides an examination of measurement issues within sociological and anthropological research, focusing on the logical and conceptual construction and interpretation of tables and an examination of the uses and abuses of statistics. Through an introduction to a hands-on use of the computer, this course emphasizes the applications, rather than the mathematics, of statistics.

**Prerequisite:**

SFU SA 255 or SFU POLI 201; STAT 203

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**Completion:** 13 weeks.

**SOCI 3569** **SFU SA 356W**  
 WEB-BASED 4 UNIV

**Ethnography and Qualitative Methods**

**This course is delivered as a writing-intensive course.**

This course examines qualitative field methods, including participant observation, interviewing, archival research, cross-cultural research, life histories, network analysis, mapping and ethical problems.

**Prerequisite:**

SFU SA 255.

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 3589** **SFU SA 358**  
 WEB-BASED 4 UNIV

**The Philosophy of the Social Sciences**

This course analyzes the nature of explanation in the social sciences: “mind” and action; positivist and interpretive modes of explanation; sociological and historical explanation; objectivity; forms of relativism; and the concept of rationality.

**Prerequisite:**

SFU SA 101, SFU SA 150, or SFU SA 201W

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SOCI 3991**  
 WEB-BASED 3 UNIV

**Sociology of Diversity: Issues for Canadians**

“This course offers an in-depth study of special topics in the sociology of diversity. Students explore the tensions and challenges that arise from multiculturalism, the presence of multiple nations within the state of Canada, and the varied social identities found among communities and groups in Canada’s pluralistic society. Topics include: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status?”

**Prerequisite:**

60 credits

**Note:** 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.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SOCI 4209** **SFU SA 420**  
 WEB-BASED 4 UNIV

**Sociology of Aging**

This course looks at the structural and behavioural implications of aging. Topics include demographic aspects of aging; the relationship of aging to political, economic, familial and other social institutions; and the psychological significance of aging.

**Prerequisite:**

72 units, including SFU SA 101 or SFU SA 150 or SFU SA 201W, or acceptance into the diploma program in gerontology, or consent of the instructor.

Contact [codehelp@sfu.ca](mailto:codehelp@sfu.ca) for instructor information.

**Exclusion:**

SFU GERO 420

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

### SOCI 4221

PRINT-BASED

3 UNIV

#### The Social Construction of Crime and Deviance

This course offers an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism, and ethnomethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences.

#### Prerequisite:

SOCI 1111 or SOCI 1211 or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### SOCI 4301

PRINT- or WEB-BASED

3 UNIV

#### Sociology of Families: Modern Family Life in Global Perspective

Using a comparative and historical approach, students examine the Canadian family, on its own and in relation to family structures in other parts of the world. Sociological constructs are used to explain the causes and consequences of the transformations of family life - those that have already occurred and those that continue to take place worldwide, including changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict.

#### Prerequisite:

SOCI 1111 or SOCI 1211 or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### SOCI 4311

PRINT- or WEB-BASED

3 UNIV

#### Sociology of the Family: Families in a Multicultural World

This course is an exploration of cultural diversity among the world's family systems; students are provided a comparison of families from Asia, Africa and North America to illustrate how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand reasons why different family forms occur and how they have been shaped by their social context. Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning and understanding these differences, students can distinguish between legitimate critique and ethnocentric bias.

#### Prerequisite:

SOCI 1111 or equivalent

**Start Date:** Continuous registration

**Completion:** 30 weeks

### SOCI 4991

PRINT-BASED

3 UNIV

#### Directed Studies

This course is a requirement for completion of the Bachelor of Arts, Sociology Major, and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature and submit a major research paper based on the course reading list.

#### Prerequisite:

General education and lower-level requirements of the Bachelor of Arts (Sociology Major) and 15 upper-level credits in sociology.

**Note:** Students must consult with their Program Advisor before registering.

**Start Date:** Continuous registration.

**Completion:** 30 weeks.

### SOCW 2061

PRINT- or WEB-BASED

3 CT /UNIV

#### An Introduction to Social Work Practice

This course introduces students to social work practice through an exploration of the history, philosophical foundation and theoretical perspectives of the profession of social work. This includes a review of the relevant codes of ethics and practice standards that guide practitioners 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.

**Note:** SOCW 2061 is a required course in the TRU-OL Social Service Worker Certificate program, is equivalent to an Introduction to Social Work practice course offered by many Canadian post-secondary institutions and is an entrance requirement for the TRU-OL Social Service Work program.

**Start Date:** Continuous registration

**Completion:** 30 weeks

### SOCW 2121

PRINT- or WEB-BASED

3 CT /UNIV

#### Social Welfare in Canada

This course provides students with an overview of the income security system in Canada, including its development, programs and major policy debates. It is intended for students seeking an understanding of income security programs and policies, how they reflect ideologies, and how effectively they work in practice.

#### Recommended Requisite:

SOCW 2061

**Note:** SOCW 2121 is a required course in the TRU-OL Social Service Worker Certificate program and is one of two prerequisite courses for students seeking admission to the School of Social Work. This course is the equivalent of Social Welfare in Canada offered by many Canadian post-secondary institutions.

**Start Date:** Continuous registration

**Completion:** 30 weeks.

**SOCW 3551**

PRINT- or WEB-BASED 3 CT /UNIV

**Human Development**

An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course differs from many others in the field in that it integrates a life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psycho-social-spiritual human development as a knowledge base for practice with individuals, families and groups. Human development and behaviour will be viewed through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice.

**Note:** This course is required for the TRU-OL Social Service Certificate program.

**Exclusion:**

PSYC 2131, PSYC 3151, PSYC 3451 or PSYC 3461

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SPAN 1001**

PRINT- or WEB-BASED 3 UNIV

**Introduction to Spanish I**

This course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the Spanish language series *Destinos: An Introduction to Spanish*, produced by WCBH/ Boston, the development of both oral and written communication skills are emphasized. The Destinos series introduces students to the diverse cultural contexts in which Spanish is spoken and highlights the cultural differences among Spain, Central America and South America. Several oral assignments are completed by phone.

**Recommended Requisite:**

Basic knowledge of Spanish

**Note:** The course is also designed for students who have studied Spanish previously, allowing them to refresh their language skills.

**Exclusion:**

Spanish as a first language  
Spanish 11 or higher

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SPAN 1011**

PRINT- or WEB-BASED 3 UNIV

**Introduction to Spanish II**

This course is the continuation of SPAN 1001. The course emphasizes a communicative approach to acquiring written and oral language skills. A variety of learning activities are included with an emphasis on a creative approach to generating authentic written and oral communication in Spanish. A combination of reading, writing, viewing, listening and speaking enables students to acquire a basic knowledge of Spanish quickly and effectively. The course also introduces students to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America and South America.

**Prerequisite:**

SPAN 1001 or equivalent

**Exclusion:**

Spanish as a first language  
Spanish 11 or higher

**Start Date:** Continuous registration

**Completion:** 30 weeks

**SPAN 1029**

WEB-BASED

**SFU SPAN 102**

3 UNIV

**Introductory Spanish I**

This course is the first half of first-year Spanish. Emphasis is placed on developing conversation and comprehension skills as well as understanding how Spanish grammar works.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

Spanish 12 within the past two years

Contact SFU's Language Training Institute advisor for placement at [asklti@sfu.ca](mailto:asklti@sfu.ca).

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SPAN 1039**

WEB-BASED

**SFU SPAN 103**

3 UNIV

**Introductory Spanish II**

This course is the second half of first-year Spanish. As in SPAN 1029, the course emphasizes oral skills and grammar while continuing to develop reading and writing proficiency. By the end of the semester, students will be able to communicate in Spanish, using a wide range of grammatical structures and vocabulary. SPAN 1039 should be taken in the semester immediately following SPAN 1029.

**Prerequisite:**

SFU SPAN 102 or Grade 12 Spanish or equivalent

**Note:** Students with Grade 12 Spanish must get clearance from SFU's Language Training [asklti@sfu.ca](mailto:asklti@sfu.ca) department before registering.

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**SPAN 3019** **SFU SPAN 301**  
WEB-BASED 3 UNIV

### Advanced Spanish Grammar and Writing

This course provides a detailed examination of contemporary Spanish grammar. Appropriate grammatical usage is reinforced by exercises and writing assignments. Both advanced learners and native speakers benefit through intensive work on a wide range of grammatical phenomena.

**Prerequisite:**  
SFU SPAN 202

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**STAT 1019** **SFU STAT 101**  
WEB-BASED 3 UNIV

### Introduction to Statistics

This course looks at the collection, description, analysis and summary of data, including the concepts of frequency distribution, parameter estimation and hypothesis testing. The course is intended to be accessible to students who are not specializing in statistics.

**Prerequisite:**  
Mathematics 11 or equivalent or basic algebra (see beginning-level requirements in the SFU calendar).  
**Note:** To receive credit for both SFU STAT 100 and STAT 1019, SFU STAT 100 must be taken first.

**Exclusion:**  
SFU ARCH 376, SFU BUEC 232, STAT 2709, STAT 1201, STAT 2019, SFU STAT 203, SFU STAT 301, MATH 1157, SFU MATH 102

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**STAT 1201**  
PRINT-BASED 3 UNIV

### Introduction to Probability and Statistics

Students are introduced to the concepts and methods of statistics, including variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based on statistical data; students are taught how to collect, analyze and interpret data correctly. Students are also shown how to clearly and accurately present data to others.

**Recommended Requisite:**  
Principles of Math 11, Pre-Calculus 11, Foundations of Math 11, Math 0523 or equivalent skills as established by the Math Placement Test

Basic computer literacy

**Exclusions:**  
Not more than one of STAT 1019, STAT 1201, and PSYC 2101

**Start Date:** Continuous registration  
**Completion:** 30 weeks

**STAT 2019** **SFU STAT 201**  
WEB-BASED 3 UNIV

### Statistics for the Life Sciences

This course provides an introduction to research methodology and associated statistical analysis techniques for students with training in the life sciences. This course is intended to be particularly accessible to students who are not specializing in statistics.

**Prerequisite:**  
30 units

**Exclusion:**  
SFU STAT 101, SFU STAT 102, SFU STAT 203, SFU STAT 270, SFU STAT 301

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**STAT 2039** **SFU STAT 203**  
WEB-BASED 3 UNIV

### Introduction to Statistics for the Social Sciences

This course, which is aimed at students in the social sciences, looks at descriptive and inferential statistics. Areas of focus include scales of measurement; descriptive statistics; measures of association; hypothesis tests; and confidence intervals.

**Prerequisite:**  
SFU SA 255

**Recommended Requisite:**  
STAT 2039, SFU SA 255, CRIM 120, POLI 213

**Exclusion:**  
SFU STAT 101, SFU STAT 102, SFU STAT 103, SFU STAT 201, SFU STAT 270, ARCH 376, BUEC 232

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**STAT 2709** **SFU STAT 270**  
WEB-BASED 3 UNIV

### Introduction to Probability and Statistics

This course examines sample distributions and the basic laws of probability and is an introduction to statistical inference and applications.

**Corequisite:**  
SFU MATH 152 or SFU MATH 155 or SFU MATH 158

**Recommended Requisite:**  
SFU STAT 100, SFU STAT 101, SFU STAT 201, SFU STAT 203, SFU STAT 270, SFU STAT 302

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**VISA 1049** **SFU FPA 104**  
 WEB-BASED 3 UNIV

**Music Fundamentals**

This course is designed to provide a basic understanding of the elements of music and teaches the skill of reading music notation. An introduction to music theory and exposure to the application of music materials in a wide spectrum of music literature is accompanied by practical exercises. The course is designed for students with no formal music training. May be of particular interest to students in other departments.

