

Open Learning Calendar

2017–18 Programs and Courses

Online and Distance Education

Find your TRU



**THOMPSON
RIVERS
UNIVERSITY**
OPEN LEARNING



Where is Open Learning?

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

In 2005, the provincial government granted full university status to the University College of the Cariboo (UCC), and Thompson Rivers University (TRU) was founded. All programs and courses of the former BC Open University (BCOU) became part of TRU under the Open Learning division.

The calendar and the OL website at www.truopen.ca contain descriptions of the many courses and programs available through Open Learning.

For TRU's academic calendar, which describes the on-campus, face-to-face courses and programs offered at the Kamloops and Williams Lake campuses, go to the TRU website at www.tru.ca.

The TRU Open Learning Calendar will help you to determine if online and distance learning is right for you.

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

What is Open Learning?

Built on the legacies of UCC and BCOU, Open Learning (OL) is BC's leading open and distance education provider, delivering curriculum throughout BC, Canada and the world. OL offers flexibility, accessibility, credibility, and transferability. What sets OL apart from other BC post-secondary institutions is its open admission policy—there are minimal prerequisites, few academic or geographical restrictions and low residency requirements. Many courses have continuous, flexible registration, which means that you can enrol in courses anywhere, any time and study at a pace you

determine. You can take a course without committing to a program and transfer credits to another post-secondary institution, since OL is a member of the BC Transfer system (see BCCAT at www.bccat.ca). Through transfer credit, educational laddering and prior learning assessment and recognition (PLAR), you may be able to receive academic credit for your work or volunteer experience and for past education and training. Whether you take a single course and transfer its credits elsewhere or complete an entire program with us, it's your choice.



TRU, Open Learning
805 TRU Way
Kamloops, BC Canada V2C 0C8
www.truopen.ca

STUDENT SERVICES

Email student@tru.ca
Phone 1-866-581-3694 (toll-free in Canada)
1-250-852-7000 (Kamloops and international)
Fax 1-250-852-6405

DISABILITY SERVICES

Email dso@tru.ca
Phone 1-888-828-6644 (toll-free in Canada)
1-250-828-5023 (Kamloops and international)
Fax 1-250-371-5772

TRU DISTANCE, REGIONAL AND OPEN LEARNING LIBRARY (DROL) SERVICES

Email distancelib@tru.ca
Phone 1-800-663-1699 (toll-free in Canada)
1-250-852-6402 (Kamloops and international)

How to Apply to an Open Learning Program

1. Confirm your ongoing access to a computer with a high-speed internet connection.
2. Choose a program and confirm its availability.
3. Read the Pre-Registration Checklist on [page 16](#).
4. Read and understand the academic regulations and policies, starting on [page 29](#) and on the website.
5. Review the program description and meet any admission and English language proficiency requirements.
6. Review the completion guidelines and any application deadlines; check transfer credit and PLAR information.
7. Select an application and payment method.
7. Arrange to have any required documentation sent to OL Admissions.



APPLY ONLINE

Apply online through Register Now at www.tru.ca/distance/register/registernow or EducationPlannerBC at <https://applieducationplannerbc.ca> and use a credit card (MasterCard, Visa or American Express).



APPLY BY FAX OR MAIL

Complete a Program Admission Form (see www.tru.ca/distance/register/registernow), and fax or mail it, along with a money order or cheque payable to Thompson Rivers University, to:

Fax 1-250-852-6405

Mail Open Learning Admissions
805 TRU Way
Kamloops, BC V2C 0C8
Canada

How to Register for an Open Learning Course

1. Confirm your ongoing access to a computer with a high-speed internet connection.
2. Choose a course and confirm its availability.
3. Read the Pre-Registration Checklist on [page 16](#).
4. Read and understand the academic regulations and policies, starting on [page 29](#) and on the website.
5. Review the course description and meet any prerequisites and English language proficiency requirements.
6. Review the completion guidelines, start and end dates, any registration deadlines and final exam application dates.
7. Select a registration and payment method.

If you have a documented disability and want to request services and/or accommodations, please email Disability Services at dso@tru.ca or Student Services at student@tru.ca 12 weeks prior to the start date of your course.



REGISTER ONLINE

Apply online through Register Now at www.tru.ca/distance/register/registernow and use a credit card (MasterCard, Visa or American Express).



REGISTER BY FAX OR MAIL

Complete a Course Registration form (see www.tru.ca/distance/register/registernow), and fax or mail it, along with a money order or cheque payable to Thompson Rivers University, to:

Fax 1-250-852-6405

Mail TRU, Open Learning, Admissions
805 TRU Way
Kamloops, BC V2C 0C8
Canada



REGISTER WITH A STUDENT LOAN OR GRANT

1. Complete the Course Registration form (see www.tru.ca/distance/register/registernow).
2. Complete the Full-Time Fee Deferral Application form (see www.tru.ca/awards/open-learning.html).
3. Email, fax or mail these scanned or printed forms to:

Email olfinaid@tru.ca

Fax 1-250-371-5668

Mail OL, Student Awards & Financial Support
805 TRU Way
Kamloops, BC V2C 0C8
Canada

Welcome to Thompson Rivers University, Open Learning



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



Welcome to Thompson Rivers University! The digital revolution makes education more important than ever. Thanks to mobile devices, automation, animation, artificial intelligence and interactive software, education is also more accessible than ever. Today, we can use the web to develop the skills to create, reason, think critically, adapt, communicate, lead, work in a team, conduct research according to scientific methodologies, operate in global contexts and more.

TRU is proud to offer open and flexible access to post-secondary education, regardless of your background, geographical location or stage of life. We are a member of the BC Transfer System, which means that your previous post-secondary credentials and courses may be credited toward fulfilling program requirements for many of our certificate, diploma and bachelor's degree programs.

Through Open Learning, you can exploit the digital revolution to get an excellent education and to keep up and take advantage of the knowledge economy. OL's wide variety of web-based and distance courses and programs meet the same high standards as those delivered on our campuses in Kamloops and Williams Lake, BC. And OL features a world-class prior learning assessment and recognition (PLAR) process whereby your previous learning, training, work and volunteer experience may qualify as credit toward completion of one of our programs. Also, you can take advantage of OL's continuous enrolment, which allows you to start most courses at any time of the year and work at your own pace.

We make it easier for you to balance your studies, work and family commitments on your journey to the credential you want.

With Open Learning, you can find your TRU.



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



At Open Learning, our purpose is to provide flexible, open access to high-quality university education. With only a few clicks, you can apply for a program or enrol in a course. Study online your own way—at your own pace in an independent study course or in a cohort working through a paced course. Or, do some of both. Where hands-on learning—in labs, practica and clinical placements—is required, we help you arrange to complete it in a location convenient to you. We even offer some print courses for situations where internet access is limited.

We open pathways to the program you want and the courses you need. Because of our open learning mandate, we can offer you the following advantages:

- Generous amounts of transfer credits from other credible institutions and educational partners
- The opportunity to gain more credit from your prior learning than you can receive from any other accredited post-secondary institution in Canada
- Open admission

We encourage you to review our over 55 programs and hundreds of courses, which are offered in multiple delivery formats so that you can choose the mode of learning that works best for you. We strive to help you meet your academic goals, whether you are completing your certificate diploma or degree, adding to your current education through single courses or participating in higher education for the first time.

Regardless of which learning path you select, we aspire to provide exceptional service to you on your lifelong learning journey. Please contact us today!

Notices and Disclaimer

CALENDAR NOTICE

The 2017–2018 Thompson Rivers University, Open Learning print calendar is effective as of September 1, 2017, and describes courses and programs offered through Open Learning (OL) at the time of publication.

Refer to OL's website at www.truopen.ca regarding updates and changes to courses, programs, regulations and/or policies that may occur after publication of this calendar. The 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 Open Learning 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.

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.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Thompson Rivers University (TRU) collects, uses, discloses and retains personal information in compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Thompson Rivers University Act* and *University Act*.

Personal information about students is collected and used for the purposes of admission, registration and other decisions on a student's academic status, and for purposes consistent with the administration of TRU and its programs and services, including programs of student societies, the Student Union, the Alumni Association and the Thompson River University Foundation.

Any misrepresentation made by a student in the application/registration process may be shared with other post-secondary institutions. For further information, please contact the Registrar. For information about this privacy notice, please contact the TRU Privacy Office:

1-250-828-5012 or privacy@tru.ca
805 TRU Way, Kamloops, BC V2C 0C8

DISCLAIMER

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

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

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

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

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

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

The institutions do not accept, and hereby expressly disclaim, any responsibility or liability to any person, persons or other legal entities, for any loss, injury, damages or adverse effect, direct or indirect, from what is printed in this calendar, whether such deviation is caused by the negligence of the institutions or otherwise.

By registering for a course with the institutions or by having any dealings with a participating institution, a student thereby accepts such disclaimer and releases the institution from any such responsibility or liability.

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Programs and Courses Overview

About Open and Distance Education

www.tru.ca/distance

Open Learning broadens access to education by removing traditional barriers. With us, online and distance education is flexible, accessible, transferrable and credible.

It's *flexible*. Study where and when you want while working around your location challenges and commitments. Usually, you can begin your studies whenever you like, without waiting for a particular semester to begin.

It's *accessible*. We offer open admission, which means that we remove as many barriers to your education as possible, such as past academic performance or, in some cases, GPA. Also, through PLAR, you can receive credits toward an OL program. See [page 15](#) and the PLAR page at www.tru.ca/distance/plar-ol.

It's *transferable*. Take a single course with us and, in most cases, transfer the credits to another institution or complete an entire program with OL.

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

TRU Open Learning Credentials

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

High-Speed Internet Requirement

www.tru.ca/distance/services/student-orientation

For most courses, even print-based ones, you need to have high-speed internet access.

This requirement is assumed and therefore omitted for all courses listed in the Course Descriptions section of this calendar and on the OL website.

To meet the technical basics and specifications required for your course, refer to the Student Orientation page on the website (see the above URL) or email the IT Service Desk at itservicedesk@tru.ca.

Communication in Courses

In all OL courses, you receive personalized attention. You work one-on-one with your Open Learning Faculty Member (instructor), interacting mostly via email and the course's learning management system (LMS) and sometimes via telephone or e-conferencing, depending on the course.



Canadian Virtual University - L'université virtuelle canadienne

www.cvu-uvc.ca

Choose from over 2,000 distance courses!

TRU Open Learning is a member of Canadian Virtual University-L'université virtuelle canadienne (CVU-UVC), a collaboration of Canadian universities specializing in distance and online education. CVU-UVC operates in collaboration with BCcampus (www.bccampus.ca) and other educational institutions as well as professional, industry and business associations.

If you are enrolled in an OL program that is listed on the CVU-UVC website, you may take courses at any other member university without paying additional admission or letter of permission fees.

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

Campus Distance Education

TRU offers several distance education and training programs and courses directly through the Faculty of Science and the School of Business and Economics.

See the Campus Distance Education section starting on [page 125](#) and on the TRU website.

These distance education programs and courses are unaffiliated with OL.

Programs and Courses Overview

Course Scheduling

www.tru.ca/distance/courses

Courses are either self-paced (with continuous registration) or paced (with specific start and end dates), and some are in-person. Refer to the course description—see the website (at the above URL). For all courses, completing your assignments in sequential order and on time will help you to achieve the learning outcomes and complete the final exam.

Self-paced courses are online (usually, in a learning management system) or print-based, with continuous registration and no registration deadline. The maximum completion time is 30 weeks (four months) from the registration date. You may complete courses sooner. Completion time for some Adult Basic Education (ABE) courses may be up to 36 weeks (five and a half months).

Paced courses are online and have a specific start and end date. Registration deadlines apply. Start dates for paced courses are usually in September, January and May, depending on availability. Completion times vary between 12 and 20 weeks (three to five months).

In-person courses, excluding practica and clinical placements, typically have specific start and end dates. Registration deadlines apply. Completion times vary between five days and several weeks.



Check the Course Description

www.tru.ca/distance/courses

Check the online course description and details for a specific course to see the available scheduling and delivery methods, any registration deadlines, materials required and estimated cost. On the Courses pages (at the above URL), search for the course by keyword, subject or institution or, if you are on a computer, find it through the Register Now system at www.tru.ca/distance/register/registernow.

Course Delivery Formats and Materials

In **online, self-paced** courses, you study individually at your own pace, along with Open Learning Faculty Member support. Typically, course content and some required materials are delivered online in a learning management system (LMS), such as Moodle. You may need to source other materials.

In **online, paced** courses, you work through the course in virtual collaboration and interaction with other members of your cohort, along with Open Learning Faculty Member support. Typically, course content and some required materials are delivered online. You may need to source other materials.

In **print, self-paced** courses, you study individually at your own pace, along with Open Learning Faculty Member support. Typically, required materials are sent to you, but you may need internet access for others.

In **in-person** courses, you physically attend and study in a lab, clinical/practicum placement, workshop or classroom. Materials may be provided.

Keys to Success

www.tru.ca/distance/services/student-orientation/introduction

- Understand and meet the course and English language requirements.
- Use a schedule to manage your time effectively.
- Check the final exam deadline and apply well in advance.
- Activate your TRU Library account to use the library's resources.
- Communicate with your Open Learning Faculty Member.
- Read the Keys to Success page (see the above URL) and the Educational Advising page at www.tru.ca/distance/services/advising.



Student Responsibility

Be sure to check the course details. Scheduling, registration deadlines (if any), delivery formats and materials provided vary between courses.

If you are a full-time financial aid student, refer to your study contract for course completion deadlines.

Services for Students

Educational Advising

GENERAL EDUCATIONAL ADVISING

www.tru.ca/distance/services/advising

Open Learning Enrolment Services Officers (ELOs) can answer your questions about course registration and program admission. Contact Student Services (see the front inside cover of this calendar) with your questions about:

- Applying for an OL program
- Registering for an OL course
- Transferring credit from an OL course to a program at another institution

Also, refer to the Educational Advising page on the website (at the above URL).

PROGRAM ADVISING

www.tru.ca/distance/services/advising

When you are accepted into an OL program, you are assigned a Program Advisor, who creates a program plan with you and assists you through to graduation by updating your plan and discussing with you prerequisites and course selection.

Refer to the Educational Advising page on the website (at the above URL).

PROGRAM COMPLETION OPTIONS

As an OL student, you have options to customize your program or accelerate its completion:

- **Transfer credit:** Receive academic credit for credits earned previously at other post-secondary institutions. See [page 12](#) and Transfer Credit at www.tru.ca/distance/transfer-credit.
- **PLAR (prior learning assessment and recognition) credit:** Gain academic credit from previous work, life or volunteer experiences. Contact a PLAR Advisor at plar_ol@tru.ca. See [page 15](#) and PLAR at www.tru.ca/distance/plar-ol.
- **A Letter of Permission (LOP) Request:** Obtain an LOP to take courses at other post-secondary institutions and transfer the credits to an OL program.



Student Forms: Letter of Permission

www.tru.ca/distance/services/forms

The Letter of Permission (LOP) Request form is on the Student Forms page on the website (at the above URL).

English Language and Math Assessments

www.tru.ca/distance/services/advising

If you have been away from formal studies for some time and want to upgrade your English or math skills, you can use the following voluntary self-assessments to help determine your skill level and choose a course at the level most appropriate for your needs:

- The **English Language and Writing Assessment** (for students who reside in Canada)
- The **English Assessment with First Nations Content** (for Indigenous students who reside in Canada)
- An **English as a second language assessment** (for international students)
- The **Math Assessment Test: Fundamental Level through University Level**

Access English and math assessment forms through the general Educational Advising page on the website (at the above URL).



Contact: Student Services

For Student Services, including general advising and questions about OL's programs and courses, contact an Enrolment Services Advisor through Student Services (see the front inside cover). Also, refer to the Educational Advising and Program Advising pages on the website.

Student Awards and Financial Support

www.tru.ca/awards/open-learning

If you are an OL student and a Canadian citizen or permanent resident, you are eligible to apply for either part- or full-time assistance such as StudentAid BC and other government funding programs, fee deferrals, part-time grants and bursaries and TRU awards. OL Student Awards Advisors can assist you with your applications.

See Student Awards and Financial Support starting on [page 26](#) and refer to the above URL.

LOAN AND GRANT PERIODS

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



Services for Students

Services for Students with Disabilities

www.tru.ca/distance/services/disabilities

TRU's Disabilities Services is committed to making education accessible. This department provides and facilitates services and reasonable academic accommodations for students with documented disabilities in a manner consistent with TRU's educational mandate and academic principles.

See the Disability Services page at the above URL to register for services and to see important dates. Also, refer to www.tru.ca/disabilityservices.



Deadline: Disability Services Registration

For Open Learning students, the deadline to register with Disability Services is four weeks (one month) before the OL final exam scheduling deadline.

DISABILITIES SERVICES AND ACCOMMODATIONS

If you have a documented disability and require services and accommodations, contact Disability Services at least 12 weeks (three months) prior to your course or program start date.

Services and accommodations include:

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

ELIGIBILITY

If you have a professionally documented disability, you may be eligible for services.

DOCUMENTATION

www.tru.ca/disabilityservices/documentation

Obtain documentation from a certified health care professional who has an appropriate professional designation and specific training in diagnosing the disability on the basis of which you are requesting services and/or accommodations.

Refer to the Documentation Requirements page at the above URL for a list of examples of appropriate health care professionals. Mail, fax or deliver this documentation to Disability Services.

PRIVACY

The information in your documentation is confidential and protected under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

HOW TO ACCESS SERVICES

1. Verify that you are eligible and have professional documentation.
2. Contact Disabilities Services.
3. Apply for admission to OL as early as possible.



Student Responsibility

You are responsible for covering any expenses related to obtaining documentation.

Make sure that you consult a Disability Services Advisor and provide your documentation at least 12 weeks (three months) prior to your course or program start date. This allows for enough time for services and accommodations to be arranged for the beginning of the StudentAidBC-designated study period, particularly if you are receiving student financial aid.



Contact: Services for Students with Disabilities

www.tru.ca/distance/services/disabilities

Contact 1-888-828-6644 (toll-free in Canada) or dso@tru.ca and see the Disabilities Services page at the above URL and at www.tru.ca/disabilityservices. More contact information is on the front inside cover.

TRU Library Services

www.tru.ca/library/services/distance

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 online and distance courses. However, if you are registered only in OL courses delivered by the University of British Columbia (UBC) or the University of Victoria (UVic), access library services through the institution delivering the course (i.e., UBC or UVic), not TRU.

To access the library's online resources, you will need to use your TRU network account. For more information about network accounts, refer to www.tru.ca/its/students/networkaccounts.

DROL Library Services include:

- Access to all TRU Library's online resources (such as Discover, ebooks and article databases)
- Research and reference assistance from a librarian to find topic information or use library tools (such as article databases)
- Delivery of articles and book chapters to your TRU email account (mytru.ca)

Services for Students

- Loans of most circulating items in the TRU Library collection to students residing in Canada or the US, and delivery of those library materials (e.g., books and videos); packages include prepaid shipping labels
- Interlibrary loans services for articles, books and videos not in TRU Library's collection (excluding course-required textbooks)
- On-site borrowing from other Canadian post-secondary libraries, TRU Libraries and locations

You may also visit in person to borrow any circulating item in the TRU Library collection from our three locations: Main Library and the Law Library on the Kamloops campus and the Williams Lake Campus Library.



Student Responsibility

You are responsible for fines on overdue, recalled, damaged or lost library materials. Fines may affect your ability to register for courses, order transcripts and graduate.

Automatic library notices (such as due date reminders) and scanned copies of requested articles and book chapters are delivered to your TRU email account (mytru.ca).



Contact: TRU Libraries

www.tru.ca/library

For DROL and other library services, call 1-800-663-1699 (toll-free in Canada) or email distancelib@tru.ca. Also, see the TRU Libraries home page at the above URL and the DROL page at www.tru.ca/library/services/distance.

The Writing Centre

www.tru.ca/writingcentre

TRU's Writing Centre is a free service for undergraduate and graduate students to help them develop their writing skills through face-to-face or online tutoring appointments. Its tutors offer support at any stage in the writing process, from assignment interpretation to revising and polishing.

The Writing Centre also offers online support exclusively for Open Learning students through WriteAway, a free online tutoring service; refer to www.writeaway.ca/connect.php.



Contact: The Writing Centre

Email the Writing Centre at writing_ctr@tru.ca. For hours and availability, to register for a Writing Centre account or to book an appointment, see the Writing Centre section on the website.

The Math Help Centre

www.tru.ca/science/programs/math/math_help_centre

TRU's Math Help Centre offers free help for students who are enrolled in any first-year level TRU course that involves mathematics or statistics. Math and statistics faculty or upper-level students are available to answer questions on a drop-in basis. OL and UEPrep (University Education Preparation) students are also welcome.



Contact: The Math Help Centre

For contact information, hours of availability and more, refer to the Math Centre section on the website (at the above URL).

Career Education

www.tru.ca/careereducation/careerplanning/online

TRU's Career Education department services include career planning and development and free one-on-one career counselling appointments. Career Education also offers a job postings site, a private room for Skype or job-related interviews, a resource library and career planning and development seminars.

Open Learning students are welcome. As an OL student, you can book Skype career services appointments with a career counsellor from any location and access daily job postings via TRU's Symplicity system.



Contact: Career Education

For TRU's Career Education page for Open Learning, refer to the above URL.

For a Symplicity tutorial and for resumé and cover letter templates, interview advice and more, refer to OL's Career Services page at www.tru.ca/distance/services/careers.

Admission

Open Admission

www.tru.ca/distance/register/admission

Open Learning (OL) offers open admission, meaning that specific GPAs and secondary school transcripts are not usually required for program admission and course registration.

For more about open admission, refer to the OL Admission section on the website (at the above URL).



GPA

www.tru.ca/campus/current/academic-records/gpa

Throughout this calendar, the acronym GPA is used for grade point average, which is a measure of how well you are doing in your academic studies. Refer to the above URL and to Grading Systems Policy ED 3-5 in the Regulations and Policies section and on the website.

Course Registration

www.tru.ca/distance/register

You can be admitted to OL and register for most courses without applying for a program. Please see the Registration section starting on [page 19](#) and the Registration page on the website at the above URL. However, to register, you must meet the English language proficiency requirements (see [page 17](#)). Also, see the Before Registering section starting on [page 16](#).

Before you register, read the course details, including the course fees. Search for a course by keywords, subject or institution on the Courses pages at www.tru.ca/distance/courses. Or, you can go to Register Now at www.tru.ca/distance/register/registernow and see the course details before you register.

When you are ready to register, follow the step-by-step instructions on [page 19](#) or the back inside cover or simply complete the registration process in the Register Now system, if you are on a computer. You can also call Student Services (see the front inside cover).

To be admitted to and register for an on-campus course, you must first apply to and be accepted into an on-campus program. Refer to the TRU Admissions page at www.tru.ca/campus/admissions.



Register for a Course or Apply for a Program?

Remember, you can register for an OL course without applying to a program. However, if you plan to attain a credential (a certificate, diploma or degree), it is advisable to apply for a program at the outset of your studies.

Program Admission

www.tru.ca/distance/programs

Before you apply for a program, first ensure that you meet the stated program admission requirements. See the admission requirements by checking the program descriptions section starting on [page 37](#) or refer to the Programs page on the website (at the above URL). If you are uncertain of the admission requirements, contact Student Services.

Also, be aware of the Regulations and Policies and of the Tuition and Fees, See the Regulations and Policies section starting on [page 29](#) and at www.tru.ca/distance/services/policies and see the Tuition and Fees section on [page 23](#) and at www.tru.ca/distance/services/tuition.

To be admitted to and register for an on-campus program, refer to the TRU Admissions page at www.tru.ca/campus/admissions.

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

Program Application

www.tru.ca/distance/programs

To apply for a program, please see the Programs page on the website at the above URL and read the program description there or in this calendar (see [pages 37–120](#)). Different programs have different admission requirements, so ensure that you meet these. Also, read the Before Registering section starting on [page 16](#), which includes information you should know before you apply for a program.

Arrange to have your transcripts and any other required documentation sent directly to TRU from the issuing institution and remember to submit your Program Admission form.

When you are ready to apply, follow the step-by-step instructions on the back inside cover or, if you are on a computer, simply complete the application process in the Register Now system at www.tru.ca/distance/register/registernow. Also, you can apply for a program through EducationPlannerBC (EPBC) at <https://apply.educationplannerbc.ca/tru.jsp>.



Student Forms: Program Admission Form

www.tru.ca/distance/services/forms

The Program Admission Form is available on the Student Forms page on the website.

Admission

Transcript Assessment

The program admission process begins with a transcript assessment (the program-related education assessment) upon receipt of all of the following:

- A completed Program Admission Form
- Full payment of the transcript assessment and program plan fees
- Official transcripts for all post-secondary studies, sent directly to TRU from the issuing institution
- Any additional program admission requirements

Results of the transcript assessment are included in the program plan; see [page 14](#).



Student Responsibility

To ensure that a course satisfies your program requirements, consult your Program Advisor and program plan prior to registering in a course. The advisor can answer your questions about course selection, program options and procedures.

If you proceed otherwise, you may find that the course credits cannot be applied toward your program requirements or that you may have to pay a transcript reassessment fee.

If you are a program student with post-secondary credits from other institutions, you must apply for transfer assessment before applying for PLAR (prior learning assessment and recognition).

Residency Requirements

Most Open Learning programs have academic residency requirements—the number of credits that you must complete at TRU (either distance with OL or on-campus at TRU) to graduate with a TRU credential. Residency requirements for each program are specified in the program descriptions under the Program Requirements heading.

For example, here are the residency requirements for most OL Business and Management Studies programs:

- Certificate programs: 6 credits
- Diploma programs: 9 credits
- Degree programs: 9 credits

Academic residency requirements differ from place of residence requirements specified for financial assistance.

Transfer Credit

www.tru.ca/distance/transfer-credit

TRU (including OL) is a member of the BC Council on Admissions & Transfer (BCCAT), which oversees the BC Transfer System (BCTS), a well-established transfer credit system that supports student mobility between various post-secondary institutions. Thus, you may be able to use your previously earned academic credits toward completion of an OL program.

Refer to the Transfer Credit page on the website (see the above URL) and to BCCAT at www.bccat.ca.

Transferring Credit to OL

www.tru.ca/distance/services/policies/transfer

Through OL's transfer credit options, academic credits that you have earned at another post-secondary institution can count toward an OL credential, thus expediting your program completion. Simply arrange for all official post-secondary transcripts to be sent to OL Admissions. If you plan to transfer credits to one of our programs, see the Formal Transfer Credit page on the website.

Documentation

Official transcripts must be sent directly from the issuing institution directly to TRU.

Supporting documentation may be required from credits earned outside BC or more than seven years ago. Any international transcripts and/or credentials must be evaluated by a service such as International Credential Evaluation Services (ICES). See the Programs page on the website and ICES at www.bcit.ca/ices/.



Student Forms: Letter of Permission (LOP)

www.tru.ca/distance/services/forms

If you are an OL program student, you need a Letter of Permission (LOP) (one per semester) if you want to register for an external course to apply toward your OL program. Otherwise, you may find that the course cannot be applied toward your chosen credential or that you have to pay a transcript reassessment fee. For the LOP Request form, see the Student Forms page on the website (at the above URL).

If the OL program and that of the other post-secondary institution are listed on the CVU-UVC website, you can save time and money by using the Letter of Permission form at www.cvu-uvc.ca/apply/LOP.php.

Admission



Student Responsibility

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

Transferring Credit from OL

To transfer academic credits from OL to another post-secondary institution, first check to determine if your credits will be recognized at that institution.

UBC AND TRANSFER CREDIT

As an Open Learning student, you have access to distance courses offered by UBC via its Access Studies initiative. The main benefit to you, beyond greater access to courses, is that UBC waives the application fee for OL students.

UBC courses are not directly transferable to an OL credential. If you want to take a UBC course to complete your OL program, first obtain approval from OL (complete and submit a Letter of Permission Request form), register through UBC Enrolment Services, then transfer the UBC credit to OL. Register online at UBC's page for OL students at www.students.ubc.ca/enrolment/courses/non-degree/TRU.

For a UBC credential, you must apply for admission through UBC.

Registration in online UBC courses while you are studying at TRU does not guarantee that you will be accepted into a program at UBC or that you can transfer your credit into a specific UBC program.

See UBC's admission policies at www.you.ubc.ca/applying-ubc.

UVIC CONSORTIUM AND TRANSFER CREDIT

Consortium courses delivered by UVic appear as TRU credit on Open Learning transcripts.

For a UVic credential, you must apply for admission through UVic. Registration in consortium courses may not automatically be accepted for transfer credit to a specific program of study at UVic, nor does such registration signify admission to UVic.

See UVic's admission policies at www.uvic.ca/home/admissions.

ADVANCED PLACEMENT PROGRAM

www.tru.ca/campus/admissions/apply/ap

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.

See the Advanced Placement Exams (AP) page at the above URL.

INTERNATIONAL BACCALAUREATE DIPLOMA

www.tru.ca/admissions/hs-students/ib

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

See the International Baccalaureate Diploma page at the above URL.

Admission

Program Plans

Once you have completed the admission process and been accepted, a Program Advisor assesses your transcripts and creates a program plan for you. This is sent to you in approximately four to six weeks of admission. The plan includes program requirements, transfer credit assessment results and remaining credits required for program completion through either coursework or PLAR.

Program Status

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

Program Change

You must confirm your intention to change programs through a letter or email message to your Program Advisor, who then prepares a new program plan for you. There is a fee for this service—see [page 23](#).

Program Completion

OL may not offer all courses required for program completion; thus, you must obtain a Letter of Permission (LOP) for courses you plan to take elsewhere so that credit for those courses will be applied toward your program.



Apply to Graduate

www.tru.ca/distance/services/forms.html#graduation

To receive your credential, you must apply to graduate. You can apply at any time. Simply follow the instructions on the website (at the above URL).

Also, remember to apply for convocation if you wish to attend your graduation ceremony.



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

Admission

PLAR (Prior Learning Assessment and Recognition)

www.tru.ca/distance/plar-ol

You may be eligible for PLAR credit toward completion of an Open Learning (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.

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 31](#) and on the website (at the above URL).

Throughout this calendar, Open Learning programs that may accept PLAR are indicated by the following icon:



PORTFOLIO-ASSISTED ASSESSMENTS

You may use a portfolio to demonstrate that your learning is equivalent to the learning outcomes of specific Open Learning courses.

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



PLAR Credit

Open Learning 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 OL program requirements. However, it may not be transferrable to other post-secondary institutions, and it cannot be used to meet admission requirements for post-degree programs.

CHALLENGE EXAMINATIONS

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

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

In addition, the following restrictions apply:

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



Student Responsibility

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

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



Contact: PLAR Advising

For more about PLAR, including how to apply, fees and assessments, contact PLAR Advising at plar_ol@tru.ca or by phone at 1-800-663-9711 (toll-free in Canada) or 1-250-852-7000 (Kamloops and international).

Before Registering

Pre-Registration Checklist

www.tru.ca/distance/register/register

Before you register for a course or apply to a program:

1. Confirm internet access.
2. Confirm availability.
3. Read the regulations and policies.
4. Read the course or program description.
5. Meet the prerequisites and admission requirements.
6. Meet the English language proficiency requirements.
7. Be aware of tuition and fees.
8. Review the completion guidelines.
9. Check the final exam schedule.
10. Understand your student responsibility.
11. Contact us.

1. Confirm Internet Access

Confirm your ongoing access to a computer with high-speed internet. Internet access is required for most courses, including print-based ones.

2. Confirm Availability

Make sure your program or course is available. After you use this calendar, the website (the Courses pages and the Register Now system) and EducationPlannerBC to choose your course or program, you will want to confirm that the course is open for registration or the program is taking applications. Not all courses and programs listed are immediately available. Some might be in development, temporarily suspended or available only in BC or Canada. Check the OL website or contact Student Services.

Also, make sure you are available to complete all course assessments (assignments) and to write the final exam, if any.

3. Read the Regulations and Policies

www.tru.ca/distance/services/policies

Ensure that you understand the university's academic regulations and policies so that the courses and programs you select will help you meet your educational goals. Please see the Regulations and Policies section starting on [page 29](#) and refer to the website (at the above URL).

4. Read the Course or Program Description

www.tru.ca/distance/courses

If you have never studied through OL, you may have questions about prerequisites, admission requirements, how long it will take to complete a course or program and how much it will cost.

Your first source of information is the course or program descriptions themselves.

Course descriptions include prerequisites, credits, course outlines, learning outcomes, length, required textbooks and other materials and assessments.

Course descriptions are found in this calendar, on the Courses pages at the above URL and through the Register Now system at www.tru.ca/distance/register/registernow. Once you find a course, you can see the course description, including the course fees, before you register.

Program descriptions include admission requirements, program requirements and more. Find program descriptions in this calendar and on the Programs pages at www.tru.ca/distance/programs.

5. Meet the Prerequisites and Admission Requirements

Prerequisites, if any, and recommended requisites are specified in each course description, and admission requirements are stated in each program description. Recommended requisites are strongly recommended but not required.

Meet any prerequisites before you register, and be sure to consult the Academic Integrity and Student Conduct policy (TRU Policy ED 5-0).

The following explains the course prerequisites for OL, UBC and UVic:

OL

www.tru.ca/distance/register/admission

For courses (other than adult basic education, ABE) with no prerequisites, of which there are many, OL assumes that you have Grade 12 English or an equivalent. For courses with prerequisites, consider using transfer credit. When registering for courses, you must declare that you have met any stated prerequisites.

Before Registering

UBC

<http://distancelearning.ubc.ca/courses-and-programs/distance-learning-courses/courses>

Prerequisites are course specific. Read the course descriptions at the above URL. If you do not meet the prerequisites, the instructor may grant you permission to register if the instructor deems that you are able to meet the course requirements.

UVIC

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



Transfer Credit

OL courses delivered by UVic appear on OL transcripts and are applicable toward residency requirements for OL programs. However, UBC distance education courses do not appear on OL transcripts and are not applicable toward residency requirements for OL programs.

6. Meet the English Language Proficiency Requirements

www.tru.ca/campus/admissions/international/admission-requirements

Courses, programs, instruction and student services are provided in English. Therefore, so that you can engage in and complete your studies, language proficiency that is equivalent to Grade 12 English is required, and post-secondary English language reading and writing skills are preferred.

You are encouraged to self-assess your English language proficiency. You can use an assessment such as the English Language and Writing Assessment or English Assessment with First Nations Content. You can also assess with:

- LPI (Language Proficiency Index) www.lpitest.ca
- TOEFL iBT (Test of English as a Foreign Language, internet-Based Test) www.ets.org/toefl/ibt

See the International Student Admission Requirements page and the English Language Proficiency Requirements table at the above URL.



English Language Proficiency: Self-Assessments

A self-assessment does not exempt you from the English language proficiency requirements in OL courses and programs, even if the self-assessment is marked by an Open Learning Faculty Member.

TRU

www.tru.ca/assessment/accuplacer/esal

If you are an OL student and want to register for TRU on-campus courses, you must take the English Placement Testing (EPT), also referred to as ACCUPLACER, through the TRU Assessment Centre. There is a fee. The results of this test indicate the level of study in which you will be placed. Please refer to the above URL.

Note: If you are already an on-campus student who has a Test of English as a Foreign Language (TOEFL) score or other test score, you are not required to take this testing and may instead enrol in either English-as-a-Second or Additional Language (EASL) or on-campus courses.

UBC

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

English is the primary language of instruction at UBC. If you are a prospective student, you are required to demonstrate a minimum level of English language proficiency before you are admitted. Please refer to the English Language Competency page at the above URL.

Note: If you are interested in a course offered by UBC, register through UBC at www.students.ubc.ca/enrolment/courses.

UVIC

www.uvic.ca/future-students/undergraduate/admissions/language/index.php

UVic assumes that its prospective students have Grade 12 English or equivalent for any courses without prerequisites. You may be required to provide proof of your English language proficiency appropriate to your intended level of study. Please refer to the English language proficiency page at the above URL.



Contact: Student Services

See the front inside cover of this calendar.

Before Registering

7. Be Aware of Tuition and Fees

www.tru.ca/distance/services/tuition

Make sure you know what the tuition or fees are for your course or program. See Tuition and Fees on [page 23](#) and the page on the website (at the above URL). Check the estimated course and material fees either with the Course Cost Estimator or with the Register Now system:

- Use the **Course Cost Estimator**—on the Courses page at www.tru.ca/distance/courses, choose the course you want. On the course description page, click the link under Costs. When the window opens, choose the method of delivery (for example, online, self-paced).
- Use **Register Now**—at www.tru.ca/distance/register/registernow, select a course and view the tuition and fees before you register. (Note that Register Now does not work on cellphones.)

You can also contact Student Services (see the front inside cover).

8. Review the Completion Guidelines

Completion times for courses and programs vary; please read the course and program descriptions and note any start and end dates, and any course registration and program application deadlines.