**Recommended Requisite:** Provincial Grade 12 diploma or equivalent

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**VISA 1101**  
 PRINT-BASED 3 UNIV

**Colour: An Introduction**

This studio course in art, based on ten half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. Students explore basic colour theory, colour research (mixing pigments), colour energy and temperature and colour schemes. Each unit program begins with a lecture and/ or demonstration followed by a studio session in which students work on the program theme. Each program concludes with an exhibition of students' work.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**VISA 1111**  
 PRINT- or WEB-BASED 3 UNIV

**A Survey of Western Art I**

This course introduces the significant developments in artistic expression, from cave drawings and the monuments of ancient Egypt to the painting, sculpture and architecture of the early Renaissance.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**VISA 1121**  
 PRINT- OR WEB-BASED 3 UNIV

**A Survey of Western Art II**

A continuation of VISA 1111, this humanities course, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**VISA 1201**  
 PRINT-BASED 3 UNIV

**Mark and Image**

This studio course in art, which offers ten one-hour programs, is for anyone who wishes to explore a new approach to drawing and communication. Students begin with the fundamentals of physical mark-making; visual literacy; and points, lines and shapes; and proceed to the human form. Topics include an analysis and interpretation of objects, manufactured and natural; functional drawing for communicating information; and advances in electronic technology. Each unit's program begins with a lecture/demonstration, followed by a studio session in which students work on the program theme. Each program concludes with an exhibition of students' work.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**VISA 1301**  
 PRINT-BASED 3 UNIV

**Material & Form**

This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these materials can be used in art and design. Each unit focuses on one material, such as wood, metal, plastics, paper, fibre, particles, earth, stone, liquids and space. The sources, processing, available forms and developments in art and design history of each material are discussed through slides and computer animations. On-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

**Note:** Students are required to document their work with photography or videotaping and submit a working notebook to their Open Learning Faculty Member.

**Start Date:** Continuous registration

**Completion:** 30 weeks

**VISA 1419** **SFU FPA 140**  
 WEB-BASED 3 UNIV

**Music after 1900**

This course is an introductory survey of major historical trends and practices of music in the 20th and 21st centuries as revealed by the study of selected music examples. Critical issues fundamental to an understanding of contemporary composition are examined (impressionism, 12-tone music, indeterminacy, the role of technology and improvisation).

**Prerequisite:**

SFU FPA 104

**Start Date:** September, January, May, subject to availability; registration deadline

**Completion:** 13 weeks

**VISA 3991**

WEB-BASED

3 UNIV

**Cultural Theory and Images**

This interdisciplinary course offers special topics in cultural theory and images for in-depth study. Students examine the means by which different theories of culture inform the processes and practices of visual production, circulation and reception. This course focuses on the ideas of major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall and Said, whose work on the intersection/ interaction of power and meaning has influenced current research on representation. Working individually or with a partner, students select issues, or research problems of personal interest, conduct literature research, assess sources of information, and present their findings. Students interact with an experienced faculty member as well as with other learners from various backgrounds. Critically engaging with and responding to, the thoughts and opinions of other participants is one of the most significant activities in this course. Theory is for thinking, and in this case, it is specifically for thinking about looking. Learning activities are interactive and designed to take advantage of the image-rich environment of the World Wide Web.

**Prerequisite:**

60 credits

**Start Date:** Continuous registration**Completion:** 30 weeks**WNGL 1009**

WEB-BASED

**SFU WL 100**

3 UNIV

**Introduction to World Literature**

This course explores how texts resonate in other cultural contexts, influence foreign traditions and become works of world literature.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, subject to availability; registration deadline**Completion:** 13 weeks**WOST 1019**

WEB-BASED

**SFU GSWS 101**

3 UNIV

**Gender Talk**

This course is an interdisciplinary study of the social and cultural construction of gender, and how ideas about masculinity and femininity shape current issues, knowledge, popular culture, and social policy.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU WOST 100 or WOST 101

**Start Date:** September, January, May, subject to availability; registration deadline**Completion:** 13 weeks**WOST 1029**

WEB-BASED

**SFU GSWS 102**

3 UNIV

**Feminist Action**

This course is a historical and comparative survey of feminism in the 20th century in Western Europe and North America.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Exclusion:**

SFU WS 100

**Start Date:** September, January, May, subject to availability; registration deadline**Completion:** 13 weeks**WTTP 1171**

WEB-BASED

1 CT

**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.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration**Completion:** 30 weeks**WTTP 1181**

WEB-BASED

1 CT

**Occupational Health and Safety**

This course covers the issues and responsibility of health and safety as it applies to operators in water and wastewater treatment operations. Course topics include occupational health safety regulations; construction and plant safety procedures; and occupational hygiene.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration**Completion:** 30 weeks**WTTP 1191**

WEB-BASED

1 CT

**Communications**

Students are introduced to best practices in community relations and practical information for improving communication skills. Good communications skills are important in building a good relationship within the community and in ensuring water utility plants have the financial support needed for optimal performance. Topics include how to establish good community relations; format regular business correspondence; deliver presentation; communicate with the media; and document procedures and plans.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration**Completion:** 30 weeks

**WTTP 1291**

WEB-BASED 1 CT

**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.

**Prerequisite:**

WTTP 1700, WTTP 1710, WTTP 1720, WTTP 1730, WTTP 1740 and WTTP 1760 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 1301**

WEB-BASED 1 CT

**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.

**Prerequisite:**

WTTP 1700, WTTP 1710, WTTP 1720, WTTP 1730, WTTP 1740 and WTTP 1760 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 1311**

WEB-BASED 1 CT

**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.

**Prerequisite:**

WTTP 1700, WTTP 1710, WTTP 1720, WTTP 1730, WTTP 1740 and WTTP 1760 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 1701**

WEB-BASED 3 CT

**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.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 1711**

WEB-BASED 3 CT

**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.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 1721**

WEB-BASED 3 CT

**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.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 1731**

WEB-BASED 3 CT

**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.

**Prerequisite:**

Acceptance into the Water and Wastewater Certificate or Diploma programs or the Water Treatment Technology Program

**Start Date:** Continuous registration

**Completion:** 30 weeks



### WTTP 1801

WEB-BASED 3 CT

#### Electrical Fundamentals 1

This course offers an introduction to the electrical trade as it applies to the daily operation of water and wastewater treatment plants. Topics discussed include basic electrical principles; electrical safety; motor control principles; and the fundamentals of electric motors. This course is designed from the viewpoint of plant operators, to develop more awareness of the trades and to enable operators to function more effectively.

#### Prerequisite:

WTTP 1700, WTTP 1710, WTTP 1720, WTTP 1730, WTTP 1740, WTTP 1760 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 1821

WEB-BASED 3 CT

#### 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.

#### Prerequisite:

WTTP 1700, WTTP 1710, WTTP 1720, WTTP 1730, WTTP 1740 and WTTP 1760 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 1891

IN-PERSON 3 CT

#### Practicum I

This course offers hands-on practical training integral to the development of future operators. Students progress through practical experiences involving basic electrical and instrumentation, mechanical system maintenance, laboratory procedures and plant operation fundamentals.

#### Prerequisite:

Industry experience or completion of all previous level two courses within the Water Treatment Technology Program

**Note:** This practicum is normally completed at the Centre for Water Quality in Kamloops. Students may apply for exceptions. This course is subject to minimum enrolment numbers and is scheduled on an as-needed basis.

**Start Date:** This course is subject to sufficient enrolment; there is a minimum number of five registrants required for the course to be offered.

**Completion:** 30 weeks

### WTTP 2051

WEB-BASED 1 CT

#### 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.

#### Prerequisite:

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2061

WEB-BASED 1 CT

#### 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.

#### Prerequisite:

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2071

WEB-BASED 1 CT

#### 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.

#### Prerequisite:

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2131**

WEB-BASED 1 CT

**The History, Mechanisms, and Concepts of Filtration**

There are many filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements.

This course expands on the basic building blocks of filtration as taught in part of WTTP 1711 (previously WTTP 171), basic principles of sedimentation and filtration. Topics include filter design concepts; regulatory standards; filter mechanisms; filter classification; and media selection techniques.

**Prerequisite:**

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2141**

WEB-BASED 1 CT

**Slow and Rapid Sand Filtration**

This course considers in detail, the process of slow and rapid sand filtration as introduced in part of WTTP 1711 (previously WTTP 171), basic principles of sedimentation and filtration. Topics include filter operation; performance optimization; maintenance; and backwashing techniques.

**Prerequisite:**

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2151**

WEB-BASED 1 CT

**Membrane and Alternative Filtration Techniques**

There are many filtration processes available in water treatment apart from the conventional media processes. Alternative and membrane filtration techniques have recently become more widely used in the water treatment industry. Each of these processes has its advantages and disadvantages depending on source water and finished water requirements. This course covers alternative and membrane filtration as introduced in part of WTTP 1711 (previously WTTP 171), basic principles of sedimentation and filtration. Topics include pressure filtration; iron and manganese removal; activated carbon; diatomaceous earth; cartridge filters; and membrane filtration.

**Prerequisite:**

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2171**

WEB-BASED 1 CT

**Basic Principles Disinfection**

This course is designed to cover the basic principles of water disinfection. Topics include history of disinfection; causes of waterborne diseases; and disinfection goals. Basic properties and uses of chlorine and disinfection by-products are also discussed.

**Prerequisite:**

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2181**

WEB-BASED 1 CT

**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.

**Prerequisite:**

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2191**

WEB-BASED 1 CT

**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.

**Prerequisite:**

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2291**

WEB-BASED 1 CT

**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.

**Prerequisite:**

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2301

WEB-BASED 1 CT

#### Advanced Programmable Logic Controllers

This course takes students beyond the entry-level and introduces them to more advanced topics such as: analogues signal handling; increasingly sophisticated instructions apart from timers and counters; and how discrete and analogue values can be passed from one PLC to another. Basic topics such as serial and ethernet communication are included in the course.

#### Prerequisite:

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2311

WEB-BASED 1 CT

#### Industrial Communication

This course provides students with the basics on a modern planet-wide control system that relies on merging technology, such as computers, PLCs, Operator Interfaces and micro-processor based plant-floor devices, together into a Supervisory, Control and Data Acquisition (SCADA) System.

#### Prerequisite:

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2331

WEB-BASED 1 CT

#### 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.

#### Prerequisite:

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2341

WEB-BASED 1 CT

#### 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.

#### Prerequisite:

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2351

WEB-BASED 1 CT

#### 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.

#### Prerequisite:

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2701

WEB-BASED 3 CT

#### Electrical Fundamentals II

This course is a continuation of WTTP 1801 and 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.

#### Prerequisite:

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2721

WEB-BASED 3 CT

#### Advanced Coagulation and Particle Removal

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.

#### Prerequisite:

WTTP 1800, WTTP 1820, WTTP 1830, WTTP 1850, WTTP 1860, WTTP 1870 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

### WTTP 2801

WEB-BASED 3 CT

#### Microbiology and Toxicology

The goal of this course is to introduce students to unifying concepts of biology, microbiology, and toxicology relating to water, and the most common and significant sources of infectious diseases caused by microbial contamination. Students explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

#### Prerequisite:

WTTP 2700, WTTP 2710, WTTP 2720, WTTP 2730, WTTP 2740 or equivalents

**Start Date:** Continuous registration

**Completion:** 30 weeks

**WTTP 2891**

IN-PERSON 3 CT

**Practicum II**

This course represents the second onsite practicum. The intent of this course is to provide hands-on activities, as students enter the final phase of the program. Students progress through a series of topics covered in terms three and four, such as advanced process control concepts, SCADA systems and microbiological laboratory procedures.

**Note:** Due to the facility location, some students are unable to attend the on-site practicum in Kamloops. However, due to the flexible program format, plant operators can apply to have the practicum performed at a more convenient location.

**Start Date:** This course is subject to sufficient enrolment. There is a minimum number of five registrants required for the course to be offered.

**Completion:** 30 weeks

**XCMP 0109**

WEB-BASED

**UVIC TECJ 100**

NC

**Computing Concepts**

This course provides you with the practical and theoretical fundamentals of computing. As the first course in the CBIS program, Computing Concepts lays the conceptual groundwork for you to build your understanding of information technology by introducing you to hardware, operating systems, productivity software, basic website design and networks. You will use word processing, spreadsheet, database, presentation and Internet software in the Microsoft Windows environment.

**Recommended Requisite:**

Ability to launch a program, save and load documents in Microsoft Office or LibreOffice (available from [www.LibreOffice.org](http://www.LibreOffice.org)) visit a website and send email

**Exclusion:**

CMPT 1509

**Start Date:** January; registration deadline

**Completion:** 4 months

**XCMP 0119**

ONLINE, PACED

**UVIC TECJ 432**

NC

**Database Concepts**

This course 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).

**Prerequisite:**

XCMP 0109 or equivalent experience

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**XCMP 0129**

ONLINE, PACED

**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. Students learn how to recognize the importance of a structured and organized approach to systems development, define the activities comprising a systems development project and understand the strengths and weaknesses of the various techniques for systems development, such as CGA and CMA.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** May; registration deadline applies.

**Completion:** 13 weeks

**XCMP 0219**

ONLINE, PACED

**UVIC TECJ 230**

NC

**Web Design and Management I**

This course 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.

**Prerequisite:**

XCMP 0109 or equivalent experience

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**XCMP 0139** **UVIC TECJ 420**  
ONLINE, PACED NC

### Networks and Network Management

This course examines the fundamental concepts of computer networks, their implementation, operation and management. Networks and Network Management provides students with the knowledge of how networks fit into the information system of an organization. Topics covered include network technology; architecture; management; operating systems; security; reliability; maintenance; interconnectivity; and user interface and support.

#### Prerequisite:

XCMP 0109 or equivalent experience

**Start Date:** May; registration deadline

**Completion:** 13 weeks

**XCMP 0209** **UVIC TECJ 315**  
ONLINE, PACED NC

### Programming with Java

This course 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.

#### Prerequisite:

XCMP 0109 or equivalent experience

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**XCMP 0229** **UVIC TECJ 315**  
ONLINE, PACED NC

### Relational Database Management Systems

This course will provide you with an understanding of the design, creation, maintenance, and management of a relational database management system (RDBMS). You will learn how to create and access data using Structured Query Language (SQL), the programming language used by most large relational database management systems such as Oracle, IBM DB2, MS SQL Server and Sybase, as well as open-source products such as MySQL and PostgreSQL.

#### Prerequisite:

XCMP 0109 and XCMP 0119 or equivalent experience

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**XCMP 0239** **UVIC TECJ 320**  
ONLINE NC

### Database Application Development

This course builds upon the database design skills taught in Database Concepts (DBC) and the SQL skills obtained in Relational Database Management Systems (RDBMS). Students who have taken DBC and/or RDBMS will find this course provides a valuable and natural follow-up to their database design and data access skills by completing the lifecycle with the creation of a sophisticated web-based application interface. Using Open Source and/or free software editions, 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.

#### Prerequisite:

XCMP 0109, XCMP 0229, XCMP 3159 or equivalent experience

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**XCMP 0249** **UVIC TECJ 340**  
ONLINE, PACED NC

### Web Design and Management II

This course introduces the creation of dynamic websites using server-side scripting and relational databases. It offers a good conceptual understanding of how dynamic websites, such as a shopping cart or a blog application, are created. This course is aimed at non-programmers who already have experience creating basic, static websites using HTML and CSS using a text editor. It complements *Web Design and Management I* by exploring the technologies used to create data-driven websites. The programming language introduced in this course is PHP. Technical topics include variables, data types, error-handling, validation strategies, handling text and mathematical operations in web script, control structures and loops, and handling user sessions using a login form. The course also covers topics pertaining to the design and management of server-scripted, data-driven web applications, including information architecture and roles and responsibilities in a typical web development team.

#### Prerequisite:

XCMP 0109 or equivalent experience

**Start Date:** May; registration deadline

**Completion:** 13 weeks

**XCMP 0259** **UVIC TECJ 410**  
 ONLINE, PACED NC

**Project Management**

This course covers all stages of projects, including feasibility, development, management, administration and completion. Standard project management tools such as Critical Path Method (CPM), Project Evaluation Review Technique (PERT), and network diagrams are also covered. The course presents the concepts and methodologies needed to plan, manage and track performance over a complete project lifecycle. These concepts include: cost-benefit analysis, change control management, quality control, performance tracking and corrective action. Further topics presented are time and cost estimating, resource levelling, critical path analysis and charting. You will use Microsoft Project software with a case study to gain practice in applying these concepts.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** September, January; registration deadline

**Completion:** 13 weeks

**XCMP 0149** **UVIC TECB 402**  
 ONLINE, PACED NC

**Human Side of Information Systems**

This course 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.

**Recommended Requisite:**

Provincial Grade 12 diploma or equivalent

**Start Date:** January; registration deadline

**Completion:** 13 weeks

**XCMP 0269** **UVIC TECJ 425**  
 WEB-BASED NC

**IT Security**

This course provides the background to evaluate the risks and assess the available tools to ensure a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed from a management and a technical perspective. Upon completion of IT Security, you will understand the security threat and the risk assessment process and how to apply it to operating systems and network communications security in a way that supports business requirements. In addition, students learn about security policies, procedures, and user awareness as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course.

**Prerequisite:**

XCMP 0109, XCMP 0139 or equivalent experience

**Start Date:** September; registration deadline

**Completion:** 13 weeks

**XCMP 0279** **UVIC TETS 461**  
 ONLINE, PACED 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.

**Recommended Requisite:**

Experience gained in having user accounts for online resources in enterprise or Internet-based settings

**Start Date:** September; registration deadline

**Completion:** 13 weeks

# Language Course Challenge Examinations

Students in programs offered through TRU-OL may earn credits toward completion of their degree for oral and written fluency in languages other than English by writing language course challenge examinations.

TRU-OL currently offers the following 3-credit language course challenge examinations for students as part of prior learning assessment and recognition (PLAR):

CROA 3001  
Advanced Croatian I (3)

CROA 3011  
Advanced Croatian II (3)

DUCH 1001  
Introduction to Dutch I (3)

DUCH 3001  
Advanced Dutch Composition I (3)

DUCH 3011  
Advanced Dutch Composition II (3)

DUCH 4001  
Advanced Dutch Composition III (3)

DUCH 4011  
Advanced Dutch Composition IV (3)

FREN 1001  
Introduction to French I (3)

FREN 1011  
Introduction to French II (3)

FREN 3021  
Advanced French Composition I (3)

FREN 3031  
Advanced French Composition II (3)

GERM 1001  
Introduction to German I (3)

GERM 1011  
Introduction to German II (3)

GERM 3001  
Advanced German  
Composition I (3)

GERM 3011  
Advanced German  
Composition II (3)

GREK 3001  
Advanced Greek Composition I (3)

GREK 3011  
Advanced Greek Composition II (3)

HEBR 2001  
Second-Year Hebrew I (3)

HEBR 2011  
Second-Year Hebrew II (3)

HUNG 3001  
Advanced Hungarian  
Composition I (3)

HUNG 3011  
Advanced Hungarian  
Composition II (3)

ITAL 1001  
Introduction to Italian I (3)

ITAL 1011  
Introduction to Italian II (3)

ITAL 3001  
Advanced Italian Composition I (3)

ITAL 3011  
Advanced Italian Composition II (3)

KORE 3001  
Advanced Korean Composition I (3)

KORE 3011  
Advanced Korean  
Composition II (3)

MAND 3001  
Advanced Mandarin  
Composition I (3)

MAND 3011  
Advanced Mandarin  
Composition II (3)

POLS 3001  
Advanced Polish Composition I (3)

SPAN 1001  
Introduction to Spanish I (3)

SPAN 1011  
Introduction to Spanish II (3)

SPAN 3001  
Advanced Spanish  
Composition I (3)

SPAN 3011  
Advanced Spanish  
Composition II (3)

# Consortium Distance 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 SFU or UVic without having to be admitted to the delivering institution. TRU-OL distance courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL.

Students may register through UBC Access Studies for distance courses delivered by UBC (see [pages 216-217](#)) with special access privileges awarded to TRU-OL program students. Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) are also members of the BC University Consortium. Their courses are not available for registration through TRU-OL.

Contact individual institutions for more information.

Royal Roads University (RRU)  
[www.royalroads.ca](http://www.royalroads.ca)  
250.391.2511  
1.800.788.8028

University of Northern British Columbia (UNBC)  
Regional Operations Office  
[www.unbc.ca/regops](http://www.unbc.ca/regops)  
250.960.6300  
[registrar-info@unbc.ca](mailto:registrar-info@unbc.ca)

## Simon Fraser University

<http://code.sfu.ca>

Simon Fraser University (SFU) offers several certificate, diploma and degree programs, in part or completely by distance. Prospective students (students who wish to receive a credential upon completion of a program) must apply for admission to SFU and meet admission requirements and deadlines. Note that all programs have limits to the number of credits a student can transfer, which includes SFU course credits taken as a TRU-OL student.

Once admitted, students in most cases must also apply to the school or department for acceptance into the specific program. TRU-OL courses delivered by SFU, as noted in the course section of this calendar, transfer credit to SFU (subject to transfer credit regulations). A minor or major program can only be awarded upon the successful completion of a bachelor's degree from SFU.

Go to <http://code.sfu.ca/> for information about applying for admission to SFU. Or access course availability and program requirements. Also, contact the Centre for Online and Distance Education by email at [codehelp@sfu.ca](mailto:codehelp@sfu.ca) or phone 778.782.3524 or 1.800.663.1411 (toll-free in Canada).

The following programs are available in part or entirely through distance education:

Criminology General Certificate  
Certificate in Correctional Studies  
Certificate in Forensic Studies  
Certificate in Health and Fitness Studies  
Certificate in Liberal Arts  
Police Studies Certificate Program  
Certificate in Sustainable Community Development  
Legal Studies Certificate Program  
Post-Baccalaureate Diploma in Communication  
Post-Baccalaureate Diploma in Criminology  
Post-Baccalaureate Diploma in Early Learning  
Post-Baccalaureate Diploma in Education  
Post-Baccalaureate Diploma in Gerontology  
Post-Baccalaureate Diploma in Sustainable Community Development  
Bachelor of Communication, Art and Technology — Communication Minor  
Bachelor of Communication, Art and Technology — Publishing Minor  
Bachelor of Applied Sciences — Computing Science Minor  
Bachelor of Arts and Social Sciences — Criminology Minor and Major  
Bachelor of Arts and Social Sciences — English Minor and Major  
Bachelor of Arts and Social Sciences — Joint Sociology/Anthropology and Criminology Major  
Bachelor of Arts and Social Sciences — Sociology Minor  
Bachelor of Arts and Social Sciences — Publishing Minor  
Bachelor of Arts and Social Sciences — Gerontology Minor  
Bachelor of Biomedical Physiology and Kinesiology — Kinesiology Minor  
Bachelor of Education — Curriculum and Instruction Minor  
Bachelor of Education — Early Learning Minor  
Bachelor of Education — Elementary Generalist Minor  
Bachelor of Education — Physical Education Minor  
Bachelor of Education — Educational Psychology Minor  
Bachelor of Education — Environmental Education Minor  
Bachelor of Education — Learning Disabilities Minor



# Consortium Distance Education

## University of Victoria

<http://distance.uvic.ca>

Through its Division of Continuing Studies and the Faculty of Human and Social Development, the University of Victoria (UVic) has pioneered a number of different approaches to the delivery of distance programs to encourage student-to-student and student-to-instructor interactions.

For information about UVic programs offered by distance, refer to the program website or contact the department by email or phone, as listed.

**Note:** Students are advised that registration in TRU-OL courses delivered by UVic may not automatically be accepted for transfer credit to a specific UVic program of study.