If you are receiving full-time financial support, refer to your study contract for course completion deadlines and see the Loan and Grant Periods table on [page 12](#).

9. Check the Final Exam Schedule

www.tru.ca/distance/services/exams

Before you register, read the course description and determine if there is a final exam. Check the Final Exams Schedule on [page 18](#) and on the Examinations page (at the above URL) to ensure that you are available for one of the exam sessions. There are normally six to choose from during the 30-week period allotted for a course. If you reside outside BC or Canada, you can make special arrangements to write final exams.



Exam Schedule

Be sure to look at the exams schedule and information for Open Learning, not for TRU.

10. Understand Your Student Responsibility

www.tru.ca/disclaimer/privacy

To understand your student responsibility and how your personal information is treated, review the Notices and Disclaimer on [page 2](#) and read the Protection of Personal Information page on the website (at the above URL).



Student Responsibility

You are responsible for your academic and financial choices, including registering in courses appropriate to your program and course and program completion or withdrawal. Consult with an Enrolment Services Officer or with your Program Advisor.

11. Contact Us

You may still have questions about Open Learning and/or its courses and programs. If so, please contact us at Student Services (see the inside front cover), where Enrolment Services Officers (ESOs) are eager to assist you.

Registration

How to Register for a Course

You can register in an Open Learning (OL) course without submitting any transcripts, as follows:

1. Complete the pre-registration checklist on [page 16](#).
2. Declare that you have met the prerequisites, if any.
3. Note the application deadline and course start date, if any, especially if the course is paced or delivered by UBC or UVic.
4. Ensure that you understand the Regulations and Policies applicable to you as an OL student.
5. Remember to note the registration, extension, cancellation, withdrawal, repeat registration and academic integrity policies as stated in the Regulations and Policies section starting on [page 31](#) and on the website at www.tru.ca/distance/services/policies.
6. Select a registration and payment method. Tuition and fees are payable in Canadian dollars.
7. Register and pay (see Registration and Payment Methods).



Students with Disabilities

If you have a documented disability and require related services and/or accommodations, contact Disability Services at least 12 weeks (three months) prior to your course start date. See [page 9](#).



Student Forms

www.tru.ca/distance/services/forms

Most of the forms you need for registration are on the Student Forms page on the website (at the above URL).



Student Responsibility

Please familiarize yourself with the academic Regulations and Policies, starting on [page 29](#) and on the website at www.tru.ca/distance/services/policies.

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

You are responsible for your academic and financial choices, including registering in courses appropriate to your program and course and program completion or withdrawal. Consult with an Enrolment Services Officer or with your Program Advisor.

Registration and Payment Methods

ONLINE

Visit Register Now at www.tru.ca/distance/register/registernow, and pay with American Express, MasterCard or Visa.

PHONE

Call 1-866-581-3694 from 8:00 am–4:30 pm Pacific Time, Monday–Friday (excluding holidays).

FAX or MAIL

Complete the Course Registration form available at www.tru.ca/distance/register/registernow, and fax or mail it, along with a money order or cheque (with payment in full) payable to Thompson Rivers University, to:

Fax 1-250-852-6405, Attn: OL Registration

Mail TRU Open Learning Registration
805 TRU Way
Kamloops BC V2C 0C8 Canada

FAX, MAIL or EMAIL, with a Student Loan or Grant

1. Complete the Course Registration form available at www.tru.ca/distance/register/registernow.

2: Complete the Full-Time Fee Deferral Application form available at www.tru.ca/awards/open-learning.

3: Fax, mail or email these two forms to:

Fax 1-250-371-5668

Mail TRU Open Learning Registration
Student Awards & Financial Support
805 TRU Way
Kamloops BC V2C 0C8 Canada

Email olfinaid@tru.ca

Sponsorship and/or Scholarship

Contact Student Services (see the front inside cover).

Payment Processing

Registrations are not processed until tuition and course fees have been received in full. We deposit your payment upon our receipt of it. Payment is refunded for registrations not processed.

Registration

Course Delivery

OL

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

Contact Student Services with questions about course availability, registration deadlines (if any), course delivery format and completion.

UBC

UBC courses are paced. Course registration deadlines apply. Deadlines are specified on UBC's website and are available from UBC Enrolment Services. Refer to <https://students.ubc.ca/about-student-services/enrolment-services-professionals-esp> or call 1-877-272-1422. Space is limited and early registration is advised.

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

UVIC

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

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

To audit an Open Learning course delivered by UVic, contact the UVic program area.



Student Forms

www.tru.ca/distance/services/forms

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



Student Responsibility

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

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

After Course Registration

After you register for an OL course, you receive an email message confirming your registration. This letter contains important details about your course and contact information for your Open Learning Faculty Member (instructor).

Online self-paced courses are normally available within 24 hours of registration. Online paced courses are normally available by the course start date.

Getting Your Course Materials

OL

The course fees listed in the course descriptions do not include textbooks or other course materials. These are listed separately and can be added when you register for a course. They will be mailed directly to you, unless stated otherwise in the course description. Ensure that your current mailing address is updated in *mytru.ca*. Shipping and handling is charged according to where materials are shipped. See the Tuition and Fees section starting on [page 23](#) and Tuition and Fees at www.tru.ca/distance/services/tuition.

You can look online or elsewhere for most textbooks and other course materials. However, make certain to buy the correct edition of a textbook, as OL courses are often designed around a particular edition.

Materials Refunds

If you register and then cancel, you may return course materials and receive a full refund for them within the first five weeks of registration. Materials must be unmarked and in new condition. You may be able to resell your materials once the course is completed if OL is still using them and they are in resalable condition.

UBC

Before your course start date, you will receive an email message from UBC confirming your registration and providing information about course delivery and about required textbooks and/or materials. Ensure that UBC has your current email and mailing address.

For more about getting your UBC course materials, see <http://distancelearning.ubc.ca/learner-support/>.

UVIC

After registering, you receive an email message from OL confirming your registration and one from the relevant UVic program area with instructions about purchasing course textbooks and materials from the and accessing library resources.

Registration

Grading

OL AND UVIC

www.tru.ca/distance/services/policies/newgrading

Specific course assessments and marking rubrics are included in some but not all courses, while final grade information is in Regulations and Policies (starting on [page 33](#)) and on the website on the Grading Systems and Procedures page (see the above URL).

After completing a course, your grades are noted in [mytru.ca](#), the student portal.



Student Responsibility

Remember to update your mailing address at [mytru.ca](#).

If any of your courses (other than UVic or UBC) include a final exam, check the Final Exams Schedule, choose a session that occurs before your course end date and apply to write your exam before the deadline. Note that UVic and UBC exam procedures differ.

Final Exams

www.tru.ca/distance/services/exams

Review the examinations regulations and policies on [page 33](#) and the Final Exams Schedule on this page. Be sure to check the schedule and exam procedures on the website (at the above URL). Also, refer to Examinations FAQs on the website at www.tru.ca/distance/faq/faq-exams.

Exam procedures vary between OL, UVic and UBC and according to where you reside and where you intend to write your exam. Refer to the website.

If you are receiving full-time financial support, see your study contract for course completion deadlines so that you schedule your final exam well in advance.

OL

Application instructions for OL final exams are on the website and in the welcome email you receive after registering. Exams are held at OL exam centres in BC, Canadian Invigilator Network (CIN) centres in Canada or other OL-approved supervised locations.

2017–2018 FINAL EXAMS SCHEDULE

Session	Application Deadline
Aug 9–14, 2017	Jul 17, 2017
Sept 6–11, 2017	Aug 14, 2017
Oct 11–16, 2017	Sept 18, 2017
Nov 1–6, 2017	Oct 10, 2017
Nov 29–Dec 4, 2017	Nov 6, 2017
Jan 10–15, 2018	Dec 11, 2017
Feb 1–5, 2018	Jan 8, 2018
Mar 7–12, 2018	Feb 13, 2018
Apr 4–9, 2018	Mar 12, 2018
May 9–14, 2018	Apr 16, 2018
Jun 6–11, 2018	May 14, 2018
Jul 4–9, 2018	Jun 11, 2018
Aug 8–13, 2018	Jul 16, 2018
Sept 5–10, 2018	Aug 13, 2018
Oct 10–15, 2018	Sept 17, 2018
Nov 1–5, 2018	Oct 9, 2018
Dec 5–10	Nov 13, 2018

UVIC

www.distance.uvic.ca/programs/index.htm

UVic makes arrangements for final exams. Refer to UVic's online distance programs website (see the above URL) regarding final exams and exam policies.

UBC

<https://students.ubc.ca/enrolment/exams/distance-education-exams>

Some UBC distance education courses have a final, invigilated exam. This exam is written either in person at the UBC Vancouver campus or off campus. If you want to write an exam off-campus, you pay an exam application fee, called the Distance Education Exam Fee, of \$53.00 per application. Once your exam is scheduled, you are sent an email with the location and time of the exam.

Please see Courses Delivered by UBC on [page 25](#); also, refer to the above URL for more information or to contact a UBC Enrolment Services Professional (ESP).



Student Responsibility

Refer to Regulations and Policies, starting on [page 33](#), regarding final exams for OL, UVic and UBC.

Registration

Transcripts

OL AND UVIC

www.tru.ca/campus/current/academic-records/transcripts

After you complete an OL or a UVic consortium course, your grades are posted in your myTRU account (mytru.ca), where you can order an official transcript.

Using myTRU (under My Academic Record) is the fastest way to order a transcript, with the transcript normally mailed out the next day. See the website (at the above URL) for more ways to order a transcript and other information regarding transcripts. The cost for each transcript is \$8.73.

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



Student Responsibility

If you plan to transfer credit to another institution, please be aware of transfer credit policies for both TRU and the receiving institution and ensure that you have removed all indebtedness to TRU.

Transferring Credit to Other Institutions

If you plan to take OL courses to complete a program of study offered by another institution, please refer to that institution's admission and program requirements and transfer credit policies.

There is no need to submit previous transcripts to OL when registering for an OL course without applying for an OL program.

However, OL recommends that you obtain a Letter of Permission (LOP) from your home institution (the one at which you are completing your program) to ensure that the OL courses you plan to take will apply to your program at that institution.

Credit courses delivered by UVic that are listed in this calendar and on the website at www.truopen.ca are university-level courses for which you will receive OL credit.

CVU-UVC

www.cvu-uvc.ca

Open Learning is a member of Canadian Virtual University-L'université virtuelle canadienne (CVU-UVC), a collaboration of Canadian universities specializing in distance and online education. CVU-UVC has over 2,000 distance courses to choose from.

CVU-UVC operates in collaboration with BCcampus (www.bccampus.ca) and other educational institutions as well as professional, industry and business associations.

If you are enrolled in an OL program that is listed on the CVU-UVC website (see the above URL), you may take courses at any other member university without paying additional admission or letter of permission fees. Use the letter of permission (LOP) form on CVU's website.

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

Tuition and Fees

Courses Delivered by Open Learning

TUITION AND FEES ESTIMATES

www.tru.ca/distance/services/tuition

To see an estimate (note that actual fees may vary) of tuition and fees for a specific OL course, please do one of the following:

- Use the **Course Cost Estimator**—on the Courses page at www.tru.ca/distance/courses, find your course, then click the link under Costs. When the window opens, choose the method of delivery (for example, online, self-paced).
- Use the **Register Now** system—at www.tru.ca/distance/register/registernow, select a course and view the tuition and fees before you register. (Note that Register Now does not work on cellphones.)
- Contact **Student Services**—see the front inside cover of this calendar.

Tuition and fees estimates include tuition and course fees—administration, technology, shipping, taxes and any additional fees, as listed in the fees table, starting on this page.



All Students (OL and UVic)

- Regarding *per credit* fees, many courses are 3 (three) credits.
- Tuition and fees vary between programs and courses and are subject to change without notice. Refer to the website (at the above URL) for official, updated tuition and fees.
- Taxes are added, where applicable.



Student Responsibility

Ensure that you are aware of the tuition and all fees associated with your course or program, including any costs for submitting your assignments.

Note that course administration and technology fees are non-refundable if you cancel your registration or withdraw from a course.

Remember to update your mailing address at mytru.ca.

DEFINITIONS

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

TUITION FEES

Canadian citizens and permanent residents of BC/Yukon	\$114.56 per credit (variable; see specific course; non-BC/Yukon residents pay additional fee)
Adult Basic Education (ABE) students	\$184.94 per credit (3 billing credits per course)
International students	\$377.78 per credit
65+ years old	25% of applicable tuition, dependent on student's place of residence and citizenship

Tuition and Fees

ADMINISTRATION AND OTHER FEES

Program application for graduate, undergraduate and ABE programs	\$28.68 for Canadian citizens and permanent residents \$100.00 for international students
Program plan	\$33.32 per certificate/ diploma \$126.35 per undergraduate degree
Course administration	\$93.21 per OL course \$43.47 per UVic course \$50.25 per UBC course
Technology	\$6.17 per credit
Canadian citizens but non-BC/Yukon residents	\$31.07 per credit (plus tuition)
Course extension	\$99.32 per eligible course
Program reactivation	\$62.00
Formal grade appeal	\$124.03
Official transcript request	\$8.90 (includes GST)
Duplicate credential (replacement parchment)	\$65.02
Transcript(s) assessment	\$49.36 for BC documents \$93.01 for non-BC documents
Shipping	Refer to www.tru.ca/distance/services/tuition
Taxes	As applicable
Assignment submissions cost	As applicable
PLAR	Refer to www.tru.ca/distance/plar-ol/plar-fees

Payment

Tuition and other fees are due at the time of registration or when a service request is made. Fees are payable to Thompson Rivers University (TRU) in Canadian funds. See [page 19](#) regarding how to pay fees.

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

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

No official transcripts, certificates, diplomas or degrees are issued (except by approval of the Board of Governors) if you are in debt to TRU, nor are you permitted to repeat a registration, obtain a course extension or write a final exam until your entire indebtedness is removed.



Tax Receipts

Official form T2202A receipts for income tax purposes are issued to all students who are taking courses at the post-secondary level. These receipts are available through mytru.ca by the end of each February for the previous calendar year. Open Learning provides tax receipts to students with a Canadian address and to those who are permanent residents of Canada but have a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, fees for a course with a four-month completion time starting in November is recorded with 50% on the tax receipt for the year when the course started and 50% on the receipt for the following year. For details, see Canada Revenue Agency at www.cra-arc.gc.ca.

Tuition and Fees

Courses Delivered by UBC

<http://students.ubc.ca/enrolment/courses/non-degree/TRU>

UBC distance courses are offered directly from UBC through the Access Studies program. Refer to the page UBC Distance Education courses for TRU-OL Students at the above URL and OL's website at www.tru.ca/distance/courses/?p=institution&c=ubc.

Tuition, materials and other fees vary and are subject to change without notice. For approximate tuition and fees, select the course(s) in which you are interested and contact OL Student Services or UBC.

- Tuition and student fees for individuals 65+ years old: Refer to the above URL
- Admission fee: Waived, provided you are eligible for Access Studies
- Administration fee: \$50.25 per course for all students
- Course materials fee: About \$100 to \$150 per course
- Auditing fee: Tuition applies
- Exams fee: The Distance Education Exam Fee of \$53.00 applies to all students writing off-campus exams; refer to <https://students.ubc.ca/enrolment/exams/distance-education-exams>

Courses Delivered by UVic

Tuition, materials and other fees vary and are subject to change without notice.

However, approximate fees are as follows:

- Tuition for permanent residents of BC and permanent residents of Canada residing outside BC: \$168.60 per credit (\$337.20 tuition per UVic fee unit)
- Tuition for international students: \$545.53 per credit (\$1,091.06 tuition per UVic fee unit)
- Students 65+ years old: No reduced fees
- Administration and technology fee: Typically, \$42.62 for all students, but varies by course
- Materials fee: Variable; textbooks available at UVic bookstore
- Auditing fee: Contact UVic

UVic course credits are typically 1.5 units or 3.0 units. They are displayed as 3-credit and 6-credit courses in OL's online registration system, Register Now.

UVic assigns an ID number to each student. Allow time for this process and ensure that you update the email address that Open Learning and UVic have on file—go to mytru.ca.

Other Non-Tuition Course Costs

FINAL EXAMS

UBC

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

COURSE MATERIALS AND TEXTBOOKS

OL

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

UBC

For detailed information regarding course materials and textbook costs, search on UBC's website.

UVIC

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

RENTED MATERIALS

UVIC

Contact the specific program area at UVic.

LONG-DISTANCE PHONE CHARGES

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: 001-800-965-261

India: 000-800-1007-576

Indonesia: 00-803-018-5610

United Arab Emirates: 800-017-8313

Saudi Arabia: 800-814-5681

UBC

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

UVIC

Contact the specific program area.

Student Awards and Financial Support

Financial Assistance Programs

www.tru.ca/awards

Open Learning, through TRU's Student Awards and Financial Support office, offers support with accessing a variety of government financial assistance programs to assist you in financing your educational and living costs. Additional support is available through various bursaries, scholarships and awards.

You must apply for certain awards, such as entrance scholarships; others are automatically awarded, based on academic performance.

For finance and awards guides and entrance scholarship applications, please refer to the above URL. Also, see the Government of Canada Student Financial Assistance (formerly CanLearn) website at www.canada.ca/en/employment-social-development/services/student-financial-aid.

Eligibility for Assistance

Only Canadian citizens and permanent residents are eligible to apply for financial assistance. See StudentAidBC at <https://studentaidbc.ca/apply/eligibility#basic-eligibility> and the Government of Canada Student Financial Assistance page at www.canada.ca/en/employment-social-development/services/student-financial-aid.

To receive full-time assistance under StudentAidBC, you must be a full-time student and a BC resident.

If you are not a BC resident, you may apply for full-time government student loans and grants in your home province/territory. However, if your program of study is available at an institution in your province/territory, you may not be eligible for that province or territory's loans and grants while studying in BC.



Study Contract

If you are receiving student loans or grants, you must sign a study contract.



Canada Student Financial Assistance

www.canada.ca/en/employment-social-development/services/student-financial-aid

Save, plan and pay for post-secondary education. See the information and tools on the Government of Canada's Student Financial Assistance website.

StudentAidBC

<https://studentaidbc.ca>

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

You are eligible for this program if you are a BC resident and a full-time student—you must register in and complete a minimum course load of 9 new credits per four-month loan period.

For distance education students, four months is a shorter completion schedule than is allowed in most OL courses. This can be a challenge if you are unfamiliar with independent study. Thus, you may want to start with part-time study and familiarize yourself with studying on your own before you apply for financial assistance. Also, consider that the part-time aspect of OL is lost when you opt for full-time government student loans.

HOW TO APPLY

To apply, there are six key steps:

1. Read about StudentAidBC and make sure that self-paced study and highly structured full-time loans will work for you.
2. Select your study period from one of 12 possible terms—see the Loan and Grant Periods table on [page 8](#).
3. Apply to StudentAidBC and keep a copy of your application number and your pass code.
4. Register with OL by the registration deadline, either online, with a credit card.
5. Submit your completed and signed study contract to the Student Awards and Financial Support office.
6. Wait a minimum of four weeks to receive notice of your funding.

HOW TO CHECK YOUR APPLICATION STATUS

Have your social insurance number and application number handy and check StudentAidBC at <https://studentaidbc.ca> or call StudentAidBC as follows:

- From Vancouver, at 604-660-2610
- From Victoria, at 250-387-6100
- From elsewhere in BC, at 1-800-561-1818

Student Awards and Financial Support

Loan and Grant Periods

There are 12 distance education loan and grant periods, each four months long, which start the first of each month. You must register in a full-time course load in the month prior to the start date of each period. Late phone and web registrations are permitted up to the 10th day of each month after the period start date.

Any continuous-entry registrations received after the deadline can only be applied to the following period.

The deadline for registration using a fee deferral is the day prior to the start of the period (exception: the deadline for January is Dec 20). See the Loan and Grant Periods table on [page 8](#).

Other Full-Time Assistance

SINGLE PARENT BURSARY ENDOWMENT FUND

Established by the CKNW Orphans' Fund, this endowment provides funding to students in distance education who are single parents and have received the maximum student loan amount but still have unmet need. To apply, you must be a returning student who has successfully completed your last full-time term through OL.

EMERGENCY BRIDGING LOANS

Short-term bridging loans may be available to full-time students who incur unforeseen delays in their financing (normally, student loans). Loans of up to \$700, interest-free, are provided for a period of up to 60 days, provided the pending financing (such as a student loan) is guaranteed and assignable. These loans cannot be issued prior to the first day of a study period.

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 OL. Refer to Canada Revenue Agency's website at www.cra-arc.gc.ca/tx/ndvdlst/tpcs/rrsp-reer/llp-reep/menu-eng.

OTHER SOURCES OF ASSISTANCE

Other private bursaries and scholarships are available to students attending OL and other BC post-secondary institutions. Application procedures for these awards vary, and most have restrictions and conditions imposed on them. Examples are ScholarshipsCanada (<http://www.scholarshipscanada.com>), yconic (<https://yconic.com>) and Universities Canada (www.univcan.ca).

Annual Awards and Bursaries

SCHOLARSHIPS FOR CARIBBEAN STUDENTS

The Department of Foreign Affairs and International Trade Canada (DFAIT) in partnership with Canadian Virtual University (CVU-UVC) offers scholarships to students from the Caribbean region for OL's Certificate in Information Technology.

Scholarships for online and distance education programs allow international students to remain in their home countries while completing Open Learning programs. For eligibility, please refer to the CVU-UVC website.

CAMERON BEDDOME ENDOWMENT AWARD

The Cameron Beddome Endowment award is given annually to an OL program student who has successfully completed a minimum of one OL course in the last two years. The award is to be used for further enrolment. Candidates are asked to submit a short essay (maximum 250 words) describing how the award will help them achieve their personal and professional educational development goals. The essays are adjudicated by a panel and the winner(s) are announced in mid-October of each year.

Part-Time Assistance

Part-time financial assistance is available to you if you can demonstrate financial need according to the formula used by StudentAidBC and, for the Canada Student Grant only, are carrying between 20% to 59% of a full-time course load (normally, 3 to 8 undergraduate credits). You must be in good standing with any previous Canada or BC student loans.

Part-time assistance pays for all direct educational costs, including tuition and fees, required textbooks, miscellaneous allowance and some childcare (when applicable).

CANADA STUDENT GRANTS (CSG) FOR PART-TIME STUDENTS

This federal grant program (CSG) provides funding to low-income students registered in qualifying post-secondary courses who are pursuing a certificate, diploma or degree. The maximum funding per student per program year (Aug 1 to Jul 31) is \$1,800. Refer to www.canada.ca/en/employment-social-development/services/student-financial-aid.

Student Awards and Financial Support

ADULT UPGRADING GRANT (AUG)

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

To apply, download an AUG application form and OL Registration form and submit the original completed forms to Student Awards and Financial Support.

Interest-Free Status

www.studentaidbc.ca

You may be eligible for interest-free status, meaning that you do not pay interest or principal payments on your outstanding StudentAidBC loan.

To be eligible, apply online for interest-free status at StudentAidBC (at the above URL) and enrol full-time in a program of study that is eligible for StudentAidBC funding.

Most academic programs require a separate interest-free application each semester.

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



Student Responsibility

Submit assignments on a regular schedule and submit all coursework by the end of the loan period. Otherwise, a *technical withdrawal* from full-time study applies, even if you do not formally withdraw. This can result in a portion of your loan being placed in *overaward* and becoming immediately repayable. Also, your eligibility for further funds, interest-free status and other privileges associated with full-time status may be affected.



Contact: Student Awards and Financial Support

Contact Student Awards and Financial Support if you have questions.



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

Regulations and Policies

Introduction

www.tru.ca/policy/allpolicy

The following academic regulations and policies are available as PDFs on the Index of All Policies page (at the above URL). Here in the calendar, the number is noted after the name of each policy to help you find it. See www.tru.ca/distance/services/policies and the chart on [page 36](#).

A **student** is defined as anyone who requests and receives educational services from Thompson Rivers University (TRU) and OL (TRU-OL).

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

- Student Academic Integrity: ED 5-0
- Formal Transfer Credit: ED 2-4
- PLAR: ED 2-0
- Registration: ED 1-0
- Examinations: ED 3-9
- Final Grades: ED 3-5
- Student Academic Appeals: ED 4-0
- Program Completion and Graduation: ED 17-0
- Release of Student Information: ADM 2-2



Student Responsibility

You are responsible for your academic and financial choices, including registering in appropriate courses and either completing or withdrawing from courses and/or programs and for ensuring that you follow the academic regulations and policies of the university in which you are enrolled.

Please contact Student Services if you have any questions regarding the interpretation of regulations and policies.

1. Student Academic Integrity

Policy ED 5-0

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

2. Formal Transfer Credit

Policy ED 2-4

2.1 CERTIFICATE, DIPLOMA AND DEGREE PROGRAMS

- A. Transcripts are evaluated for all studies taken through an accredited or similarly recognized educational institution: in BC, accredited institutions, including those that are listed in the online BC Transfer Guide; members of the Association of Universities and Colleges of Canada (AUCC); or publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin are considered on an individual basis.
- B. Transfer credit is considered for all qualifying courses passed according to the standards of a sending institution that is recognized by TRU-OL.
- C. The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transcript assessment. The applicant must arrange for official transcripts from all previously attended post-secondary institutions and professional associations to be sent to 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 OL; or, (c) requirement to withdraw from a program.
- D. Transfer credit is awarded only on the basis of official transcripts that have been sent directly to OL by the institution, or transcripts that represent appropriately authenticated copies. All documents submitted, unless considered irreplaceable, become the property of OL.
- E. Authenticated translation is required of documents (official transcripts) in a language other than English or French.
- F. Other formal studies may be considered for credit on an individual basis.
- G. Credit may be granted on a course-by-course basis or for a combination of courses. Credit granted for a group of courses or an entire program is known as *block transfer*.
- H. Assessed transfer credit is applied on the basis of its applicability to a specific program.

Regulations and Policies

- I. Students changing programs or requiring information about how previous education may transfer to another OL program must apply in writing for a reevaluation of their transcripts. A program assessment fee may apply.
- J. Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over seven years previously are not automatically awarded transfer credit. Currency of the subject matter is taken into account.
- K. Programs often change and students who have declared a program and had a program plan prepared but have not registered in program courses in any two-year period may be required to fulfill the program's new requirements. In cases where students have had an initial assessment of transfer credit and where the program has changed, current program plan fees will be charged, and the seven-year rule on age of credit may apply (see 2.1.J, above).
- L. Past courses from another post-secondary institution are given credit, provided they were transferable in the year taken.
- M. In cases where OL offers an equivalent course, the current course number is assigned. In cases where OL no longer offers the course, unassigned credit is given, as appropriate.
- N. OL manages transfer credit assessment for college or university courses completed at high schools in the same manner as any other request. There is no penalty for dual credit; that is, credit that is used toward completion of both a high school and a college or university program.
- O. Courses that have received course-by-course or block transfer credit are recorded on the student's TRU transcript. Grades for transferred courses are used to calculate the program GPA but do not appear on the transcript.

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. 2.1.J does not apply.

2.4 MULTIPLE UNDERGRADUATE DEGREES

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

2.5 LETTERS OF PERMISSION

Students applying to take courses at other institutions for credit toward a credential offered through TRU-OL must obtain prior written permission with a Letter of Permission Request form, available on the website or 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 online, by mail or by fax. Forms are available on the website, from Student Services, or on the EducationPlannerBC website at <https://apply.educationplannerbc.ca>.
- 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.

Regulations and Policies

- D. Students submitting documents from institutions outside Canada may be required to have their documents evaluated by a credential evaluation service such as International Credential Evaluation Service (ICES) at www.bcit.ca/ices.
- 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 at www.bccat.ca are treated as being from BC.
- F. Assessment of transcripts does not commence until all required fees have been received, with all transcripts declared on the Program Admission form.
- G. Fees are non-refundable and cannot be applied toward any other assessment fee charged by OL.
- H. No further assessment fees are charged to registered students who have been issued a letter of permission or where prior agreement has been reached between institutions, except for cases in which a student requests to have transcripts assessed against a different credential.

3. Prior Learning Assessment and Recognition (PLAR)

Policy ED 2-0

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

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

Refer to the full policy on the website (at the above URL) or email plar-ol@tru.ca for further information.

4. Registration

Policy ED 1-0 (Student Admissions)

Registration policy and related procedures are under review and subject to alteration or amendment without prior notice. Refer to the website or contact Student Services for updates.

4.1 CREDIT-FREE OPTION

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

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 Student Records within five weeks from their registration date, subject to 4.2.C and D, below. The course will 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 4.2.C and D, below. The course will 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 started or an exam written.
- E. Registration cancellation deadlines for clinical courses are available in the course details or through Student Services.
- F. Students may request to cancel their course registration by regular mail, email or fax or by accessing the form through mytru.ca.
- G. Students who submit their request within eligible deadlines receive a 100% refund of tuition fees. Course administration, technology and other fees are non-refundable. Refer to 4.6, below, for materials refunds eligibility.
- H. Students who cancel their registration in a lab course as per 4.2.B, above, receive a 100% refund of their tuition fee and a 75% refund of their lab fees. The course administration, technology and other course fees are non-refundable. Refer to 4.6, below, for materials refunds eligibility.
- I. Tuition refunds are not processed until the web form or print form to cancel a course registration is received by Student Records.

Regulations and Policies

4.3 CANCELLATIONS: UVIC

Students may request to cancel their registration in a TRU-OL course delivered by UVic through *mytru.ca*, regular mail, email or fax. Students may receive 100% of their tuition fees as a refund by notifying OL Student Services by the end of the first week in which the course began. Course administration, technology and other course fees are non-refundable.

4.4 WITHDRAWALS: TRU-OL

- A. Students may formally withdraw from most self-paced, independent-study courses up to the end of week 13 of the course and by the end of week 7 for paced courses and receive a grade of W (Withdrawal).
- B. Students who do not formally withdraw within 13 weeks of their self-paced, independent study course start date, and within 7 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 Policy ED 3-5.
- C. Courses that are less than two months in duration, labs or clinical courses, and courses in which students have written an exam do not qualify for a W (Withdrawal) grade. Students receive a grade of DNC (Did Not Complete) if they do not complete the course requirements by the course completion date.
- D. Students may apply to the Registrar's Office 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 via *mytru.ca*, regular mail, email or fax.
- F. Students who withdraw from a course do not receive a tuition refund.
- G. Course administration, technology and course fees are non-refundable.

4.5 WITHDRAWALS: UVIC

- A. Students may formally withdraw from TRU-OL courses delivered by UVic up to the end of week five of the course. Students receive a grade of W (Withdrawal).
- B. Students may request to withdraw via *mytru.ca*, regular mail, email or fax.

4.6 RETURNING COURSE MATERIALS: TRU-OL

- A. Course cancellations: Students cancelling their course(s) under 4.2, above, may return their course materials for a full refund if the materials are in resale condition (like new), completely unmarked and undamaged, sent (postmarked) within one week of the course cancellation period. All items that arrived bundled must be returned in new condition. Any textbook or bundle containing a media item such as a DVD, CD or access code that has been opened does not qualify for a refund.
- B. Course withdrawals: Students withdrawing from their course and receiving a grade of W (Withdrawal) may return their course materials for refund consideration, if the materials are still being used in current TRU-OL course offerings, in resale condition (like new), completely unmarked and undamaged and sent (postmarked) within one week of the course cancellation period. All items that arrived bundled must be returned in new condition. Any textbook or bundle containing a media item such as a DVD, CD or access code that has been opened does not qualify for a refund.
- C. General return of items: Students may return course materials for refund consideration within five weeks of their course(s) start date, if the materials are still being used in current OL course offerings, in resale condition (like new), completely unmarked and undamaged, sent (postmarked) within one week of the course cancellation period. All items that arrived bundled must be returned in new condition. Any textbook or bundle containing a media item such as a DVD, CD or access code that has been opened does not qualify for a refund.
- D. Defective or incorrectly shipped items: Students that identify defective or incorrectly shipped items may return items for replacement by contacting Student Services.
- E. Materials return method: Course materials must be returned using the following method only: Prepaid to TRU Open Learning, Materials Distribution Centre, 805 TRU Way, Kamloops, BC V2C 0C8.
- F. The materials refund is calculated as the amount paid for each eligible item in the return.
- G. A refund is processed normally within four weeks of receipt of materials.

Regulations and Policies

- H. No refund is given for items that do not meet all conditions noted above. Students should not return course materials unless items meet all conditions. Items that are not eligible for refund will not be returned to students.
- I. Returned course materials become the property of OL and will not be returned to a student, regardless of whether or not a refund is issued.
- J. The shipping fee is not refunded.

4.7 RETURNING COURSE MATERIALS: UVIC

Textbook fees that were paid to UVic are refundable, subject to the deadlines and conditions as determined by 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, TRU-OL may allow students to extend the duration of their course. Refer to Policy ED 3-12.

4.9 COURSE REPEATERS: OL AND UVIC

Refer to Policy ED 3-3.

5. Examinations

Policy ED 3-9

To ensure the credibility of all TRU credentials issued through TRU-OL, it is critical that all exam assessments occur within a structured and secure environment.

For details on exam policies for OL courses delivered by an institution other than TRU, consult the information in the course and/or consult directly with the institution delivering the course.

5.1. EXAMS: TRU-OL

Refer to Policy ED 3-9.

5.2 UVIC

Some OL courses delivered by UVic require students to successfully complete a written exam. Refer to the course details.

6. Final Grades

Policy ED 3-5

6.1 TRU-OL

Refer to the above policy and to Submission of Final Grades: Policy ED 3-11. Also, see the Grading Systems and Procedures page at www.tru.ca/distance/services/policies/newgrading.

6.2 UVIC

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

6.3 GRADE POINT AVERAGE (GPA)

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

6.4 TRANSCRIPTS

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

Regulations and Policies

7. Student Academic Appeals

Policy ED 4.0

Refer to the full policy on the website .

8. Program Completion and Graduation

Policy ED 17.0 (Convocation)

8.1 GRADUATION REQUIREMENTS: CERTIFICATE AND DIPLOMA PROGRAMS

- A. There are no minimum GPA requirements for the following Adult Basic Education (ABE) 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 2.00 or higher, calculated on college or university courses taken through OL or other post-secondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded. PLAR credit is not used in the GPA calculation.

8.2 GRADUATION REQUIREMENTS: DEGREE PROGRAMS

- A. To qualify for degrees offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on the credits used to complete the degree.
- B. For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.00), the GPA is calculated on credit outside the block. PLAR credit is not used in the GPA calculation.
- C. The notation "With Distinction" is used on the transcript for those students who have a GPA of 3.50 or higher (as defined under 8.5, below).

8.3 GRADUATION PROCEDURES

- A. Upon completion of the requirements for a credential, students must apply to graduate. The form is available in *mytru.ca* under the Student Resources tab. Also, refer to the Convocation page at www.tru.ca/campus/current/graduation. Students wishing to attend the convocation ceremony should read 8.4, below, for deadlines.

- B. All official transcripts for courses taken at other institutions on a TRU-OL letter of permission must be received by the Registrar's Office before an application for graduation is taken forward.
- C. Graduation applications are reviewed on an ongoing basis. Normally, credential parchments are sent to students approximately six weeks after all graduation requirements, including submission of the Application for Graduation form, have been met and approved. Transcripts with credential notation are available on graduation application approval.

8.4 GRADUATION CEREMONY (CONVOCATION)

Convocation ceremonies are held biannually 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. Students may apply to graduate before their 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.

8.5 PARCHMENTS

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

Regulations and Policies

9. Release of Student Information

Policy ADM 02-2

Also, refer to Freedom of Information and Protection of Privacy TRU Policy ADM 2-0 and Information Disclosure TRU Policy ADM 02-1.

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* (FIPPA).

- 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 Registrar's Office. 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 exam as a whole does not compromise the integrity of the exam system. Where access may do the latter, OL reserves the right to deny access. OL exam scripts are normally retained for a one-year period after the exam has been written. 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 FIPPA standards.
- D. Information may be shared with those educational institutions that offer programs in association, in partnership or in collaboration with TRU-OL.
- E. TRU-OL provides the TRU Alumni Association with graduates' names, programs and contact information, unless students request otherwise.
- F. Other than in the above situations, information on students is released to third parties only with the written permission of the student.

Regulations and Policies

Index of Policies, Regulations and Procedures

www.tru.ca/policy/allpolicy

This subset of policies applies to all Open Learning and on-campus courses and programs. It is included here for convenience. See the above URL for the Index of All Policies.

INDEX OF SELECTED POLICIES	POLICY #
Academic Accommodation and Services for Students with Disabilities	BRD 10-0
Academic Achievement Awards	ED 9-1
Academic Program Review	ED 8-4
Academic Recognition	ED 3-4
Admission of Students Sponsored by a Federal or Provincial Agency Who Potentially Pose a Safety Risk	ED 1-4
Admission of Students Who Complete a Secondary School Program Not Accredited by a Province or Territory	ED 1-2
Confidentiality of Student Information	ADM 2-2
Convocation	ED 17-0
Course Extensions (for Open Learning courses only)	ED 3-12
Course Outlines	ED 8-3
Course and Program Repeaters	ED 3-3
Course Subject Acronym and Numbering	ED 3-8
Credit and Non-Credit Courses	ED 8-1
Educational Standards in Credit Courses and Programs	ED 8-0
Entrance Scholarships	ED 9-0
Examinations	ED 3-9
Freedom of Information and Protection of Privacy	ADM 2-0
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 Credentials	ED 11-0
Prior Learning Assessment and Recognition	ED 2-0
Satisfactory Academic Progress	ED 3-2
Semester Schedules	ED 13-0
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Student Academic Appeals	ED 4-0
Student Academic Integrity	ED 5-0
Student Admission	ED 1-0
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Suspension of Students	ED 7-0
Transferability of University Credits	ED 2-4
Types of Undergraduate and Graduate Credentials	ED 16-0
Undergraduate Course and Program Approvals	ED 8-2
Visiting Student Status	ED 1-3
Waitlist	ED 3-7
Withdrawals	ED 3-0

Program Descriptions

Adult Basic Education (ABE)

Overview

Open Learning's Adult Basic Education (ABE) courses and programs can help you, as an adult learner, achieve Grade 12 graduation and prepare for your career and university education. You can take one specific course or complete the entire BC Adult Graduation Diploma through OL.

Our ABE courses and programs are designed by the Ministry of Advanced Education and are similar to ABE programs offered by other post-secondary institutions in BC:

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

Note: If you are at least 19 years old or are 18 years old and have been out of the public school system for at least 12 months, you are considered an *adult learner*.

Benefits

As an Open Learning ABE student, you benefit from:

- A Program Advisor to create a program plan for you and guide you through your studies
- The flexibility to transfer courses from or to other educational institutions
- The opportunity to take prerequisites needed for entry to other post-secondary institutions
- Services for students, including English and mathematics assessments and financial assistance programs such as the Adult Upgrading Grant (AUG) for low-income students



Open Learning (OL) and ABE

www.tru.ca/distance/about

Please read about OL on [page 6](#) and on the website (at the above URL). Also, read the Before Registering section—see [page 16](#).

See the course descriptions, which start on [page 132](#). ABE course numbers begin with zero (0)—for example, ENGL 0501. Or, you can search for a course at www.tru.ca/distance/courses and on the Register Now page at www.tru.ca/distance/register/registernow.

Course delivery formats are explained on [page 7](#) and on the website at www.tru.ca/distance/services/student-orientation/course-delivery-formats.

For course and program updates and availability outside Canada, check with Student Services (see the front inside cover for contact information).

Choosing Courses

As an adult learner, where you start depends on what you already know and can do.

If you want to register in BC Adult Graduation Diploma courses, you may not need all the ABE Advanced Certificate courses. However, to succeed in your studies, you need certain skills. Self-assess your skills in English and mathematics — see [page 8](#).

The courses you take may depend on which ones you have successfully completed.

You may be able to apply credits earned in high school toward the BC Adult Graduation Diploma. To obtain the diploma, you must complete at least three courses as an adult learner, one of which must be completed through TRU (including OL).

Your choice of courses depends on your educational goals.

If you plan to transfer to a vocational or university program, you must complete at least one advanced-level mathematics course and four provincial-level courses, including English 12.

Depending upon where you want to transfer, you need to complete at least eight courses (four advanced and four provincial). Some post-secondary institutions also require that you have an elementary understanding of a second language.

You are strongly advised to look at the admission requirements for the institution you want to attend. Helpful admissions and transfer information is on BCCAT's (BC Council of Admissions & Transfer) website at www.bccat.ca.

The number of courses you choose depends on what you can handle.

Most students start with one or two courses. 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.

Course Length

ABE courses are completed in 7.5 or 9 months (30 or 36 weeks), and you can finish sooner, if you want.

Adult Basic Education (ABE)

Residency Requirements

Most Open Learning (OL) programs have *residency requirements*—these are the number of courses or credits (distance through OL or on-campus at TRU) that you must complete to graduate from a TRU program offered through OL—see [page 12](#).



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain ABE programs may be met with credits awarded through prior learning assessment and recognition (PLAR). Please see [page 15](#) or the website (at the above URL).



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting an ABE program, contact Student Services (see the front inside cover of this calendar). If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission Form

www.tru.ca/distance/services/forms

If you plan to complete an ABE credential through Open Learning, please fill in a Program Admission Form (see the above URL) and send it to OL Admissions.



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.



Contact: Student Services

See the front inside cover of this calendar to contact Student Services if you have any questions about our Adult Basic Education (ABE) programs and courses.

ABE Intermediate Certificate

(Grade 10 equivalency)

The ABE Intermediate Certificate is for you if you are an adult learner interested in entering the workforce, a vocational program or Grade 12 studies.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus)—see [page 12](#)

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 all suitable science courses.

Elective (one required)

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

Adult Basic Education (ABE)

ABE Advanced Certificate

(Grade 11 equivalency)

The ABE Intermediate Certificate is for you if you are an adult learner interested in entering the workforce, a vocational program or Grade 12 studies.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus)—see [page 12](#)

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 an elective course other than any used to fulfill the science or mathematics requirement:

CHEM 0501, *Principles of Chemistry*

PHYS 0501, *Introductory Physics*

MATH 0523, *Advanced Mathematics*

BIOL 0501, *General Biology*



Transfer Credit for ABE

Grade 12 and post-secondary courses authorized by either the Ministry of Education or the Ministry of Advanced Education may be eligible for transfer credit toward the ABE Advanced Certificate and the BC Adult Graduation Diploma, as long as they meet the diploma program requirements.

BC Adult Graduation Diploma

(Grade 12 equivalency)

The BC Adult Graduation Diploma (formerly the Dogwood Diploma) provides you, an adult learner, with the opportunity to complete the BC Ministry of Education secondary school requirements. This enables you to graduate from Grade 12 in preparation for entry to the workforce, a vocational program or post-secondary studies.

To attain the BC Adult Graduation Diploma, prior completion of all ABE Advanced Certificate program requirements is not mandatory. However, some courses for the diploma may have prerequisites.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of one of the required courses must be completed through TRU (distance or on-campus)—see [page 12](#)

Diploma Requirements

Five courses, as follows:

English (one required)

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

Mathematics (one required)

MATH 0523, *Advanced Mathematics*

ACCT 1211, *Accounting 1*

or an approved mathematics or accounting course at the Grade 11 level or higher (check admission requirements for the program and post-secondary institution to which you plan to transfer)

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 all suitable electives.

Overview

The wide array of distance and online programs and initiatives makes Arts at Open Learning (OL) an exciting area to study. In Arts, you can develop essential workplace skills, like communication, critical analysis, problem solving, independent learning and collaboration.

We offer many courses for Arts degree program requirements, but you may need courses from other post-secondary institutions to complete your program or to meet admission requirements for graduate programs.

Benefits

As an Open Learning Arts student, you benefit from:

- Open admission for many programs, and courses with few prerequisites
- A Program Advisor to create a program plan for you and guide you through your studies
- The flexibility, in many courses and programs, to study at your own pace, part- or full-time
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Arts programs may be met with credits awarded through prior learning assessment and recognition (PLAR). Please see [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting an Arts program, contact Student Services (see the front inside cover). If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete an Arts credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, first apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Program Requirements

For all Arts programs, no course may be used to meet more than one of the specific program requirements.



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.



Contact: Student Services

See the front inside cover of this calendar to contact Student Services if you have any questions about our Arts programs and courses.

Arts

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.

Enjoy an opportunity to study in three designated Arts and Science areas: the humanities (including English), social sciences and science. The emphasis in this program is on upper-level (third- and fourth year) curriculum.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Advanced Certificate Requirements

30 credits total, with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as follows:

Core Knowledge Requirements (15 credits)

- 6 upper-level credits in humanities (including English)
- 6 upper-level credits in social science
- 3 upper-level credits in science

Elective Requirements (15 credits)

15 credits of liberal arts electives, of which 6 credits may be lower-level (first- and second-year courses) and the remaining 9 credits 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)



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

Associate of Arts

The Associate of Arts program provides you with a broad academic education to prepare you for upper-level university study and the workplace. Also, you can use the credits you attain in this program toward completion of an OL degree program.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission— see [page 11](#)

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see [page 12](#)

Associate Requirements

60 credits total, with a GPA of 2.00 (a grade of C) or higher over all courses required for 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 in humanities (including creative and performing arts but not studio courses), with no more than 6 credits in any one subject area
- 18 credits of second-year Arts in two or more subject areas
- 6 credits in natural science (astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in a laboratory science
- 3 credits in mathematics, statistics or computer science
- 9 lower-level (first- or second-year) courses

Notes:

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

The requirement for 3 credits in a laboratory science includes a 1-credit, hands-on lab: for example, the course BIOL 1113 (3) includes BIOL 1115 (1). The additional 1-credit lab does not count toward program requirements.



Transfer Credit

Program requirements may be met through university transfer courses at OL or other recognized post-secondary institutions in BC. Refer to BC Council on Admissions & Transfer (BCCAT) at www.bccat.ca.

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

Arts

Arts Degree Programs: Minors

You may pursue one or more minors in English, history, psychology and sociology in all Arts degree programs and in the Bachelor of General Studies (BGS).

These minors are available in most TRU degree programs. If you are a program student outside of Arts, please confirm with a Program Advisor that the program in which you are interested will accept an Arts minor.



PLAR applies: see [page 15](#)

Minor in English (30 credits)

ENGL 1001, *Literature and Composition I* (3)

ENGL 1011, *Literature and Composition II* (3)

ENGL 2111, *English Literature from Chaucer to Milton* (3)

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

18 credits of upper-level English

Minor in History (30 credits)

12 credits of lower-level history courses

18 credits of upper-level history

Minor in Psychology (30 credits)

PSYC 1111, *Introductory Psychology I* (3)

PSYC 1211, *Introductory Psychology II* (3)

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

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

18 credits of upper-level psychology

Minor in Sociology (30 credits)

SOCI 1111, *Introduction to Sociology I* (3)

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

PSYC 2101, *Statistics in the Social Sciences* (3) or
STAT 1201

3 lower-level credits

18 credits of upper-level sociology and/or criminology

Arts Degree Programs: Double Majors

You can complete a double major in any two of criminology, English, history, psychology or sociology. All lower- and upper-level requirements for each major must be completed, including at least 30 upper-level credits in each major. Careful planning is required; please consult a Program Advisor.

Bachelor of Arts, General Program

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



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total, including 45 third- and fourth-year (upper-level) credits, with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as follows:

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 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 (15 credits in each area of concentration)
15 elective credits

Additional Requirements (33–51 credits)

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

Can include lower-level and up to 15 upper-level courses, including applied credit: fine and performing arts studio courses and technology courses

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

Bachelor of Arts, General Studies

The Bachelor of Arts, General Studies program provides you with a broad education in arts. You complete this degree program with 30 upper-level (third- and fourth-year) courses.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

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

General Education Requirements (24 credits)

May be met with lower- or upper-level university courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 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 credits of electives, including applied credit: fine and performing arts studio courses and technology courses

Additional Requirements (51 credits)

May be lower-or upper-level credits

Notes:

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

Technical and business writing courses cannot be used to meet General Education requirements for English.

Arts

Bachelor of Arts, Major

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

Program requirements for all BA majors are described next, followed by degree requirements for each major.



PLAR applies for all majors: see [page 15](#).

PROGRAM REQUIREMENTS

Admission Requirements: All Majors

Open admission—see [page 11](#)

Residency Requirements: All Majors

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements: All Majors

120 credits total, including 45 upper-level (third- and fourth-year) credits, with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as described under each major:

Notes:

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

Technical and business writing courses cannot be used to meet General Education requirements for English.

Directed Studies: All Majors

www.tru.ca/distance/programs/directed-studies

All Bachelor of Arts, Major students must complete one Directed Studies course (3 credits), which consists of concentrated study of a topic selected in consultation with your Open Learning Faculty Member.

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

Registration procedures differ for Directed Studies courses, so it is essential that you consult your Program Advisor before registering. Refer to the website (at the above URL).

BACHELOR OF ARTS, CRIMINOLOGY

Note: The consortium partnership with Simon Fraser University (SFU) has ended, and SFU courses are no longer offered through OL. Please contact a Program Advisor to discuss alternative courses.

Degree Requirements, Criminology

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see [page 124](#)

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

6 credits in humanities, other than English

3 credits in mathematics and/or science

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

3 credits in introductory criminology

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

Lower-Level Requirements (15 credits)

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

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

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

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

SOCI 2710, *Introduction to Social Statistics* (TRU on-campus course) (3) or PSYC 2111, *Introduction to Research in Experimental Psychology* (3) or RSMT 3501, *Introductory Social Science Research* (3) or equivalent

Upper-Level 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

3 credits of Directed Studies—see [page 46](#)

Elective Requirements (51 credits)

15 upper-level credits

36 lower- or upper-level credits

BACHELOR OF ARTS, ENGLISH

Degree Requirements, English

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 6 credits in humanities, other than English
- 6 credits in mathematics (including statistics) and/or science
- 6 credits in social science

Lower-Level 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

Note: Courses used to meet lower-level requirements must meet General Education requirements in that area.

Upper-Level Requirements (30 credits)

3 credits in Canadian literature, such as ENGL 4321, *Modern Canadian Fiction* (3)

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

3 credits in eighteenth 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* (3) and ENGL 4351, *Modern American Fiction* (3)

3 credits of Directed Studies—see [page 46](#)

Elective Requirements (60 credits)

45 credits of lower- or upper-level courses

15 credits of upper-level courses

BACHELOR OF ARTS, HISTORY

Degree Requirements, History

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

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

6 credits of lower-level history courses, such as HIST 1161, *Modern European History I: 1450-1800* (3) and HIST 2251, *History of British Columbia* (3)

Upper-Level Requirements (30 credits)

27 credits of upper-level history courses, such as HUMN 3011, *History of Science* (3)

3 credits of Directed Studies—see [page 46](#)

Elective Requirements (60 credits)

45 credits of lower- or upper-level courses

15 credits of upper-level courses

Arts

BACHELOR OF ARTS, PSYCHOLOGY

Degree Requirements, Psychology

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 6 credits in humanities, other than English
- 3 credits in mathematics (including statistics) and/or science
- PSYC 1111, *Introductory Psychology I* (3) or equivalent
- PSYC 1211, *Introductory Psychology II* (3) or equivalent
- PSYC 2101, *Statistics in the Social Sciences* (3) or STAT 1201, *Introduction to Probability and Statistics* (3) or equivalent

Lower-Level 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* (3) or PSYC 2161, *Abnormal Psychology* (3)

Upper-Level Requirements (30 credits)

27 credits of upper-level psychology courses, such as:

- PSYC 3151, *Developmental Psychology of Children* (3)
- PSYC 3451, *Adolescent Development* (3)
- PSYC 3461, *Psychology of Adulthood and Aging* (3)
- PSYC 3611, *Social Psychology I* (3)
- PSYC 3621, *Social Psychology II* (3)
- PSYC 3991, *Psychology of Human Resilience* (3)

3 credits of Directed Studies—see [page 46](#)

Elective Requirements (60 credits)

45 credits of lower- or upper-level courses

15 credits of upper-level courses

BACHELOR OF ARTS, SOCIOLOGY

Degree Requirements, Sociology

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 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 Requirements (9 credits)

6 credits of lower-level sociology courses

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

Upper-Level Requirements (30 credits)

27 credits of upper-level sociology courses, with approval of the program area

POLI 3991, *Globalization and Its Discontents: The Politics of Economic Change* (3)

SOCI 3991, *Sociology of Diversity: Issues for Canadians* (3)

SOCI 4221, *The Social Construction of Crime and Deviance* (3)

SOCI 4301, *Sociology of Families: Modern Family Life in Global Perspective* (3)

SOCI 4311, *Sociology of the Family: Families in a Multicultural World* (3)

3 credits of Directed Studies—see [page 46](#)

Elective Requirements (57 credits)

42 credits of lower- or upper-level courses

15 credits of upper-level courses

Bachelor of Design

The Bachelor of Design program balances and integrates the academic and studio requirements that are specific to design 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 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Contact an Enrolment Services Officer (ESO) through Student Services to determine your eligibility for this program. Applicants are admitted on a case-by-case basis, according to OL admission policies.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total, with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as follows:

General Education Requirements (27 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 6 credits in humanities, excluding art history and English
- 6 credits in mathematics (including statistics) and/or science
- 6 credits in social science
- 3 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, including 9 upper-level credits, such as:

- VISA 1111, *A Survey of Western Art I* (3)
- VISA 1121: *A Survey of Western Art II* (3)
- VISA 3991: *Cultural Theory and Images* (3)

Studio Requirements (75 credits)

75 credits in studio work, including 36 upper-level courses

Arts

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 BFA program.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Graduates of Georgian College Fine Arts Advanced Diploma may apply for admission and receive a block transfer. Other applicants are admitted on a case-by-case basis, according to Open Learning admission policies.

For more about Georgian College's Fine Arts Advanced Diploma, contact the Office of the Registrar at Georgian College at www.georgiancollege.ca/admissions/contact.

Contact an Enrolment Services Officer (ESO) through Student Services to determine your eligibility for this program.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total, with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as follows:

General Education Requirements (27 credits)

May be met with lower- or upper-level courses—see [page 124](#)—as follows:

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 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, including 9 upper-level courses, such as VISA 3991, *Cultural Theory and Images* (3)

Studio Requirements (75 credits)

75 credits in studio work, including 36 credits in upper-level courses

Bachelor of Music, Performance

This program is open to you if you are a graduate or current student of The Vancouver Academy of Music (BC) or a graduate of The Glenn Gould School: The Royal Conservatory of Music (ON).

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



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

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 12](#)

For more about residency requirements, contact the Vancouver Academy of Music (www.vancouveracademyofmusic.com) at 1-604-734-2301 and The Glenn Gould School: The Royal Conservatory of Music (<http://ggs.rcmusic.ca>) at 1-800-462-3815 (toll-free in Canada or the US).

Degree Requirements

Completion of additional credits (number of credits varies), with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as follows:

General Education Requirements (21 credits)

May be met with lower- or upper-level university courses—see [page 124](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing
- 6 credits in humanities, excluding music history and English
- 3 credits in mathematics (including statistics) and/or science
- 6 credits in social science

Music History and Theory Requirements (number of credits varies)

Contact an OL Program Advisor or a program staff member at the Vancouver Academy of Music or The Glenn Gould School: The Royal Conservatory of Music.

Music Performance Requirements (number of credits varies)

Contact an OL Program Advisor or a program staff member at the Vancouver Academy of Music or The Glenn Gould School: The Royal Conservatory of Music.

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

Arts

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 the humanities, science, the social sciences and related interdisciplinary fields—see [page 124](#).

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



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

A recognized bachelor's degree in any field of study, with a GPA of 2.00 (a grade of C) or higher

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Certificate Requirements

15 credits total of upper-level courses, with a GPA of 2.00 (a grade of C) or higher over all courses required for 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—see [page 46](#)

3 credits of upper-level liberal arts electives

Business and Management Studies

Overview

Our Business and Management Studies programs are designed to develop your supervision, business and management skills.

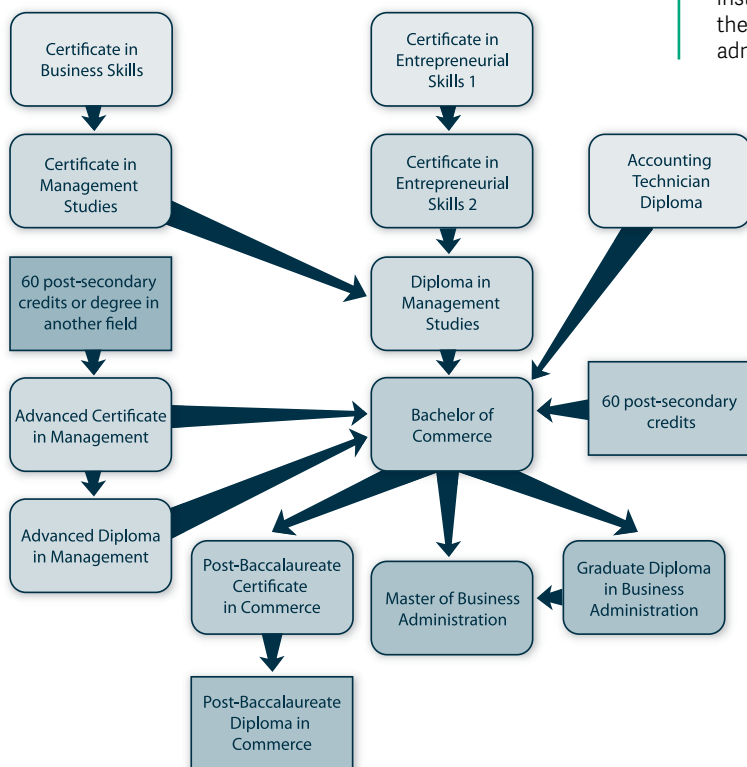
Our programs can ladder into the Bachelor of Commerce (page 60) degree.

Benefits

As an Open Learning Business and Management Studies student, you benefit from:

- Open admission for many programs
- A flexible program structure—credits you gain in one program can ladder into the next credential (see the Pathway Chart on this page)
- A Program Advisor to create a program plan for you and guide you through your studies
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions

PATHWAY CHART



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Business and Management Studies programs may be met with credits awarded through prior learning assessment and recognition (PLAR). Please see page 15 or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a Business and Management Studies program, contact Student Services.

If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete a Business and Management Studies credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, first apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Student Responsibility

Please consult with your Program Advisor to ensure that the courses you select can be applied toward the program requirements of your chosen credential. Before you register in a course not listed on the website, you must apply for an LOP.

If you proceed otherwise, you may find that a course cannot be applied toward your credential or that you must pay a transcript reassessment fee.



Contact: Business and Management Studies

Email business_ol@tru.ca with questions specific to Business and Management Studies programs and courses.

Business and Management Studies

Certificate in Business Skills

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

The program counts for full credit toward the Achievement in Business Competencies (Blue Seal) program. If you are a certified tradesperson, you may use this program as an option when applying for Blue Seal certification: refer to Alberta Advanced Education, Apprenticeship and Industry Training at <https://tradesecrets.alberta.ca/experiencedworkers/business-competencies/>.

This certificate can lead to the Certificate in Management Studies (page 55), providing a pathway to the Diploma in Management Studies (page 58), which can ladder into the Bachelor of Commerce (page 60).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

15 credits total, with a combined 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

Note: Other similar courses are considered on an individual basis.

Supervisory Option (9 credits)

You are awarded this option if you complete the following electives:

MNGT 1111, *Supervision* (3)

MNGT 2131, *Motivation and Productivity* (3)

HRMN 2821: *Human Resource Management* (3)

Business and Management Studies

Certificate in Management Studies

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

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

This certificate can lead to the Diploma in Management Studies (page 58) program, which can ladder into the Bachelor of Commerce (page 60).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

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

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

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

Core Knowledge Requirements (12 credits)

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

Either 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)

Notes:

Other similar courses are considered on an individual basis.

You cannot receive credit for both CMNS 1291 and CMNS 1811.

Elective Requirements (up to 18 credits)

Up to 18 credits in management studies (ACCT, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, IBUS, MATH, MIST, MKTG, MNGT, ORGB, SCMN and STAT)

Note: Up to 9 credits may be in approved arts and sciences electives or in technical or specialized skills courses appropriate to your coursework, subject to approval.

Specialization Option (9 credits)

You are awarded this option if you complete one of the two following areas of specialization:

Accounting Fundamentals

ACCT 1211, *Accounting 1* (3)

ACCT 1221, *Accounting 2* (3)

ACCT 2251, *Management Accounting* (3)

Note: If you take ACCT 2211, *Financial Accounting* (3), instead of ACCT 1211/1221, you must select an additional course.

Entrepreneurial Essentials

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

MNGT 1711, *Introduction to Business* (3)

MKTG 2431, *Marketing* (3)



Bachelor of Commerce

If you plan to pursue the Bachelor of Commerce degree, you are encouraged to review the program requirements for that credential before selecting elective courses for any program that ladders into the Bachelor of Commerce. Doing this will help you to minimize the number of additional credits you will require to complete the Bachelor of Commerce.

Business and Management Studies

Certificate in Entrepreneurial Skills 1

The Certificate in Entrepreneurial Skills 1 provides you, as a small business owner/operator, with the essential skills and competitive strategies to help your enterprise thrive.

This certificate can lead to the Certificate in Entrepreneurial Skills 2 (page 56), providing a pathway to the Diploma in Management Studies (page 58), which can ladder into the Bachelor of Commerce (page 60).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

15 credits total, with a combined 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)

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 you if you are a small business owner/operator with a larger number of employees.

This certificate can lead to the Diploma in Management Studies (page 58), which can ladder into the Bachelor of Commerce (page 60).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

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

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

Completion of the *Certificate in Entrepreneurial Skills 1*—see page 56

15 additional credits, with a combined 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)

MNGT 4711, *Decision Analysis* (3)

Elective Requirements (6 credits)

6 credits from the following electives:

MATH 1091, *Business Mathematics* (3)

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

FNCE 2121, *Financial Management* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

HRMN 2821, *Human Resource Management* (3)

BLAW 2911, *Commercial Law* (3)

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

MKTG 3451, *Professional Selling* (3)

MKTG 4431, *Retail Marketing* (3)

MKTG 4451, *E-Commerce* (3)

ENTR 4751, *New Venture Creation* (3)

Accounting Technician Diploma

The Accounting Technician Diploma prepares you to work as a paraprofessional alongside professional accountants in industry, public practice and government. You may also find employment with a public accounting firm, working on files and basic tax returns; in a larger organization in payroll, accounts receivable, accounts payable, and general accounting; or in small businesses as a bookkeeper.

Study part-time and online while keeping your work and life commitments intact. You even have the option of using your diploma to expand your professional opportunities by laddering into the Bachelor of Commerce (page 60).

If you enjoy working with people and have good communication and problem solving skills, this program could be for you.



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

Admission Recommendations

Foundations of Math 12, with a minimum of C+ or equivalent and English 12/English 12 First Peoples, with a minimum of 73% or equivalent

Residency Requirements

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

Diploma Requirements

60 credits total, with a minimum grade of C- in each course; an overall GPA of 2.00 or higher over all courses is required for graduation:

Core Knowledge Requirements (57 credits)

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

ENGL 1101, *Introduction to University Writing* (3)

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

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

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

MNGT 1711, *Introduction to Business* (3)

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

FNCE 2121, *Financial Management* (3)

ACCT 2211, *Financial Accounting* (3)

ACCT 2251, *Management Accounting* (3)

ACCT 2281, *Accounting Software Systems* (3)

MKTG 2431, *Marketing* or HRMN 2821, *Human Resource Management* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

BLAW 2911, *Commercial Law* (3)

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

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

ACCT 3221, *Income Taxation 1* (3)

ACCT 3231, *Income Taxation 2* (3)

ACCT 3251, *Intermediate Management Accounting* (3)

Elective Requirements (3 credits)

An additional 3 credits of electives are required if you take ACCT 2211 instead of ACCT 1211/1221.



Minimum Grades and GPA

For the Accounting Technician Diploma, you must attain a minimum grade of C- in each course. To complete this program and graduate, you must attain a combined/cumulative GPA of 2.00 or higher.



Bachelor of Commerce

If you plan to pursue the Bachelor of Commerce degree, you are encouraged to review the program requirements for that credential before selecting elective courses for any program that ladders into the Bachelor of Commerce. Doing this will help you to minimize the number of additional credits you will require to complete the Bachelor of Commerce.

Business and Management Studies

Advanced Certificate in Management

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

This certificate can lead to the Advanced Diploma in Management (page 59), which can ladder into the Bachelor of Commerce (page 60).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

Admission Recommendations (strongly recommended)

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

Employment or volunteer experience in capacities where skills learned can be readily applied

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

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

Core Knowledge Requirements (15 credits)

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)

Upon approval, you can take up to two alternate courses (6 credits)

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

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 three business disciplines: accounting, human resources and marketing. Many students finish the Certificate in Management Studies (page 55) and then complete an additional 30 credits to earn the diploma.

This diploma can ladder into the Bachelor of Commerce (page 60).

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

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 12

Diploma Requirements

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

Core Knowledge Requirements (27 credits)

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

Note: If you are specializing in accounting, also select ACCT 1221.

Either ACCT 2251, *Management Accounting* (3) or MNGT 4711, *Decision Analysis* (3)

Note: If you are specializing in accounting, select ACCT 2251.

Either 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)

Either CMNS 1291, *Introduction to Professional Writing* (3) or 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.

Note: You cannot receive credit for both CMNS 1291 and CMNS 1811.

Business and Management Studies

Elective Requirements (up to 30 credits)

Courses in managerial studies (ACCT, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, IBUS, MATH, MIST, MKTG, MNGT, ORGB, SCMN and STAT), with 15 credits at the 2000-level or higher

Up to 15 credits in approved arts and sciences courses or in technical or specialized skills courses appropriate to your coursework, subject to approval

Specialization Option (15 credits)

You are awarded this option if you complete one of the three following optional areas of specialization:

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)



Bachelor of Commerce

If you plan to pursue the Bachelor of Commerce degree, you are encouraged to review the program requirements for that credential before selecting elective courses for any program that ladders into the Bachelor of Commerce. Doing this will help you to minimize the number of additional credits you will require to complete the Bachelor of Commerce.

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 60) and the Bachelor of General Studies (page 83).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Normally, completion of a minimum of 60 applicable credits; applicants without these may request a PLAR assessment

Notes:

Introductory financial accounting (such as ACCT 2211) courses and introductory marketing (such as MKTG 2431) courses are prerequisites for the program courses in these areas.

You may be admitted without these courses but must take approved equivalent marketing and accounting courses as corequisites; that is, concurrently with your initial program courses.

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see page 11

Diploma Requirements

45 credits total, with a combined 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)

Business and Management Studies

MKTG 4451, *E-Commerce* (3)

MNGT 4711, *Decision Analysis* (3)

MNGT 4751, *Project Management* (6)

ENTR 4751, *New Venture Creation* (3)

BBUS 4833, *Effective Leadership* (3)

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

Bachelor of Commerce

The Bachelor of Commerce program gives you the business and management skills you need to become an effective manager and leader in today's dynamic, global economy.

The program blends a practical management education with a broad general education.

You can pursue a general management degree or specialize in a business discipline. Choose from an array of concentrations: accounting, finance, general management, human resources, leadership, marketing, public sector management or technology.

You may wish to choose a concentration to prepare for a professional designation after graduation.

Also, you can use this degree toward admission requirements for the Master of Business Administration ([page 72](#)).



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Admission Recommendations

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



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

Lourdes

TRU MBA student

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

Business and Management Studies

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total, including 45 upper-level credits, with a combined 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 natural sciences

6 credits in humanities or social sciences

6 credits in arts and sciences

Core Knowledge Requirements (54 credits)

One of the following:

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

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

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

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

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

FNCE 2121, *Financial Management* (3)

ACCT 2251, *Management Accounting* (3)

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

One of the following:

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

BLAW 2911, *Commercial Law* (3)

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

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

MNGT 4781, *Strategic Management* (3)

Either CMNS 1291, *Introduction to Professional Writing* (3) or CMNS 1811, *Business, Professional, and Academic Composition* (3)

CMNS 3241, *Advanced Professional Communication* (3)

Note: You cannot receive credit for both CMNS 1291 and CMNS 1811.

Elective Requirements (33 credits)

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

Concentration Requirements (15 credits)

15 credits total in one of the following eight concentrations, with a GPA of 2.33 (a grade of C+) or higher over all required courses for the concentration

ACCOUNTING CONCENTRATION

The Accounting Concentration prepares you 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.

After 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 of the following:

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

Business and Management Studies

FINANCE CONCENTRATION

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

In investments, professionals deal with managing savings in the economy by transferring them to individuals and corporations in need of capital in exchange for an appropriate return. Professionals spend their time designing, pricing and trading investment instruments such as term deposits, personal loans, stocks, bonds and asset-backed securities to aid in the flow of funds.

In managerial finance, professionals arrange required financing for an organization's daily operations and future growth. Sources of capital such as lines of credit, corporate paper, term loans, mortgages, bonds, leases, venture capital and IPOs are used to finance seasonal build-ups in working capital and major asset purchases.

Required Courses

FNCE 3151, *Investments 1* (3)

FNCE 3171, *Investments 2* (3)

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

Two of the following:

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

GENERAL MANAGEMENT CONCENTRATION

The General Management Concentration is designed for you if you want to take a wide array of courses to receive greater breadth in your management education or to focus on a specialized field of your choice.

Many positions in business require the varied skills that a generalist can offer.

Required Courses

Approved 3000- and/or 4000-level courses (normally ACCT, BLAW, BUSN, ENTR, FNCE, HRMN, IBUS, MIST, MKTG, MNGT, ORGB or SCMN), with a minimum of 6 credits at the 4000-level

HUMAN RESOURCES CONCENTRATION

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

Human resources management professionals are employee relations specialists in 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

Two of the following:

- ORGB 4871, *Organizational Development and Change* (3)
- MNGT 4751, *Project Management* (6)
- BBUS 4833, *Effective Leadership* (3)
- BBUS 4135, *Motivation and Productivity* (3)

Two of the following:

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

Business and Management Studies

LEADERSHIP CONCENTRATION

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

Required Courses

MNGT 3731, *Leadership* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

Two of 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 you 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 of 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 you 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 UVic (the University of Victoria); acceptance into courses is subject to UVic's approval.

If you are interested in public administration, you may want to consider the Bachelor of Public Administration ([page 64](#)), also offered in collaboration with UVic.

Required Courses

Two of the following:

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

Three of the following:

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

Business and Management Studies



Course Equivalencies

As a Public Sector Management Concentration student, you may substitute the following public administration courses for certain core knowledge requirements:

CORE KNOWLEDGE	PADM
ORGB 2811	PADM 3129 and PADM 4099
MNGT 3711	PADM 4229 (UVic ADMN 422)
FNCE 2121	PADM 4219 or PADM 4489
HRMN 2821	PADM 4319
BLAW 2911	PADM 4529
MNGT 4781	PADM 4209 or PADM 4779
ECON 1901	PADM 3109
ECON 1951	PADM 4459
MNGT 1211	PADM 3129

TECHNOLOGY CONCENTRATION

The Technology Concentration is intended for you if you have previously completed a technology-related diploma. Normally, most credits in this concentration consist of credits for technology courses completed prior to OL admission. Upon graduation, you will be well prepared for management positions in the IT industry.

Required Courses

MNGT 4751, *Project Management* (6)

9 credits from a technology area

Bachelor of Public Administration

The Bachelor of Public Administration (BPA) is designed to provide you with the knowledge and skills necessary to work in a leadership capacity in federal, provincial, municipal and First Nations governments, as well as in the non-profit sector.

Ladder into the BPA from UVic's Diploma in Public Sector Management or Diploma in Local Government Management.

This degree can be used toward the admission requirements for the Master of Business Administration ([page 72](#)).



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Admission Recommendations

Completion of either of UVic's Diploma in Public Sector Management or Diploma in Local Government Management: refer to <http://web.uvic.ca/calendar2016-09/undergrad/hsd/padm>

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total, including 51 upper-level credits, with a minimum grade of C- in each course; a combined GPA of 2.00 or higher over all courses is required for graduation:

Business and Management Studies

General Education Requirements (12 credits)

6 credits in humanities

6 credits in social sciences

Core Knowledge Requirements (48 credits)

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

ENGL 1101, *Introduction to University Writing* (3)

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

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

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

ECON 1901, *Principles of Microeconomics* (3)

ECON 1951, *Principles of Macroeconomics* (3)

ACCT 2211, *Financial Accounting* (3)

ACCT 2251, *Management Accounting* (3)

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

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

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

CMNS 3241, *Advanced Professional Communications* (3)

IBUS 3511, *International Business* (3)

Specialization Requirements (30 credits)

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

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

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

PADM 4079, *Managing Service Delivery* (3)

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

PADM 4219, *Financial Management* (3)

PADM 4229, *Ethical Public Management* (3)

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

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

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

Elective Requirements (30 credits)

An additional 30 credits of ADMN courses from UVic's School of Public Administration, or approved electives; courses in economics, history, political science or business are recommended

Note: Select your electives so you complete the 51 upper-level credits required for graduation.



Minimum Grades and GPA

For the Bachelor of Public Administration, in each course, you must attain a minimum grade of C-. To complete this program and graduate, you must attain a combined/cumulative GPA of 2.00 or higher.

Business and Management Studies

Bachelor of Real Estate Management

The Bachelor of Real Estate Management allows you, as a member of the real estate community, to upgrade your education to meet the accreditation requirements for various professional associations.