### Certificate in Adult and Continuing Education

[www.uvcs.uvic.ca/Program/Certificate-in-Adult-Continuing-Education/ACECERT/](http://www.uvcs.uvic.ca/Program/Certificate-in-Adult-Continuing-Education/ACECERT/)

[brandh@uvic.ca](mailto:brandh@uvic.ca)  
250.721.8944

### Professional Specialization Certificate in Collections Management

<https://www.uvcs.uvic.ca/Program/Professional-Specialization-Certificate-in-Collections-Management/PSC%20CM/>

[crmcoord@uvic.ca](mailto:crmcoord@uvic.ca)  
250.721.6119

### Certificate in Computer Based Information Systems

[www.uvcs.uvic.ca/Program/Computer-Based-Information-Systems-CBIS/CBIS/](http://www.uvcs.uvic.ca/Program/Computer-Based-Information-Systems-CBIS/CBIS/)

[bmt@uvcs.uvic.ca](mailto:bmt@uvcs.uvic.ca)  
250.721.8072

### Graduate Professional Certificate in Cultural Sector Leadership

<http://www.uvic.ca/hsd/prospectivestudents/graduate/programs/programpages/padm-grad-cul-leadership-cert.php>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250.721.8074

### Certificate in Environmental and Occupational Health

[www.uvcs.uvic.ca/Program/Certificate-Program-in-Environmental-Occupational-Health/HPEO/](http://www.uvcs.uvic.ca/Program/Certificate-Program-in-Environmental-Occupational-Health/HPEO/)

[eoh@uvcs.uvic.ca](mailto:eoh@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

[www.uvcs.uvic.ca/Program/Certificatein-Business-Administration-CBA/BUSADMCERT1/](http://www.uvcs.uvic.ca/Program/Certificatein-Business-Administration-CBA/BUSADMCERT1/)

[bmt@uvcs.uvic.ca](mailto:bmt@uvcs.uvic.ca)  
250.721.8073

### Certificate in Restoration of Natural Systems

[www.uvcs.uvic.ca/Program/Restoration-of-Natural-Systems-Certificate/RNS-CERT/](http://www.uvcs.uvic.ca/Program/Restoration-of-Natural-Systems-Certificate/RNS-CERT/)

[resscipc@uvic.ca](mailto:resscipc@uvic.ca)  
250.721.8463

### Diploma in Restoration of Natural Systems

[www.uvcs.uvic.ca/Program/Restorationof-Natural-Systems-Diploma/RESNATSYS/](http://www.uvcs.uvic.ca/Program/Restorationof-Natural-Systems-Diploma/RESNATSYS/)

[resscipc@uvic.ca](mailto:resscipc@uvic.ca)  
250.721.8463

### Diploma in Cultural Resource Management

[www.uvcs.uvic.ca/Program/Diplomain-Cultural-Resource-Management/CULRESMNG/](http://www.uvcs.uvic.ca/Program/Diplomain-Cultural-Resource-Management/CULRESMNG/)

[crmcoord@uvic.ca](mailto:crmcoord@uvic.ca)  
250.721.6119

### Diploma in Local Government Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/programs1/index.php>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250.721.8067

### Diploma in Public Relations

[www.uvcs.uvic.ca/Program/Public-Relations-Diploma-Program/HPPRD/](http://www.uvcs.uvic.ca/Program/Public-Relations-Diploma-Program/HPPRD/)

[publicrelations@uvcs.uvic.ca](mailto:publicrelations@uvcs.uvic.ca)  
250.721.6129

### Diploma in Public Sector Management

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/DiPuSM.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250.721.8074

### Bachelor in Child and Youth Care

[www.cyc.uvic.ca/prospective/distance/index.php](http://www.cyc.uvic.ca/prospective/distance/index.php)

[vziegler@uvic.ca](mailto:vziegler@uvic.ca) or [kharriso@uvic.ca](mailto:kharriso@uvic.ca)  
250.721.7984

### Minor in Public Administration

<http://web.uvic.ca/calendar2015-09/FACS/FoHuaSD/SoPuA/MiPuA.html>

[hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)  
250.721.8074

### Bachelor of Social Work

<http://www.uvic.ca/hsd/socialwork/current/bsw/index.php>

[swrecept@uvic.ca](mailto:swrecept@uvic.ca)  
250.721.8036

### Education

<https://www.uvcs.uvic.ca/education/index.aspx>

[register@uvcs.uvic.ca](mailto:register@uvcs.uvic.ca)  
250.472.4747

# Consortium Distance Education

## University of British Columbia (UBC)

<http://ctlit.ubc.ca/distance-learning>

The University of British Columbia's (UBC's) online and print-based courses carry full credit toward degree or certificate programs in accordance with the requirements of the UBC Faculty concerned. Students may register through UBC Enrolment Services for most distance courses delivered by UBC.

Students requiring a UBC course to complete a program offered through TRU-OL should obtain approval from TRU-OL, register through UBC Enrolment Services, and then transfer the UBC credit to TRU-OL. This credit cannot be used for TRU-OL's residency requirement.

Contact UBC Enrolment Services for more information at:  
<http://students.ubc.ca/nondegree>  
604.822.1428  
604.822.5945 (Fax)

Students may register through UBC Enrolment Services for the following distance courses delivered by UBC:

APBI 100, *Soil and the Global Environment* (3)  
APBI 200, *Introduction to Soil Science* (3)  
APBI 418, *Intensive Fish Production* (3)  
APBI 419, *Fish Diseases* (3)  
APBI 428, *Integrated Pest Management* (3)  
ARST 556E, *Topics in Archival Automation: Records Systems in the Digital Environment* (3)  
AUDI 402, *Neuroanatomy for Audiology and Speech Language Pathology* (3)  
AUDI 403, *Introduction to Neurolinguistics* (1.5)  
BIOL 200, *Cell Biology I: Structural Basis* (3)  
CIVL 200, *Engineering and Sustainable Development* (3)  
CLST 301, *The Technical Terms of Medicine and Biological Science* (3)

DENT 407, *Special Oral Care in the Community: Provisions of Special Oral Health Services in Community Settings* (6)  
DHYG 400, *Current Issues in Oral Health Sciences* (6)  
DHYG 401, *Oral Epidemiology* (6)  
DHYG 402, *Dental Hygiene Practice I* (6)  
DHYG 405, *Oral Microbiology and Immunology* (3)  
DHYG 412, *Oral Health Care Trends and Topics* (6)  
DHYG 433, *Assessment and Treatment Planning for Advanced Periodontal Diseases* (3)  
DHYG 435, *Oral Medicine and Pathology* (3)  
DHYG 461, *Literature Review I* (4)  
DHYG 462, *Literature Review II* (4)  
ENGL 112, *Strategies for University Writing* (3)  
ENGL 222, *Literature in Canada* (3)  
ENGL 301, *Technical Writing* (3)  
ENGL 303, *Intermediate Composition* (6)  
ENGL 304A, *Advanced Composition* (3)  
ENGL 320, *History of the English Language* (6)  
ENGL 321, *English Grammar and Usage* (3)  
ENGL 322, *Stylistics* (3)  
ENGL 330A, *The Structure of Modern English: Sounds and Words* (3)  
ENGL 331, *The Structure of Modern English: Sentences and Their Uses* (3)  
ENGL 348A, *Shakespeare and the Renaissance: Shakespeare* (3)  
ENGL 364A, *Nineteenth Century Studies: The Victorian Novel* (3)  
ENGL 462A, *Twentieth Century British and Irish Studies: The Modern British Novel* (3)  
ENGL 468A, *Children's Literature* (3)  
ENGL 470A, *Canadian Studies: Canadian Literary Genres* (3)  
EOSC 114, *The Catastrophic Earth: Natural Disasters* (3)  
EOSC 116, *Mesozoic Earth: Time of the Dinosaurs* (3)  
EOSC 118, *Earth's Treasures: Gold and Gems* (3)

EOSC 310, *The Earth and the Solar System* (3)  
EOSC 311, *The Earth and its Resources* (3)  
EOSC 314, *The Ocean Environment* (3)  
EOSC 315, *The Ocean Ecosystem* (3)  
EOSC 326, *Earth and Life Through Time* (3)  
ETEC 500, *Research Methodology in Education* (3)  
ETEC 510, *Design of Technology Supported Learning Environments* (3)  
ETEC 511, *Foundations of Educational Technology* (3)  
ETEC 512, *Application of Learning Theories to Instruction* (3)  
ETEC 520, *Planning and Managing Technologies in Higher Education* (3)  
ETEC 521, *Indegeneity, Technology and Education* (3)  
ETEC 522, *The Business of e-Learning* (3)  
ETEC 530, *Constructivist Strategies for e-Learning* (3)  
ETEC 531, *Curriculum Issues in Cultural and Media Studies* (3)  
ETEC 532, *Technology in the Arts and Humanities Classroom* (3)  
ETEC 533, *Technology in the Mathematics and Science Classroom* (3)  
ETEC 540, *Text Technologies: The Changing Spaces of Reading and Writing* (3)  
ETEC 565A, *Learning Technologies: Selection, Design and Application* (3)  
ETEC 565G, *Special Course in Subject Matter Field: Culture and Communication in Virtual Learning Environments* (3)  
ETEC 565M, *Special Topics: Mobile Education* (3)  
ETEC 590, *Graduating Project* (3)  
FIST 332, *Studies in Genre or Period: Irish Cinema and Culture* (3)  
FMST 316, *Family Studies: Human Sexuality* (3)  
FNH 200, *Exploring our Food* (3)  
FNH 250, *Nutrition: Concepts and Controversies* (3)

# Consortium Distance Education

- FNH 454, *Fish Nutrition* (3)  
FOPR 261, *Basic Geomatics for Natural Resources* (2)  
FOPR 262, *Forest Access and Transportation* (3)  
FOPR 362, *Sustainability and Forest Operations* (3)  
FREN 348, *French Literature in Translation I* (3)  
FREN 349, *French Literature in Translation II* (3)  
FRST 202, *Forest Ecology* (3)  
FRST 231, *Introduction to Biometrics* (3)  
FRST 308, *Forest Entomology* (2)  
FRST 309, *Forest Pathology* (2)  
FRST 319, *Principles of Forestry Economics* (3)  
FRST 421, *Integrated Resource Management* (3)  
FRST 449A, *Directed Studies in Forestry: Wood Uses* (1)  
FRST 449B, *Directed Studies in Forestry: Wood Properties and Identification* (2)  
GEOG 350, *Introduction to Urban Geography* (3)  
GRSJ 224A, *Gender, Race, Sexuality and Social Justice in Literature* (3)  
GRSJ 300, *Intersectional Approaches to Gender Relations* (3)  
HIST 102, *World History from 1500 to the 20th Century* (6)  
HIST 104, *Topics in World History: Cultures in Contact* (3)  
HIST 106, *Global Environmental History* (3)  
HIST 432, *International Relations of the Great Powers in the 20th Century* (6)  
HIST 441, *History of the Holocaust* (3)  
HIST 444, *Slave Societies in the Americas* (3)  
HIST 451, *Family and Community in Latin America* (3)  
HIST 480, *Social History of Modern China* (6)  
HIST 481, *Education and Society in Modern China* (3)  
IHHS 411, *Violence Across the Lifespan* (3)  
JAPN 100, *Beginning Japanese* (3)  
JAPN 101, *Beginning Japanese I* (3)  
LAW 504, *Property Law* (5)  
LFS 302A, *International Field Studies in Sustainable Agriculture* (3)  
LFS 490A, *Topics in Agricultural Sciences* (3)  
LIBR 500, *Foundations of Information Technology* (3)  
LIBR 526, *Literature and Other Materials for Young Adults* (3)  
LIBR 529, *Services for Families and Early Literacy in the Preschool Years* (3)  
LIBR 548E, *History of the Book* (3)  
LIBR 548H, *Community Informatics* (3)  
LIBR 559M, *Social Media for Information Professionals* (3)  
LIBR 561, *Information Policy* (3)  
LIBR 562, *International Librarianship: Issues and Innovations* (3)  
LIBR 575, *Academic Libraries* (3)  
MUSC 103, *Introduction to the Theory of Music* (3)  
NURS 502, *Ethics and Politics of Nursing* (3)  
NURS 504, *Research and Evidence-Based Practice* (3)  
NURS 505, *Statistical Literacy in Nursing: Health Promotion* (3)  
NURS 512, *Leadership in Nursing* (3)  
NURS 540, *Educational Processes in Nursing* (3)  
NURS 552, *Methods in Nursing Science* (3)  
NURS 586V, *Advanced Understanding of and Response to Violence in Families* (3)  
PATH 417A, *Bacterial Infections in Humans* (3)  
PATH 417B, *Bacterial Infections in Humans* (6)  
PATH 427, *Basic Principles of Infection Prevention and Control* (3)  
PATH 467, *Basic Microbiology for Infection Control* (3)  
PATH 477, *Basic Epidemiology for Infection Control* (3)  
PHIL 120, *Introduction to Logic and Critical Thinking* (3)  
PHIL 220A, *Symbolic Logic* (3)  
PHIL 433A, *Bio-Medical Ethics* (3)  
PHIL 434A, *Business and Professional Ethics* (3)  
PHIL 435A, *Environmental Ethics* (3)  
PHYS 100, *Introductory Physics* (3)  
PHYS 333, *Energy and Climate* (3)  
PSYC 300A, *Behaviour Disorders* (3)  
PSYC 304, *Brain and Behaviour* (6)  
PSYC 307, *Cultural Psychology* (3)  
PSYC 308A, *Social Psychology* (3)  
PSYC 309B, *Cognitive Processes* (6)  
PSYC 314, *Health Psychology* (3)  
PSYC 315, *Childhood and Adolescence* (3)  
PSYC 320, *Psychology of Gender* (6)  
RELG 306, *Archaeology of the Bible* (3)  
SOCI 100A, *Introduction to Sociology: Socialization and Social Construction* (3)  
SOCI 100B, *Introduction to Sociology: Inequality on Local and Global Scales* (3)  
SOCI 430B, *Perspectives on Global Citizenship* (3)  
SOWK 320, *Introduction to Social Work Research* (3)  
SOWK 450, *Social Work Practice in Community Mental Health* (3)  
SOWK 522, *Family Mediation and Conflict Resolution* (3)  
SOWK 570E, *Advanced Understanding of and Response to Violence in Families* (3)  
SURG 510, *Surgical Care in International Health* (3)  
SURG 512, *Global Disability: A Surgical Care Mandate* (3)  
SURG 514, *Surgical Care in Humanitarian Disaster Response* (3)  
WOOD 475, *Wood Properties, Identification, and Uses* (3)