Also, you can use this degree toward admission requirements for the Master of Business Administration program (page 72).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

Admission to UBC's Diploma Program in Urban Land Economics (DULE), offered by the Sauder School of Business' Real Estate Division: refer to http://www.sauder.ubc.ca/Programs/Real_Estate_Division/Credit_Programs_and_Professional_Development_Courses/Urban_Land_Economics

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see page 12

Degree Requirements

120 credits total, including 51 upper-level credits, with a minimum grade of C- in each course; a combined GPA of 2.00 or higher over all courses is required for graduation:

General Education Requirements (12 credits)

6 credits in humanities

6 credits in social sciences

Core Knowledge Requirements (75 credits)

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

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

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

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

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

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

BUSI 400, *Residential Property Analysis* (3)

BUSI 401, *Commercial Property Analysis* (3)

ENGL 1101, *Introduction to University Writing* (3)

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

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

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

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

FNCE 2121, *Financial Management* (3)

ACCT 2211, *Financial Accounting* (3)

ACCT 2251, *Management Accounting* (3)

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

MKTG 2431, *Marketing* (3)

MIST 2611, *Management Information Systems* (3)

ORGB 2811, *Organizational Behaviour* (3)

HRMN 2821, *Human Resource Management* (3)

BLAW 2911, *Commercial Law* (3)

CMNS 3241, *Advanced Professional Communication* (3)

IBUS 3511, *International Business* (3)

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

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

Specialization Requirements (12 credits)

12 credits of 400-level DULE courses (to meet the requirements of one of the DULE real estate specializations: appraisal, assessment, management or development)

Elective Requirements (21 credits)

21 credits of business, real estate or approved related electives (to complete the 51 upper-level credits required for graduation)



Minimum Grades and GPA

For the Bachelor of Real Estate Management, you must attain a minimum grade of C- in each course. To complete this program and graduate, you must attain a combined/cumulative GPA of 2.00 or higher.



Transfer Credit

To receive transfer credit for real estate core and specialty courses, first apply to the Real Estate Division for evaluation of real estate course equivalencies before applying to OL for admission. Additional transfer credit for non-real estate courses will be considered by TRU.

Business and Management Studies

Post-Baccalaureate Certificate in Commerce

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



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

A recognized baccalaureate degree in business

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)— see [page 12](#)

Certificate Requirements

15 credits total of business study, with a minimum grade of C+ in each course required to complete requirements for one of the following six concentrations:

Note: You cannot use coursework from a previous credential to meet any of these 15 credits. If you have prior credit for courses equivalent or similar to some of the certificate courses, you must complete alternative, approved coursework.

Concentration Requirements (15 credits)

ACCOUNTING CONCENTRATION

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 of the following:

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

FINANCE CONCENTRATION

Required Courses

FNCE 3151, *Investments 1* (3)

FNCE 3171, *Investments 2* (3)

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

Two of the following:

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

HUMAN RESOURCES CONCENTRATION

Required Courses

HRMN 2821, *Human Resource Management* (3)

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

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

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

Business and Management Studies

LEADERSHIP CONCENTRATION

Required Courses

MNGT 3731, *Leadership* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

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

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

MARKETING CONCENTRATION

MKTG 3481, *Marketing Research* (3)

Four of the following:

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

PUBLIC SECTOR MANAGEMENT CONCENTRATION

Required Courses

Two of the following:

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

Three of the following:

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



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

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.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

A recognized baccalaureate degree in a field other than business

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see [page 12](#)

Diploma Requirements

30 credits total, with a minimum of 15 upper-level credits and 15 credits in one of the following seven concentrations, with a minimum grade of C+ in each concentration course and an overall GPA of 2.00 or higher in all courses required for this credential:

Note: You cannot use coursework from a previous credential to meet any of these 30 credits. If you have prior credit for courses equivalent or similar to some of the diploma courses, you must complete alternative, approved coursework.

Core Knowledge Requirements (3 credits)

ACCT 2211, *Financial Accounting* or equivalent

Elective Requirements (12 credits)

These 12 credits are selected to ensure that all course prerequisites for each concentration are satisfied. Choose any remaining credits (to bring the total elective credits to 12) in consultation with a Program Advisor and include courses in business, management or economics.

The following are recommended:

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

Concentration Requirements (15 credits)

ACCOUNTING CONCENTRATION

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 of the following:
- ACCT 4201, *Advanced Financial Accounting* (3)
 - ACCT 4231, *Assurance* (3)
 - ACCT 4251, *Advanced Management Accounting* (3)

FINANCE CONCENTRATION

Required Courses

- FNCE 3151, *Investments 1* (3)
 - FNCE 3171, *Investments 2* (3)
- One of FNCE 3180, *Risk Management and Financial Engineering* (TRU on-campus course) (3) or FNCE 403, *Risk Management* (Athabasca University) (3)
- Two of the following:
- MKTG 3451, *Professional Selling* (3)
 - ACCT 3221, *Income Taxation 1* (3)
 - Either FNCE 4130, *Advanced Financial Management* (TRU on-campus course) (3) or ADMN 3117, *Financial Management II* (Nipissing University) (3)
 - Either FNCE 4160, *Portfolio Management* (TRU on-campus course) (3) or FNCE 470, *Portfolio Management* (Athabasca University) (3)
 - Either FNCE 4180, *International Financial Management* (TRU on-campus course) (3) or ECON 3127, *International Financial Management* (Nipissing University) (3)
 - Either FNCE 4190, *Financial Institutions Management* (TRU on-campus course) (3) or ADMN 2116, *Management of Financial Institutions* (Nipissing University) (3)

Business and Management Studies

GENERAL MANAGEMENT CONCENTRATION

Required Courses

ORGB 2811, *Organizational Behaviour* (3)

FNCE 2121, *Financial Management* (3)

MKTG 2431, *Marketing* (3)

HRMN 2821, *Human Resource Management* (3)

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

HUMAN RESOURCES CONCENTRATION

Required Courses

HRMN 2821, *Human Resource Management* (3)

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

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

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

LEADERSHIP CONCENTRATION

Required Courses

MNGT 3731, *Leadership* (3)

BBUS 3671, *Contemporary Leadership* (3)

BBUS 4833, *Effective Leadership* (3)

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

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

MARKETING CONCENTRATION

Required Courses

MKTG 3481, *Marketing Research* (3)

Four of 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

Required Courses

Two of the following:

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

Three of the following:

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

Business and Management Studies

Graduate Diploma in Business Administration (GDBA)

The Graduate Diploma in Business Administration (GDBA) attempts to ensure all students have the foundational knowledge and skills needed to be successful in TRU's Master of Business Administration, Master of Environmental Economics and Management, or Master of Science in Environmental Economics and Management.

The GDBA may also be of interest as a standalone program to you if you 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.



PLAR applies: see [page 15](#)

LEARNING OPTIONS

You can complete the GDBA program on a part-or full-time basis, either by distance or on-campus. Start dates are September, January and May.

PROGRAM REQUIREMENTS

Admission Requirements

1. Education Requirement

Acceptable three- or four-year undergraduate degree in any discipline, with a minimum B average (GPA of 3.00 or higher on a scale of 4.33, or local equivalent) over the last 60 credits

2. English Language Proficiency Requirement

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

- A minimum TOEFL score of 587 with a TWE of 5.0 or higher (paper-based test), or a minimum score of 94 with no section below 20 (IBT)

or

- A minimum IELTS of at least 7.0 (with no band below 6.5)

or

- Completion of ENGL 1100 or 1101 and CMNS 1290 or 1291 (with a minimum B)

3. Quantitative and Computing Skills Requirement

Applicants should possess adequate quantitative skills assessed through successful completion of specific undergraduate courses in quantitative subjects and adequate computing skills that include having a strong background in word processing, presentation and spreadsheet software

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see [page 12](#)

Diploma Requirements

BUSN 5010/5011, *Managerial Statistics* (3)

BUSN 5020/5021, *Financial Accounting* (3)

BUSN 5030/5031, *Management Accounting* (3)

BUSN 5040/5041, *Global Economics* (3)

BUSN 5050/5051, *Marketing Management* (3)

BUSN 5060/5061, *Human Resource Management* (3)

GRADUATION REQUIREMENTS

Students who successfully complete the program will be awarded a GDBA, subject to the program residency requirements (9 credits).

The minimum passing grade in each course is B-. To graduate, you must maintain an overall GPA of 3.00.

You have three years from the date of admission to complete the program.



Transfer Credit

You may receive a course waiver or transfer credit for GDBA courses if the degree committee determines that you have adequate recent undergraduate or graduate coursework in the area from an acceptable institution. You must receive a grade of B (a GPA of 3.00) or higher in the corresponding undergraduate or graduate course(s) to receive a waiver.

You can apply for Prior Learning Assessment and Recognition (PLAR) in any course but it cannot be used to meet the program residency requirements.

Business and Management Studies

Master of Business Administration

The Master of Business Administration (MBA) program focuses on producing managers and leaders who can meet current market challenges, with an emphasis on decision making in an uncertain environment; interpersonal and communication skills; ethics and social responsibility; and globalization. The program also caters to those wanting to develop their academic and applied research skills through its Graduate Thesis and Graduate Project Options. The completion of a thesis or project 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 you with the ability to adopt the learning style that best suits you and to adjust your education to accommodate your busy work and personal schedule.

Through the use of innovation 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 an organization in any field. You 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

You can complete the MBA program on a part- or full-time basis, either by distance or on-campus. Start dates are September, January and May.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Completion of each course in the Graduate Diploma in Business Administration (GDBA), with a minimum B average (GPA of 3.00 or higher on a scale of 4.33) or exemption from the courses by the degree committee.

Note: GMAT scores or professional work experience are not required.

Residency Requirements

A minimum of 7 TRU courses (distance or on-campus)—see [page 12](#)

Degree Requirements

Core Knowledge Requirements (24 credits)

BUSN 6010/6011, *Ethics and Corporate Social Responsibility* (3)

BUSN 6020/6021, *Corporate Finance* (3)

BUSN 6030/6031, *International Business* (3)

BUSN 6040/6041, *Leadership and Organization Development* (3)

BUSN 6050/6051, *Supply Chain Management* (3)

BUSN 6060/6061, *Strategic Management Information Systems* (3)

BUSN 6070/6071, *Project Management and Consulting Methods* (3)

BUSN 6080/6081, *Strategic Management* (3)

Graduate Thesis Option Requirements (15 credits)

BUSN 6950/6951, *Research Methods, Preparation, and Presentation* (3)

BUSN 6960, *Graduate Thesis* (12)

Graduate Project Option Requirements (12 credits)

BUSN 6950/6951, *Research Methods, Preparation, and Presentation* (3)

BUSN 6970, *Graduate Project* (9)

Course-Based Option Requirements (12 credits)

BUSN 6150/6151, *Advanced Marketing Management* (3)

BUSN 6210/6211, *Advanced Corporate Finance* (3)

BUSN 6250/6251, *Decision Analysis and Modelling* (3)

BUSN 6310/6311, *Innovation and Entrepreneurship* (3)

GRADUATION REQUIREMENTS

Students who successfully complete each course or are exempted will be awarded an MBA, subject to the residency requirements (seven courses).

The minimum passing grade in each course is B-. To graduate, you must maintain an overall GPA of 3.00.

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



Transfer Credit

You may be exempted from MBA courses if the degree committee determines that you have adequate graduate coursework in the area from an acceptable institution. You must receive a grade of B (a GPA of 3.00) or higher in the corresponding graduate course(s). PLAR is not allowed in some courses and it cannot be used to meet the MBA residency requirements.

Education and Social Work

Overview

Choose from entry- or graduate-level courses to certificate and master's degree programs. Our Education and Social Work courses and programs allow you to choose where you want your career to go and the momentum to get you there.

While you can choose from many OL courses to fulfill your program requirements, you can access college and university transfer courses from other recognized post-secondary institutions. See British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Benefits

As an Open Learning Education and Social Work student, you benefit from:

- Open admission for many programs
- A Program Advisor to create a program plan for you and guide you through your studies
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Education and Social Work programs (excluding the MEd) may be met with credits awarded through prior learning assessment and recognition (PLAR). See [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting an Education or a Social Work program, contact Student Services (see the front inside cover). If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete an Education or a Social Work credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Student Responsibility

Please consult with your Program Advisor to ensure that the courses you select can be applied toward the program requirements of your chosen credential. Before you register in a course not listed on the website, you must apply for an LOP.

If you proceed otherwise, you may find that a course cannot be applied toward your credential or that you must pay an additional transcript assessment fee.



Contact: Student Services

See the front inside cover of this calendar to contact Student Services if you have any questions about our Education and Social Work programs.

Education and Social Work

Executive Program for Leadership in Education

The Executive Program for Leadership in Education is *non-credit* and designed for you as an experienced principal, superintendent or assistant superintendent.

Developed in partnership with the British Columbia School Superintendents Association (BCSSA), this program offers theoretically informed and practically proven learning opportunities.

Gain a better understanding of the particular issues facing BC senior education officials, and explore, with other experienced leaders, current problems of practice.

MODULES

Modules are primarily online, which minimizes travel costs and time away from your job. Each module is developed and led by senior researchers and practitioners from across Canada. Select the modules you need for the important work in your school district:

- Introduction to Executive Leadership (mandatory; prerequisite for other modules)
- Leading Learning
- Policy and Governance
- Leadership and District Culture
- Communications and Community Relations
- Organizational Leadership
- HR Development and Management

Note: the last four modules listed are in development. See the website for modules currently being offered and descriptions of each module.

HIGHLIGHTS

You can work on your e-portfolio, demonstrating the research and expertise you have developed. A coach with practical leadership experience is assigned to work with you. You have access to peer groups, offering you the opportunity to learn from other senior leaders and to grow your professional network.

Graduate Certificate in Online Teaching and Learning

The Graduate Certificate in Online Teaching and Learning (EDDL), developed in collaboration with the TRU School of Education, is designed to provide educators (K-12 teachers, post-secondary instructors and trainers) in BC and beyond with a solid foundation in the technical and pedagogical expertise required to effectively use education technology in the classroom, in distributed learning environments and in online education.

With this certificate, you as a BC teacher gain the ability to achieve an additional 15 credits above your baccalaureate credential. To qualify for an additional salary level (the 5+ category) in BC, the provincial Teacher Qualification Service (TQS) requires that you take a minimum of 30 credits of senior-level and/or graduate courses.

As an EDDL graduate, you make yourself more marketable in a public school environment that is increasing its use of online teaching and learning.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

One of the following:

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

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Education and Social Work

Certificate Requirements

15 credits total, with a GPA of 3.00 or higher over all courses required for 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)

PROGRAM COMPLETION

You must maintain a minimum GPA of 3.00 (a grade of B) 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.

Social Service Worker Certificate

The Social Service Worker Certificate program is designed for you if you want to acquire 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.

There are many employment opportunities for social service workers, including work 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 regarding employment trends and opportunities for social service workers.



PLAR applies: see [page 15](#)

Note: If you want to complete this program but reside outside BC, you may participate on the condition that you can make appropriate practicum arrangements at a social service agency near you.

PROFESSIONAL DEVELOPMENT OPTION

If you are a non-program student, you can register in all SOCW and HUMS courses, excluding HUMS 1671, *Social Welfare Field Practicum*.

PROGRAM REQUIREMENTS

Admission Requirements

All of the following:

- ENGL 0661, *Written Communication* (3) or equivalent, with a grade of 73% or higher or Grade 12 English, completed within the last five years, with a grade of 73% or higher on the combined English 12 and government exam
- 60 documented hours of people-oriented volunteer or paid work experience in public or private social service agencies within the last five years
- A completed Social Service Worker Certificate Application form (see www.tru.ca/distance/programs/health-science/social-service-worker-certificate)
- A phone interview with the Program Coordinator

Admission Recommendations

Completion of a Grade 12 program or the BC Adult Graduation Diploma—see [page 40](#)

Education and Social Work

Additional Requirements

A criminal record check (CRC) prior to your registration in HUMS 1671—see below (page 76)

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

33 credits total, with a GPA of 3.00 (a grade of B) or higher in each course required for this credential, as follows:

Core Knowledge Requirements (27 credits)

A university-level English course, such as ENGL 1101, *Composition* (3)

SOCI 1111, *Introduction to Sociology I* (3)

SOCW 2061, *An Introduction to Social Work Practice* (3)

HUMS 1541, *Interpersonal Communications and Helping Relationships* (3)

HUMS 1581, *Introduction to Professional Human Service Practice* (3)

HUMS 1611, *Interviewing Skills for Human Service Practice* (3)

HUMS 1771, *Introduction to First Nations Studies and Human Service Practice* (3)

SOCW 2121, *Social Welfare in Canada* (3)

SOCW 3551, *Human Development* (3)

Practicum Requirement (6 credits)

HUMS 1671, *Social Welfare Field Practicum* (6)

The process of obtaining a practicum placement is based on availability and resources in the community you select. You may need to relocate, at your own expense.

The practicum is 210 hours minimum. Choose one of two delivery timeframes:

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

Note: You must attain a GPA of 3.00 or higher for all core knowledge requirements before you can register for HUMS 1671.



Criminal Record Check (CRC)

If you are a Social Service Worker Certificate program student and you want to secure a practicum placement, you must obtain a satisfactory criminal record check (CRC). Please complete a Consent to CRC form and submit it to the Program Coordinator.

An additional CRC may be required by the agency providing the internship placement.

PROGRAM COMPLETION

Completion time for this program varies.

If you are accepted as a program applicant or student but a course is full, you are waitlisted for that course. If a space becomes available, you are contacted prior to the registration deadline.



Transfer Credit

Credit from this program can be laddered into Bachelor of Social Work programs at participating Canadian post-secondary institutions. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at www.bccat.ca.

Also, find out how credits from this certificate can transfer to TRU's Social Services Worker Certificate or a degree in social work.



Contact: Program Coordinator

For more about this program and its practicum, please refer to the OL website and contact the Program Coordinator at olsocialwork@tru.ca.

Graduate Certificate in Child and Youth Mental Health

The Graduate Certificate in Child and Youth Mental Health (CYMH) program is designed for you if you have a bachelor's or master's degree, are employed as a social worker, child and youth care worker, counsellor or nurse and are interested in providing assessment and intervention to children, youth and families who are dealing with mental health issues.

The critical need for mental health specialists has been identified by BC's Schools of Social Work, Schools of Child and Youth Care and the BC Ministry for Children and Family Development.

This program includes Indigenous and cross-cultural content prepares you, as a graduate, for work in the Canadian mental health system, schools, First Nations agencies and hospitals and with special needs children in community settings.

See WorkBC at www.workbc.ca regarding employment trends and opportunities for child and youth mental health workers.



PLAR applies: see [page 15](#)

Note: This certificate program is available to Canadian residents only, unless otherwise approved by the Program Coordinator.

PROFESSIONAL DEVELOPMENT OPTION

If you are a non-program student, you can register in all CYMH courses, excluding CYMH 5541, *Clinical Internship and Capstone*.

PROGRAM REQUIREMENTS

Admission Requirements

- A recognized bachelor's or master's degree, with a GPA of 3.00 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 OL Admissions from the issuing institution
- The admissions checklist and personal history form
- A Consent to a Criminal Record Check (CRC) form—see below ([page 77](#))

Residency Requirements

A minimum of 15 TRU credits (distance; this program is not offered on campus)—see [page 12](#)

Graduate Certificate Requirements

15 credits total, with a GPA of 3.00 (a grade of B) or higher over all courses required for this credential, as follows:

Core Knowledge Requirements (10 credits)

CYMH 5511, *Context and Theory in Child and Youth Mental Health Practice* (3) (prerequisite for CYMH 5521 and 5531)

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

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

Internship Requirement (5 credits)

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

The process of obtaining a clinical internship placement is based on availability and resources in the community you select. You may need to relocate, at your own expense.

The internship is 210 hours minimum and can be completed on a full- or part-time basis.

Note: You must attain a GPA of 3.00 or higher for all core knowledge requirements before you can register for CYMH 5541.



Criminal Record Check (CRC)

If you are a CYMH program student and want to secure a clinical internship placement, you must first obtain a satisfactory criminal record check (CRC). Please complete a Consent to CRC form and submit it to the Program Coordinator. An additional CRC may be required by the agency providing the internship placement.

Education and Social Work

PROGRAM COMPLETION

Typical completion time for this program is two years. To stay in good standing with the program, you must take a minimum of one course every year.

If you are accepted as a program applicant or are a program student but a course is full, you are waitlisted for that course. If a space becomes available, you will be contacted prior to the registration deadline.



Transfer Credit

You can transfer credit from this program toward a master's program at a participating Canadian post-secondary institution. Refer to BCCAT (British Columbia Council on Admissions & Transfer) at www.bccat.ca.



Contact: Program Coordinator

For more about this program and its internship, please refer to the OL website and contact the Program Coordinator at olsocialwork@tru.ca.

Master of Education

The Master of Education (MEd) is designed for you, a Canadian or international professional who wants to progress into a leadership or research roles within the education, health care, private or government sectors.

Achieve your MEd with maximum flexibility and choice. Complete the program part- or full-time, according to your own schedule, and study online, on-campus or a combination of both, depending on your area of study. Choose a thesis, research project or capstone seminar completion option.

Intake for the program occurs in the fall semester; application deadlines apply.

Start dates are usually in September, January and May, subject to availability, and registration deadlines apply.

On-campus courses are offered evenings, weekends and throughout the summer. Many courses are offered both online and on-campus; not all are listed here.

Refer to the chart, MEd Course Offerings, on the website.

Note: To complete the MEd fully online, you will need to select courses that have been developed to be taken through distance; that is, courses with a number ending in 1 rather than 0.

PROFESSIONAL DEVELOPMENT OPTION

If you are interested in taking a few MEd courses without committing to the entire program, you can take up to seven online courses, other than the completion option courses. As a non-program student, you must still meet the MEd admission requirements.

PROGRAM REQUIREMENTS

Admission Requirements

A four-year baccalaureate degree or equivalent, with a GPA of 3.00 (a grade of B) or higher in the last 60 credits

English language proficiency

Official transcripts for all post-secondary education or a Letter of Permission (LOP) from the applicant's home institution

Education and Social Work

Note: Applicants with a GPA below 3.00 (but not below 2.50) and/or who do not meet the English language proficiency requirement may take TRU's Graduate Certificate in Educational Studies to gain admission into the MEd program.

Residency Requirements

A minimum of 15 TRU credits (distance or campus)—see [page 12](#)

Degree Requirements

30 credits total (15 through required courses and 15 through electives and your exit option), with a GPA of 3.00 (a grade of B) or higher over all courses required for this credential:

Core Knowledge Requirements (15 credits)

EDUC 5011, *Research Methods* (3)

EDUC 5020 or 5021, *Philosophy and History of Education* (3)

EDUC 5040 or 5041, *Diversity: Constructing Social Realities* (3)

EDUC 5400 or 5401, *Principles and Processes of Educational Leadership* (3)

Elective Requirements (15 credits)

EDUCATIONAL LEADERSHIP

EDUC 5400 or 5401, *Principles and Processes of Educational Leadership* (3)

EDUC 5420 or 5421, *Legal Issues in Education* (3)

EDUC 5440 or 5441, *Understanding and Managing Conflict* (3)

EDUC 5460 or 5461, *Educational Management* (3)

EDDL 5600 or EDDL 5601, *Language, Culture and Community* (3) (online format in development)

CURRICULUM

EDUC 5030 or EDUC 5031, *Curriculum, Teaching and Learning* (3) (online format in development)

EDDL 5101, *Education Technology in the Curriculum* (3)

EDDL 5111, *Introduction to Distributed Learning* (3)

EDDL 5131, *Multimedia in the Curriculum* (3)

EDDL 5141, *Online Teaching and Learning* (3)

EDDL 5151, *Managing your Technology Classroom* (3)

COUNSELLING

EDUC 5500 or EDUC 5501, *Introduction to Counselling Skills* (3) (online format in development)

EDUC 5510 or 5511, *Theories in Counselling* (3)

EDUC 5520 or 5521, *Assessment and Evaluation in Counselling* (3)

EDUC 5550 or 5551, *Introduction to Secondary School Counselling* (3)

EDUC 5560 or EDUC 5561, *Career Counselling and Development* (3) (online format in development)

Note: Only MEd program students may take EDUC counselling courses.

INCLUSIVE AND SPECIAL EDUCATION

EDUC 5110, *Mind, Brain, and Education: An Introduction to Educational Neuroscience* (3)

EDUC 5120, *Assessment of Exceptionalities: Theory and Practice* (3)

EDUC 5130, *Intervention and Programming in Inclusive Education* (3)

EDUC 5140, *Literacy for Individuals with Exceptionalities: Theory, Research, and Practice* (3)

Completion Requirements (3)

EDUC 5280 or 5281, *Capstone Seminar* (3) or Research Project (3) or Thesis (3)

Note: If you are an MEd student who is taking the program fully online, you must choose EDUC 5281.

PROGRAM COMPLETION

Students who receive a B- or F in more than one course may be required to withdraw from the program.



Contact: Academic Advisor

For more about this program, its course offerings and its completion options, please refer to the OL website and contact the Academic Advisor at edadvising@tru.ca or speak to an Enrolment Service Officer (ESO) at Student Services (see the front inside cover).

Notes

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Overview

General Studies programs offer a multidisciplinary approach to education, allowing you to study a plethora of subject matter: arts, science, and social sciences and humanities. Follow your passion and create your own program by choosing from a wide range of courses that will fulfill your program requirements.

OL offers many courses that fulfill the program requirements, but you may need courses from other post-secondary institutions to meet program requirements for some programs and admission requirements for graduate programs. See British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Plan ahead by taking courses toward your General Studies credential that can later be applied toward another OL program.

Benefits

As an Open Learning General Studies student, you benefit from:

- Open admission for many programs, and many courses with no prerequisites
- A Program Advisor to create a program plan for you and guide you through your studies
- The flexibility, in many courses and programs, to study at your own pace, part- or full-time
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain General Studies programs may be met with credits awarded through prior learning assessment and recognition (PLAR). Please see [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a General Studies program, contact Student Services (see the front inside cover). If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete a General Studies credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Student Responsibility

Please consult with your Program Advisor to ensure that the courses you select can be applied toward the program requirements of your chosen credential. Before you register in a course not listed on the website, you must apply for an LOP.

If you proceed otherwise, you may find that a course cannot be applied toward your credential or that you must pay an additional transcript assessment fee.



Contact: Student Services

See the inside front cover of this calendar to contact Student Services if you have any questions about our General Studies programs.

General Studies

Certificate in General Studies

Tailor your learning to suit your goals. The Certificate in General Studies allows you to select almost any combination of courses at the university level, and may be completed entirely online on a full- or part-time schedule.

This program allows you to select almost any combination of lower- and upper-level courses.

If you want to continue your education, you can transfer your credits from this certificate toward a diploma or a bachelor's degree. You may apply your credits from this certificate toward other OL programs, provided that you meet the program requirements.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Certificate Requirements

30 credits total of post-secondary courses numbered 1000 and above, 15 credits of which may be applied studies, such as fine and performing arts, studio and technology courses

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

Diploma in General Studies

The Diploma in General Studies is an open admission program that allows you to select almost any combination of courses at the university level, although there are some specific requirements.

Also, you can transfer credits between various post-secondary institutions.

This program allows for a high degree of choice, freeing you to concentrate on courses that will get you closer to your career goals in almost any field you choose.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see [page 12](#)

Diploma Requirements

60 credits total of post-secondary courses, including a minimum of 21 courses numbered 2000 and above, 30 credits of which may be applied studies, such as fine and performing arts, studio and technology courses

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

Bachelor of General Studies

The Bachelor of General Studies (BGS) program provides a flexible structure, allowing you to create your own program, although there are some specific requirements.

You may ladder a two-year diploma program from a Canadian post-secondary institution or a BC associate degree into this program.

The BGS is the most flexible program we offer, and accepts a high degree of PLAR and transfer credit, making it ideal for those who have taken a non-linear path to education or have extensive work experience.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

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 of these credits may be applied courses, such as fine and performing arts, studio and technology courses

Elective Requirements (69 credits)

May be either lower- or upper-level courses; 60 credits may be applied courses, such as fine and performing arts, studio and technology courses

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



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

Notes

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Overview

Whether you want to enter the field of health care directly after graduation or to use your education to help advance your career, OL has a Health Sciences program that can help you on your journey.

While you can choose from many OL courses to fulfill your program requirements, you can access college and university transfer courses from other recognized post-secondary institutions. Visit British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Plan ahead by taking courses toward your Health Sciences credential that can later be applied toward another program, either at OL or elsewhere.

Note: All OL Social Work programs are now described in the Education and Social Work section.

Benefits

As an Open Learning Health Sciences student, you benefit from:

- Open admission for some programs
- A Program Advisor to create a program plan for you and guide you through your studies
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs
- Practice-based learning through laboratory or clinical practicum placements



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a Health Sciences program, contact Student Services (see the front inside cover). You can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission, LOP

www.tru.ca/distance/services/forms

If you plan to complete a Health Sciences credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, first apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can save admission fees by using the LOP form at www.cvu-uvc.ca/apply/LOP.php.



Criminal Record Check (CRC)

If you are admitted to a Health Sciences program that has a lab, practice or clinical practicum placement course, you must obtain a satisfactory criminal record check (CRC). A current and clear CRC is a pre-practicum and pre-employment requirement. There is a fee for each CRC. Please complete a Consent to a CRC form and submit it to the Program Coordinator, Science.

An additional CRC may be required by the agency providing the placement.



Practicum Placements

If the program you select contains a practicum, it is your responsibility to determine if current employment trends in your region meet your needs and to arrange a clinical practicum placement.

Also, confirm that you have workplace insurance coverage in your home province/territory. TRU provides liability coverage for BC students on unpaid practicum placements; however, workplace safety insurance varies by province/territory.



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.

Health Sciences

Medical Laboratory Assistant Certificate

The Medical Laboratory Assistant (MLA) Certificate program consists of five theory courses, a five-day workshop and a clinical practicum placement conducted at a hospital or laboratory, under criteria developed by TRU. Combined, these provide the theory and skills required for graduates to function as medical laboratory assistants (MLAs).

In this program, you are trained to perform the practical components of collecting, sorting and preparing patient samples for further testing and analysis. The majority of this training is completed online, so you can study at a time and place that works for you.

The program includes a five-day workshop and requires the completion of a practicum placement.

Note: If you are a student in BC, choose this program, rather than the MLA National Certificate program.

PROGRAM REQUIREMENTS

Admission Requirements

- Grade 12 diploma or equivalent: order BC high school transcripts online through the BC Ministry of Education and have them sent directly to OL Admissions
- Basic computer skills with typing at 40 wpm (words per minute): contact TRU Assessment Centre at assess@tru.ca, or refer to the website regarding testing off campus
- Confirmation of a practicum-training site

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

Additional Admission Requirements

- A Consent to a Criminal Record Check (CRC) form—see [page 85](#)
- The original copy of a hepatitis B (Hep B) vaccination form
- A Hep B blood panel test if you have been previously vaccinated (to ensure immunity from future infection)

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)



Professional Associations

The following professional associations recognize Health Sciences credentials earned through 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

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)

MLA WORKSHOP DATES

For workshop (MDLB 0521) dates, refer to the Workshop Schedule on the website or contact the Program Administrator, Science.

OPTIONAL COURSE

MDLB 1611, *Pre-Analytical Procedures for Histopathology* (3)

PROGRAM COMPLETION

You have a maximum of 30 weeks per course and a maximum of two years for program completion. However, you are encouraged to complete the program in under a year.

Note: Extensions are not granted for this program.



Practicum Placement

It is your responsibility to determine if current employment trends in your region meet your needs and to arrange a clinical practicum placement. However, for the MLA regular and National programs, contact the Program Administrator, Science before you begin to arrange this placement.

Also, confirm that you have workplace insurance coverage in your home province/territory. TRU provides liability coverage for BC students on unpaid practicum placements; however, workplace safety insurance varies by province/territory.



Contact: Program Administrator, Science

For more about the MLA Certificate, MLA National Certificate, Polysomnography Certificate or Anesthesiology Assistant Post-Diploma, contact the Program Administrator, Science, at 1-877-664-4094 and refer to the website for FAQs and more.

Medical Laboratory Assistant National Certificate

The Medical Laboratory Assistant (MLA) National Certificate program consists of five theory courses and a clinical practicum placement conducted at a hospital or laboratory, 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 laboratories.

The MLA National Certificate program is accredited by the Canadian Medical Association (CMA). Graduates are eligible to write the Canadian Society for Medical Laboratory Science (CSMLS) national exam for Medical Laboratory Assistants (MLAs).

Note: If you are a student in certain provinces outside of BC, specifically in three Atlantic provinces (NS, NL, PE), choose this program, rather than the MLA Certificate program (page 86), which is for BC students.

PROGRAM REQUIREMENTS

Admission Requirements

- Grade 12 diploma or equivalent: order BC high school transcripts online through the BC Ministry of Education and have them sent directly to OL Admissions
- Basic computer skills with typing at 40 word per minute (WPM): contact TRU Assessment Centre at assess@tru.ca, or see the website for information regarding testing off campus
- Confirmation of a practicum-training site

Note: Certain admission requirements may be waived upon permission from the academic director or designate.

Additional Admission Requirements

- A Consent to a Criminal Record Check (CRC) form—see [page 85](#)
- The original copy of a hepatitis B (Hep B) vaccination form

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Health Sciences

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)

PROGRAM COMPLETION

The program is equivalent to 20 to 24 weeks of full-time study. You have a maximum of 30 weeks per course and a maximum of two years for program completion. However, you are encouraged to complete the program in under a year.

Note: Extensions are not granted for this program.



Student Responsibility

You are responsible for your own funding. The MLA National Certificate program is not eligible for full- or part-time loan or grant funding through the Canada Student Loan programs.



Contact: Program Administrator, Science

For more about the MLA Certificate, MLA National Certificate, Polysomnography Certificate or Anesthesiology Assistant Post-Diploma, contact the Program Administrator, Science, at 1-877-664-4094, and refer to the website for FAQs and more.

Polysomnography Certificate

The Polysomnography Certificate program is approved by the Board of Registered Polysomnographic Technologists (BRPT) as a STAR (sleep technology approved research) - designated focused education provider. Graduates are eligible to write the Certified Polysomnographic Technician (CPSGT) exam under Pathway 3 eligibility.

The CPSGT is an entry-level, time-limited certification earned by individuals new to the sleep field. It is time limited, meaning that certificate holders must earn the Registered Polysomnographic Technologist (RPSGT) credential within three years or lose the CPSGT designation. Please refer to BRPT at www.brpt.org.

This program consists of three online theory courses followed by a two-week clinical placement held at a BRPT-approved sleep facility in BC.

The Polysomnography Certificate program is for you if you want a career as an EEG technologist, nurse or respiratory therapist specializing in medicine and polysomnography.

Note: With the exception of the clinical placement, this program is available to you no matter where you live. However, program capacity may be limited, due to the availability of clinical placements.

PROGRAM REQUIREMENTS

Admission Requirements

- Open admission—see [page 11](#)
- A Consent to a Criminal Record Check (CRC) form—see [page 85](#)

Admission Recommendations

A diploma in a health profession or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

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)



Contact: Program Administrator, Science

For more about the MLA Certificate, MLA National Certificate, Polysomnography Certificate or Anesthesiology Assistant Post-Diploma, contact the Program Administrator, Science, at 1-877-664-4094, and refer to the website for FAQs and more.

Anesthesia Assistant Post-Diploma

The Anesthesia Assistant Post-Diploma program is designed to provide respiratory therapists or registered nurses who possess critical care experience with the knowledge and clinical skills required to fulfill the designated role of an anesthesia assistant as defined and approved by the Canadian Anesthesiologists' Society (CAS).

The program consists of an online theory portion followed by a 16-week clinical practicum in a hospital environment under the supervision of an anesthesiologist, along with the support of a TRU-based instructor, following criteria developed by TRU.

Note: This program is available to you if you reside in Canada and meet the admission requirements.

PROGRAM REQUIREMENTS

Admission Requirements

- Proof of professional licensure as a RRT or RN in Canada, or equivalent
- At least one year of post-graduate clinical experience
- A letter of sponsorship and commitment from an anesthesia department, typically your current place of employment, to deliver the clinical placement; more than one clinical site may be needed to fulfill all competencies required
- Your resumé, detailing your education and clinical care work experience



"Having the Bachelor of Health Science from OL allows me to consider other paths both within and outside of my profession."

Susan J.

Bachelor of Health Science graduate

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

Health Sciences

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see [page 12](#)

Post-Diploma Requirements

ANES 0011, *Anesthesia Assistant Placement Exam* (0)

Note: This placement exam is required to determine your course of studies. If you pass all subject areas of the exam, you directly enter and complete the core courses prior to your clinical practicum placement. Otherwise, you must either take the corresponding course that relates to the failed subject area or else take all four support courses, rather than writing the exam.