# Administrative Staff



## President and Vice-Chancellor

Alan Shaver  
B.Sc. Hons. (Carleton University)  
Ph.D. (Massachusetts IT)

## Vice-Provost, Open Learning

Gordon Tarzwell  
B.A. (U Calgary)  
M.A., Ph.D. (Queen's U)

## Associate Vice President, Strategic Enrolment and University Registrar

Michael Bluhm

## Manager, Admissions and Advising

Marjorie Budnikas  
B.A., Ph.D. (U Toronto)  
M.A. (UBC)

## Manager, Enrolment Services

Hilary Parsons  
B.A. (California State U, Chico)  
Post-Bacc. Cert., T.E.S.L. (TRU)

## Manager, Financial Aid and Awards

Gordon Down  
B.A. (Trinity Western U)

## Director, Program Delivery

Valerie Peachey  
Professional Teaching Cert. (SFU)  
B.A. (U Alberta)  
M.Ed., Ed.D. (UBC)

## Associate Director, Program Delivery

Sarah Langlois  
B.A. Hons., M.Sc., Pg.Cert.  
(Sheffield Hallam U)

## Manager, Program Delivery

Matt Dyck  
B.A. (TRU)

## Director, Curriculum Development

Irwin DeVries  
B.A. (SFU)  
M.A. (UBC)  
Ph.D. (SFU)

## Director, Marketing

Jennifer Read  
B.A. (McGill U)

## Director of Innovation

Brian Lamb  
B.A. Hons. (U Saskatchewan)  
M.A. (McGill U)

## Director of PLAR

Christine Wihak  
B.A. Hons. (Queen's U)  
M.A. (Carleton U)  
Ph.D. (U Alberta)

## Senior Director, Strategic Partnerships

Donald Poirier  
B.A., M.A., M.B.A. (U Calgary)

## Director, Strategic Partnerships

Lloyd Loveday  
B.Sc. (U Regina)  
M.B.A. (Royal Roads U)

## University Librarian

Brenda Mathenia  
M.S.I. (U Michigan)  
M.U.P., B.Sc. (Michigan State U)

## Program Coordinator

Mike Looney (Arts)  
B.Sc., M.Sc. (UBC)

## Associate Dean, School of Business and Economics

Dan Thompson  
B.Comm (Hons.), B.Ed.  
(U Manitoba)  
M.B.A. (Queen's U)  
Cert. Data Processing (Red)  
CMA, CFA

## Associate Dean, Nursing

Donna Petri  
B.Sc.N. (Bethel U)  
M.S.N. (Deakin U)

## Student Advisor, Nursing

Michelle Seibel  
Dip.N. (Selkirk C)  
M.A. (Royal Roads U)  
B.N. (Athabasca U)

## Academic Director, Sciences and Technology

Bryan Daly  
R.R.T. (Algonquin U)  
Instruct.Dip. (UBC)  
M.A. (Gonzaga U)

## Academic Coordinator, Health Sciences

David Sheets  
R.R.T. (UCC)  
Instruct. Dip. (Vancouver Community C)  
M.A. (Royal Roads U)

## Program Advisors

Marianne Dietrich  
B.A. (TRU)

Gerry Fink  
B.A. (U Victoria)

Danelle Johnston  
B.A. (TRU)

Kimberley King  
B.T.M. (TRU)

Tony Kuczma  
B.A. (UBC)

Trina Valin  
B.A. (TRU)

Scott Walker  
B.A. (TRU)

Kristin Webb  
B.A. (Humboldt State U)  
M.A. (U California, San Diego)

## Audit and Articulation Officers

Chanté Aubuchon  
B.A. (U Calgary)

Margaret West  
B.A. (TRU)  
P.I.D. (Vancouver Community C)

## Advisor, PLAR

Nicole Borhaven  
B.A. (SFU)

# Open Learning Faculty Members

Reza Abbasi  
B.Sc. (Isfahan U of Technology)M.Sc.  
(State U of New York)

Mohd Abdullah  
B.Sc. (Hons.) (U Strathclyde)  
Applied Information Technology  
Post Graduate Diploma (ITI)  
MITE (Dalhousie U)

Chima Adiele  
B.Sc.; M.Sc. (Hons.) (U Benin)  
Ph.D. (U Manitoba)

Eric Agyekum  
B.Sc. (Hons.) (KNUST, Ghana)  
C.A.S.M. (U Cambridge)

Rosalyn Alexander  
B.A. (Hons.) (Southampton U)  
M.A. (UBC)  
Teach.Dip. (U Victoria)

Marian Anderberg  
B.S.W. (UCC)  
M.S.W. (UBC)  
Doctor in Progress (U Calgary)

Rob Anderson, CPA, CGA  
B. Comm. (Mount Allison U)  
M.B.A. (City U, Seattle)

Puneet Arora  
M.B.A. (ARU, Cambridge)  
M.S. (Hons.) (NYCC, New York)  
M.B.B.S., M.D. (GMC, Amritsar)

Anne Baker  
B.A. (Hons.) (U Waterloo)  
M.A. (UBC)

Chandra Balakrishnan  
B.A., M.Sc. (SFU)

Bob Barlow  
B.Sc. (Hons.), Dip.Ed. (U Victoria)  
M.Sc. (Athabasca U)

Allison Barnes  
B.A., M.A. (U Ottawa)  
Ph.D. (U Waterloo)

Kevin Barrie  
B.Sc. (Queen's U)

Tony Bell, CPA, CA  
B.B.A. (SFU)  
M.B.A. (TRU)

John Belshaw, FRHistS  
B.A. (Hons.) (UBC)  
M.A. (SFU)  
Ph.D. (London U)

Rhonda Berg  
B.Sc. (Douglas C)  
M. LD (Royal Roads U)

Anne Beveridge  
B.Sc. (U Glasgow)  
LL.B., LL.M. (UBC)

Kim Birk  
Med. Lab Tech (BCIT)  
Lab, X-ray (NAIT)

Philip Blanchard, RPF  
B.S.F. (UBC)

Stacey Boon  
B.A. (Hons.) (Lakehead U)  
P.B.D. (U Western Ontario)  
M.Couns. (U Calgary)  
M.E.T. (UBC)

Paul Bradbury  
F.I.M.L.S. (England)  
A.R.T. (Canada)

Casey Brant  
B.Sc. (U Waterloo)  
Ph.D. (UVic)

Dawne Bringeland  
D.A.A. (Douglas C)  
M.B.A. (Asia Pacific Intl)  
E.B.C. (Fielding Graduate U)

Doug Brown  
B.A. (Carleton U)  
M.A., Ph.D. (SFU)

C. Elizabeth Bulmer  
B.A. (Hons.) (York U)  
B.Ed. (U Western Ontario)  
B.S.W. (UVic)  
M.S.W. (Dalhousie U)  
P.I.D. (VCC)

Doug Buis  
B.F.A. (U Victoria)  
M.F.A. (York U)

C. Elizabeth Bulmer  
B.A. (Hons.) (York U)  
B.Ed. (U Western Ontario)  
B.S.W. (U Victoria)  
M.S.W. (Dalhousie U)  
P.I.D. (Vancouver Community C)

Mark Butorac  
B.A. (Hons.) (McMaster U)  
M.A. (U Windsor)  
Ph.D. (McGill U)

Juan Caldera-Noriega  
B.Sc., M.B.A. (Natl Autonomous U)  
M.A. (Monterrey IT)  
Ph.D. (R Melbourne IT)  
Teach/Learn Cert. (SFU)  
B.E.D.C., A.O.A.T.E.S. (UBC)

Sarah Carruthers  
M.Sc., B.Sc. (Hons.) (U Victoria)

Rajvinder Chahal  
R.T., B.S.W. (UCC)  
M.S.W. (UBC)  
Doctorate of Education in  
Progress (SFU)

David Chan, CPA, CA  
B.Comm. (SFU)  
M.B.A. (UBC)

Stephanie Chaput  
B.Sc., M.Ed. (TRU)

Eric Kuan Yu Chen  
B.Sc. (Hons.) (U Toronto)  
Ph.D. (U Toronto)

Peter Chevrier  
B.B.A. (Kwantlen Polytechnic U)  
M.B.A. (Colorado State U)

John Churchley  
B.Ed., M.A. (U Victoria)  
Ed.D. (University of Nottingham)

Stewart Churlish, CPA, CGA  
B.A., A.C.E. (U Victoria)  
M.B.A. (Royal Roads U)

Denise Clarkson  
M.L.A. Cert. (West Coast C )

Graeme Coetzer  
B.B.A. (U of S Africa)  
M.B.A., Ph.D. (SFU)

Bryce Connor  
WDIV, WTIII, BCWWA (EOCP)

Derek R. Cook  
B.A., M.A. (U Alberta)

Meghan Costello  
B.Sc. (U Victoria)  
M.Sc., P.I.D. (U Calgary)

Amie Cotterill  
M.L.A. Cert. (VCC)

Raymond Cox, CMA, CFA,  
CPA,CGA  
B.Sc. (U Toronto)  
BComm., M.B.A. (U Windsor)  
Ph.D. (Michigan State U)

Shannon Cox  
B.B.A., M.B.A. (SFU)

Beth de Beer  
B.A., M.A. (SFU)

Thomas Dorval  
R.R.T. (Algonquin C)  
P.I.D. (Vancouver Community C)  
M.Ed. (SFU)



# Open Learning Faculty Members



Anton Du Toit  
B.Ed. (Potchefstroom U)  
M.B.A., Ph.D. (Rand Afrikaans U)

Richard Duguay  
B.Sc. (U Waterloo)  
M.H.Sc. (U Toronto)  
C.I.H. (USA)  
C.R.S.P., R.O.H. (Canada)

Steven Earle  
B.Sc. (UBC)  
Ph.D. (U London)

Michael Edgell  
B.A. (Hons.), Ph.D. (U Birmingham)  
M.Sc. (U London)  
Prof. Emeritus (U Victoria)

Lisa Elliot  
A.T. Cert. (VCC)  
M.L.A. Cert. (Camosun C)

Nancy Elliot  
B.A. (Hons.) (U Toronto)  
M.A. (Trent U)  
Ph.D. (UNBC)

Ronald Evans  
B.A. (SUNY, Plattsburgh)  
M.Sc. (Pacific Western U)

Dawn Farough  
B.A. (U Winnipeg)  
M.A. (U Manitoba)  
Ph.D. (UBC)

Joanne Fennell  
A.R.T. (Canada)  
R.L.T. (BCIT)

Norman Fennema  
B.A. (Hons.) (U Alberta)  
M.A., Ph.D. (U Victoria)

Andrew Fergus  
B.A. (Moray College Scotland)  
M.Sc., Ph.D. (U Calgary)

Jean Ferri  
M.A., Ph.D. (SFU)

Seán Finucane, CFA, CIPM  
B.Math, M.Math. (U Waterloo)  
Ph.D. (UBC)

Allan Fletcher  
B.A., M.A., Ph.D. (UBC)