Support Course Requirements (12 credits)

HLTH 2511, *Introduction to Pharmacology* (3)

HLTH 2573, *Arterial Blood Gases* (3)

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

RESP 2161, *Mechanical Ventilation* (3)

Core Course Requirements (20 credits)

ANES 4001, *Anesthesia Equipment* (3)

ANES 4003, *Airway Management* (3)

ANES 4005, *Anesthesia and Adjunct Equipment* (3)

ANES 4011, *Hemodynamic and Physiological Monitoring* (3) ANES 4021, *Pharmacology and Principles of Clinical Anesthesia* (3)

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

ANES 4061, *Anesthesia Assistant Professional Practice* (1)

ANES 4071, *Research Skills for Anesthesia Assistants* (1)

Practicum Requirements (9 credits)

Following the successful completion of all support and core course requirements, you take the full-time clinical practicum course:

ANES 4101, *Clinical Anesthesia* (9)

Prior to your clinical practicum, you must have:

- Provided proof of current Emergency Cardiac Care [Advanced Cardiac Life Support (ACLS)] certification
- Passed all required support and core courses
- Discussed the requirements of the clinical practicum placement with your Open Learning Faculty Member and the Clinical Preceptor

PROGRAM COMPLETION

The length of the program varies, depending upon your previous experience. However, the average completion time is less than two years; the maximum time allowed is three years. You are expected to continue with full- or part-time employment during your studies.



Practicum Placement

You are responsible for finding a clinical practicum placement affiliate, such as a hospital, that is willing to undertake the training with you and that meets specific requirements. Refer to the Clinical Affiliation page on the website and speak with the Program Administrator, Science.

Also, confirm that you have workplace insurance coverage in your home province/territory. TRU provides liability coverage for BC students on unpaid practicum placements; however, workplace safety insurance varies by province/territory.

Punctual attendance and active participation in the practicum course is required.



Contact: Program Administrator, Science

For more about the MLA Certificate, MLA National Certificate, Polysomnography Certificate or Anesthesiology Assistant Post-Diploma, contact the Program Administrator, Science, at 1-877-664-4094, and refer to the website for FAQs and more.

Pre-Health Science Certificate

The Pre-Health Science Certificate program provides general educational breadth as well as specific health-related content that is either a required or a recommended prerequisite to many health care programs, such as the Advanced Care Paramedic (ACP) program at the Justice Institute of BC.

The program also increases the opportunities for integration, flexibility of learning, and specialized training that builds on existing credits and credentials in support of continued career advancement and success over the working lifetime of individuals.

Graduation from the Pre-Health Science Certificate program can bring you closer to your professional goals and/or prepare you to apply for admission to a health care program.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Admission Recommendations

Grade 12 diploma or equivalent

Principles or Foundations of Math 11, CHEM 12, BIOL 12, ENGL 12 and PHYS 11 (all with a C+ average) or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Certificate Requirements (24 or 25 credits)

Core Knowledge Requirements (22 credits)

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

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

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

HLTH 2501, *Pathophysiology* (4)

HLTH 2511, *Introduction to Pharmacology* (3)

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

One only of the following:

- PSYC 2111, *Introduction to Research in Experimental Psychology* (3)
- PSYC 2101, *Statistics in the Social Sciences* (3)
- STAT 1201, *Introduction to Probability and Statistics* or campus-based STAT 1200 or STAT 2000 (3)

Elective Requirements (2 or 3 credits)

One only of the following:

- Current Emergency Medical Responder (EMR) certification offered by the Justice Institute: 105 hours/15 days full-time, calculated using TRU policy ED 8-0 or equivalent (2)
- Either MATH 1101, *Finite Mathematics*; PSYC 1211, *Introductory Psychology II*; ENGL 1101, *Composition*; or alternative approved by a Program Advisor (3)



Advanced Care Paramedic Program

You can apply the following requirements for the Pre-Health Science Certificate program 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)



Contact: Student Services

If you have any questions about the Pre-Health Science Certificate program, contact Student Services (see the front inside cover).

Health Sciences

Bachelor of Health Science

Do you have a diploma in the health care field? The Bachelor of Health Science program provides the opportunity for health care diploma students and graduates from recognized programs and institutions to obtain a bachelor's degree.

This degree program is designed to:

- Allow you, as a health care diploma student, graduate or working professional, to broaden your education and enhance your skills, knowledge, career options and academic credentials
- Provide the academic foundation required for select graduate programs
- Allow you to maximize recognition of related university credits you have earned for coursework unrelated to your health care diploma

If you are a graduate from a three-year diploma program, you 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. A maximum of 30 upper-level credits may be granted as block transfer from any health care diploma.

Exceptions may be considered for concentrated programs.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

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)—see [page 12](#) (specifically, two of either HLTH 3101, 4011 or 4021 or equivalent)

Degree Requirements

120 credits total (including at least 45 upper-level credits), with a GPA of 2.00 (a grade of C) or higher over all courses required for this credential, as follows:

Lower-Level Requirements (12 credits)

6 credits in first-year English (university-level composition and literature), such as ENGL 1001, *Literature and Composition I*; ENGL 1011, *Literature and Composition II*; 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 (9 credits)

3 credits in research methods, such as RMST 3501, *Introduction to Research Methods* or an approved upper-level equivalency

6 credits in either HLTH 3101, HLTH 4021 or HLTH 4011

Elective Requirements (number of credits varies, depending on transfer credit granted)

At least 15 credits of required coursework must be academic electives, with a minimum of 6 upper-level credits

Notes:

Academic electives are courses not considered as professional development, applied studies or advanced training. Thus, credit for ANES, POLY, RESP and HLTH courses are limited because they are considered non-academic.

Courses related to transfer credit into this program are not considered for additional credit toward this degree.



Contact: Student Services

If you have any questions about the Bachelor of Health Science (BHS) program, contact Student Services (see the front inside cover).

Health Sciences Transition Courses

Health Sciences transition courses are suitable for you, a nationally or internationally educated health professional or a student entering or participating in entry-level health programs.

As a *nationally* educated health care professional, you may choose these courses to support a transition in your professional practice or to receive credit toward a post-diploma undergraduate degree program.

As an *internationally* educated health care professional, you may choose some of these courses to support your Canadian licensure.

As a student in an entry-level health program, you may opt for the theory courses as an elective or find a course suitable for transfer credit toward a course in your program of study.



English Proficiency

If you are an internationally educated nurse (IEN) whose first language is not English, you must provide evidence of English proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN) at the level required by the College of Registered Nurses of British Columbia (CRNBC).

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)
- OCHS 3511, *Occupational Health & Safety Legislation and Standards* (3)
- RSMT 3501, *Introduction to Research Methods* (3)

Also, see the Pre-Health Science Certificate program (page 91), which provides general educational breadth and specific health-related content required or recommended for entry into many health care programs.



Contact: Student Services

Contact Student Services (see the inside front cover) if you have any questions about Health Sciences transition courses.



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

Notes

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Overview

Our Nursing programs provide you with exciting options for your career path. Whether you are just starting off in nursing or returning to your past practice, you'll find a program for you.

While you can choose from many OL courses to fulfill your program requirements, you may need to complete and transfer courses from other recognized post-secondary institutions. See British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Plan ahead by taking courses toward your Nursing credential that can later be applied toward another program, either at OL or elsewhere.

Benefits

As an Open Learning Nursing student, you benefit from:

- Open admission for some programs
- A Program Advisor to create a program plan for you and guide you through your studies
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs
- Practice-based learning through lab, practice or practicum placement courses



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Nursing programs may be met with credits awarded through prior learning assessment and recognition (PLAR). Please see [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a Nursing program, contact Student Services. If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete a Nursing credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, first apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Criminal Record Check (CRC)

If you are admitted to a Nursing program that has a practicum course, you must obtain a satisfactory criminal record check (CRC) prior to enrolment in such a course. A current and clear CRC is a pre-practicum and pre-employment requirement. There is a fee for each CRC.

An additional CRC may be required by the agency providing the placement.



Practicum Placements

If the program you select contains a practicum, it is your responsibility to determine if current employment trends in your region meet your needs and to arrange a clinical practicum placement.

Also, confirm that you have workplace safety insurance coverage in your home province/territory, since insurance varies by province/territory. TRU provides liability coverage for BC students on unpaid practicum placements.

Practicum-based courses may be limited by geographic location, time of year, space and enrolment, and placements cannot be guaranteed in your home region.

Nursing



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.



English Proficiency

If you are an internationally educated nurse whose first language is not English, you must provide evidence of English language proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN) at the level required by the College of Registered Nurses of British Columbia (CRNBC) or the English competency requirements per the BC Care Aide & Community Health Worker Registry Requirements, depending on the requirements for the program in which you are interested.



Contact: Student Services or School of Nursing

If you have any questions about Nursing programs and courses, including admission requirements and documentation, contact Student Services (see the front inside cover) or email tru_ol_nursing@tru.ca.



Professional Associations

The following professional associations recognize Nursing credentials earned through 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



“Learning is never ending and being able to study at your own pace, with supportive tutors by your side, is an ideal way to achieve both career and educational goals.”

Dawn P.

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

Health Care Assistant Certificate

The Health Care Assistant (HCA) Certificate program prepares you to work in both residential care and community settings. It is based on core values and beliefs that are foundational to the HCA practice:

- The respect and value of all human beings
- An appreciation for independence within complex health challenges
- A holistic definition of health
- The right to comprehensive health care
- The provision of care as a genuine concern of another person
- Family as the foundation of society

Note: To be eligible to work as an HCA in any publicly funded health care setting in BC, you must be registered with the BC Care Aide & Community Health Worker Registry. The HCA program helps you to meet the requirements for registration and follows the 2015 BC Provincial Health Care Assistant curriculum guidelines (see www.cachwr.bc.ca/Home.aspx).



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

- Open admission—see [page 11](#)
- English language competency requirements—see www.cachwr.bc.ca/Home.aspx
- Ability to use a computer and the internet at a basic skill level
- Admission Recommendations
- Completion of Grade 11, including Grade 11 English or equivalent
- Volunteering in a residential care facility, especially with seniors
- Discussion with a home support worker

Additional Admission Requirements

- A Consent to a Criminal Record Check (CRC) form—see www.tru.ca/__shared/assets/tru-ol-hcac-crc-form-29250.pdf
- A completed and signed health status declaration form—see www.tru.ca/__shared/assets/health-status-declaration-hca-29480.pdf
- A Standard First Aid certificate
- A CPR Level C or CPR-HCP (health care provider) certificate, issued within the last two years

- An up-to-date immunization record—see HealthLink BC/Immunization for Health Care Workers in BC at www.healthlinkbc.ca/healthlinkbc-files/immunization-health-care-workers
- A Food Safe Level 1 certificate
- A current Workplace Hazardous Materials Information System (WHMIS) certificate
- A completed and signed Health Sciences Placement Network (HSPNet) consent form—see www.tru.ca/__shared/assets/HSPnet_Form36673.pdf

Note: It is important that as a prospective HCA you demonstrate a caring and interested attitude toward older adults and physically challenged persons and are willing to work with these clients and their families to encourage independence.

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus—see [page 12](#) (specifically, HLTH 1155 and 1301))

Certificate Requirements

32 credits total, with a grade of 70% or higher over all theory courses required for this credential; a COM (complete) for laboratory and practicum courses, as follows:

Core Knowledge Requirements (20 credits)

HLTH 1051, *Health 1: Interpersonal Communications* (3)

HLTH 1001, *Health 2: Lifestyle and Choices* (2)

HLTH 1011, *Health and Healing: Concepts for Practice* (3)

HLTH 1101, *Health Care Assistant: Introduction to Practice* (3)

HLTH 1153, *Personal Care and Assistance: Theory* (3)

HLTH 1201, *Healing 1: Caring for Individuals Experiencing Common Health Challenges* (4)

HLTH 1351, *Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges* (2)

Practicum Requirements (12 credits)

HLTH 1155, *Personal Care and Assistance - Skills Practicum* (3)

HLTH 1251, *Practice Experience in Home Support and/or Group Settings* (2)

HLTH 1301, *Practice Experience in Multi-Level or Complex Care* (7)





Practicum and Practice Courses

You must have met all admission requirements and successfully completed all core knowledge courses and before you can enrol in the practicum and practice courses for the Health Care Assistant Certificate (HCA) program.

These courses are held in BC and available to BC residents only. If you want to complete this program but reside outside BC, you may participate at practicum sites in BC or in your home province or territory if you can make appropriate arrangements.



HLTH 1155, Personal Care and Assistance - Skills Practicum

HLTH 1155 must be taken in Kamloops prior to other practicum courses and activities. It includes two weeks (75 hours) in the lab and practice setting so as to meet the BC Care Aide and Community Worker Registry and 2015 BC provincial curriculum guidelines.



HLTH 1301, Practice Experience in Multi-Level or Complex Care

If you have no experience in a residential care facility, you may need to complete HLTH 1301. You can do this in one of two ways:

1. Join a TRU on-campus HCA cohort (HLTH 1300) offered in Kamloops, Williams Lake or region (dependent on vacant seats in the face-to-face program). Refer to TRU's HCA Program Information page at www.tru.ca/nursing/programs/healthcare/program.
2. Join a public post-secondary institution HCA-equivalent practice cohort in BC (dependent on vacant seats). Refer to BC Care Aide & Community Health Worker Registry at www.cachwr.bc.ca/About-the-Registry/List-of-HCA-programs-in-BC.aspx for a list of approved BC educational institutions that offer recognized HCA programs.

PROFESSIONAL DEVELOPMENT OPTION

If you are a non-program student, you can register in courses for this program, excluding HLTH 1153, 1155, 1251 and 1301.



Student Responsibility

Punctual attendance and active participation is required.

You are responsible for all costs associated with practicum courses and activities.

Seniors Living Management Certificate

The Seniors Living Management Certificate program, a collaboration with BC Seniors Living Association (BCSLA), provides you with 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 and vibrant older people.

This program may appeal to you if you want to establish or expand your employment opportunities in the growing field of seniors residence management.

BCSLA (www.bcsla.ca) works with independent and assisted living providers to form and strengthen vital resident-responsive communities that foster independence and freedom of choice for older people who have a proactive approach to health and wellness.

Note: This certificate program, with the exception of its practicum requirements, is available to applicants residing inside or outside of Canada.



PLAR applies: see [page 15](#)

If you have been employed in the seniors residences industry, you may have prior experience or training that can transfer in as academic credits.

PROGRAM REQUIREMENTS

Admission Requirements

- Open admission—see [page 11](#)
- The ability to use a computer and the internet at a basic level

Admission Recommendations

Experience working or volunteering with active seniors

Additional Admission Requirements

A Consent to a Criminal Record Check (CRC) form—see www.tru.ca/__shared/assets/tru-ol-slmc-crc-form-29271.pdf

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see [page 12](#)

Certificate Requirements

23 credits total, with a GPA of 2.00 or higher over all courses required for this credential, as follows:

Core Knowledge Requirements (20 credits)

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

MNGT 2131, *Motivation and Productivity* (3)

HRMN 2821, *Human Resource Management* (3) or any approved human resource management course

HLTH 1021, *Nutrition for Health and Changing Lifestyles* (3)

HLTH 3711, *Healthy Aging: A Contemporary Perspective* (3)

HLTH 3713, *Seniors Residential Site Operations* (5)

Practicum Requirements (3 credits)

HLTH 2707, *Seniors Living Observational Practicum* (1)

HLTH 3707, *Seniors Living Project Practicum* (2)



Practicum Courses

You must have met all admission requirements and successfully completed all core knowledge courses before you can enrol in the practicum courses for the Seniors Living Management Certificate program.

These courses are held in BC and available to BC residents only. If you want to complete this program but reside outside BC, you may participate at practicum sites in BC or in your home province or territory if you can make appropriate arrangements.

PROFESSIONAL DEVELOPMENT OPTION

If you are a non-program student, you can register in courses for this program, excluding the practicum courses HLTH 2707 and HLTH 3707.



Student Responsibility

Punctual attendance and active participation is required.

You are responsible for all costs associated with practicum courses and activities.

Return to Registered Nurse Practice Certificate

The Return to Registered Nurse Practice (RRNP) Certificate program provides educational access to you if you are a non-practising nurse seeking re-entry to professional practice or an internationally educated nurse with an RN background requiring work experience in the Canadian health care system.

You may be a candidate for the RRNP program if you are either:

- Canadian educated and required by the College of Registered Nurses of British Columbia (CRNBC) to complete courses or a program to gain reinstatement of BC licensure or initial registration in BC

or

- Internationally educated and previously registered by a Canadian provincial regulatory authority or international regulatory authority and required by CRNBC to complete courses or a program to gain reinstatement of BC licensure or initial registration in BC

The theory, lab and practice courses reacquaint you with the substantive knowledge, values and skills to support nursing practice decisions and actions in the context of the evolving Canadian health care system.

PROGRAM REQUIREMENTS

Admission Requirements

- A CRNBC Assessment of Application letter, if you are seeking reinstatement or initial registration with CRNBC, specifying additional education required
- Official transcript(s) from previous nursing program(s), sent either from the issuing institution or CRNBC
- Documented evidence of your RN practice/employment history (including evidence of RN employment outside of Canada)
- A Request for Canadian Employment and Role Verification form—see www.tru.ca/__shared/assets/Request-for-Canadian-Employment-and-Role-Verification-Form-38598.pdf
- A completed and signed CRNBC Requisite Skills and Abilities form—see www.tru.ca/__shared/assets/requisite-skills-and-abilities-form-26691.pdf

Additional Admission Requirements

After program admission and prior to enrolment in NURS 3651, a Consent to a Criminal Record Check (CRC) form—see www.tru.ca/__shared/assets/tru-ol-rrnpc-crc-29251.pdf



Nursing

Admission Process

Submitting all admission requirements documentation at the same time will expedite the processing of your application.

Once all documentation is received, your application is reviewed, you may have an assessment interview. If all admission requirements are satisfied and the program has adequate space, you are informed of course dates and registration procedures.

Residency Requirements

A minimum of 8 TRU credits (distance or on-campus)—see [page 12](#) (NURS 3641, 3643, 3651)

Certificate Requirements

17 credits total, with a cumulative GPA of 2.33 (minimum 65%) and a minimum grade of C for all courses for this credential, as follows:

Core Course Requirements (12 credits)

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)

Practicum Course Requirements (5 credits)

NURS 3651, *Return to Registered Nurse Practice* (5)

Prior to enrolment in NURS 3651, you must complete NURS 3643 and submit the following:

- A Request for a CRC form
- An up-to-date immunization record—see HealthLink BC/Immunization for Health Care Workers in BC at www.healthlinkbc.ca/healthlinkbc-files/immunization-health-care-workers
- A current Workplace Hazardous Materials Information System (WHIMIS) certificate
- A practice placement request form
- Your resumé
- A current CPR Level C or CPR-HCP (health care provider) certificate

Additional Requirements (3 credits)

NURS 3661, *Nursing Knowledge for Practice Transition* (3)

Additional requirements depend on your individual student assessment and the recommended plan from the School of Nursing Advisor.



Lab and Practice Courses

The lab workshop course for the RRNP program, NURS 3643, is offered three times a year and must be completed in Kamloops over a four-day weekend. It must be completed before the practice course, NURS 3651.

You must have met all admission requirements and successfully completed all core knowledge courses before you can enrol in the practice course, NURS 3651.

Practicum activities for this course are typically held in BC and the Yukon. If you reside outside this area but want to complete the program, you may participate at practicum sites in BC or in your home province or territory if you can make appropriate arrangements.

PROFESSIONAL DEVELOPMENT OPTION

If you are a non-program student, you may be able to register in courses for this program, excluding NURS 3651, *Return to Registered Nurse Practice*.



Student Responsibility

Punctual attendance and active participation is required.

You are responsible for all costs associated with the lab and practice courses and activities and for uniforms, equipment (computer, stethoscope and so on), travel, housing and food.

You are responsible for all tuition and fees, as this program is not eligible for full- or part-time loans or grants from StudentAidBC or any other provincial loan offices. This is because this program cannot be completed on a full-time basis from start to finish.

Interprofessional Mental Health Practice Certificate

The Interprofessional Mental Health Practice Certificate program provides you with the opportunity to acquire the knowledge and competencies necessary to work in a variety of mental health settings within facilities, agencies and community settings. The program integrates theoretical constructs from best practices in the mental health field with the technical and behavioural competencies required for interdisciplinary practice.

PROGRAM REQUIREMENTS

Admission Requirements

- Permission of the associate dean or designate OR
- Fourth-year standing in TRU's Nursing program or permission from the School of Nursing or eligibility to take a 4000-level course

Additional Admission Requirements

After program admission and prior to enrolment in the practicum course, a Consent to a Criminal Record Check (CRC) form



Official Transcripts

Arrange for any official transcripts needed to meet admission requirements directly from the issuing institution to tru_ol@nursing.ca, to be received at least four weeks prior to course start.

Residency Requirements

A minimum of 6 TRU credits—see [page 12](#) (distance courses; this program is not offered on campus)

Certificate Requirements (15 credits)

HLTH 4411, *Introduction to Mental Health* (3)

HLTH 4421, *Assessment and Intervention Approaches to Mental Health Problems* (3)

HLTH 4531, *Assessment and Intervention Approaches*

Notes:

Prior to registering in HLTH 4551, you must complete all theory courses, with a GPA of 2.00 (a grade of C) or higher over all courses and submit a Request for CRC form.

The Program Coordinator, with your input, arranges a practicum placement, based on availability and resources in the community that you select. It consists of a total of 96 hours and is completed on a part-time or full-time basis. You may need to relocate at your expense if suitable service agencies are unavailable near where you live. Acceptance into this program does not guarantee a practicum placement.

GRADUATION REQUIREMENTS

Completion of all theory courses and the practicum course, with a GPA of 2.00 (a grade of C) or higher over all courses

PROFESSIONAL DEVELOPMENT OPTION

If you already work in a setting with clients who use substances, you may be eligible to take HLTH 4511 as part of your professional development or as an introduction to this field, without program admission.



Contact: School of Nursing

Email tru_ol_nursing@tru.ca with questions about either the Interprofessional Mental Health Practice or Interprofessional Substance Use Practice certificate programs and courses.

Nursing

Interprofessional Substance Use Practice Certificate

This five-course certificate program provides interdisciplinary learners who are working in the substance use field or those interested in this area with an opportunity to acquire the knowledge and competencies necessary to work in a variety of substance use treatment settings within facilities, agencies and community. This substance use program integrates theoretical constructs from best practices in the substance use field with the technical and behavioural competencies developed by the Canadian Centre on Substance Abuse (www.ccsa.ca).

PROGRAM REQUIREMENTS

Admission Requirements

Current employment in a health care, criminal justice, social services or treatment facility setting OR

Graduation from a certificate, diploma or bachelor's degree program in health and human services OR

Permission of the associate dean or designate OR

Fourth-year standing in TRU's Nursing program or permission from the School of Nursing or eligibility to take a 4000-level course

Additional Admission Requirements

After program admission and prior to enrolment in the practicum course, a Request for Consent to a Criminal Record Check (CRC) form



Official Transcripts

Arrange for any official transcripts needed to meet admission requirements directly from the issuing institution to tru_ol@nursing.ca, to be received at least four weeks prior to course start.

Residency Requirements

A minimum of 6 TRU credits—see [page 12](#) (distance courses; this program is not offered on campus)

Certificate Requirements (15 credits)

HLTH 4511, *Introduction to Problematic Substance Use* (3)

HLTH 4521, *Assessment and Intervention Approaches to Problematic Substance Use* (3)

HLTH 4531, *Assessment and Intervention Approaches in Concurrent Disorders* (3)

HLTH 4541, *Population-Based Prevention and Intervention* (3)

HLTH 4551, *Directed Studies Practicum in Substance Use and Concurrent Disorders* (3)



Practicum Course: HLTH 4551

You must have met all admission requirements, submitted a Request for CRC form and successfully completed HLTH 4511, 4521, 4531 and 4541 with a cumulative GPA of 2.00 or higher over all courses before you can enrol in the practicum course, HLTH 4551.

HLTH 4551 is held in BC. If you want to complete this program but reside outside BC, you may participate at a practicum site in BC or in your home province or territory if you can make appropriate arrangements.

The Program Coordinator, with your input, arranges a practicum placement, based on availability and resources in the community that you select. It consists of a total of 96 hours and is completed on a part-time or full-time basis. You may need to relocate at your expense if suitable service agencies are unavailable near where you live. Acceptance into this program does not guarantee a practicum placement.

GRADUATION REQUIREMENTS

Completion of all theory courses and HLTH 4551 with a GPA of 2.00 or higher over all courses required for this credential



Contact: Student Services or School of Nursing

If you have any questions about Nursing programs and courses, including admission requirements and documentation, contact Student Services (see the front inside cover) or email tru_ol_nursing@tru.ca.

Nursing Transition Courses

Nursing transition courses are suitable for you if you are a nationally or internationally educated health care professional or a student enrolled in an entry-level nursing program.

As a *nationally* educated professional, you can choose these courses to support a transition in your professional practice or to receive credit toward a post-diploma undergraduate degree program.

As an *internationally* educated professional, you can choose these courses to support your Canadian licensure through the College of Registered Nurses of British Columbia (CRNBC).

As a student, you can choose theory courses as electives or find a course suitable for transfer credit to your current program of study.

COURSES

HLTH 1061, *Medical English* (3)

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

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

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

NURS 2921, *Perinatal Nursing Practice: Developing Competence* (3) (practice-based course)

NURS 2941, *Psychiatric/Mental Health Nursing*

REGISTRATION REQUIREMENTS FOR PRACTICE-BASED COURSES

NURS 2921 and 2941 are intended for internationally educated nurses (IENs) residing in BC who are seeking CRNBC licensure.

Prior to enrolment in these practice-based courses, please submit the following:

- A CRNBC letter of assessment indicating your eligibility for nurse licensure
- A Request for a Criminal Record Check (CRC) form—see [page 95](#)
- A completed and signed Health Status Declaration form—see www.tru.ca/__shared/assets/health-status-declaration-hca-29480.pdf

- A CPR Level C certificate, current within one year
- An up-to-date immunization record—see HealthLink BC/Immunization for Health Care Workers in BC at www.healthlinkbc.ca/healthlinkbc-files/immunization-health-care-workers
- A completed and signed Health Sciences Placement Network (HSPnet) consent form—see www.tru.ca/__shared/assets/HSPnet_Form36673.pdf



English Proficiency

If you are an internationally educated nurse (IEN) whose first language is not English, you must provide evidence of English proficiency by passing the Canadian English Language Benchmark Assessment for Nurses (CELBAN) at the level required by the College of Registered Nurses of British Columbia (CRNBC).



Contact: Student Services or School of Nursing

If you have any questions about Nursing transition courses, contact Student Services (see the front inside cover) or email tru_ol_nursing@tru.ca.

Notes

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Overview

Our Science programs provide you with exciting options for your career path.

While you can choose from many OL courses and on-campus TRU courses to fulfill your program requirements, you may need to complete and transfer courses from other recognized post-secondary institutions. See British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Plan ahead by taking courses toward your Science credential that can later be applied toward another program, either at OL or elsewhere.

Benefits

As an Open Learning Science student, you benefit from:

- Open admission
- A Program Advisor to create a program plan for you and guide you through your studies
- The flexibility to study online or on-campus, on a full- or part-time basis
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Science programs may be met with credits awarded through the prior learning assessment and recognition (PLAR) process. Please see [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a Science program, contact Student Services (see the front inside cover).

If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms If you plan to complete a Science credential through OL, please fill in a Program Admission Form and send it to OL Admissions

To take courses at other post-secondary institutions and transfer credit to an OL program, first apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.



Contact: Student Services

See the front inside cover of this calendar to contact Student Services if you have any questions about our Science programs and courses.

Science

Associate of Science

You can earn an Associate of Science degree on your way to a bachelor's degree or as an independent credential.

The academic breadth of this program prepares you for the workplace and for upper-level university study.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see [page 12](#)

Associate Degree Requirements

60 credits total of first- and second-year courses (including upper-level courses), with a combined/cumulative 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, but excluding MATH 1157 and 1171)
- 18 credits of second-year courses in two or more of the following areas: natural science, mathematics (including statistics) or engineering science
- 6 credits of first- or second-year university-level courses

Notes:

Campus-based equivalents to most course requirements are available.

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

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

The first-year science requirement must include a minimum of one course with a hands-on lab component (BIOL 1113/1115, 1213/1215; CHEM 1503/1505, 1523/1525; GEOG 1221; GEOL 1111; PHYS 1103/1105, 1203/1205).

DIRECTED STUDIES

Directed Studies consists of concentrated study of a topic in the subject area of the major (biology/life science), which you select in consultation with an Open Learning Faculty Member and your Program Advisor.

Directed Studies is available to you if you have fulfilled the General Education requirements, all the lower-level requirements of the major (biology/life science) and at least 15 credits of upper-level courses in the subject of your major (biology/life science).

As registration procedures differ for Directed Studies courses, consult with a Program Advisor before registering.

Bachelor of Science, General Program

The Bachelor of Science, General program concentrates study in one subject area to the level needed for a minor (18 upper-level credits). No labs are required.

Many Science graduates are highly successful, pursuing careers in medicine, veterinary medicine, medical genetics, elementary and high school teaching, resource management, high tech industry, biotechnology, optometry, pharmacy, dentistry, wildlife management, respiratory therapy and more.



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

Open admission— see [page 11](#)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

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



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



Science

General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see page 124—as follows:

- 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, excluding MATH 1157, 1171 and 1901

18 credits in first- 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, atmospheric science, physical geography, geophysics, physical oceanography: GEOG 1221, GEOL 1111)
- Mathematics (including statistics) (MATH 1101, 2111 or 2121)
- Applied science (bioresource, chemical, civil, mechanical, electrical or computer engineering science; forensic, forest or agricultural science)

Note: 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, with 18 credits in one area, 12 credits in the other two (consult with your Program Advisor)

or

30 credits in three areas of science, with 18 credits in one area, 6 credits in each of the other two (consult with your Program Advisor)

and

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

Elective Requirements (27 credits)

May be lower- or upper-level science or non-science courses (consult with your Program Advisor)

Notes:

Campus-based equivalents to most course requirements are available.

30 credits of the degree requirements (with no more than 15 upper-level credits) may be applied studies: fine and performing arts studio 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 you if you want to specialize in biology/life science.

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see [page 11](#)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total, with a combined/cumulative 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 courses—see [page 124](#)—as follows:

- 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
- 6 credits in social science

Lower-Level Requirements (27 credits)

MATH 1141, *Calculus I* (3) and 1241, *Calculus II* (3) or equivalents (excluding MATH 1157, 1171 and 1091)

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

18 credits in first- 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)

Note: 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 subject area of the major (biology/life science), including 3 credits of Directed Studies—see [page 107](#)

15 upper-level elective credits (may be science or non-science courses; consult with your Program Advisor)

Notes:

Campus-based equivalents to most course requirements are available.

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

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

Notes

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Overview

OL's Technology programs provide you with exciting options for your career path. Whether you wish to enter the field of water treatment, information technology or computing science, we can get you started on your journey.

While you can choose from many OL courses to fulfill your program requirements, you may need to complete and transfer courses from other recognized post-secondary institutions. See British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Plan ahead by taking courses toward your Technology credential that can later be applied toward another program, either at OL or elsewhere.

Benefits

As an Open Learning Technology student, you benefit from:

- Open admission for some programs
- A Program Advisor to create a program plan for you and guide you through your studies
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Technology programs may be met with credits awarded through the prior learning assessment and recognition (PLAR) process. Please see [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a Technology program, contact Student Services (see the front inside cover).

If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete a Technology credential through OL, please fill in a Program Admission Form and send it to OL Admissions

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.



Contact: Student Services

See the front inside cover of this calendar to contact Student Services if you have any questions about our Technology programs and courses.

Technology

Water Treatment Technology Program

The Water Treatment Technology (WTT) program is designed to address your educational requirements, whether you are an entry- or advanced-level operator in water treatment, distribution and collection systems.

As a graduate of this program, you can pursue employment in many settings, such as:

- Water and wastewater facilities, including municipalities, regional districts and industrial engineering firms
- Environmental and ecological services
- Laboratories
- Water companies
- Water treatment equipment, services and supplies sales
- Government facilities, such as provincial parks, national parks, Correctional Services, RCMP and Canada Border Services

The WTT Diploma can be laddered into the Bachelor of Technology (page 118) or the Bachelor of Technology (page 117) program.

The structure of the WTT program is progressive, with four levels of credentials:

- Level I WTT Certificate (15 credits)
- Level II WTT Certificate: Level I plus 15 credits (30 credits)
- Level III WTT Certificate: Level II plus 15 credits (45 credits)
- WTT Diploma: Level III plus 15 credits (60 credits)



PLAR applies: see page 15



Environmental Operators Certification

To be recognized as a certified operator in the province of BC, you must also hold an Environmental Operators Certification Program (EOCP) certificate (refer to www.eocp.ca), in addition to your WTT Certificate or Diploma.

PROGRAM REQUIREMENTS

LEVEL I WTT CERTIFICATE (15 CREDITS)

Admission Requirements

Open admission—see page 11

Provincial Grade 12 diploma or equivalent

Admission Recommendations

Chemistry 11 and Foundations of Math 11

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements (15 credits)

A grade of C or higher over each course required to complete this credential, as follows:

WTTP 1171, *Environmental Legislation* (1)

WTTP 1181, *Occupational Health and Safety* (1)

WTTP 1191, *Communications* (1)

WTTP 1701, *Water Sources* (3)

WTTP 1711, *Water Treatment I* (3)

WTTP 1721, *Applied Math and Science* (3)

WTTP 1731, *Mechanical Systems I* (3)

LEVEL II WTT CERTIFICATE (30 CREDITS)

Admission Requirements (15 credits)

Level I WTT Certificate or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

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)



Practicums

Consult the Program Coordinator regarding the options available for completing WTPP 1891 and WTPP 2891. If you are currently working at a plant, you can apply to complete the practicum at your workplace. Recommended completion is in Kamloops at the Centre for Water Quality. You arrange your practicum in consultation with the Program Coordinator and onsite practicum supervisors.

LEVEL III WTT CERTIFICATE (30 CREDITS)

Admission Requirements (15 credits)

Level II WTT Certificate or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)
—see [page 12](#)

Certificate Requirements (15 credits)

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

WTT DIPLOMA (60 CREDITS)

Admission Requirements (45 credits)

Level III WTT Certificate or equivalent

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)
—see [page 12](#)

Certificate Requirements (15 credits)

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

Technology

Certificate in Information Technology

The Certificate in Information Technology (IT) gives you the freedom to take a wide variety of distance or on-campus courses in IT, either at TRU and OL or through OL's consortium partners.

This generalist certificate is for you if you want to redirect your focus halfway through your program or seek recognition for mixed IT skills from recognized sources.

The 15-credit Certificate in Business Skills program (page 54) may be taken as a complementary program to this certificate.

The Certificate in Information Technology ladders into either the Diploma in Information Technology and Management (page 115) or the Diploma in Management Studies (page 58).

Notes:

If you plan to ladder into the Diploma in Information Technology and Management, choose a minimum of 21 credits in approved IT or computing courses.

If you plan to ladder into the Bachelor of Computing Science, note that UVIC CMPT courses are not transferable to this credential.

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

Admission Recommendations

Provincial Grade 12 diploma or equivalent

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

Certificate Requirements

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

Core Knowledge Requirements (27 credits)

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

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

3 to 6 credits in introductory IT and/or computer courses, such as MIST 2611, *Management Information Systems I*, COMP 1131, *Computer Programming I*, COMP 1231, *Computer Programming II* or equivalent

15 to 18 credits in approved IT-related courses, transfer credit courses, or PLAR credit; courses may include TRU distance or on-campus COMP courses

Elective Requirements (3 credits)

3-credit elective, excluding XCOMP courses (consult with your Program Advisor)

Diploma in Information Technology and Management

The Diploma in Information Technology and Management program supports your academic pursuits if you have completed the Certificate in Information Technology (page 114) or a recognized computing certificate with 30 or more transferrable credits.

Study in this diploma program on a part-time basis while employed in the industry.

Note: This program is not available to students in the Diploma in Management Studies (page 58).



PLAR applies: see page 15

PROGRAM REQUIREMENTS

Admission Requirements

One of the following:

- A certificate in Information Technology
- A Computer-Based Information Systems certificate from UVic
- Another recognized IT or computing certificate from another post-secondary institution, with 30 or more transferable credits, including a minimum of 21 credits in IT or related courses (COMP, MIST, XCMP)

Note: The 60 credits required for this diploma must include a minimum of 6 ENGL or CMNS credits and 30 IT and/or computing credits. If you have a certificate with fewer than 30 credits or without key prerequisites, OL may specify that you complete additional courses for this diploma.

Residency Requirements

A minimum of 9 TRU credits (distance or on-campus)—see page 12

Diploma Requirements

30 credits total (in addition to the 30 credits from the Certificate in Information Technology or equivalent), with a combined/cumulative GPA of 2.00 or higher over all courses required to complete this credential, as follows:

Core Knowledge Requirements (12 credits)

ACCT 2211, *Financial Accounting* or equivalent (3)

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

MNGT 1111, *Supervision* (3) or MNGT 1211, *Management Principles and Practices* (3) or MNGT 2131, *Motivation and Productivity* (3) or approved equivalent

ORGB 2811, *Organizational Behaviour* (3) or equivalent

Elective Requirements (18 credits)

15 credits of approved IT and business electives, including a minimum of 6 credits of business electives, such as ACCT 2251, *Management Accounting* (3), ACCT 2281, *Accounting Software Systems* (3), BLAW 2911 (3), *Commercial Law* (3), HRMN 2821, *Human Resource Management* (3), MKTG 2431, *Marketing* (3)

3 credits of electives that do not overlap with previous studies

Technology

Bachelor of Computing Science

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

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

- Graduates of any non-computing undergraduate program in arts, business, education, engineering or science who plan 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 who want to upgrade their knowledge and skills
- Students currently enrolled in a TRU science program
- Individuals wishing to enter a career involving computer-based systems, with special emphasis on small and medium sized companies and organizations



PLAR applies: see [page 15](#)

PROGRAM REQUIREMENTS

Admission Requirements

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 12](#)

DEGREE REQUIREMENTS

120 credits total, including at least 45 upper-level credits, with a combined/cumulative 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, *Introduction to University Writing* (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

Note: If you do not meet all first- and second-year course requirements through transfer credit and/or PLAR, you 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 designed to give tradespeople, technologists and technicians the communication and interpersonal skills necessary to move into a leadership or management role.

If you have strong technical expertise, this program is intended to equip you with the skills you need to be an effective workplace manager.

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

As a graduate of this program, you have the option of using many of its courses as prerequisites toward TRU's Master of Business Administration ([page 72](#)).



PLAR applies: see [page 15](#)

If you have a recognized four-year trades qualification or technology diploma, you may receive up to 60 PLAR credits toward the 120 credits required to complete this credential.

PROGRAM REQUIREMENTS

Admission Requirements

- A two-year diploma in technology or recognized trades qualification or equivalent
- University-level writing skills (assessed during the admission process; enrolment in a course such as ENGL 1101, *Introduction to University Writing* may be required)

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

63 credits total (in addition to the credits from the two-year diploma or trades qualification or equivalent), including at least 45 upper-level credits, with a combined/cumulative 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, such as CMNS 1291, *Introduction to Professional Writing* (3) or ENGL 1101, *Introduction to University Writing* (3) and one communication studies course

3 credits in statistics, such as STAT 1201, *Introduction to Probability and Statistics* or equivalent (3)

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

6 credits in micro- and macro-economics (ECON 1901 and ECON 1951 or equivalent)

Upper-Level 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, such as 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 such as RSMT 3501, *Introduction to Research Methods* (3) or equivalent

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

Technology

Bachelor of Technology (Trades and Technology Leadership)

The Bachelor of Technology, Trades and Technology Leadership program provides you, as a qualified tradesperson or technologist, with the knowledge and skills necessary to become an effective team leader, supervisor or manager in a changing business and technical environment.



PLAR applies: see [page 15](#)

If you have a recognized four-year trades qualification or technology diploma, you may receive up to 60 PLAR credits toward the 120 credits required to complete this credential.

PROGRAM REQUIREMENTS

Admission Requirements

- Provincial Grade 12 diploma or equivalent
- Red Seal Trades Qualification or recognized technology diploma or equivalent

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see [page 12](#)

Degree Requirements

120 credits total (at least 45 of which must be upper-level), with a combined/cumulative GPA of 2.00 or higher over all courses required to complete this credential, as follows:

Core Knowledge Requirements (60 credits)

Up to 60 credits, depending on credits transferrable from your trade qualification or technology diploma (consult with your Program Advisor when choosing core knowledge courses)

General Education Requirements (15 credits)

General Education requirements (discuss with your Program Advisor), as follows:

- 3 credits in English, 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, *Introduction to University Writing* or approved equivalent

- 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 (generally upper-level)

Core Knowledge Requirements (18 credits)

- 3 credits in MNGT 1111, *Supervision* (3) or MNGT 1211, *Management Principles* (3)
- 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, including credits beyond the 12 credits selected for the above closed electives and any of the following:

- 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)

Overview

Whether you are just beginning your post-secondary studies or have already completed a credential and want to enhance your resume, our Tourism programs can help you meet your educational goals.

While you can choose from many OL courses to fulfill your program requirements, you may need to complete and transfer courses from other recognized post-secondary institutions. Refer to British Columbia Council on Admissions & Transfer (BCCAT) at www.bccat.ca to explore your course options.

Plan ahead by taking courses toward your Tourism credential that can later be applied toward another program, either at OL or elsewhere.

Benefits

As an OL Tourism student, you benefit from:

- A Program Advisor to create a program plan for you and guide you through your studies
- The flexibility to study online or on-campus, on a full- or part-time basis
- The opportunity to apply for PLAR
- Student services, including financial assistance and awards programs, library services and help with writing and math
- The ability to transfer courses from or to other educational institutions and to apply program credits earned to other OL programs



PLAR

www.tru.ca/distance/plar-ol

Some program requirements for certain Tourism programs may be met with credits awarded through the prior learning assessment and recognition (PLAR) process. Please see [page 15](#) or the website.



Program Application

www.tru.ca/distance/register/registernow

To talk with us about applying for and starting a Tourism program, contact Student Services (see the front inside cover).

If you prefer, you can apply online at the above URL or through EducationPlannerBC at www.educationplannerbc.ca.



Student Forms: Program Admission and LOP

www.tru.ca/distance/services/forms

If you plan to complete a Tourism credential through OL, please fill in a Program Admission Form and send it to OL Admissions.

To take courses at other post-secondary institutions and transfer credit to an OL program, first apply for a Letter of Permission (LOP). If your program and that of a transferring institution are listed on the CVU-UVC website, you can use the LOP form at www.cvu-uvc.ca/apply/LOP.php to save admission fees.



Student Responsibility

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

If you proceed otherwise, you may find that a course does not meet program requirements and its credits may not be applied toward your chosen credential, or you may be required to pay an additional transcript assessment fee.



Contact: Student Services

Contact Student Services if you have any questions about our Tourism programs and courses.

Tourism

Event Management Certificate

The Event Management Certificate program is intended 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 120).

PROGRAM REQUIREMENTS

Admission Requirements

Open admission—see page 11

Basic computer skills

Residency Requirements

A minimum of 6 TRU credits (distance or on-campus)—see page 12

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 you as a graduate of a recognized two-year diploma program in tourism management, hospitality administration, outdoor recreation, or a related programs. Choose from either the Tourism Management or the Hospitality Administration streams. This degree forms an integral part of the BC Tourism Learning System.

Note: Certain courses may be available only once per year. Hospitality administration courses may not be available by distance.

PROGRAM REQUIREMENTS

Admission Requirements

Graduation from a recognized two-year tourism or hospitality program, with a GPA of 2.67 or higher for the maximum block transfer credit toward this degree; industry experience is assumed

Note: If you do not have this requirement but have considerable industry experience, you may apply for admission upon completion of at least 60 credits of directly applicable coursework, preferably including core business and tourism or hospitality foundation courses.

Residency Requirements

A minimum of 15 TRU credits (distance or on-campus)—see page 12

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 (21 credits)

May be met with lower- or upper-level courses (discuss with your Program Advisor), as follows:

- 6 credits in English, such as ENGL 1001, *Literature and Composition 1* (3), ENGL 1021, *Composition and Indigenous Literature in Canada I* (3), ENGL 1011, *Literature and Composition II* (3), ENGL 1031, *Composition and Indigenous Literature in Canada II* (3)
- 3 credits in statistics, such as STAT 1201, *Composition and Indigenous Literature in Canada* (3)
- 3 credits in humanities other than English
- 3 credits in introductory economics, such as ECON 1221, *Introduction to Basic Economics* (3) or ECON 1901, *Principles of Microeconomics* (3)
- 3 credits in human, cultural or regional geography relevant to tourism, such as GEOG 1191, *Introduction to Human Geography 1: People and the Environment* (3)
- 3 credits in natural science

Core Knowledge 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, *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: Effective Communication Skills*)
- 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, *Introduction to Tourism*)
- Business law (BLAW 2911, *Commercial Law*)
- Co-op/practicum (may be completed via PLAR)
- Community and cultural issues (CONV 1031, *Celebrating Community and Culture*)
- Environmental stewardship (ENVS 3991, *Environmental Studies: Sustainability*)

Co-op/practicum (may be completed via PLAR)

HOSPITALITY ADMINISTRATION STREAM

At least one course from each of the following 11 subject areas:

- Accounting (ACCT 2211, *Financial Accounting*)
- Computer applications (MIST 2611, *Management Information Systems*)
- Marketing (MKTG 2431, *Marketing*)
- Accommodations
- Hospitality marketing
- Business communication (CMNS 1291, *Introduction to Professional Writing*, CMNS 1811, *Business, Professional or Academic Composition* or BBUS 3631, *Open Communication: Effective Communication Skills*)

- Human resource management (HRMN 2821, *Human Resource Management*)
- Organizational behaviour (ORGB 2811, *Organizational Behaviour*)
- Food and beverage service
- Hospitality law (CONV 1051, *Legal Liability and Risk Management*)
- Co-op/practicum: may be completed via PLAR

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 (VIU)'s TRMT 470, *Policy and Planning in Recreation and Tourism*)
- Financial management for tourism (FNCE 2121, *Financial Management*)
- Entrepreneurship (ENTR 4751, *New Venture Creation*)
- Community and cultural issues (MNGT 3711, *Business Ethics and Society*)
- People management/human relations (BBUS 3661, *Strategic Human Resource Management*)
- Organizational leadership (BBUS 4833, *Effective Leadership*)
- Communication (BBUS 3631, *Open Communication: Effective Communication Skills*)

A graduating seminar

Upper-Level Tourism or Hospitality Administration Requirements (15 credits)

At least one course from each of 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, *International Marketing* or VIU's TRMT 368, *International Marketing in Recreation and Tourism*)

Tourism

Elective Requirements (27–30 credits)

Elective requirements are met, typically, through block transfer credit from recognized tourism management or hospitality administration diploma programs.

Potential electives available by distance may include but are not limited to courses delivered by OL, including University of Victoria (UVic) courses, Vancouver Island University (VIU) or other BC post-secondary institutions.

Course offerings from all institutions may vary from year to year.

OL Courses

ACCT 2511, *Management Accounting* (recommended)

IBUS 3511, *International Business*

MNGT 3711, *Business Ethics 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 through 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)

Vancouver Island University (VIU) Courses

TRMT 359, *Management of Parks and Protected Areas*

TRMT 392, *Programming and Services for Seniors*

TRMT 430, *Resort Management*

TRMT 475, *Lifestyle Management*

For more courses, refer to VIU's Program and Course Calendar, Tourism Management page at <https://programs.viu.ca/courses/tourism-management>.



Other Institutions

Various tourism management and hospitality administration courses are offered to part-time students through distance delivery by other BC post-secondary institutions, including Capilano University at www.capilanou.ca.



Student Responsibility

Be sure to consult with your Program Advisor when choosing courses for either the Event Management Certificate or the Bachelor of Tourism Management program.

General Education Requirements

General Education Requirements

Arts and Science Degree Programs

OL degree programs in arts; fine and performing arts (design, fine art, music); and science require 6 credits of university-level English and completion of requirements in the following discipline areas: humanities (other than English), mathematics and/or natural sciences, social sciences and interdisciplinary fields, as follows:

Humanities

Art History
Classical languages and literature
Classical studies
Comparative literature
Communications
Creative writing
Cultural studies
History
Humanities
Journalism
Linguistics
Media studies
Modern languages and literature
Music history
Philosophy
Religious studies
Theatre studies

Mathematics and/or Natural Sciences

Astronomy
Biochemistry
Biology
Botany
Chemistry
Computer science
Earth sciences
Ecology
Environmental science
Geology
Geophysics

Kinesiology
Mathematics
Microbiology
Ocean science
Physical anthropology
Physical geography
Physics
Physiology
Statistics
Zoology

Social Sciences

Anthropology
Archaeology
Criminology
Economics
International relations
Political science
Psychology
Regional/human/cultural geography
Sociology

Interdisciplinary Fields

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

Business and Related-Degree Programs

Some OL degree programs in business and management studies require 3 to 6 credits of university-level English and completion of requirements in the following discipline areas: social sciences, humanities, natural sciences, arts and science electives, as follows:

Social Sciences

Aboriginal studies
Anthropology
Archaeology
International relations
Political science
Psychology (excluding statistics, data analysis)
Regional, human, cultural geography
Sociology

Humanities

Art history
Classical languages
Classical studies
Cultural studies
History
Humanities
Journalism
Linguistics
Modern languages
Music history
Philosophy
Religious studies
Theatre studies (excluding acting, speech, stagecraft)

Natural Sciences

Astronomy
Biochemistry
Biology
Botany
Chemistry
Earth sciences
Ecology
Environmental studies
Geology
Geophysics
Microbiology
Ocean science
Physical anthropology
Physical geography
Physics
Physiology
Zoology

Arts and Science Electives

All disciplines under social sciences, humanities, natural science, plus:
Applied economics
Computer science
Economics
English
Mathematics



Student Responsibility

Be sure to consult with your Program Advisor when choosing courses to meet General Education requirements for your program.

Campus Distance Education Programs and Courses

Campus Delivery

TRU offers distance education programs through the Faculty of Science and the School of Business and Economics (SoBE). These programs are unaffiliated with Open Learning.

Campus Distance Education Programs and Courses

FACULTY OF SCIENCE

Animal Health Technology (AHT)

www.tru.ca/science/programs/aht/disted

No matter where in Canada you are located, if you are already working in a veterinary clinical setting, you can become an animal health technologist (AHT), thanks to a dynamic partnership of AHT course instructors, a supportive veterinary employer willing to provide clinical mentoring and your self-motivated, independent learning.

The Canadian Veterinary Medical Association (CVMA) Animal Health Technology/Veterinary Technician Program Accreditation Committee regards the TRU Animal Health Technology (AHT) program as a fully accredited program. It delivers training both on-campus and online and is recognized throughout Canada. The AHT program also has full accreditation with the Ontario Association of Veterinary Technicians.

As an AHT graduate, you are eligible to write the Veterinary Technician National Examination (VTNE), upon successful completion of which you can apply for Registered Animal Health Technologist status with a provincial animal health technologist/veterinary technician association.

See the website (at the above URL) for more about this program and contact information.

Animal Welfare Certificate (AWC)

www.tru.ca/science/programs/distance/awcp

The AWC program is for you if you are an animal care giver interested in a career in animal welfare or in upgrading your work skills. You may already be employed or seeking employment in the animal welfare industry or involved in retail sectors, such as pet stores or related businesses. Depending on your individual requirements, you may wish to complete only selected modules.

The Animal Welfare Certificate (AWC) program was jointly developed with the BC Society for the Prevention of Cruelty to Animals (SPCA), and it builds on the highly regarded Animal Health Technology (AHT) program (see this page) and the Bachelor of Science (BSc) degree (on-campus).

With your completion of AWCP 1700 or AWCP 1710, you can obtain a certificate of completion and TRU undergraduate course credits. These credits are honoured in certain UBC programs.

See the website (at the above URL) for this program's courses, FAQs, registration, contact information and more.



Asthma Educators and Certified Respiratory Educator (CRE) Programs

The Asthma Educators and Certified Respiratory Educator programs are temporarily suspended for new admissions and continue for current students only.



Student Loans: Science Distance Programs

The Animal Health Technology (AHT) distance program qualifies for Canadian student loans, but the Animal Welfare Certificate program *does not qualify* for these loans.

For more information, refer to TRU Student Awards and Financial Support at www.tru.ca/awards.



Contact: Faculty of Science

www.tru.ca/science/programs/distance

Refer to the above URL for more about the Animal Health Technology (AHT) or Animal Welfare Certificate (AWC) programs.

SCHOOL OF BUSINESS AND ECONOMICS

Business Foundations Certificate

www.tru.ca/business/certificates_diplomas/business_foundations_certificate.html

The Business Foundations Certificate may be suitable for you if you want to earn a business credential quickly (within one year) to help you secure an entry-level accounting or administrative position or to advance in your current workplace.

As a graduate of this program, you can ladder into the Accounting Technician Diploma (page 57), either online or on-campus, the Management Diploma (on-campus) or the Bachelor of Business Administration (on-campus).

See the website (at the above URL) for this program's learning objectives and options, admission and program requirements, courses, contact information and more.

Campus Distance Education Programs and Courses

Administrative Assistant Certificate

www.tru.ca/business/certificates_diplomas/administrative_assistant_certificate_online.html

The Administrative Assistant Certificate (online) prepares you for employment in a variety of office positions. Emphasis is placed on developing communication, software application and accounting skills and the ability to work effectively as part of a team.

As a graduate of this program, you can ladder into the Executive Assistant Diploma (either online or on-campus) and receive a block transfer of 15 credits for the courses completed in this or a similar program elsewhere. You can also pursue the IAAP Certified Administrative Professional (CAP) or Organizational Management designations.

See the website for this program's learning objectives and options, admission and program requirements, contact information and more.



Student Loans: Administrative Assistant

www.tru.ca/awards

The online version of the Administrative Assistant Certificate is not eligible for government student loans and grants.

For more information, refer to TRU Student Awards and Financial Support at the above url.



Contact: School of Business and Economics

www.tru.ca/business

Refer to the above URL for more about the Business Foundations, Administrative Assistant, Executive Assistant and Legal Administrative Assistant programs offered by the School of Business and Economics (SoBE).

Courses

- ABTS 1100, *Word Processing 1* (1)
- ABTS 1110, *Word Processing 2* (1)
- ABTS 1120, *Desktop Publishing* (1)
- ABTS 1130, *Keyboarding 1* (1)
- ABTS 1140, *Keyboarding 2* (1)

- ABTS 1200, *Introduction to Computers* (1)
- ABTS 1210, *Spreadsheets 1* (1)
- ABTS 1220, *Spreadsheets 2* (1)
- ABTS 1230, *Database* (1)
- ABTS 1240, *Presentation Software* (1)
- ABTS 1250, *Integrated Project* (1)
- ABTS 1260, *Website Design and Maintenance* (1)
- ABTS 1300, *Business English* (2)
- ABTS 1310, *Business Communications* (2)
- ABTS 1410, *Computerized Accounting* (2)
- ABTS 1430, *Accounting 1* (1)
- ABTS 1440, *Accounting 2* (2)
- ABTS 1450, *Business Math and Calculators* (0)
- ABTS 1500, *Human Relations* (1)
- ABTS 1510, *Job Search* (1)
- ABTS 1520, *Practicum* (1)
- ABTS 1530, *Administrative Procedures* (1)
- ABTS 1540, *Records Management* (0)
- ABTS 1550, *Online Learner Success* (0)

Note: If you complete ABTS 1100, 1140, 1200, 1210, 1230, 1300, 1400, and 1500, you can, upon application, be awarded a Business Fundamentals Certificate, qualifying you for some entry-level office administration positions. Further study is recommended, however.

Executive Assistant Diploma

The Executive Assistant Diploma prepares office administration students to serve in more senior positions as office managers and assistants to senior executives in both industry and government.

Graduates of this program are well prepared to write the accreditation exams for the IAAP Certified Administrative Professional (CAP) or Organizational Management (OM) designations. As a graduate, you can also ladder into the Bachelor of Commerce [page 60](#)) or the Bachelor of Business Administration (on-campus).

See the website for this program's learning objectives and options, admission and program requirements, courses, contact information and more.

Campus Distance Education Programs and Courses

Legal Administrative Assistant Certificate

www.tru.ca/business/certificates_diplomas/legal_admn_assistant_certificate_online.html

The Legal Administrative Assistant Certificate provides you with skills in keyboarding and transcriptions, along with knowledge of proper legal terminology and procedures. Graduates find work with local law firms, notaries, judges and legal departments of larger private and public organizations. As a graduate, you can pursue the Certified Administrative Professional (CAP) or Organizational Management (OM) designation or ladder into the Executive Assistant Diploma and possibly a business degree. Previous office experience is recommended and Grade 11 completion is required for success in this program .

See the website (at the above URL) for this program's admission and graduation requirements, contact information and more.

Prerequisite Courses

- ABTS 1100, *Word Processing 1* (1)
- ABTS 1110, *Word Processing 2* (1)
- ABTS 1140, *Keyboarding 2* (or speed of 45 WPM) (1)

- ABTS 1200, *Introduction to Computers* (1)
- ABTS 1300, *Business English* (2)
- ABTS 1550, *Online Learner Success* (0)

Recommended Courses

- ABTS 1310, *Business Communications* (2)
- ABTS 1450, *Business Math and Calculators* (0)
- ABTS 1500, *Human Relations* (1)
- ABTS 1530, *Administrative Procedures* (1)
- ABTS 1540, *Records Management* (0)

Required Courses

- LEGA 1010, *Introduction to the Canadian Legal System* (1)
- LEGA 1020, *Legal Office Procedures* (1)
- LEGA 1030, *Litigation Procedures 1* (1)
- LEGA 1040, *Litigation Procedures 2* (1)
- LEGA 1050, *Family Litigation Procedures* (2)
- LEGA 1060, *Corporate Procedures 1* (2)
- LEGA 1070, *Corporate Procedures 2* (1)
- LEGA 1080, *Conveyancing Procedures 1* (2)
- LEGA 1090, *Conveyancing Procedures 2* (2)
- LEGA 1100, *Wills and Estates* (2)



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Notes

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Open Learning Course Descriptions

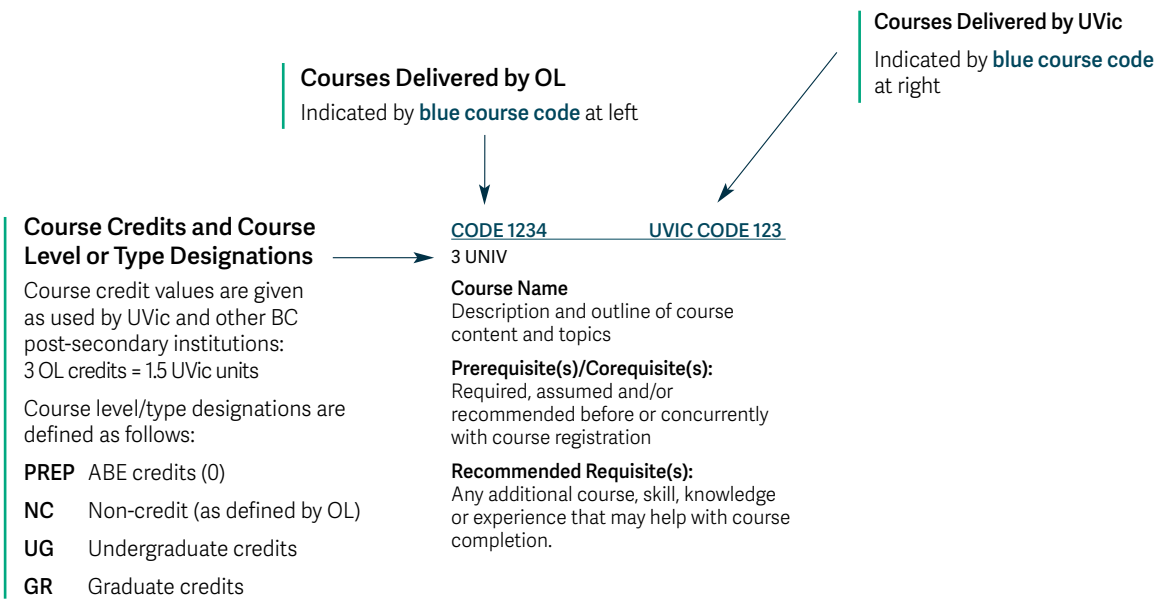
Course Descriptions Overview

Go to the Courses pages at www.tru.ca/distance/courses or to Register Now at www.tru.ca/distance/register/registernow for up-to-date course descriptions, including delivery formats and estimated tuition and fees.

HOW TO READ A COURSE DESCRIPTION

Courses are listed alphabetically by course acronym/letter code (for subject area) and numerically by four-digit course number (for academic level).

- Four-digit numbers beginning with “0” indicate adult basic education (ABE), or high-school level, courses and some non-credit courses, such as labs and placement exams.
- 1000-level numbers indicate first-year courses, (lower-level requirements), usually taken in the first year of a program and typically with no prerequisites.
- 2000-level numbers indicate second-year courses, (lower-level requirements), usually taken in the second year of a program and may have one or more prerequisites.
- 3000-level numbers indicate third-year courses, (upper-level requirements), usually taken in the third or fourth year of an undergraduate degree program; most have one or more prerequisites and/or recommended requisites.
- 4000-level numbers indicate fourth-year courses, (upper-level requirements), usually taken in the third or fourth year of an undergraduate degree program; most have one or more prerequisites and/or recommended requisites.
- 5000-level numbers generally indicate graduate-level courses. Most have one or more prerequisites that often include meeting the admission requirements of the related program, and may have recommended requisites.
- 6000-level numbers indicate graduate-level courses required for graduate- or masters-level programs. Most have one or more prerequisites that often include meeting the admission requirements of the related program, and may have recommended requisites.



Course Descriptions Overview

Scheduling and Registration Deadlines

Courses are either paced or self-paced, and this affects scheduling and registration deadlines.

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

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

Delivery Formats and Completion

The start date and maximum time allotted for course completion depends on the delivery format of a course and on the delivering post-secondary institution. Delivery formats are specified in the course descriptions on the OL website, not in this calendar.

Online, self-paced courses are delivered online. You study individually on your own time and at your own pace, along with the support of your Open Learning Faculty Member. Some required content may not be provided; additional materials may be required.

Online, paced courses are delivered online and are facilitated by an Open Learning Faculty Member. They have specific start and end dates, usually in September, January and May, and applicable registration deadlines. Additional materials may be required.

Print, self-paced courses are delivered through instructional materials sent directly to you in a course package. You study individually on your own time and at your own pace, along with the support of your Open Learning Faculty Member. Internet access is often required.

In-person courses require that you physically attend a lab, workshop, clinical practicum placement, practice, seminar or other type of face-to-face learning. Some in-person courses have specific start and end dates, with applicable registration deadlines. Internet access is often required.

Note: Not all delivery formats are available for each course. Go to the Courses pages at www.tru.ca/distance/courses or to Register Now at www.tru.ca/distance/register/registernow for up-to-date course details, including delivery methods offered.

Prerequisites, Corequisites and Recommended Requisites

PREREQUISITES

You must meet stated prerequisites, if any, before you can register in a particular course. These can include English language requirements, high school education, previous courses, credentials, skills, academic standing, qualifications and experiences.

COREQUISITES

Corequisites must be taken at the same time as the described course. You register in a corequisite and the described course at the same time. Only a few courses have corequisites.

RECOMMENDED REQUISITES

Although most courses do not have prerequisites, many have one or more recommended requisites. Recommended requisites can include previous courses, credentials, academic standing, skills, qualifications, knowledge and experiences that, though not mandatory, are helpful or supportive to the subject matter in the described course.



Prerequisites, Corequisites, Recommended Requisites

If prerequisites, corequisites or recommended requisites are not listed under the course description in this calendar, assume that there are none for that course.

Recommended requisites, typically, are *strongly* or *highly* recommended for successful completion of the target course.

Course Descriptions Overview

Required Equipment

All online courses delivered by OL and UVic require access to a computer with high-speed internet, and this may also be required by print-based courses.

Most online courses delivered by OL use a learning management system (LMS).

Once you register for a course, you can log in to your course's LMS to access your course module commentaries, contact your Open Learning Faculty Member, post and participate in online discussions and check for course bulletins as you proceed through the course.

Make sure you have an up-to-date browser (such as Firefox, Internet Explorer, Google Chrome, Opera and Safari) that is compatible with the LMS used by your course. The browser must also support Adobe Flash, as some courses run media in a Flash format.

Many courses also require that you have an updated version of either Microsoft Word, Open Office or a word-processing software capable of generating .doc files.

Go to the Courses pages at www.tru.ca/distance/courses or to Register Now at www.tru.ca/distance/register/registernow for up-to-date course descriptions and course details.

The delivering institution for each course provides technical assistance to students. For OL courses, refer to the IT Service Desk page at www.tru.ca/its or contact it at itservicedesk@tru.ca or 1-888-852-8533.

For UVic courses delivered by OL, refer to www.distance.uvic.ca/onlinehelp.



Computer with Internet Requirement

A computer with high-speed internet is assumed for all online courses and is therefore not noted in the course descriptions. For questions about equipment or software required for courses, contact either Student Services (for OL courses) or the institution delivering the course.

Textbooks and Materials

Textbooks and materials information can often change throughout the year. Refer to course descriptions at www.tru.ca/distance/courses to view current textbook and material information by course.

Textbooks and materials may be sent to you within in a course package for certain courses. However, you may be required to purchase textbooks and materials on your own for other courses.

Course Descriptions

ACCT 1211

3 UG

Accounting I

Students develop the ability to record business transactions and prepare financial statements for a small business enterprise. Topics include accounting and the business environment; recording business transactions; adjusting entries; closing entries and completing the accounting cycle; merchandising accounting; accounting information systems; internal control and cash; receivables; property, plant and equipment; goodwill and intangible assets; and current liabilities and payroll accounting.

Recommended Requisite:

Provincial Grade 12 diploma or equivalent

ACCT 1221

3 UG

Accounting II

Building on ACCT 1211: Accounting I, students develop the ability to prepare and analyze increasingly complex financial statements. Topics include partnership accounting; corporate accounting; long-term liabilities; investments and international operations; the cash flow statement; and financial statement analysis.

Prerequisite:

ACCT 1211

ACCT 1921

3 UG

Accounting Systems I

This course provides students an introduction to accounting software packages. Students will study Simply Accounting including general journal, general ledger, accounts payable, accounts receivable, payroll journal and ledger, projects, reconciliations and deposits.

Recommended Requisites:

ACCT 1211 and 1221 or BBUS 2211; basic computer and file management skills

ACCT 2211

3 UG

Financial Accounting

Students develop the ability to prepare and analyze the financial statements of public corporations. Topics include an overview of corporate financial reporting, transaction analysis, and accounting entries; double-entry accounting systems; merchandising and inventory; internal control, cash, and receivables; long-lived assets and current liabilities; financial reporting concepts and accounting for partnerships; corporations; long-term liabilities; cash flow statement; investments; and financial statements analysis.

Recommended Requisite:

English 12/English 12 First Peoples (73% or better) or equivalent (in last 5 years)

ACCT 2251

3 UG

Management Accounting

Students develop the ability to collect, analyze and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions. Topics include the changing role of management accounting and basic concepts; product costing and cost accumulation; process costing and hybrid product costing systems; activity-based costing and activity-based management; activity analysis, cost 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 Requisites:

ACCT 2211 or 1211 and 1221; MIST 2611; ENGL 1101

ACCT 2281

3 UG

Accounting Software Systems

Students learn to maintain the financial records of a small business using an accounting software package. Topics include an introduction; accounts payable; accounts receivable; payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currencies and remittances; project allocations; reconciliations and deposits; and comprehensive setup.

Recommended Requisites:

ACCT 2211 or 1211; ENGL 1101

ACCT 3201

3 UG

Intermediate Financial Accounting I

Students learn to prepare the income statement, a statement of retained earnings, and the asset side of the statement of financial position. Topics include the conceptual framework; reporting financial performance; financial position; revenue recognition; cash and receivables; inventory; investments; property, plant, and equipment; depreciation, impairment and disposition; and intangible assets and goodwill.

Prerequisites:

ACCT 1211; ACCT 1221 or 2211; CMNS 1291

ACCT 3211

3 UG

Intermediate Financial Accounting 2

Building on ACCT 3201, *Intermediate Financial Accounting 1*, students learn to prepare the current liabilities, long-term liabilities, and shareholders' equity sections of the statement of financial position and the cash flow statement. Topics include current liabilities and contingencies; long-term financial liabilities; shareholders' equity; complex financial instruments and earnings per share; income taxes; pension and other employee future benefits; leases; accounting changes and error analysis; the cash flow statement; and other measurement and disclosure issues.

Recommended Requisite:

ACCT 3201

ACCT 3221

3 UG

Income Taxation 1

Students examine the conceptual structure of the *Income Tax Act* and the application of its rules to practical situations. Topics include 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 Requisites:

ACCT 1211; ACCT 1221 or 2211; CMNS 1291

ACCT 3231

3 UG

Income Taxation 2

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 3221

ACCT 3251

3 UG

Intermediate Management Accounting

Building on ACCT 2251, *Management Accounting*, students further develop their ability to use quantitative and non-quantitative information to make effective planning and control decisions. Topics include strategy, balanced scorecard, and profitability analysis; period cost application; cost allocation, including joint products and byproducts; revenue and customer profitability analysis; process costing and spoilage, rework, and scrap; cost management and quality, time, and the theory of constraints; capital budgeting; transfer pricing and multinational management control systems.

Recommended Requisites:

ACCT 2251; CMNS 1291

ACCT 4201

3 UG

Advanced Financial Accounting

Building on ACCT 3201, *Intermediate Financial Accounting 1* and ACCT 3211, *Intermediate Financial Accounting 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 Requisites:

ACCT 3201; ACCT 3211

ACCT 4231

3 UG

Assurance

Students will learn to gather and evaluate audit evidence related to company financial statements. The goal is to provide assurance that the financial statements fairly present the financial performance and position of the organization being audited. Risk assessment techniques available to auditors and possible responses to those risks will be examined. Topics include an introduction to auditing and the public accounting profession; the audit process; professional relationships and legal liability; materiality and risk; audit evidence, evidence mix and audit strategy; the audit of internal controls, control risk and corporate governance; audit sampling; application of the audit process and auditor reporting.

Recommended Requisite:

ACCT 3211

ACCT 4251

3 UG

Advanced Management Accounting

Building on ACCT 3251, *Intermediate Management Accounting*, students explore the integrative and interdisciplinary role of management accounting and its contribution to the strategic management process. Students discuss the provision of quantitative and non-quantitative information for planning, control, and decision making. Topics include costing systems; allocating costs and revenues including support service costs, fixed costs, joint product costs, bundled product revenues, and customer profitability; management information systems; the importance of budgeting; the importance of variance analysis; capital budgeting and investment decision making; quality issues and supply chain strategies; transfer pricing; performance measurement; compensation issues; and strategic processes and balanced scorecards.

Recommended Requisite:

ACCT 3251

ANES 0011

NC

Placement Exam

Registration in ANES 0011 allows students to write the placement exam for the Anesthesia Assistant program. Once registered, students have 30 weeks to write the exam.

Prerequisite:

Admission to Anesthesia Assistant program

ANES 4001

3 UG

Anesthesia Workstations

Students explore current practices in the preparation, operation and troubleshooting of anesthesia delivery workstations. Topics include the structure, function and operating principles of workstation components as well as information on anesthetic pollution, equipment hazards, and checks and maintenance procedures for anesthesia workstations. Students analyze the uses of airway and adjunct equipment.

Recommended Requisites:

RRT, RN, MD or equal qualification, with at least one year of clinical experience; ANES 4011

ANES 4003

3 UG

Airway Management

In this course, students are introduced to the principles of airway management and are given a thorough background on airway equipment. Topics include airway equipment, airway assessment, and the numerous airway management techniques. Both nonsurgical and surgical approaches to airway management are explored in this course, as well as Difficult Airway Algorithms. Students explore airway management concepts in the context of the Anesthesia Care Team.

Recommended Requisite:

RRT, RN, MD or equal qualification, with at least one year of clinical experience

ANES 4005

3 UG

Anesthesia Adjunct Equipment

This course takes a comprehensive approach to the principles and clinical applications of the technologies used in the management of anesthesia care not covered in previous courses within the Anesthesia Assistant program. Topics are varied, and include specialized physiologic monitoring devices, fluid management technologies, and regional anesthesia devices. This course is a core course within the Anesthesia Assistant program at TRU. Other health care professionals involved in acute-care physiologic monitoring and management may benefit from completing this course.

Recommended Requisite:

RRT, RN, MD or equal qualification, with at least one year of clinical experience

ANES 4011

3 UG

Hemodynamic and Physiological Monitoring

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during 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.

Prerequisite:

RRT, RN, MD or equal qualification, with at least one year of clinical experience

ANES 4021

3 UG

Pharmacology and Principles of Clinical Anesthesia

The goal of this course is to present the theory of clinical anesthesia to Anesthesia Assistant program students. Students will build upon their general knowledge of pharmacological principles and learn pharmacology in the context of clinical anesthesia. Both general and regional anesthesia will be considered. Students will learn the theory of current safe practice in pre-anesthetic care, preparation, induction, maintenance, and emergence from general anesthesia. The application of anesthetic workstation and other technology used in the delivery of anesthesia will be considered as this course builds upon the theories from ANES 4001, *Anesthesia Equipment* and ANES 4011, *Hemodynamic and Physiologic Monitoring*.