Nancy Flood  
B.Sc. (Hons.) (Queen's U)  
M.Sc., Ph.D. (U Toronto)

David Florkowski  
B.A. (North Kentucky U)  
M.Ed. (Georgia State U)  
Ph.D. (Walden U)

Dexter Forbes  
B.A. (U Victoria)  
R.R.T. (UCC)  
AA Dip. (TRU)

Laura Ford, RN (UCC)  
B.Sc.N. (UVic)  
M.Sc.N. (Athabasca U)

Edward Fuller, P.Geo., P.Eng  
B.G.S. (TRU)  
B.Sc. (Hons.) (U Western Ontario)  
M.Sc. (SFU)

Avninder Gill  
B.Eng. (Punjab U)  
M.Sc., Ph.D. (U Manitoba)

Bernadette Harris  
B.Sc. (Hons.) (U Illinois)  
M.Sc. (San Diego State U)  
Ph.D. (U Virginia)

Michelle Harrison  
B.Sc. (U Victoria)  
M.A. (Royal Roads U)  
P.B.D. (SFU)

Shahriar Hasan  
B.A. (Hons.) (U Dhaka)  
M.A., Ph.D. (U Clemson)

Percy Hebert  
B.Sc., M.Sc., Ph.D. (U Manitoba)  
B.Journalism (TRU)

Lona Heinzig  
R.N. (VGH School of Nursing)  
B.Sc.N. (U Vic)  
M.A.Ed. (San Diego State U)

Melody Hensing  
B.A. (U Denver)  
M.A. (Syracuse U)  
Ph.D. (UBC)

Rosalie Hilde  
B.A. (Hong Kong Polytechnic)  
M.B.A (U Durham)  
D.B.A. (Athabasca U)

Dawn Hines  
B.A., B.S.W. (U Regina)  
M.S.W. (McGill U)  
Dip. ADED (UBC)  
Ed.D. (U Phoenix)

Diana Holland  
B.A. (U Ottawa)  
B.Ph. (St Paul U)

Tracy Hoot  
B.Sc.N. (U Victoria)  
M.Sc.N. (U Texas)  
P.I.D. (Douglas C)

Belayet Hossain  
B.Sc., M.Sc. (Dhaka U Bangladesh)  
M.B.A. (Thammasat Thailand U)  
Ph.D. (N. Carolina State U)

Melodie Hull, RPN  
B.A. (SFU) M.Sc. (Southwest U)  
M.Ed. (U Wollongong)  
P.I.D. (Vancouver Community C)

Aaron Hunter  
B.Sc. (U Calgary)  
M.Sc., Ph.D. (SFU)

David Huntley  
B.Sc. (U Gloucestershire)  
M.Sc. (U Western Ontario)  
Ph.D. (U New Brunswick)

Bruce Irving  
B.Ed., M.Ed. (UVic)

Virginia Jacklin, RN  
B.Sc.N. (Hons.), M.A. (U Victoria)  
GNC (c) (Gerontological Nurse  
Certified Canada)

Melissa Jakubec  
B.A. (Hons.) (U Victoria)  
M.A. (Dalhousie U)  
Dip. R.S.A. (Cambridge U)  
T.E.S.L. Level 4 (Canada)  
E-Learn Cert. (Open Polytechnic)

Harpreet Jamarai  
M.Sc. (Guru Nanak U India)

Scott Jameson  
A.Sc.T, W.Q.T. (Okanagan UC)  
WD III, WT III, WWT III (EOCP)

Warveni Jap  
B.A. (U Washington)  
M.B.A. (Natl Cheng Chi U)

Rajiv Jhangiani  
B.A., M.A., Ph.D. (UBC)

Ashley Jones  
B.Sc.T, PDPP (U Victoria)  
M.Ed. (UBC)

Douglas Jontz  
Ind.1 Elec. Red Seal I.D. (BC)  
Electronics Dip. (DeVry)

Kearnon Kanne  
B.A. (SFU)  
M.F.A. (Mills C)

# Open Learning Faculty Members

Carson Keever  
B.Sc. (U California, Davis)  
Ph.D. (SFU)

Mary Ann King  
B.A. (U Prince Edward Island)  
M.A., Ph.D. (UBC)

Richard Bruce Kirkley  
B.A. (Hons.) (UBC)  
M.A., Ph.D. (U Toronto)

Maynard Kirkpatrick  
B.A. (UBC)  
M.Sc. (U Luton)

Derek Knox  
B.Sc., Teach. Cert., M.Ed. (UBC)

Jennifer Kong  
B.Sc., M.Sc., Ph.D. (UBC)

Laura Kreissl  
M.B.A. (California State U)  
Ph.D. (U of Mississippi)

Mary Kruger  
B.S.N., M.S.N., Ed.D. (UBC)

Shana Kushniruk  
R.L.T. (UCC)

Ronald Lakes  
B.Comm., B.A. (U Saskatchewan)  
M.A. (U Toronto)  
M.B.A. (UBC)

Laura Lamb  
B.A. (U Winnipeg)  
M.B.A., Ph.D. (U Manitoba)

Andre Le Dressay  
B.A. (Hons.) (U Regina)  
M.A. (U Victoria)  
Ph.D. (SFU)

Mahnhoon Lee  
Ph.D. (U Oklahoma)

Michael Lemphers  
R.R.T. (TRU)  
M.A. (Royal Roads U)

Helene Leone  
M.A. (SFU)  
Ph.D. (U Ottawa)  
T.E.S.L. (IHCC)

Lynnette Lettinga  
B.Sc. (Trinity Western U)  
P.I.D. (Vancouver Community C)

Marten Lettinga  
B.Ed. (U Toronto)  
B.Sc. (Trinity Western U)  
M.Sc. (U Waterloo)

Robert Lindsay  
B.Comm., M.A. (UBC)

Yair Linn  
B.Sc. (Technion Israel IT)  
Ph.D. (UBC)

William Little  
B.A. (Hons.), Ph.D. (UVic)  
M.A. (York U)

Douglas Loblaw  
B.A. (U Toronto)

Kirstin Lougheed  
M.L.T. Dip. (BCIT)  
B.Sc., M.L.A. Cert. (UCC)

Martha (Kim) Love  
B.Sc.N. (U Victoria)  
M.Sc.N. (Athabasca U)

Duncan Low  
B.G.S., M.Urb. (SFU)

Marie Low  
B.A. (Hons.), Ph.D. (U Washington)  
M.S. (Columbia U)

Ken Lum  
B.A. (Hons.) (UBC)  
M.Sc., Ph.D. (Purdue U)

Jodi Lundgren  
B.A. (Hons.) (UVic)  
M.A. (Queen's U)  
M.A. (Concordia U)  
Ph.D. (U Washington)

Penny MacCourt  
B.S.W., M.S.W. (U Manitoba)  
Ph.D. (U Victoria)

Mairi MacKay  
B.Sc., M.Sc. (UBC)  
Ph.D. (Dalhousie U)

Mohammad Mahbobi  
B.A., M.A. (National U, Iran)  
Ph.D. (U Saskatchewan)

Abeer Mansour  
B.A., M.Sc., Ph.D. (AIN Shams U)

Fatima Marankan  
B.Sc. (U de Niamey)  
M.Sc. (U Laval)  
Ph.D. (U Illinois)

John Marasigan  
B.A. (Hons.), B.S.Ed. (Hons.) (St.  
Louis U, Philippines)  
M.Ed. (Loyola U, LA)  
M.A., M.B.A. Spec., Ph.D. (CU  
Leuven)

Debora Marchant  
B.Com, M.B.A. (U Alberta)

Les Matthews, RRT  
M.A. (Gonzaga U)

Alicia Mazari-Andersen  
B.Sc., M.Sc. (UNAM, Mexico)  
Ph.D. (UBC)

Dennis W. H. McGuire  
B.A. (Hons.) (U Windsor)  
M.A. (McMaster U)  
Ph.D. (SFU)

Gary McLaughlin  
B.G.S. (TRU)  
R.R.T. (NAIT)  
R.S.T. (USA)  
R.P.S.G.T. (USA)  
C.C.S.H. (USA)

Doug Medley  
C.I.M., W.T.P.O. (California State U)

Art Meger  
H.D. Mechanics (BC)  
Dip. Technology (BCIT)  
P.I.D. (UBC)  
M.Ed. (SFU)

Laurain Mills  
B.A. (U Victoria)  
M.A., Ph.D. (U Western Ontario)

Rocky Mirza  
B.Sc. (U London)  
Ph.D. (SFU)

Javad Mirzaei  
B.Sc. (Azad University)  
M.Sc. (University of Tehran)  
Ph.D. (University of Manitoba)

Timothy Mitchell  
B.A.H. (Queen's U)  
M.F.A. (UBC)

Christina Mohr  
B.Sc. (TRU)  
M.Ed. (U Prince Edward Island)

Chris Morgan  
B.Sc. (Hons.); M.Sc.; Ph.D.  
(Memorial U)

Yolande Morin  
B.A. (Basile-Moreau)  
B.A. (U de Montreal)  
M.A. (UBC)

Joseph Morong  
B.Sc. (U Winnipeg)  
M.Sc. (U London)



# Open Learning Faculty Members



## Open Learning Faculty Members

Sandra Morrow, RN  
B.Sc.N. (UBC)  
M.N. (Athabasca U)

Linda Mueller  
R.R.T. (UCC)  
P.I.D. (Vancouver Community C)  
M.Ed. (SFU)

Jeanette Murray  
B.Sc.N. (U Toronto)  
M.A. (Gonzaga U)

Elliott Musicar  
B.A. (York U)  
B.Ed. (U Toronto)  
M.S.W. (State U of NY)

Patricia Neufeld, LCPC, NCC  
B.A. (Tabor C)  
M.M., M.S. (Emporia State U)  
Ph.D. (Kansas State U)

Wayne Nickel  
B.A. (Brandon U)  
M.S.W. (Carleton U)

Phyllis Norris  
B.S.W. (UBC)

Jana Noskova, CPA, CGA  
B.Comm. (UBC)  
M.B.A. (Laurentian U)

Heather Noyes  
R.R.T. (UCC)  
P.I.D. (Vancouver Community C)  
B.H.Sc. (BCOU)

John O'Brien, CPA, CGA  
M.B.A. (Royal Roads U)

Susan O'Connor  
B.A. (BCIT)  
M.B.A. (SFU)  
CIMBS (UBC)

Linda Oliver, RN  
B.S.N. (U Victoria)  
B.G.S. (SFU)  
M.S.N. (Gonzaga U)  
R.N. (CRNBC)  
T.E.S.L. (TRU)

Kevin O'Neil  
B.Sc., M.Sc. (U New Brunswick)

Carol Pakkala  
B.A. (U of T)  
J.D. (UBC)  
P.I.D. (Vancouver Community C)

Iain Pardoe  
B.Sc. (Hons.) (U Birmingham)  
Ph.D. (U Minnesota)  
Simon Parker M.B.A. (York U)

Frances Paski  
B.Sc. (Carleton U)  
P.D.P., P.B.D. (SFU)

Shemina Patni  
B.Sc. (UBC)  
M.B.A. (City U, Seattle)

John Patterson  
B.A., Teach. Cert. (SFU)

John Patton  
R.R.T., A.A. (TRU)

Christine Petersen  
B.Sc., Teach. Cert. (UBC)  
M.L.T. Cert. (UCC)  
M.Sc. (TRU)

Ron Polischuk  
B.Sc. (UBC)  
Dip. ENPY (BCIT)  
R.P.G.S.T. (USA)  
R.T.EMG (Canada)

Ann Pollock  
B.A. (UBC)  
M.A. (Natl Gallery Canada)

Marie L. Potvin  
B.Sc. (McGill U)  
LL.B. (UBC)  
LL.M. (U Victoria)

Terrance Power (Wharton Fellow)  
B.A. (St. Mary's U)  
M.B.A., D.B.A. (U Asia Pacific)  
LL.B., M.P.A. (Dalhousie U)

Jennifer Proctor  
B.Sc. (UBC)  
M.A. (Royal Roads U)

Charleen Proznick  
Cert. MLA (BC Society of  
Laboratory Science)

John Prpic  
M.B.A. (Pepperdine U)  
Ph.D. Candidate (Lulea U  
Technology)

Susan Purdy  
B.Sc. (U Natal)  
M.N.R.M. (U Manitoba)

Diane Purvey  
B.A., Ph.D. (UBC)  
M.A. (U Victoria)

Hafiz Rahman  
B.A. (Jahangirnagar U)  
M.A., Ph.D. (U Manitoba)

Yazmin Ramirez  
B.Sc. (U Valley of Mexico)  
M.A. (U Jaen)  
M.A. (U Leon)  
Ed.D. (c) (University of Liverpool)

Siva Prasad Ravi  
B.Sc., M.Sc. (Bhopal U)  
M.E., M.B.A., LL.B., Ph.D. (Devi  
Ahilya U)

Norman Reed  
B.Sc., M.Sc., Ph.D. (U Waterloo)

Carol Rees  
B.Sc. (Trinity C)  
M.Ed. (Mt. St. Vincent U)  
Ph.D. (U Western Ontario)

Cameron Reid  
B.A. (UBC)  
M.A., Ph.D. (U Waterloo)

Marie-Christine Rey-Bilbey  
B.A., M.A. (U Aix-en-Provence)

Sheila Rice  
R.M.T. (BC)

Nancy Rigg, RN  
M.Sc. (Athabasca U)  
R.N. (U Western Ontario)

Robert Rippin  
B.Sc. (U Victoria)  
Dip. Tech. (BCIT)  
CPHI (Canada)

David Rittenhouse  
R.R.T. (TRU)  
B.Sc. (U Lethbridge)  
M.Sc. (U Calgary)

Veda Roodal Persad  
B.Sc. (U of T)  
M.Math (U Waterloo)  
M.A. (UBC)  
Ph.D. (SFU)

Kathie Ross, CPA, CGA  
B.B.A. (Hons.) (SAIT)  
M.B.A. (Laurentian U)  
M.Ed. (Athabasca U)

Susan Ross, RN  
B.Sc.N. (UCC)  
M.Sc.N. (UBC)

Gordon Rudolph  
B.Sc., M.Ed. (UBC)

Mark Salopek  
B.A., B.Comm., M.A. (U Alberta)  
Ph.D. (Cambridge U)



# Open Learning Faculty Members

Monica Sanchez-Flores  
B.A. (El Col. de Mexico)  
M.Sc., Ph.D. (U Edinburgh)

Karmjit Sandhu  
B.A. (Punjab U)  
B.Sc. (UCFV)  
M.Sc. (U Victoria)

Sushila (Sue) Saunders, RN  
B.Sc.N. (UBC)  
M.Sc.N. (UNBC)

Dean Scovill  
B.A. (BCIT)  
A.Sc.T. (BC)

Aditya Sharma  
B.Sc., M.Sc. (Tribhuvan U)  
M.Sc. (UNBC)

Mridula Sharma  
B.Sc. (Hons.), M.Sc., M.C.A. (India)  
Ph.D. candidate

Linda Sheehan  
B.A., M.A., Teach. Cert. (UVic)

David Sheets  
R.R.T. (TRU)  
P.I.D. (Vancouver Community C)  
M.A. (Royal Roads U)

Donald Sinclair  
B.Sc., M.Sc. (U Manitoba)  
Ph.D. (UBC)

Debra Sloat  
B.A. (SFU)  
Diploma of Technology (BCIT)  
M.L.T. (Royal Roads U)

Carol Smith  
R.R.T. (TRU)  
R.P.S.G.T. (USA)

Fraser Smith  
B.Ed. (Dalhousie U)  
B.Sc. (UBC)  
M.B.A. (SFU)

Maureen Smith  
B.A. (U Calgary)  
Teach Cert. (U Alberta)  
M.Ed. (U Queensland)

Edward Specht  
B.Sc. (Hons.), M.A. (SFU)

Candis Spiers  
B.N. (University of Calgary)  
M.N. (Athabasca)

Donald Stanley  
B.A. (UBC)  
M.A. (SUNY, Binghamton)  
Ph.D. (UBC)

Jackie Stokes  
B.S.W. (UBC)  
M.S.W. (UNBC)  
Ed.D. (SFU)

Karen Stothers Dawson  
B.A. (SFU)  
L.L.B. (Murdoch U)  
L.L.M. (U of W Australia)

Dennis Straussfogel  
B.Sc., M.Sc., Ph.D. (Pennsylvania  
State U)

Michelle Su  
B.Sc.N. (Hons.), M.S.N. (UBC)

Charmaine Tener  
B.B.A. (City U Seattle)  
M.B.A. (Bastyr U)

Brian Thorburn  
WQT (Okanagan)  
AScT (BC)

Andreas Tomaszewski  
B.A. (U Augsburg)  
M.A., Ph.D. (Carleton U)

Amy Tucker  
B.A. (U Winnipeg)  
B.G.S., P.Bacc. B.A. (TRU)  
M.A. (Royal Roads U)

Susan Turner  
B.A. (Concordia U)  
M.Ed. (U Victoria)  
M.A., Ph.D. (U Alberta)

Joanna Urban  
M.L.T. (UCC)  
M.Sc. (Wroclaw Medical U, Poland)

Robert Verner  
B.Sc. (UBC)  
M.Sc. (E Washington U)

Tracy Vickers  
B.B.A. (TRU)  
M.B.A. (Royal Roads U)

Eileen Walsh, RN  
B.Sc.N. (U Victoria)  
M.H.S. (Athabasca U)

Sally Walters  
B.A. (UBC)  
M.A., Ph.D. (SFU)

Eddie Wan, CPA, CGA  
B.A. (U Winnipeg)  
B.Comm. (Hons.) (U Manitoba)

Bernie Warren  
B.Sc. (U Toronto)  
M.Sc. (U Waterloo)  
Post Grad. Dip. in Internet  
Marketing (UBC)

Keith Webster  
B.A. (Hons.), M.A. (UVic)

Birgit Weischedel  
M.Sc. (U Regensburg)  
M.B.A. (U Montana)  
Ph.D. (U Otago)

Sue Whitehead  
M.Ed. (SFU)

Keith Whitmore, CPA, CGA,  
P.Eng., CHE  
B.Sc., M.Sc., M.B.A. (U Alberta)

Mary Wilson  
B.A. (U Regina)  
M.A. (UBC)  
Ph.D. (SFU)

Marnie Wright  
B.B.A. (U Saskatchewan)  
M.A. (U Phoenix)

Edward (Ted) Wykes  
M.A. (Southern Cross U)

Tigerson Young, R.Psych.  
B.A. (U Washington)  
Graduate Study (Harvard U)  
Ph.D. (Capella U)

Mahmoud Ziaei  
B.Sc. (Tabriz U)  
M.Sc. (Essex U)  
Ph.D. (Oxford U)



# Index

## A

ABE. See Adult Basic Education  
academic regulations and policies, 10, 14, 17, 28-35, back inside cover  
accounting (ACCT) courses, 113-115  
accreditation, 58, 76, 109  
ACCUPLACER test, 14, 16  
Administrative Assistant certificates, 108-109  
Adult Basic Education (ABE) certificate programs, 37  
choosing courses, 36  
completion time, 15  
BC Graduation Diploma, 38  
regulations and policies, 33  
Student Assistance Program, 24  
adult learner, 36, 37, 38  
Advanced Placement Program, 11  
advising, 6, 13, 23, 50, 69, 90, 95, 102  
aging, study of. See Gerontology  
anesthesiology courses (ANES), 115, 116  
Animal Welfare certificate, 107  
Animal Health technology, 107  
anthropology courses (ANTH), 116, 117, 198  
appeals, academic and grade, 21, 30, 33, 35  
ApplyBC, 29, 8  
archaeology courses (ARCH), 117  
Arts,  
consortium distance education, 216, 217  
general education requirements, 106  
programs, 39-49  
assessments  
CELBAN (Canadian English Language Benchmark Assessment for Nurses), 80  
challenge examinations, 13, 30,

course (grading), 19  
credit, 28  
English language and writing, 6, 14, 36, 79  
Math, 6, 36  
PLAR (Prior Learning Assessment Recognition), inside front cover, 13, 29, 30, 39, 50, 57, 69, 90, 95, 102, 215  
portfolio-assisted, 13, 30  
self-assessment, 16  
transcript, 12, 13, 21, 28, 29, 37, 39, 72, 83, 85, 86, 95, 102  
TRU Assessment Centre, 73, 74  
workplace, 30  
Asthma Educators' certificate, 107  
awards, 6, 24-26, 33, 35

## B

Bachelor's degree. See Degree programs  
Barbara Guttman-Gee Bursary, 24  
biology courses (BIOL), 122-125  
British Columbia Council on Admissions & Transfers, (BCCAT), 11, 36, 40, 69, 72, 79, 83, 95  
bursaries, 24, 26  
business and management studies,  
courses (ACCT, BBUS, BLAW, BUSN, CMNS, CMPT, ECON, ENTR, FNCE, IBUS, MIST, MKTG, MNGT, SCDE), 125-130, 131-132, 137-140, 145, 156, 173, 181-185, 197  
general education requirements, 106  
Pathway Chart, 51  
programs, 52-67

## C

calculus, pre-calculus courses (MATH), 177, 178, 179, 190, 202  
Canada Student Grants for part-time students, 24  
Canadian studies courses, 218. Also, see First Nations; geography; history; political science; sociology; women's studies  
Canadian Virtual University- Université Virtuelle Canadienne (CVU-UVC), inside front cover, 5, 11, 20, 39, 50, 69, 72, 83, 90, 95, 102, 109  
Capilano University (tourism, hospitality courses), 105  
career education (planning), 9  
CELBAN (Canadian English Language Benchmark Assessment for Nurses), 82  
challenge examinations (PLAR), 13, 30, 213  
chemistry courses (CHEM), 130-132  
child and youth care courses (CYCA, CYMH), 141-145  
communication (in courses), 5  
communication courses (BBUS, CMNS, ENGL), 119-127, 132  
computer, information technology courses (COMP, MIST, WTPP, XCMP), 133-135, 182, 208, 210-212  
consortium, university arrangement, 5, 11, 20  
courses, 111, 216-219  
credit, 11, 20  
distance education, 216  
partners, 5  
corequisite, 110, 111  
credential(s), credentialling, 2, 5, 6, 10, 12, 13, 24, 29, 33, 34, 35, 37

# Index

- course equivalencies (business), 59
  - course extensions, 21, 22, 32, 35
  - criminal record check (CRC),
    - Hepatitis B vaccination (HPV) and practicum, 72
  - CVU-UVC (see Canadian Virtual University-Université Virtuelle Canadienne and Consortium)
  
  - D
  - database management courses (COMP), 134, 208
  - degree programs,
    - general education requirements, 104
  - degree programs listings: 106
    - Bachelor of Arts, General Program, 41
    - Bachelor of Arts, General Studies, 40
    - Bachelor of Arts, Major Program, 40-43
    - Bachelor of Business in Real Estate, 57
    - Bachelor of Computing Science, 98
    - Bachelor of Commerce, 58-61
    - Bachelor of Design, 43
    - Bachelor of Fine Art, 43
    - Bachelor of General Studies, 71
    - Bachelor of Health Science, 80
    - Bachelor of Music (Performance), 44
  - Bachelor of Public Administration, 62
  - Bachelor of Science, General Program, 93
  - Bachelor of Science, Major Program, 94
  - Bachelor of Technology, 99
  - Bachelor of Technology (Trades and Technology Leadership), 101
  - Bachelor of Tourism Management, 103-104
  - delivery formats (also called “modes of delivery”), 2, 5, 36, 110, 111
  - diploma programs listings:
    - Advanced Diploma in Management, 57
    - BC Adult Graduation, 36
    - General Studies, 70
    - Information Technology and Management, 98
    - Water Treatment Technology, 96-97
  - Directed Studies, 43, 49, 92
  - disabilities, services for students with,
    - course examinations, 7, 29-30
    - course extensions, 29
    - course registrations, 6, 18
    - financial aid, 23
    - services and accommodations, 7, 17
  - disclaimer, 2
  - disclosure (student information), 2, 34
  - distance education, about, 7, 36
  - distance education (consortium), 214-217
  - distance education courses and programs (TRU), 5, 107-109
  - distance education loan periods, 25
  