Recommended Requisites:

RRT, RN, MD or equal qualification, with at least one year of clinical experience; HLTH 2511 or equivalent; ANES 4001, 4011

ANES 4031

3 UG

Clinical Anesthesia and Special Considerations

Students explore the application of anesthesia in specific practice areas and contexts. General, regional, and specialty areas of anesthesia are considered with specific reference to obesity, neonatal and geriatric anesthesia, cardiac pathology, cardiovascular disease, endocrine diseases, thoracic surgery, neuromuscular disease, neurosurgery, trauma, and crisis management. Students analyze cases, develop anesthetic plans and evaluate considerations for specific patient subsets.

Recommended Requisites:

RRT, RN, MD or equal qualification, with at least one year of clinical experience; HLTH 2511 or equivalent; ANES 4001, 4011, 4021

ANES 4061

1 UG

Anesthesia Professional Skills

This course is designed to explore the standards that govern professional practice within the context of Anesthesia care Teams as an Anesthesia Assistant. Students will enhance their current understanding of professional practice by taking an in-depth look at the basic principles of professional and safety issues related to the position of anesthesia assistants. In addition, this course is designed to give students the opportunity to demonstrate professional skills needed for the AA work environment. Topics include professionalism, communication, analysis and problem-solving, health and safety, and administration and leadership.

Recommended Requisite:

RRT, RN, MD or equal qualification, with at least one year of clinical experience

ANES 4071

1 UG

Research Skills for Anesthesia Assistants

Students establish or advance their understanding of research through critical exploration of research design, data collection, and analysis. The language of research, ethical principles and challenges, and the elements of the research process are examined. Students begin to critically review literature relevant to the field of anesthesia and determine how research findings are useful in informing their practice.

Recommended Requisite:

RRT, RN, MD or equal qualification, with at least one year of clinical experience

ANES 4101

9 UG

Clinical Anesthesia

Students are exposed to a wide range of anesthesia cases and experiences. Students develop an understanding of clinical anesthesiology and demonstrate their clinical skills through their choice of anesthetic agents, managing airways, starting routine IVs, arterial line insertion, patient monitoring and operation of anesthetic machines.

Prerequisites:

Current ACLS certification and current enrolment in the Anesthesia Assistant program; ANES 4001, 4011, 4021, 4021, 4031, 4003, 4005, 4061, 4071

APEC 1631

3 UG

Assessment and Assessment Appeal Procedures

Students are introduced to property markets and property assessment, with an emphasis on property assessments and assessment appeals in Canada under the authority of the *First Nation Fiscal and Statistical Management Act (FSMA)* or s. 83 of the *Indian Act*. Topics include land tenure, approaches to assessing residential or income earning properties, assessment rolls, and assessment appeal processes, which meet the FSMA regulatory requirements. Upon completion of this course, participants should have the knowledge and skills to fulfill the First Nation Tax Administrator's role in regards to managing the assessment and assessment appeals process.

Recommended Requisite:

APEC 1610

APEC 1671

3 UG

Development Cost Charges

This course discusses the development of a fair and transparent development cost charge (DCC) system for First Nations or local governments. Students focus on creating DCC systems under the authority of the Financial Management Association and First Nation Tax Commission procedures and standards related to DCCs. The course presents DCC best practices throughout Canada

Recommended Requisites:

APEC 1610, 1620

ASTR 1141

3 UG

Introductory Astronomy: The Solar System

This is a general interest introductory course on the history of astronomy and the solar system, and is intended for non-science majors. Topics include telescopes and observing the night sky, ancient astronomy, space exploration, the Earth/Moon system, formation and evolution of the solar system, the planets, minor members of the solar system and the Sun.

ASTR 1151

3 UG

Introductory Astronomy: Stars and Galaxies

This is a general interest introductory course on the night sky, stars and galaxies and is intended for non-science majors. Topics include telescopes and observing the night sky, radiation and spectra, stellar properties and evolution, black holes, the Milky Way and other galaxies, and cosmology.

BBUS 3331

3 UG

Introduction to Production and Operations Management

This course examines the functional area of production and operations management in the manufacturing industry. Topics include decision-making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management and quality control.

Recommended Requisites:

Completion of first year of business diploma program; basic algebra; STAT 1201; MATH 1171, 1091

BBUS 3611

3 UG

Open Thinking

This course examines open thinking, as well as good strategic thinking and creative thinking. Neither is separate from the other. Students explore open thinking by practicing techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

Recommended Requisite:

Third-year university standing

BBUS 3631

3 UG

Open Communication: Effective Communication Skills

This course provides students with the knowledge and skills to communicate professionally on many levels including writing; speaking; conducting meetings; giving presentations and interpersonal dialogues; and using electronic media.

Recommended Requisites:

Third-year university standing; introductory computer course or strong working knowledge of computers

BBUS 3661

3 UG

Strategic Human Resource Management

This competency-based, paced course provides students with the understanding, knowledge and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations and, in doing so, learn how to effectively manage human resources in a way that contributes to improved performance, productivity and morale.

Recommended Requisites:

Third-year university standing; BBUS 3611, 3631; familiarity with information technology concepts; experience using internet

BBUS 3671

3 UG

Contemporary Leadership

In this course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is given to analyzing leadership stories, identifying relationships and connections and examining the level of alignment between organizational and personal values. Students are required to apply theoretical concepts to workplace, community or volunteer experiences.

Recommended Requisites:

BBUS 3641; introductory computer course or strong working knowledge of computers

BBUS 3841

3 UG

Labour Relations

This course provides a basic introduction to the field of labour relations. It gives a balanced perspective of the requirements and goals of both union and management and prepares students to deal with labour relations issues in the workplace.

Prerequisite:

30 credits of post-secondary education

Recommended Requisite:

BLAW 2911

BBUS 4135

3 UG

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.

Recommended Requisites:

Third-year university standing; sufficient job experience to complete questionnaires and exercises involving observations, analyses, case studies, practical applications

BBUS 4629

UVIC ADMN 462

3 UG

Intergovernmental Relations in Canada

This course (UVIC ADMN 462) examines the nature of relations among federal, provincial, and municipal governments, and the impact of those relations on public policy. Includes discussion of topics such as the modalities of fiscal federalism and the concepts of executive federalism and intergovernmental governance.

Recommended Requisite:

Third- or fourth-year university standing

BBUS 4759**UVIC ADMN 470**

3 UG

Contemporary Topics in Administration and 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 multi-media narrative formats including film analysis, biography/autobiography in addition to engaging with formal academic leadership theory to scrutinize otherwise diverse and unconnected understandings and lessons from leadership practice from these alternative domains in an effort to more rigorously critique dominant populist notions of leadership and the role of leadership in society.

Note:

Includes three-day on-campus workshop

BBUS 4833

3 UG

Effective Leadership

This competency-based, paced course provides students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course students are expected to articulate their vision of how to lead in diverse situations. Students are required to apply theoretical concepts to workplace, community or volunteer experiences.

Prerequisite:

BBUS 3671

Recommended Requisite:

60 credits of post-secondary

BIOL 0501

PREP

General Biology (Grade 11)

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips as well as from the excellent textbook and online resources. Finally, they apply their biology skills to ecology.

Prerequisites:

Science 10 or equivalent; English 11 reading skills

BIOL 0601

PREP

Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology and is one of the optional science courses that may be used to meet the requirements of the Adult Secondary Graduation Diploma awarded by the Ministries of Education and Advanced Education. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics. The course imparts an understanding and appreciation for the way scientific knowledge is obtained and organized, so that students can apply these methods to everyday life. This course is concerned primarily with human biology (reproduction, circulation, the heart, immunity, the nervous system, genetics), although there are several textbook chapters concerned with biological topics such as diffusion, photosynthesis, cellular respiration, cell division, evolution and ecology.

Prerequisite:

Science 10 or equivalent

Recommended Requisites:

English 11 reading skills; BIOL 0501

BIOL 1001

3 UG

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

BIOL 1113

3 UG

Principles of Biology I

This course is designed for biology or science majors. It is a study of the molecular basis of cellular processes including energy transfer and the storage and use of genetic information.

Recommended Requisites:

Biology 11 or 12 (C+ or better); Chemistry 11

For science majors or students intending to take second-year biology courses: BIOL 1115, 1213, 1215

BIOL 1115

1 UG

Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1113.

Usually offered each summer in Kamloops, BC.

Recommended Requisite:

Prior or concurrent registration in BIOL 1113 or equivalent

Recommended Corequisite:

BIOL 1113

BIOL 1213

3 UG

Principles of Biology II

This course is designed for biology or science majors. It is a survey course of the kingdoms of life emphasizing their ecology and evolutionary relationships.

Recommended Requisites:

Biology 11 or 12 (C+ or better);
Chemistry 11

BIOL 1215

1 UG

Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1213.

Usually offered each summer in Kamloops, BC.

Recommended Requisite:

BIOL 1213 or equivalent

Recommended Corequisite:

BIOL 1213

BIOL 1593

3 UG

Anatomy and Physiology Laboratory 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 Requisites:

Biology 11 or 12 (C+ or better);
Chemistry 11

BIOL 1595

0 UG

Anatomy and Physiology Laboratory I

This in-person laboratory course is the first half of the laboratory component generally required for a fundamental first year anatomy and physiology course. Students are introduced to the structure and function of the human body, beginning with an orientation to the body and proceeding to the functions of a generalized cell. These include the atoms and molecules that make up organic molecules, tissues, organs, and organ systems, as well as the integumentary, skeletal, muscular and nervous systems. Students focus on the healthy functioning of the body, and consider each system's contribution to overall health and the maintenance of homeostasis.

Usually offered each summer in Kamloops, BC.

Recommended Requisites:

Biology 11 or 12 (C+ or better);
Chemistry 11; BIOL 1593 or equivalent

Recommended Corequisite:

BIOL 1593

BIOL 1693

3 UG

Anatomy and Physiology II

Continuing from BIOL 1593: *Anatomy and Physiology I*, this is the second of two comprehensive theory courses, in which students survey the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

Recommended Requisites:

Biology 11 or 12 (C+ or better);
Chemistry 11; BIOL 1593

BIOL 1695

0 UG

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 Requisites:

BIOL 1593, 1595, 1693

Recommended Corequisite:

BIOL 1693

BIOL 2131

3 UG

Cell and Molecular Biology

Students examine the basic properties of cells and cell organelles, in addition to the properties of differentiated cell systems and tissues. The course aims to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology, and instructed on how to critically examine data and interpretations presented by researchers.

Prerequisites:

CHEM 1503, 1505, 1523, 1525

Recommended Requisites:

BIOL 1113, 1115, 1213, 1215

BIOL 2341

3 UG

Introduction to Genetics

In this introduction to a fascinating and controversial area of contemporary science, students are presented with basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information and how it functions and is maintained in populations.

Recommended Requisites:

BIOL 1113, 1115, 1213, 1215, 2131

BIOL 3021

3 UG

Community and Ecosystem Ecology

This course is a survey of the theoretical development of community and ecosystem ecology as a science. Students examine the major influences on the organization and development of ecological communities, including physical constraints and processes, biological interactions within and among species, and the complex interaction of all these factors at varied spatial and temporal scales. Students also examine the classification, diversity and conservation of ecological communities. The course provides extensive experience in the practice of ecology through a field research project.

Recommended Requisite:

6 credits of introductory biology

BIOL 3101

3 UG

Animal Behaviour

This course provides a basic introduction to the study of behaviour. Students concentrate on the evolution of behaviour by natural selection, and briefly consider behavioural genetics, development, and mechanistic aspects. The major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. Students develop a basic understanding of the evolution and adaptation of behaviour.

Recommended Requisites:

BIOL 1113, 1115, 1213, 1215, 3021

BIOL 3131

3 UG

Introduction to Biochemistry

Students are introduced to cellular chemistry in this course. Topics include the structure and function of biological molecules, nucleic acids, enzymes and other proteins, carbohydrates, lipids and vitamins. The course also provides an introduction to metabolic pathways and bioenergetics, including glycolysis, fermentation and respiration, oxidation of fatty acids and photosynthesis.

Recommended Requisites:

BIOL 2131 or 2130; CHEM 2120 or 2220 or 2123 or 2223

BIOL 3201

3 UG

Immunology

This course provides an overview of the structure and function of the immune system at the cellular and molecular levels. Topics include: cells of the immune system and their interactions; innate immunity and inflammation; antibody structure, function and genetics; T-cells and cell-mediated immunity; MHC (major histocompatibility complex) and antigen presentation; regulation of the immune response; inappropriate immune responses (hypersensitivity and autoimmunity) and immunodeficiency syndromes.

Prerequisite:

BIOL 2131 (C or better)

Recommended Requisite:

A health care diploma, with a solid understanding of pathophysiology

BIOL 3231

3 UG

Biochemistry

Students examine the structure, function, synthesis and degradation of macromolecules (carbohydrates, lipids, nucleic acids, and proteins). The biochemistry of DNA repair and intracellular transport of proteins is also addressed.

Recommended Requisite:

BIOL 3131

BIOL 3431

3 UG

Plants and People

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

Recommended Requisite:

60 credits of post-secondary education

BIOL 3701

3 UG

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 Requisites:

6 credits in introductory anatomy and/or general biology; 60 credits of post-secondary education

BIOL 4001

3 UG

Biostatistics

This course explores the nature of data and the challenges involved in collecting and handling it, this includes planning the collection of data necessary to examine a particular problem, manipulation of data, summarizing and describing a data set. It also covers the statistical approach for testing hypotheses, and performing data analysis using current statistical tools as a tool for description and hypotheses testing. Students will also interpret and evaluate statistical analyses used by others, design experiments, and analyze and interpret the results of experiments or observational studies.

Recommended Requisites:

Introductory statistics course; 60 credits of post-secondary education

BIOL 4141

3 UG

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 & 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

BIOL 4481

3 UG

Directed Studies

This course is a requirement for completion of the Bachelor of Science (Biology/ Life Science Major). Students are required to review the literature in their area of study, offer critical assessment of that literature and submit a comprehensive review paper.

Prerequisites:

General education; lower-level requirements of BSc degree; 15 upper-level credits in biology

BLAW 2911

3 UG

Commercial Law

Students examine the legal environment in which businesses operate and how common law, provincial and federal government statutes influence decision making. Topics include the legal system and the law relating to torts, contracts, forms of business organization, agency, sale of goods, consumer protection, real estate, intellectual property and employment.

Recommended Requisite:

ENGL 1101

BLAW 2921

3 UG

Law for Public Sector Managers

Students study the key aspects of Canadian law and the legal institutions of relevance to public sector managers. Topics include the role of law in public sector management; constitutional law; organization of the courts; alternative dispute resolutions; administrative law; human rights law; statutes and their interpretation; administrative law and natural justice; administrative law and advocating before administrative tribunals; administrative law and challenging decisions; freedom of information and privacy; technology and the law; and public sector ethics.

Recommended Requisite:

ENGL 1101

BLAW 3921

3 UG

Employment Law

Students investigate the legal principles and law relating to the individual employer-employee relationship and how it influences business decision making. Case law and statutes are studied in depth to reinforce an understanding of the legal concepts. Topics include human rights issues; the contract of employment; legal issues during employment; statutes that impact the employment relationship; monitoring the employment relationship; and termination of employment.

Recommended Requisites:

BLAW 2911; HRMN 2821

BUSN 5011

3 GR

Managerial Statistics

Students examine the statistical methods and tools required for decision making in today's business environment. Topics include descriptive statistics and numerical measures, statistical inferences with two populations, hypothesis tests and nonparametric methods, analysis of variance, simple regression models, multiple regression models, regression and the model building process, regression models with categorical dependent variables, applied models with categorical dependent variables, forecasting in business and decision analysis.

Prerequisite:

Admission to GDBA or MBA program or approval of degree committee

BUSN 5021

3 GR

Financial Accounting

Students acquire the knowledge and skills necessary to understand financial statements. They analyze the many accounting policy choices available to companies, and the consequences of these choices for users. Topics include recording basic financial transactions, financial statement preparation, adjusting entries, accounting for receivables and inventories, depreciation and sale of capital assets, bonds and long-term debt, equity transactions, the cash flow statement, revenue and expense recognition, and leases and pensions.

Prerequisite:

Admission to GDBA or MBA program or approval of degree committee

BUSN 5031

3 GR

Management Accounting

Students explore the three functions managers must perform within their organizations: planning operations, controlling activities and making decisions. To perform these functions efficiently, managers must collect and interpret appropriate information based on the firm's long-term strategy and annual objectives. Topics include an introduction to management accounting; costs and cost behaviours; job or project costing; activity-based costing; cost behaviour and the contribution margin; cost, volume, profit analysis; budgeting; budget variances and performance evaluation; performance measures and the balance scorecard; and short-term decision analysis.

Prerequisite:

BUSN 5021 or equivalent

BUSN 5041

3 GR

Global Economics

Students develop an understanding of the theoretical framework within which the performance of an economy can be analyzed. Topics include an overview of macroeconomics; measurement of income, prices, and unemployment; national income determination; money, banks, and central bank; the IS-LM model; financial market and economic instability; government budget, debt, and limitations of fiscal policy; international trade, exchange rate, and macroeconomic policy; aggregate demand and aggregate supply; inflation; stabilization policies; and the theory of economic growth.

Prerequisite:

Admission to GDBA or MBA program or approval of degree committee

BUSN 5051

3 GR

Marketing Management

Students examine the key principles and concepts of marketing, and are introduced to marketing in a variety of contexts including not-for-profit, international, services, and environmental issues. Topics covered include marketing strategy, marketing research, customer relationship management, market segmentation, branding, products and services, pricing strategies, channels of distribution, integrated marketing communications, and international marketing.

Prerequisite:

Admission to GDBA or MBA program or approval of degree committee

BUSN 5061

3 GR

Human Resource Management

Students acquire the knowledge and skills required to effectively design and manage a human resource management system. Human resource management systems that are aligned with strategic objectives and capable of attracting, deploying, developing, and retaining human capital are key contributors to organizational competitiveness and success. Topics include the strategic role of human resource management; the legal environment; designing and analyzing jobs; planning and recruitment; selection; orientation and training; performance appraisal; compensation; employee benefits and services; occupational health and safety; effective employee relations; and labour relations, collective bargaining and contract administration.

Prerequisite:

Admission to GDBA or MBA program or approval of degree committee

BUSN 6011

3 GR

Ethics and Corporate Social Responsibility

Students become more effective decision makers by examining the meaning and role of ethics in the business environment, and the social responsibility of business organizations. Topics include the relationship between business and society; identifying stakeholders and issues; the theoretical basis of business ethics; business ethics in management and leadership; the concept of corporate social responsibility; corporate social responsibility in practice; regulating business; ownership and governance of the corporation; environmental and business responsibilities; globalization and business responsibilities; and ethics, responsibilities and strategy.

Prerequisite:

Admission to GDBA or MBA program or approval of degree committee

BUSN 6021

3 GR

Corporate Finance

Students acquire the knowledge and skills required to effectively manage a firm's operating and fixed assets, and to fund those assets with an optimal mix of short-term and long-term debt and equity financing. Topics include goals of the firm, corporate governance and executive compensation, time value of money, financial statement analysis, financial reporting quality, maturity matching of assets and liabilities, financial planning, capital budgeting, risk and return and stock valuation, bond valuation and interest rates, cost of capital, capital structure and dividend policy.

Prerequisites:

BUSN 5011, 5031, 5041

BUSN 6031

3 GR

International Business

Students are introduced to the basic concepts of international business and competition from a manager's perspective. Topics include country differences in political economy, the cultural environment, ethics in international business, international trade theories, the political economy of international trade, foreign direct investment, regional economic integration, the foreign exchange market, the global monetary system, global strategy, global marketing and research and development and global human resource management.

Prerequisites:

BUSN 5041, 5051

BUSN 6041

3 GR

Leadership and Organizational Development

Students adopt a systematic understanding of the characteristics of a successful leader and what is required by leaders to attune and align organizations to the ever-changing global business environment. Topics include new realities as a force for change; the prime task of leadership – identifying new realities; critical systems thinking; philosophies, theories, and styles of leadership; the systematic leadership approach; authority, obedience, and power; authority, power, leadership, and group dynamics; organizational behavior, group dynamics, and change; the shadow side of leadership; leadership and ethics; systematic leadership and strategy; and "the leader in you."

Prerequisite:

BBUS 5061

BUSN 6051

3 GR

Supply Chain Management

Students acquire the knowledge and basic skills to effectively design a supply chain for an organization. Topics include an introduction to supply chain, the importance of information technology, supply chain slacks, demand management, supply management, inventory management, production management, transportation management, location analysis, sourcing decisions, supply chain strategy, and an overview of special types of supply chains such as green and humanitarian aid supply chains.

Prerequisites:

BBUS 5011, 5031

BUSN 6061

3 GR

Strategic Management Information Systems

This course provides students with the knowledge required to effectively manage a firm's information and technology assets in order to meet the information needs of the organization. Topics include information systems strategies; the development of information system assets; organizational information infrastructure; databases and data management including decision making support; enterprise resource planning systems; ebusiness; social media use by organizations; information security and risk management; innovating with information technology; and leadership and management of information systems.

Prerequisite:

Admission to MBA program

BUSN 6071

3 GR

Project Management and Consulting Methods

Students explore the concepts and practical techniques to apply consulting methods in their work and to participate in or manage complex projects. The topics include the five stages of the consulting process which include entry and contracting, discovery and dialogue, analysis and the decision to act, engagement and implementation and closing; analysis and presentation techniques; and examination of the five major project process groups which include project initiation, planning, execution, controlling and closing.

Prerequisite:

BUSN 6041

BUSN 6081

3 GR

Strategic Management

Students examine the role of senior management in developing and implementing corporate strategy in a global context. They learn to analyze the firm's external and internal environment to identify and create competitive advantage as well as to formulate, implement and evaluate cross-functional decisions that directly affect the ability of an organization to achieve its stated objectives. Topics include an introduction to strategic management, measures of firm performance, analysis of the external environment, analysis of the internal environment, business-level strategy, corporate-level strategy, acquisition and restructuring strategies, international strategies, corporate governance, organizational structures and controls, strategic leadership, and corporate social responsibility and ethics.

Prerequisites:

BBUS 6011, 6021, 6031, 6041, 6051

BUSN 6151

3 GR

Advanced Marketing Management

Students acquire the knowledge and skills required to develop, implement, and control successful marketing strategies. Topics include the art of case analysis; consumer behavior; marketing research and competitive analysis; marketing segmentation and position; market entry and pricing; retail selling, private labels, and channels of distribution; marketing communications; Internet marketing; corporate social responsibility and nonprofit marketing; sales management; and international marketing.

Prerequisite:

BUSN 5051

BUSN 6211

3 GR

Advanced Corporate Finance

Building on BUSN 6020, *Corporate Finance*, students continue to develop their knowledge and skills in corporate finance. Topics include long-term financial planning; sources of long-term financing; working capital management; sources of short-term financing; international corporate finance; risk management; business valuation; mergers and acquisitions; corporate restructuring; bankruptcy, reorganization, and liquidation; and Economic Value Added.

Prerequisite:

BUSN 6021

BUSN 6251

3 GR

Decision Analysis and Modelling

Students learn to integrate personal judgment and intuition in realistic business situations with the most widely applicable methodologies of decision and risk analysis, probability and statistics, competitive analysis, and management science. Topics include an introduction to decision analysis and modelling; spreadsheet engineering and error reduction; framing decision analysis problems; framework for analyzing risk; data analysis; resource allocation with optimization models; multi-period deterministic models; multi-factor deterministic models; regression modelling; strategic interactive decisions; and interpreting models, data and decisions.

Prerequisites:

BUSN 5011, 5031

BUSN 6311

3 GR

Innovation and Entrepreneurship

Students acquire the knowledge and skills needed to manage the development of innovations, to recognize and evaluate potential opportunities to monetize these innovations, to plan specific and detailed methods to exploit these opportunities and to acquire the resources necessary to implement these plans. Topics include entrepreneurial thinking; innovation management; opportunity spotting and evaluation; industry and market research; business strategy; business models and business plans; financial forecasting and entrepreneurial finance; pitching to resource providers and negotiating deals; and launching new ventures.

Prerequisite:

BUSN 6021

BUSN 6951

3 GR

Research Methods, Preparation, and Presentation

Students receive an overview of the scientific method, research preparation and the styles of communication used to disseminate research at the graduate level. Topics include the role of business research, theory and the business research process, organization structure and ethical issues, defining a research problem, qualitative research tools, survey research, observation methods and experimental research, measurement and scaling concepts, sampling and sample size, working with data, quantitative statistical analysis and writing a research report.

Prerequisite:

BUSN 5011

BUSN 6961

12 GR

Graduate Thesis

Students in the Graduate Thesis Option in the Master of Business Administration (MBA) 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 6951

BUSN 6971

9 GR

Graduate Project

Students in the Graduate Project Option in the Master of Business Administration (MBA) 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 6951

CHEM 0501

NC

Principles of Chemistry

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws and organic compounds.

Prerequisites:

Science 10 or equivalent; MATH 0401 or Math 10.

Recommended Requisites:

MATH 0523 or Math 11; English 11 reading skills

CHEM 1503

3 UG

Chemical Bonding and Organic Chemistry

This course is the first half of a fundamental first year chemistry course. Topics include general concepts of chemical bonding, Lewis structures, molecular shape and valence bond theory of bonding. The organic chemistry portion of the course focuses on the bonding and structure of organic compounds, compound naming, functional groups, conformational and stereo chemical features, oxidation reduction reactions, substitution and elimination reactions and enolate chemistry.

Recommended Requisites:

Chemistry 11 and 12; Pre-calculus 12; Foundations of Math 12

CHEM 1505

0 UG

Chemistry Laboratory 1

This course is the first laboratory in a fundamental first-year chemistry course, designed for students who have completed CHEM 1503, *Chemical Bonding and Organic Chemistry*. The topics include a review of laboratory safety and equipment, chemical changes, laboratory techniques and measurements, separation of mixtures, properties of gases, liquids and solids, physical and chemical properties, identification of metallic ions, ionic reactions, stoichiometry of a precipitation reaction, caloric content of food and water-hardness determination. Students are expected to become familiar with these topics and demonstrate their proficiency in various laboratory techniques.

Recommended Requisites:

Chemistry 11 and 12; Pre-calculus 12; Foundations of Math 12

Corequisite:

CHEM 1503 or equivalent

CHEM 1523

3 UG

Principles of Chemistry

This course is the second half of first-year chemistry theory designed for students with a strong background in chemistry. Course topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy and free energy.

Recommended Requisites:

CHEM 1500 (C- or better); CHEM 1503 and 1505; Chemistry 12 (B or better)

CHEM 1525

0 UG

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 Requisites

CHEM 1500, 1503, 1505

Corequisite:

CHEM 1520 or equivalent

CHEM 2123

3 UG

Organic Chemistry I

Students review the basic principles of chemical bonding as they apply to organic molecules and are introduced to the concepts of functional groups, nomenclature, stereochemistry, and reaction mechanisms. The systematic chemistry of alkanes, alkenes, alkynes, alkyl halides, alcohols and ethers are discussed, in addition to the theory and use of spectroscopy in identifying organic compounds. Students are expected to apply their knowledge to problem-solve, deduce structures and synthesize simple organic molecules using the studied reactions. The relationships between organic chemistry and other disciplines are noted.

Recommended Requisites:

CHEM 1503, 1505, 1523, 1525

CHEM 2125

1 UG

Organic Chemistry Laboratory 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

CHEM 2223

3 UG

Organic Chemistry II

Students continue their study of organic chemistry by discussing aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and organic nitrogen compounds. Synthesis using carbanion and enolate ion methods are emphasized. Students also explore the chemistry of various organic compounds found in biological systems: carbohydrates, amino acids, proteins and peptides, and nucleic acids. Working through this course, students are expected to apply their knowledge to problem-solve, deduce structures, and synthesize simple organic molecules using the studied reactions. Relationships between organic chemistry and other disciplines are noted.

Recommended Requisites:

CHEM 2123, 2125

CHEM 2225

1 UG

Organic Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2223, *Organic Chemistry II*.

Recommended Requisites:

Prior registration in CHEM 2223; CHEM 2123 and 2125 or equivalent

CMNS 1291

3 UG

Introduction to Professional Writing

This course introduces 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. This course is designed to be non-program specific and to complement the foundations of academic composition.

CMNS 1811

3 UG

Business, Professional, and Academic Composition

Students in this course learn the theory and the practice of successful academic, business and professional writing. They examine the similarities and differences involved in writing for business and academic purposes. Students also study and apply conventional methods of academic research and documentation involved in completing essays and reports.

Recommended Requisite:

English 12/ English 12 First Peoples (73% or better) or equivalent

COMP 1131

3 UG

Computer Programming I

This course provides problem solving and computer programming skills for students with no prior experience in the area of programming. Students use Java, a high-level, object-oriented computer programming language, to learn the fundamentals of computer programming including how to write, compile and execute programs. Some familiarity with computers is beneficial.

Recommended Requisites:

Pre-calculus 12; Physics 12 (C+ or better)

COMP 1231

3 UG

Computer Programming II

In this continuation of COMP 1131, *Computer Programming I*, students are introduced to the programming tools required to solve a more advanced set of problems. Students further develop their knowledge of the principles of object-oriented design and programming, including the use of interfaces and inheritance, and learn the fundamentals of sorting data and data structures.

Recommended Requisite:

COMP 1131

COMP 2231

3 UG

Data Structures and Algorithms

This course introduces students to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students will also learn how to design new algorithms for each new data structure studied, create and perform simple operations on graph data structures, describe and implement common algorithms for working with advanced data structures and recognize which data structure is the best to use to solve a particular problem.

Recommended Requisite:

COMP 1231

COMP 2681

3 UG

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 (CSSd).

Recommended Requisite:

First year of Bachelor of Computing Science or equivalent

COMP 3051

3 UG

Algorithm Design and Analysis

This is a three-credit course in which students learn algorithm definition; tools and methods for algorithm analysis and design; mathematical notations; choice of data structure, space and time efficiency, computational complexity and algorithms for searching and sorting.

Recommended Requisite:

COMP 2231

COMP 3141

3 UG

Object-Oriented Design and Programming

This course introduces students to object-oriented design and programming. Upon completion, students should have a good understanding of object-oriented design and programming including understanding and developing console-based applications in C++, Visual C++ applications and an introduction to Microsoft Foundation Classes (MFC) and inter-object communication. Students will be able to design and develop systems using object-oriented design and programming methodologies in console- and Windows-based applications. They will also have an introductory knowledge base in MFC that will allow them to analyze and use these library functions in application development.

Recommended Requisites:

COMP 1231, 2231

COMP 3261

3 UG

Internet and Security Issues

This course presents the most practical of Internet/Intranet technologies and techniques to students. It covers Internet protocols, addressing and architecture, Intranet and Extranet design, installation and management, as well as all aspects of Internet/Intranet security and user/data authentication.

Recommended Requisite:

COMP 2231

COMP 3271

3 UG

Computer Networks

The main emphasis of this course is on the organization and management of local area networks (LANs). The course objectives include learning about computer network organization and implementation, obtaining a theoretical understanding of data communication and computer networks, and gaining practical experience in installation, monitoring, and troubleshooting of current LAN systems. Students are introduced to computer communication network design and its operations, and discuss the following topics: Open Systems Interconnection (OSI) communication model; error detection and recovery; local area networks; bridges, routers and gateways; network naming and addressing; and local and remote procedures. On completion of the course, students should be able, in part, to design, implement and maintain a typical computer network (LAN).

Recommended Requisites:

COMP 2130; COMP 2231 or equivalent

COMP 3411

3 UG

Operating Systems

This course introduces principles and techniques for the design and implementation of operating systems (OS) including: interrupts; computer resource management (memory management, processor management, I/O management, file management, process management and security management); and process communication. Additional topics include Job Control Language and batch processing; case studies of operating systems; Real Time OS; and Concurrent computations. This course includes a practical OS design project.

Recommended Requisite:

Background in data structures and algorithms or COMP 2231 or equivalent

COMP 3521

3 UG

Software Engineering

This 3rd-year course introduces students to large-scale software development, including software design, implementation and maintenance. Topics include software life cycle; design techniques; psychology and economics of software testing; organization and management of modular inter-communication; software engineering tools; project management, including resource estimation; and team organization and review. Students apply the new techniques and knowledge from this course to develop a software project in a software engineering project course.

Recommended Requisite:

COMP 2230 or 2231

COMP 3541

3 UG

Web Site Design and Programming

This 3rd-year course examines all major aspects of website design and programming including HTML, HTTP, Java Script and Visual Basic scripting, as well as Java WEB programming. The course also includes advanced techniques in HTML programming (frames and style sheets) and concurrent programming for the Web (multithreading). Students concentrate on client-side web programming and are introduced to server-side web programming.

Recommended Requisite:

COMP 2230 or 2231

COMP 3611

3 UG

Database Systems

Students are introduced to the database concepts. Students review the underlying data structures that make up databases. Students learn database design techniques using both the Entity Relationship model as well as an object oriented approach to designing database systems. Students study the relational database model and data normalization as they design and implement a case study project. Students also learn data description language, data manipulation language (updates, queries, reports), and data integrity. Students complete a case study work using a relevant and current relational database management system, database management system, software product.

Prerequisite:

COMP 2231 (C or better)

COMP 4531

3 UG

Artificial Intelligence

This course is designed to cover the scope of artificial intelligence with special emphasis on rule-based systems; knowledge representation and engineering; tools; techniques and areas of applicability; natural language interface; problem solving and games; pattern recognition and vision; and neural networks.

Recommended Requisite:

COMP 2230 or 2231

COMP 4531

3 UG

Advanced Software Engineering

This course builds on the material students learned in COMP 3520 or 3521. It introduces problems and solutions in regards to long-term maintenance, evolution in large-scale, long-lived software systems. Topics include software engineering techniques for programming-in-the-large, programming-in-the-many, legacy software systems, software architecture, software evolution, software maintenance, reverse engineering, program understanding, software visualization, advanced issues in object-oriented programming, design patterns, anti-patterns and client-server computing.

Recommended Requisite:

COMP 3520 or 3521

COMP 4621

3 UG

Web-based Information Systems

This course provides students with the concepts and technologies involved in the design, implementation and operation of web-based information systems. Students will use a variety of current web development tools and programming/scripting languages. The emphasis is placed on the server side programming using several approaches including: Active Server Pages (ASP); JavaServer Pages (JSP); JavaBeans; and XML. The students will design and implement a two-tier and three-tier web-based application including a database system.

Prerequisites:

COMP 3541 and 3611 (C or better)

COMP 4911

3 UG

Computing Science Project

This course is designed as a capstone course for a computing science degree program and includes the practical design and implementation of a supervised project in an area of specialization in computing science. The students will develop a "live" project, and part of their learning experience will include working with an external client.

Recommended Requisite:

COMP 3521

Corequisite:

COMP 4531

CONV 1011

3 UG

Introduction to Tourism

Students are introduced to the tourism industry. Consideration is given to the concepts and vocabulary common throughout the tourism sectors. Students critically examine the competition for resources with other industries.

CONV 1021

3 UG

Introduction to Special Events Management

Students are introduced to the planning and management of special events and festivals. The highly interdisciplinary course addresses the systems, tools and checklists necessary for successful festival and event planners.

CONV 1031

3 UG

Celebrating Community and Culture

Students explore how communities and cultures within these communities can be attracted to and successfully included in special events. Consideration is given to cross cultural issues and challenges of creating "authentic" experiences while respecting the local environment and traditions of the people who live there.

CONV 1041

3 UG

Event Volunteer Management

Students are introduced to concepts and theories for the successful management of event volunteers. Current trends and their impacts on volunteer organizations are examined. Students participate in volunteering for a special event.

CONV 1051

3 UG

Legal Liability and Risk Management

Students are introduced to event management law and risk management. This course has been designed to provide a broad perspective about the legal and risk management issues involved in planning and hosting tourism events. Students are also provided with an overview of many topics that can be studied at greater depth in future law courses.

CONV 1061

3 UG

Event Marketing

This course reviews the concepts and tools used to design and implement a successful event marketing strategy. The focus of the course is on applying contemporary principles of strategic marketing to the process of event management. These concepts are applicable to the broadest definition of the event management industry including festivals, sporting events, community celebrations, cultural events and arts productions. A student-defined case study further defines the application of course content.

CRIM 1011

3 UG

Introduction to Criminology

Students examine the core concepts, basic data sources, and general research findings in the field of criminology, with particular attention to Canadian developments. Topics include crime measurement, patterns and trends in crime, crime types, criminological theories, and how the theories are related to public policies and the criminal justice system.

CRIM 1161

3 UG

The Canadian Legal System

This course focuses on the history, development and present day operation of the Canadian legal system. The topics that will be examined include: constitutional law; criminal, contract and tort law; human rights; administrative law; the court system; the functions of judges and lawyers; and the basic elements of legal reasoning.