  - E
  - e-tutoring, 9
  - economics courses (BBUS, ECON, SCDE), 117-122, 144-145, 196-197
  - education courses (EDDL, EDUC), 146, 147-151
  - educational advising (general, program, PLAR), 6
  - Emergency Bridging Loan, 26
  
  - English
    - assessments, 6, 16, 79
    - courses (ENGL), 151-156
    - Proficiency Placement Table, 16
    - proficiency requirement, 6, 10, 14, 16, 79, 82
  - English Assessment with First Nations Content, 6, 79
  - environmental studies course (ENVS), 156
  - Erm Fiorillo-Hal Davis CKNW Orphans’ Fund Endowment Bursary, 24
  - ethics. See Philosophy
  - exams, examinations,
    - Advanced Placement, 11
    - accommodated, 7
    - challenge, 13, 30, 108, 215
  - certification, 75
  - final, 15, 19, 20, 25, 111
  - regulations and policies, 32, 35
  - release of, 34
  - Schedule, 15, 19
- 
- F
- family studies/child and youth care courses (CYCA, CYMH), 141-143, 144
- fees
  - assignments submission, 21
  - course administration, 21, 22
  - course extensions, 21
  - course materials, 21, 22, 23
  - Deferral Application, 17, 19
  - deposit, rentals, 23
  - formal grade appeals, 21
  - international students, 21, 22
  - Letter of Permission, 5, 20
  - long distance phone, 23
  - payment, 10, 17, 19, 21, 22, 25
  - PLAR, 21
  - program plans, 21
  - refund, 27
  - shipping, 21

# Index

- taxes, 21  
technology, 21  
textbooks and course materials, 22, 23  
transcript assessment, 21  
transcripts, 21  
tuition, 21, 22
- finance courses (FNCE), 157  
financial aid, 7, 15  
fine art courses (VISA), 204-205  
First Nations  
    Agencies (placements), 81  
    courses (APEC, ECON, FNST, HUMS), 117, 145, 157, 173  
    English assessment, 6  
    learning centres, 9  
forestry course (FRST), 158  
Freedom of Information and Protection of Privacy Act (FOIPPA), 2, 15, 34  
French language courses (FREN), 158  
Full-Time Single Parent Bursary, 26
- G
- general education requirements, 106  
geography courses (GEOG), 158-160  
geology courses (GEOL), 160  
German language course (GERM), 160  
gerontology courses (GERO), 161  
grade point average (GPA) (general information), 10-11, 28, 33  
grades, 19, 20, 28, 32, 33, 34, 35  
grading systems and procedures, 19, 30, 32, 35  
graduation, 12, 33, 34  
graduation ceremony (convocation), 12, 34  
graduation requirements, 33, 64, 65
- grants, 6, 17, 24, 25, 74, 88  
Greek language courses (GREK), 162
- H
- health courses (HLTH), 165-170  
history courses (HIST), 163-165  
hours of study, 15  
humanities courses (HUMN), 172-173. See also English; history; philosophy
- I
- ICES. See International Credential Evaluation Services  
in person, course delivery format, inside front cover, 5, 111  
information technology (IT) courses (COMP, EDDL, XCMP), 133-135, 146-147, 210  
Service Desk, 5, 112  
interest-free status (for loans), 25, 26  
International Baccalaureate program, 11  
International Credential Evaluation Services (ICES), 11  
international students, 6, 21, 22  
Internet, course delivery format, inside front cover, 5, 84, 86, 107, 111, 112  
IT. See information technology
- J
- Japanese language courses (JAPN), 174
- K
- keys to success, 5  
kinesiology courses (KINE), 175-177
- L
- lab courses,  
    attire for, 87  
    cancellations, 30  
    course delivery, 18, 111  
    lab components in courses, 72, 83, 84, 91  
registration, 6, 13  
    rented materials, 23  
withdrawals, 31  
labour relations courses (BBUS 4319, BUSN 5061, CRIM 4409, HLTH 3713, HRMN 3841), 120, 127, 140, 169, 170  
Language and Writing Assessment, 6, 16, 77  
language course challenge examination, 13, 30, 213  
proficiency testing, 13-15  
law  
    business course (BLAW), 126  
    criminology courses (CRIM), 136-141  
    educational law (EDUC), 147-152  
Letter of Permission, 5, 6, 11, 12, 20, 29, 33, 39, 50, 69, 72, 83, 90, 95, 102  
library services, inside front cover, 8  
Lifelong Learning Plan, 26  
loan periods, 25  
loans (finance), 6, 25, 26
- M
- management studies. See Business and Management studies  
marketing courses (MKTG), 183-184  
Master of Business Administration, 67  
mathematics courses (MACM, MATH), 177-180  
MBA Committee, 66, 67

# Index

MBA Foundation Graduate  
Diploma in Business  
Administration, 66

Medical Laboratory Assistant  
courses (MDLB), 181-182

MLA workshop dates, 73

modes of delivery (see Delivery  
formats)

museum studies courses (HART),  
162-164

music courses (MUSC, VISA),  
186, 202

N

non-formal learning assessment.  
See prior learning assessment  
and recognition (PLAR)

nursing courses (NURS), 186-189

nutrition courses (GERO, KINE),  
161, 175-177

O

occupational health and safety  
courses (BBUS 4319, BUSN  
5061, HRMN 4891, LEAD 3511,  
WTPP 1181), 120, 127, 171,  
176, 204

online delivery format, 1, 5, 18,  
110, 111, 112, 218

open access, 1

open admission, 5, 10

open and distance education, 5

Open Educational Resources  
universitas (OERu), 1

Open Learning Bursary, 24

Open Learning Faculty Members,  
instructional support, 5, 15,  
2343, 49, 76, 92, 111, 112

listing, 219-223

Regulations and policies, 34

P

paced course, 5, 15, 17, 18, 19,  
30, 31

philosophy courses (PHIL), 111

physical education courses (KINE,  
PHED), 175-177, 190

physics courses (PHYS), 191

PLAR. See prior learning  
assessment and recognition

PLAR fee, 21

political science courses (POLI),  
192-193

polysomnography courses  
(POLY), 193-194

portfolio-assisted assessments,  
13, 30

post-baccalaureate/graduate  
programs:  
Graduate Certificate in Child  
and Youth Mental Health, 81  
Graduate Certificate in Online  
Teaching and Learning, 68  
Post-Baccalaureate Certificate  
in Commerce, 63  
Post-Baccalaureate Certificate  
in Liberal Arts, 48  
Post-Baccalaureate Diploma in  
Commerce, 64

post-diploma programs:  
Advanced Certificate in Liberal  
Arts, 39  
Advanced Certificate in  
Management, 55  
Advanced Diploma in  
Management, 57  
Anesthesia Assistant  
Post-Diploma, 76

practicums, 18, 30, 72, 73, 74,  
76, 77, 79, 82, 83, 84, 86, 88,  
96, 103, 111

prerequisite, 10

print (print-based) delivery  
format, 1, 5, 18, 110, 111, 112,  
216

prior learning, 13

prior learning assessment and  
recognition (PLAR), inside front  
cover, 5, 6, 10, 12, 13, 14, 21, 29,  
30, 33, 38, 39, 50, 69, 78, 84, 90,  
95, 102, 213, inside back cover

professional associations (Health  
and Human Services), 72

program admission form, 10

program change, 12

program completion, 12

program plan fee, 10, 12, 21

program plans, 6, 10, 12, 21, 28,  
39, 50, 69, 72, 80, 83, 90, 95

program education assessment, 10

program status, 12

programs,  
admission to, inside front cover,  
5, 20, 28, 36, 39, 50, 68, 69, 72,  
83, 90, 95, 102, inside back cover

consortium, 214-217

distance education, through  
(TRU), 107-109

residency requirements, inside front  
cover, 1, 10, 14, 24

psychology courses (EDUC, PSYC),  
147, 194-197

See also Child and youth care;  
Criminology

publishing courses (CMNS), 132

R

Recommended Requisite, 10

recreation courses (KINE), 175-177

refunds, 30, 32

registration and payment methods,  
17, inside back cover

registration procedures, 6, 13-19,  
27-29

rentals, 13, 22, 28

repeat registration, 29

research methodologies courses  
(CRIM 2209, EDUC 2229, NURS  
3609, RSMT 3501), 137, 147,  
187, 197

# Index

residency requirements, inside front cover, 1, 10, 14, 24  
respiratory therapy courses (RESP), 197  
Royal Roads University, 214

## S

scheduling (courses), 5, 15, 32, 35, 111  
self-paced course, 5, 15, 18, 19, 30, 31  
Simon Fraser University  
cancellations, 30  
course extensions, 22  
course repeaters, 32  
delivery of TRU-OL courses, 18  
distance programs, 214  
examinations, 19, 20, 32  
grading, 19  
registration, 18  
returning course materials, 32  
transcripts, 20  
transfer credit, 11, 14  
tuition and fees, 22, 23  
withdrawals, 31  
social science courses (ANTH, ARCH, CRIM, ECON, POLI, PSYC, SOCI), 116, 117, 136-141, 145-146, 192-193, 194-197, 198-201  
social service worker courses (HUMS, SOCW), 173-174, 201-202  
sociology courses (SOCI), 198-201  
Spanish language courses (SPAN), 202-203  
Statistics Act (Canada), 2  
statistics courses (BIOL 4001, PSYC 2101, STAT), 126, 194, 203

Strategic Partnerships, 9  
student,  
advising, 6, 23  
conduct, 28  
loans and grants, 25  
loans (TRU Library), 8  
permanent record, 33. Also, see Transcript record, 20  
responsibility, 7, 8, 10, 11, 12, 13, 14, 15, 17, 20, 25  
services, 6-9  
StudentAid BC, 7, 24, 25, 88  
study contract, 15, 19, 25

## T

tax receipts, 22  
tax, courses (ACCT 3221, ACCT 3231), 114  
technology course fee, 21  
telephone services, 9  
Thompson Rivers University,  
credentials, 5, 12, 24, 29, 33, 34, 35  
President and Vice-Provost  
messages, 1  
transcripts, 8, 10, 11, 12, 14, 20, 21, 22, 28, 29, 30, 32, 33, 34  
See also Grades  
transfer credit, inside front cover, 1, 6, 11, 12, 13, 14, 20, 21, 28-29, 33, 38, 40, 50, 57, 58, 80, 82, 86, 88, 89, 97, 99, 188, 214, 215  
TRU distance education, 5, 107-109  
TRU Symplicity, 9  
tuition fees, 21, 22, 30

## U

university consortium  
arrangement, 5, 13-17, 227  
courses, 11  
distance programs, 216-219  
exams, 20  
partners, 5  
University of British Columbia (UBC), 40, 107, 214  
University of Northern British Columbia (UNBC), consortium, 40, 214  
University of Victoria,  
cancellations, 30  
course extensions, 22  
course repeaters, 32  
delivery of TRU-OL courses, 18  
distance programs, 214  
examinations, 20, 32  
grading, 19  
registration  
returning course materials, 31  
transcripts, 20  
transfer credit,  
tuition and fees, 23, 24  
withdrawals, 31

## V

Vancouver Island University (VIU), 104

## W

water treatment technology courses (WTTP), 205-210  
withdrawals, from course, 31  
women's studies courses (CRIM 4329; WOST), 140, 205  
WriteAway, 9  
Writing Centre, The, 9

## HOW TO APPLY TO AN OPEN LEARNING PROGRAM

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



### Apply by Mail

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



### Apply by Fax

Attention:  
**TRU, Open Learning, Admissions**  
250.852.6405

## HOW TO REGISTER FOR AN OPEN LEARNING COURSE

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

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

Register online with American Express, MasterCard or VISA.  
Use the **Register Now** system on the TRU-OL website to register quickly and conveniently.



### Register by Phone

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

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



### Register by Mail

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



### Register by Fax

Attention:  
**TRU, Open Learning, Student Services**  
250.852.6405



100%

- Cover and interior pages are printed on FSC® certified paper, which contains 100% post-consumer recycled content and is 100% Process Chlorine Free.
- Make it your choice to promote environmental responsibility by reusing or recycling.

ISSN 1719-1920  
PRINTED IN CANADA

THOMPSON RIVERS  UNIVERSITY

OPEN LEARNING

[www.truopen.ca](http://www.truopen.ca) | 1.866.581.3694