CRIM 2251

3 UG

Sociological Explanations of Criminal Behaviour

This course will critically examine the sociological, socio-cultural and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories and symbolic interactionist theories. Some of the specific theories subjected to critical examination will be those concerned with class and group conflict, subcultures, soassociation, labelling and gender.

CRIM 2261

3 UG

Criminal Law

This course is designed to give students an understanding of Canadian criminal law. The course will begin with a review of the sources of criminal law and how criminal law operates within the structure of the justice system. Students will be introduced to the role of criminal law in society through a discussion of the Charter of Rights and Freedoms and recent cases. This will be followed by a thorough examination of the principles of substantive Canadian criminal law. The substantive criminal law will be explained and examined by the use of the case method. General principles of law will be discussed in the context of specific cases decided by the courts. Students will be encouraged to consider the law critically, from both an academic and societal perspective.

Recommended Requisite:

CRIM 1161

CRIM 2521

3 UG

Introduction to the Canadian Criminal Justice System

(Also offered as SOCI 2521, *Criminal Justice and Corrections*)

This course provides an introduction to the criminal justice system. The course content includes an introduction to the way criminal justice operates and also examines the way the police are organized and operate in Canada. The consideration of the criminal courts and the operation of the correctional system is included. This course examines the Canadian criminal justice system from a systems approach. Criminal incidents are followed through the system from detection and apprehension of the offender to the end of any formal or informal disposition. The factors involved in the discretion, decisions and practices of the entire system, including the functions and dysfunctions of the system are analyzed and current issues and reform initiatives are reviewed.

Recommended Requisite:

Introductory social science course

CRIM 3311

3 UG

Advanced Theoretical Perspectives in Criminology

Students explore the diverse nature of theory within the field of crime and deviance by focusing on modern, post-modern and critical theories. The selected paradigms are studied with regard to their explanatory domain, role in examining social and criminological problems and research implications.

Recommended Requisite:

CRIM 1011

CRIM 3321

3 UG

Sociology of Law

Students examine law from a sociological perspective, with particular attention to understanding major theories and empirical studies on various aspects of law and how law works in the real world, or what socio-legal scholars call "law in action." Topics include exploring law as a mode of social control, dispute resolution, social change, and how intersecting factors such as, race/ethnicity, class, gender, sexuality, age, and ability shape the law and legal institutions.

Recommended Requisite:

CRIM 1011

CRIM 3821

3 UG

Socio-Ethnographic Research Methods

Students examine the ways social scientists employ qualitative research to identify, document and critically analyse complex social phenomena and patterns and practices of interaction. The course is intended to provide an overview of particular techniques in research design, data collection and data analysis most commonly associated with qualitative research.

Recommended Requisite:

CRIM 1011

CRIM 4121

3 UG

Crime and Media

Students examine the interrelationships between crime, criminal justice and mass media, with particular attention to how the media represents, distorts and/or filters crime and justice issues. Topics include media portrayal of police, courts, corrections, and how various forms of media shape public perceptions about crime, the criminal justice system and criminal justice policy.

Recommended Requisite:

CRIM 1011

CRIM 4991

3 UG

Directed Studies in Criminology

Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature and submit a major research paper based on the course reading list.

Prerequisites:

Lower-level requirements for BA, Criminology Major; 15 upper-level criminology credits

CYCA 1019

UVIC CYC 100A

3 UG

Introduction to Professional Child and Youth Care Practice, Part I

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.

CYCA 1029

UVIC CYC 100B

3 UG

Introduction to Professional Child and Youth Care Practice, Part II

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

CYCA 1669

UVIC CYC 166A

3 UG

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.

Recommended Requisite:

Provincial Grade 12 diploma or equivalent

CYCA 1679

UVIC CYC 166B

3 UG

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

CYCA 1719**UVIC CYC 171**

3 UG

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

CYCA 2409**UVIC CYC 240**

3 UG

Ethical Decision-Making in the Human Services Child and Youth Care Practices

This course provides an introduction to historical theoretical perspectives in the Western philosophy of ethics, an overview of decision-making models, and current professional perspectives on ethics in child and youth care/ human service practice. It is taught using experiential learning and critical thinking strategies designed to develop personal approaches to ethical choice making and a commitment to ethical practice and social justice. Students develop an ethical decision-making framework for application to their current and future practice.

Prerequisites:

Second-year university standing

CYCA 2509**UVIC CYC 250**

3 UG

Introduction to Law in Child and Youth Care Contexts

This course provides students in child and youth care with an understanding of the law as an expression of social policy and of the processes by which laws are developed, enacted and changed; family law and the family courts, with special reference to laws affecting children; human rights as they apply to social services; the organization of legal services and the legal accountability and liabilities of child and youth care workers and others in the social service field.

Prerequisites:

Second-year university standing or department permission

CYCA 2659**UVIC CYC 265**

3 UG

Introduction to Group Work in Child and Youth Care Practice

This course presents, in an experiential format, theoretical approaches and techniques related to the planning and facilitation of groups for children and youth. Students learn how to plan for and how to facilitate groups, in a participatory, skill-building, experiential learning format.

Prerequisites:

First-year CYCA courses or equivalent

CYCA 2809**UVIC CYC 280**

3 UG

Creating Programs and Environments for Young Children

This course is intended for students who do not already have an ECE certification. This course counts toward an ECE certification to be obtained concurrently with a BCYC. The course is designed to ensure that BCYC students achieve the competencies required by the provincial ECE licensing agency with regard to early childhood education programming.

CYCA 3569**UVIC CYC 356**

3 UG

Child and Youth Care Practice with Families

This course focuses on the various kinds of strategies used when working with families in a variety of settings. Using a strengths-based approach, it covers interventions that promote positive ways of improving family patterns when difficulties are presented. Students are introduced to a variety of intervention used to work collaboratively with family when changes are needed.

Prerequisites:

First-year CYCA courses or equivalent

CYCA 3649**UVIC CYC 364**

3 UG

Disability and Child and Youth Care Practice

This course is an introduction to disabilities for child and youth care practitioners. It includes a historic perspective on disability, demographics, definitions and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy and ethical issues relating to persons with disabilities and their families are examined.

Prerequisite:

Second-year university standing

CYCA 3809**UVIC CYC 380**

3 UG

Practices for Young Children and Families: Historical and Contemporary Perspectives

In this foundational course for the early years specialization, the historical and philosophical trends that influence and shape services and policies for young children and their families will be examined. Students investigate the roots of some of the current issues in the area of the early years through an applied analysis of local, national and international approaches to services and policies for young children and their families. This analysis is framed within a social justice approach.

Prerequisite:

Third-year university standing

CYCA 3819

UVIC CYC 381

3 UG

Leadership, Advocacy and Policy for the Early Years

This course explores leadership, advocacy, and policy within the context of key political debates and controversies affecting early-years services. Key areas of study include creation of networks and relationships with governmental and non-governmental organizations; roles of advocacy groups concerned with services and decision-making processes within particular social, cultural and economic contexts, policy development; and the role practitioners play as advocates engaged in a global context.

Prerequisite:

Third-year university standing

CYCA 4239

UVIC CYC 423

3 UG

Research Methods in Child and Youth Care

This course introduces students to the design of research and evaluation in child and youth care. Within an applied research practitioner context, students will be introduced to the knowledge and skills necessary to locate, understand, and use research about child and youth care. Students will examine research/evaluation designs and methodologies for improving child and youth care practice.

Prerequisite:

Third-year university standing

CYCA 4249

UVIC CYC 424

3 UG

Qualitative and Quantitative Analysis in Child and Youth Care

This survey course (UVic's CYC 424) (previously known as CYCA 424) provides students with a grounding in the techniques commonly used in the analysis of both quantitative and qualitative data in child and youth care, as well as the logic of interpreting evaluation data. Students will analyze quantitative, descriptive data in order to interpret relationships between variables and be introduced to inferential statistics.

Prerequisite:

Third-year university standing

CYCA 4809

UVIC CYC 480

3 UG

Advanced Applied Capacity Building for the Early Years

The central focus of this course will be practitioner's roles in strengthening community capacity for early-years care and development. Local, national and international case examples will be employed to explore the relationships between theory, practice and supportive policies. Students will undertake a major project designed to stimulate transformative processes in the provision of early-year services within the context of communities.

Prerequisite:

Fourth-year university standing

CYCA 4819

UVIC CYC 481

3 UG

Issues of Assessment and Evaluation with Young Children and Families

This course explores processes of assessment of young children and families, including implications and effects within various cultural and economic context; methods of program evaluation, including ethical implications; impacts on programs, practitioners, communities, families and young children; and relevance to diverse cultural contexts.

Prerequisite:

Fourth-year university standing

CYMH 5511

3 GR

Context and Theory in Child and Youth Mental Health Practice

This course is an interdisciplinary course that is designed to enable bachelor's- and master's-prepared students to provide assessment and treatment for clients who experience mental health conditions. The course introduces and examines core concepts, theoretical foundations and competencies in child and youth mental health clinical practice. The course is broken down into the following age grouping: 0-5, 6-12 and 13-19, reflective of the research literature and direct practice in the mental health field. Case studies, case assessments and treatment cases will be used to address all three age groups over a broad cross section of direct practice issues.

Prerequisite:

Admission to CYMH program or program coordinator's approval

Recommended Requisite:

Background in social work, counselling, child and youth care, education or nursing

CYMH 5521

3 GR

Assessment for Intervention in Child and Youth Mental Health

This interdisciplinary course is designed to enable bachelor's- and master's-prepared students to provide assessment and treatment for clients with mental health disorders. The course provides an understanding of assessment issues and approaches relevant to the support of children and youth with mental health concerns and their families. Students will be introduced to a range of issues and considerations that guide a thorough and accurate evaluation and diagnosis and develop an understanding of specific assessment processes and instruments associated with specific conditions.

Prerequisites:

Admission to CYMH program or program coordinator's approval; CYMH 5511

Recommended Requisite:

Background in social work, counselling, child and youth care, education or nursing

CYMH 5531

4 GR

Intervention in Child and Youth Mental Health

This is an interdisciplinary course that is designed to enable bachelor's- and master's-prepared students to provide and implement intervention plans for children with mental health disorders. The course provides an understanding of intervention issues and approaches relevant to the support of children and youth with mental health concerns and their families. Students will be introduced to a range of issues and considerations that guide intervention plans.

Prerequisites:

Admission to CYMH program or program coordinator's approval; CYMH 5511

Recommended Requisite:

Background in social work, counselling, child and youth care, education or nursing

CYMH 5541

5 GR

Child and Youth Mental Health, Clinical Internship and Capstone

This course will provide the structure and supervision for field experience in child and youth mental health. Field education will provide students with an opportunity to enhance and refine their child and youth mental health skills. Students who are currently working in a mental health position must ensure that their placement work is specifically with children and youth and appropriate supervision is available within or can be contracted outside of the agency. Included in this course is a capstone project, which will integrate theory, practice and research.

Prerequisites:

Admission to CYMH program or program coordinator's approval; CYMH 5511, 5521, 5531; 120 internship hours

CYMH 5611

3 GR

Introduction to Adoption and Permanency Planning

This course is designed to provide participants with a foundation in the theoretical underpinnings of adoption competent mental health practice. Based on the Center for Adoption Support and Education Training for Adoption Competency, this course is designed for professionals in the mental health and child welfare field who want to develop their knowledge and skills to better serve adopted children and their families. Throughout the course, participants will be encouraged to reflect upon their own attitudes and beliefs about adoption, the diversity of adoptive families, and the challenge when mental health behaviours occur. In addition to an understanding of the theoretical, organizational, legal and ethical issues impacting adoption, the course will focus on developmental stages of children and their adoptive families and the psycho-emotional challenges in adoptive families.

Prerequisite:

Program coordinator's approval

Recommended Requisite:

A bachelor's or master's degree in social work, child and youth care, nursing, education or psychology (GPA of 3.00 or higher)

CYMH 5621

3 GR

Mental Health Practice Skills for Adoption Facilitators

This course focuses on providing clinical skill development for practitioners to support adoptive children and families who are experiencing mental health challenges. Participants will integrate adoption competent knowledge, skills, and values into their practice with adopted children, adoptive families, birth parents and extended family members. Particular attention will be focused on the multiple mental health challenges children present in adoptive families and ways of supporting adoptive families through the process of healing in order to enhance healthy family formation.

Prerequisite:

Program coordinator's approval

Recommended Requisite:

A bachelor's or master's degree in social work, child and youth care, nursing, education or psychology (GPA of 3.00 or higher)

ECON 1221

3 UG

Introduction to Basic Economics

Students develop a basic understanding of economic principles in order to discuss issues at the level covered by the media. The course topics include an introduction to microeconomics; the importance of government; an introduction to macroeconomics; macro policies and trade; industrial organization and products costs; and market structures, including perfect and imperfect competition.

ECON 1901

3 UG

Principles of Microeconomics

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

ECON 1951

3 UG

Principles of Macroeconomics

Students examine how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity.

Recommended Requisites:

Principles of Math 12 or Foundations of Math 12 or Pre-calculus Math 12; Foundations of Math 11 (B or better) or Pre-calculus Math 11 (BC grads after 2013) or Principles of Math 11 (C+ or better) or Applications of Math 12 or equivalent (BC grads before 2013) or MATH 0523 or equivalent

ECON 2331

3 UG

Economic and Business Statistics 2
Building on STAT 1201, *Introduction to Probability and Statistics*,

students examine advanced statistical techniques and methods and their applications in business and economics. Topics include review of hypothesis tests; inferences about population variances; comparing multiple proportions for three or more populations and tests of independence; analysis of variance and experimental design; simple and multiple regressions; and time series analysis and forecasting. Students are required to apply statistical techniques using Excel® and/or Minitab®.

Recommended Requisites:

ECON 2331, 3101; STAT 2410, 3060

ECON 2631

3 UG

Issues in Aboriginal Economics

Students investigate issues relating to Aboriginal self-governance and economic development. Topics include an introduction to Canadian Aboriginal peoples and their communities; the public sector in Canada and the public sector of First Nations; an overview of First Nations Economies; an introduction to urban and regional economics; how markets operate and the implication of market failures; and economic development on First Nations lands.

Recommended Requisites:

ECON 1221 or 1901 or 1951

ECON 3041

3 UG

Managerial Economics

Students focus on the application of economic models and rationale choice to business decision making. Topics include an overview of managerial economics; demand and supply; costs of production and the organization of the firm; market structure and pricing and output decisions; game theory and pricing strategies; and the economics of information and the role of government in the marketplace.

Recommended Requisites:

ECON 1901, 1951; MATH 1171

EDDL 5101

3 GR

Educational Technology in the Curriculum

This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. This course 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.

Prerequisite:

BEd degree or bachelor's degree in another discipline with teaching qualifications or experience or permission from School of Education's associate dean or designate

EDDL 5111

3 GR

Introduction to Distributed Learning

This course is designed to provide educators (teacher candidates, in-service teachers, faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.

Prerequisite:

BEd degree or bachelor's degree in another discipline with teaching qualifications or experience or permission from School of Education's associate dean or designate

EDDL 5131

3 GR

Multimedia in the Curriculum

This course is designed to introduce educators, and thus their students, to computer and web-based multimedia tools such as text, video, audio and digital photographs and graphics. There will be an emphasis not only on how to use the tools, but also on sound pedagogical practice to promote teaching and learning. Students in this course will learn how to identify, select, plan for, create, and integrate multimedia into instruction and have their students do the same in activities such as reports, digital storytelling and portfolios.

Prerequisite:

BEd degree or bachelor's degree in another discipline with teaching qualifications or experience or permission from School of Education's associate dean or designate

EDDL 5141

3 GR

Online Teaching and Learning

This course provides educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. This course is designed to provide instructors with a basic introduction to the theory and practice of online teaching and learning and to develop the skills and strategies needed to facilitate courses in an online environment. Participants will reflect on their experiences as online learners to help develop their own philosophy of online teaching and learning. Using their philosophy, they will plan and conduct an online learning activity that they will facilitate for their fellow participants. Emphasis will be placed on student engagement and motivation, creating collaborative and interactive experiences and gaining practical experience.

Prerequisite:

BEd degree or bachelor's degree in another discipline with teaching qualifications or experience or permission from School of Education's associate dean or designate

EDDL 5151

3 GR

Managing Your Technology Classroom

Participants will explore a variety of methodologies, tools and technologies to enhance teaching and learning in their specific educational context. They will engage in critical discourse about the use of information technology in a number of different educational settings, evaluate the resources available to them, and develop strategies to make the most effective use of those resources for themselves and their students.

Prerequisite:

BEd degree or bachelor's degree in another discipline with teaching qualifications or experience or permission from School of Education's associate dean or designate

EDFN 4201

3 UG

Aboriginal Teaching and Learning

Students are given an overview of the history of Aboriginal education in British Columbia and Canada. The course focuses on effective teaching and learning practices for Aboriginal students, including developing relationships with parents and extended family members. Teacher candidates examine how to enrich the regular school curriculum by adding Aboriginal content and including the cultural background of their Aboriginal students. The class format is presentation and discussion based on articles and videos provided by faculty, presentations from other Aboriginal educators, community members and teacher candidates. Virtual field experiences could include visits to local band-operated schools, Aboriginal museums, residential schools and/or Aboriginal Friendship Centres.

Recommended Requisite:

EDTE 3180

EDIE 4151

3 UG

Inclusive Education – Specific Learning Disabilities

Students are introduced to specific learning disabilities (LD). They gain a historical perspective on learning disabilities and an overview of relevant theoretical frameworks and models of learning disabilities. Students are introduced to current legislation in British Columbia and its relationship to the school district, school, and classroom levels. Two key topics are (a) screening and in-class assessment, and (b) intervention strategies within the general education classroom.

Recommended Requisite:

EDTE 3180

EDUC 4409

3 UG

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:

Completion of or enrolment in professional year of teacher education program (with 1.5 units of a reading instruction course) or permission of instructor

EDUC 4429

3 UG

Literacy Strategies for Supporting Struggling Learners II

This course builds on the course content of EDUC 4409/UVIC EDCI 441. It further explores assessment and instructional practices for elementary, middle and high school students who experience difficulties with reading and writing. A practical component involves creating and delivering a series of intervention lessons to a student who experiences challenges with literacy learning.

Prerequisite:

EDUC 4409 or permission of instructor

EDUC 4479

3 UG

Principles of Teaching English to Second Language Learners

This course provides a survey of principles and theories for, and the teaching of English to second language learners. The examination of curriculum and methodology for use with ESL learners in the elementary and secondary schools.

Prerequisite:

Registration in Faculty of Education program or diploma or major in applied linguistics or permission of instructor

UVIC EDCI 441**UVIC ECI 442****UVIC EDCI 447**

EDUC 4489**UVIC EDCI 448**

3 UG

Organization and Procedures for Instruction of English to Second Language Learners

This course examines current models for the organization and instruction of ESL students at the elementary and secondary levels. The integration of language and content instruction within the regular classroom is emphasized.

Prerequisite:

Registration in Faculty of Education program or diploma or major in applied linguistics or permission of instructor

EDUC 5011

3 GR

Research Methods

This course will serve as an overview to research methods typically used in educational research. It will familiarize students with a range of research methods which will allow students to be critical consumers of research and apply appropriate methods to examine a range of research questions.

Students will learn to design research proposals, conduct a literature review, examine a variety of research methods, and learn procedures for securing research ethics approval.

Prerequisite:

Admission to MEd degree program

EDUC 5021

3 GR

Philosophy and History of Education

What education is, what purposes it should serve, and how it should be structured is closely entwined with ideas of what a society is and how it functions. This course provides an introduction to key educational philosophers and considers their impact on the history of education.

Prerequisite:

Admission to MEd degree program

EDUC 5041

3 GR

Diversity: Constructing Social Realities

Students investigate fundamental questions about the relationship between education and society. Inequalities based on class, gender, race, and sexual orientation and how they are socially constructed in contemporary society are considered, in addition to how they operate in educational environments. Students identify the effects of identity constructs such as race, class, gender, and sexual orientation on the educational experiences of students and how these constructs shape student access, achievement, and attainment. Students are challenged with the following questions: How do schools reproduce, reinforce, and challenge social inequalities? How do educational materials embrace inclusive approaches within the broader contexts of multiculturalism, globalization and cosmopolitanism? How can educators promote inclusive education that values diversity and equity?

Prerequisite:

Admission to MEd degree program

EDUC 5281

3 GR

Capstone Seminar

This capstone course will provide students with the opportunity to write a major synthesis paper on their learning in the MEd. While the precise topic of the paper will be determined by the student in consultation with his/her supervisor, the student will benefit from interaction with peers in this course. Topics covered will include models and examples of synthesis papers, peer review, and presentations. This course will be delivered online.

Prerequisites:

Admission to MEd degree program; completion of required courses

EDUC 5401

3 GR

Principles and Processes of Educational Leadership

This course is designed to examine the current theories and belief systems that contribute to evolving concepts of leadership, particularly leadership in educational settings. A variety of pedagogical approaches will be used to examine processes that develop relationships, encourage team building, facilitate conflict resolution, and encourage innovation, change and organizational performance. Participants will become familiar with various styles of leadership such as charismatic, transformational, transactional, and collegial, and will be encouraged to examine and challenge their own practices in field settings. Students will investigate current models of supervision and performance assessment and assess the models in the context of differing leadership styles. Participants will develop a repertoire of leadership styles and skills that will be applicable in a variety of educational settings.

Prerequisite:

Admission to MEd degree program

EDUC 5421

3 GR

Legal Issues in Education

This course examines educational governance, policy and laws with an emphasis on their effects on students, teachers, administrators, and parents. Course themes include student and parent rights, labour law, child protection, collective bargaining, and the governance of schools in BC, Canada and internationally.

Prerequisite:

Admission to MEd degree program

EDUC 5441

3 GR

Understanding and Managing Conflict

Understanding and managing conflict is core to many educational roles, for example, teacher, principal, district leaders, counselors, and curriculum consultants. It also is central to leadership in other sectors such as health care, social services, the military, and more. This course will examine these topics: types and causes of conflict, cultural components of conflict, effects of conflict, conflict management, and conflict vis-a-vis organizational change.

Prerequisite:

Admission to MEd degree program

EDUC 5461

3 GR

Educational Management

This course will examine the management of fiscal and human resources that contribute to effective leadership in educational settings.

Prerequisite:

Admission to MEd degree program

EDUC 5501

3 GR

Introduction to Counselling Skills

The purpose of this course is to provide an opportunity for the development of counselling skills and improved interpersonal relationships through the exchange of ideas, feelings and attitudes. Through interaction and experiential learning activities, students will develop a working knowledge of counselling and interviewing skills, and procedures.

Prerequisite:

Admission to MEd degree program

EDUC 5511

3 GR

Theories in Counselling

This course focuses on major theoretical approaches to counselling and the strategies used in each. Through exploration and examination of each approach, coupled with the integration of multicultural and diversity competencies, students will gain the knowledge and skills necessary to apply the strategies and techniques of counselling theories. Ethical decision making will be incorporated into each theoretical approach.

Prerequisite:

Admission to MEd degree program

EDUC 5521

3 GR

Assessment and Evaluation in Counselling

This course is a study of group and individual assessments used in schools and agencies.

Prerequisite:

Admission to MEd degree program

EDUC 5551

3 GR

Introduction to Secondary School Counselling

Students explore counselling as related to secondary school practice and focus on the secondary school counsellor's role and functions.

Prerequisite:

Admission to MEd degree program

EDUC 5561

3 GR

Career Counselling and Development

This course is a study of career counseling development and theory. The theoretical emphasis is on the developmental aspects of career decision making from childhood through adulthood.

Prerequisite:

Admission to MEd degree program

ENGL 0401

NC

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 Requisites:

English 8 or equivalent; English language and writing assessment

ENGL 0501

NC

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.

Recommended Requisites:

English 10 or ENGL 0401 or equivalent; English language and writing assessment

ENGL 0601

NC

Introduction to Literature

(Grade 12 equivalency)

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature.

Recommended Requisites:

English 11 or ENGL 0501 or equivalent; English language and writing assessment

ENGL 0641

NC

Survey of British Literature

(Grade 12 equivalency)

This course presents a traditional survey of English Literature, from its earliest beginnings to the second half of the twentieth century.

Recommended Requisites:

English 11 or ENGL 0501 or equivalent; English language and writing assessment

ENGL 0661

NC

Written Communication

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of email messages, memos, letters, college essays and workplace reports.

Recommended Requisites:

English 11 or ENGL 0501 or equivalent; English language and writing assessment

ENGL 1001

3 UG

Literature and Composition I

This course introduces short stories and the novel through examples of the genres drawn primarily from the twentieth century. The course is not a chronological or historical survey of literature. Instead, it examines the general characteristics of fiction by focusing on short stories and a novel. This course also provides a review of basic grammar, punctuation, and instruction in composing critical essays. ENGL 1011, *Literature and Composition II* is the continuation of ENGL 1001 and focuses on drama and poetry.

ENGL 1011

3 UG

Literature and Composition II

This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme and expressionist theatre.

Prerequisite:

English 12 or equivalent

Recommended Requisite:

ENGL 1001 or equivalent

ENGL 1021

3 UG

Composition and Indigenous Literature in Canada I

This course introduces students to an exciting range of Indigenous Canadian literature and orature, including autobiographies, speeches, essays, short stories and storytelling. Students will also have the opportunity to listen to audio CDs of interviews and readings by many of the authors studied in the course and to view a video of a storytelling performance and an interview with a contemporary Indigenous multimedia artist.

Prerequisite:

English 12 or equivalent

ENGL 1031

3 UG

Composition and Indigenous Literature in Canada II

This course is comparable to the second half of other first-year university English courses. Course requirements include reading: novels, a novel excerpt, one-act and full-length plays, and a wide range of poems. The six instructional units in this course cover a broad and exciting range and depth of literature written in English by Canadian Indigenous writers, beginning in the twentieth century. Students will develop an appreciation for both the significance of oral storytelling to contemporary Aboriginal writers as well as the diverse contributions of these writers to contemporary literature. Students will identify, analyze and discuss many literary conventions related to fiction, drama and poetry. In addition, students will receive further experience in composition and in writing critical essays, including a formal research paper.

Prerequisite:

English 12 or equivalent

Recommended Requisite:

ENGL 1001 or 1021 or equivalent

ENGL 1061

3 UG

Written Communication

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do - at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports. Advanced standing may be approved by CHA, CIM.

Prerequisite:

English 11 or ENGL 0501 or equivalent

ENGL 1071

3 UG

Business Communication

Your success in the world of work depends to a large extent on your ability to communicate. This course will provide you with practice in occupational writing, both correspondence and reports. The first half of the course deals with correspondence, with particular emphasis on employment letters, customer relations and sales messages. The remaining units focus on report preparation, with practice in writing descriptions, instructions, progress reports and proposals. The material is interesting, and the exercises are relevant to most administrative, supervisory and managerial positions. The approach to study should make your work really enjoyable. If you are motivated and can commit yourself to doing a good job of the course, you will derive a great deal of benefit from it.

Prerequisite:

ENGL 1061 or 1001 or 1021 or equivalent

ENGL 1101

3 UG

Introduction to University Writing

This course introduces students to the practices of reading and writing in scholarly contexts. Students will read and analyze scholarly journal articles from a variety of disciplines. They will also develop their abilities to compose in the genres and sub-genres of scholarly writing, including incorporating research and documentation in a grammatically correct style.

Recommended Requisite:

English 12/English 12 First Peoples (73% or better) or equivalent

ENGL 2111

3 UG

English Literature from Chaucer to Milton

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, Milton's *Paradise Lost*, as well as some of the works of such Elizabethan and Jacobean poets as Spenser, Shakespeare, Donne and Jonson.

Prerequisites:

ENGL 1001 and 1011; or ENGL 1021 and 1031; or ENGL 1019 and 1029; or equivalents

ENGL 2211

3 UG

English Literature of the Eighteenth and Nineteenth Centuries

Continuing from ENGL 2111, this course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries. The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. Attention is also given to the political, philosophical, social and religious atmospheres of what we now call the Neo-Classical, the Romantic and the Victorian periods of English literature.

Prerequisites:

ENGL 1001, 1011; or ENGL 1021 and 1031; or equivalents

Recommended Requisite:

ENGL 2211

ENGL 4241

3 UG

Modern British Fiction

This course provides a survey of modern British fiction from its development early in the twentieth century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work and, finally, to see in it reflections of the major themes of modern British fiction.

Prerequisites:

ENGL 1001 and 1011 or equivalents

ENGL 4321

3 UG

Modern Canadian Fiction

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

Prerequisites:

ENGL 1001 and 1011 or equivalents

ENGL 4341

3 UG

Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of 12 plays.

Prerequisites:

ENGL 1001 and 1011 or equivalents

ENGL 4351

3 UG

Modern American Fiction

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there's a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

Prerequisites:

ENGL 1001 and 1011 or equivalents

ENGL 4991

3 UG

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, English Major, and may be taken for completion of the Post-Baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.

Prerequisites:

General education and lower-level English requirements of BA, English Major degree: 15 upper-level English credits

ENTR 4751

3 UG

New Venture Creation

Students develop the skills, values, and attitudes needed for success as an entrepreneur whether starting a new venture from scratch, joining or acquiring an existing business, or creating a new venture inside a larger organization. The primary activity is the development of a comprehensive business plan. Topics include an overview of entrepreneurship and small business in Canada; entrepreneurial mindset, characteristics, competences and ethics; creativity, idea generation and feasibility studies; business plans; part-time and full-time entrepreneurship; location and capacity planning; marketing research for new ventures; financing new ventures; creating a financial plan; legal structures and issues; new venture development team; risk analysis and management; and reviewing, identifying and evaluating educational technologies.

Recommended Requisites:

ENTR 4751; TMGT 4150

ENVS 3991

3 UG

Environmental Studies: Sustainability

This upper-level course is a Web seminar offering special topics in environmental studies for in-depth study. Students focus on topics that are important to Canadians: the impacts of population and pollution on global climate change and the effects of exploiting our natural resources. Emphasis is placed on water, energy and biodiversity and on the attempts to balance the impact of our activities with the environment's capacity to absorb them. This course is suitable for learners completing degrees in a number of discipline areas including science, engineering, humanities, social science, business or general studies.

Recommended Requisite:

60 credits of post-secondary education

FNCE 2121

3 UG

Financial Management

Students develop a basic understanding of business finance which deals with how organizations effectively manage their operating and fixed assets and fund them with an optimal mix of debt and equity financing. Topics include financial statement analysis; financial forecasting; working capital management and short-term borrowing; valuing financial assets; cost of capital; capital budgeting and risk; capital markets and sources of long-term financing; dividend policy; and foreign exchange.

Recommended Requisites:

ACCT 1211 and 1221 or ACCT 2211; CMNS 1291; MATH 1071; STAT 1201

FNCE 3151

3 UG

Investments 1

Students examine basic investing and portfolio management from a global perspective. Topics include risk and return; diversification and assets allocation; types of securities; buying and selling securities; stock valuation; price behavior and market efficiency; behavioural finance and the psychology of investing; interest rates; bond prices and yields; portfolio management; return, risk and the security market line; performance evaluation and risk management; options and futures; fixed income, including corporate and government bonds and mortgage-backed securities; and international portfolio management.

Recommended Requisites:

FNCE 2121; ECON 2331

FNCE 3171

3 UG

Investments 2

Building on FNCE 3151, *Investments I*, students explore investing at an advanced level, focusing primarily on fixed income alternatives. Topics include measuring yield and bond price volatility; duration and interest rates; treasury and local government securities; residential mortgage loans; price and yield behaviour of pass-through securities; collateralized mortgage obligations and stripped mortgage backed securities; asset-backed securities; bonds with embedded options; fixed income portfolio management; liability-driven strategies and performance evaluation; and derivative contracts and strategies.

Recommended Requisite:

FNCE 3151

FRAN 1111

3 UG

Introduction to French I

Students begin the Common European Framework of Reference (CEFR) A1 level to develop cultural knowledge and communicative skills in speaking, listening, reading and writing in modern standard French. Students are assumed to have no prior knowledge of French

Prerequisite:

French 10 or equivalent

FRAN 1211

3 UG

Introduction to French II

Building on the Common European Framework of Reference (CEFR) A1 skills acquired in FRAN 1111, students continue to develop communicative skills to the A1+ level in speaking, listening, reading and writing as well as the culture of the French-speaking world.

Prerequisite:

FRAN 1111 or equivalent

FRST 3073

3 UG

Forest Harvesting

Students consider the engineering, economic, and environmental factors associated with transportation and harvesting systems used in integrated forest resource management. These include forest road design and location; geotechnical engineering, and drainage; harvest planning, locating, and scheduling; and an international perspective on logging systems and their application in meeting silvicultural objectives.

Prerequisite:

Graduation from recognized post-secondary institutions, with a major in forestry, biology, wildlife, natural resources or geography; or field experience and enrolment in TRU's Natural Resource Sciences program

GEOG 1191

3 UG

Introduction to Human Geography I: People and the Environment

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both "determinist" and "possibilist" views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

Recommended Requisites:

Provincial Grade 12 diploma or equivalent; lower-level social sciences or geography courses (GEOG 1221)

GEOG 1221

4 UG

Introduction to Physical Geography

This course is an introduction to the basic processes that influence the characteristics and spatial relationships of climate, water cycle and vegetation. Students examine the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The cycling of water and other Earth resources within the living zone—the biosphere—are discussed, while students focus on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes. Students are then asked to observe and to interpret aspects of their local environment by applying what they have learned.

GEOG 2221

3 UG

Regional Geography of Canada

This course examines the physical, human and economic geography of Canada from a regional context. Students focus on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. The distribution patterns of people, cultural groups and economic activities is explored to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

GEOG 2231

3 UG

Geography of British Columbia

This course uses the concepts and methods of regional geography to explore the character of British Columbia through study of the province's diverse physical and human landscapes. Students focus on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization and economic activity. Students also examine how the province fits into a variety of regional settings: the Pacific Northwest, Canada, North America and the Pacific Rim.

Recommended Requisites:

First-year course in geography (GEOG 1221, 1191) or geology (GEOL 1011, 1111) or equivalent

GEOG 3991

3 UG

Global Climate Change and Regional Impacts

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of issues from various perspectives. Students study how natural processes and human activity alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop their knowledge of systems and energy flow and atmospheric and ocean circulation; methodologies, records and indicators of climate change; and the consequences of human activity within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

Prerequisite:

60 credits of post-secondary education

GEOL 1011

3 UG

Introduction to Geoscience

In this non-lab course, students examine the nature of the Earth and its development through time. Topics include the Earth's origins and composition, volcanoes, earthquakes, and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind and waves.

Prerequisite:

Provincial Grade 12 diploma or equivalent

GEOL 1031

3 UG

Dinosaur Earth

Students explore dinosaurs and their domination of terrestrial habitats for about 160 million years during the Mesozoic era. The course begins by examining global plate tectonics and climate with specific reference to the Mesozoic. Students examine the evolution of the dinosaurs from the early land-dwelling vertebrates, their diversification, and their extinction 65 million years ago. The manner in which the ancestors of modern animals filled the habitats previously occupied by dinosaurs is also examined. This course is intended to meet the science requirements of non-science programs and to be of interest to students who have taken other courses in earth and environmental sciences.

GEOL 1111

4 UG

Introduction to Earth Science

This lab course studies the nature of the Earth and its development through time. Students examine the Earth's origins and composition, in addition to volcanoes, earthquakes, and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves. The lab component of the course focuses on the identification and understanding of minerals and rocks, and on the interpretation of geological features from topographic maps.

Recommended Requisite:

Provincial Grade 12 diploma or equivalent

GEOL 2051

3 UG

Historical Geology: Global Change through Time

This course explores the evolution of Earth, the continents, oceans, atmosphere, climate, and biosphere over geologic time. Students learn about the scientific principles, evidence, techniques and technologies for addressing fundamental inquiries such as how oxygen was added to the atmosphere, how and why climates have changed throughout time and the significance to current climate change; how water was added to the oceans, and causes of sea level change; the formation and erosion of mountains; causes and effects of glaciations; theories for the origin of life, and the timing and causes of major extinctions; and the recent importance of humans as geologic agents.

Recommended Requisite:

GEOL 1111 or 1110

GEOL 2071

3 UG

Geologic Hazards and Forensic Geology

Students explore how the geosciences contribute to criminal and military investigations, and to the understanding, predictions and mitigation of geologic hazards. Students investigate the magnitude, frequency, causes and impacts of geologic hazards such as earthquakes, volcanic eruptions, tsunamis, landslides and meteor impacts. Students develop skills for the prediction, monitoring, assessment, and determination of causes of damage. Students examine the role of geosciences for national security and geological methods used in criminal investigations.

Recommended Requisite:

GEOL 1111 or equivalent

GEOL 2391

3 UG

Environmental Geology

Students examine geological processes and material and their interaction with human activities, environmental planning and management.

Recommended Requisites:

Provincial Grade 12 diploma or equivalent; introductory geology course

GEOL 3191

3 UG

Geomorphology

This course examines geomorphic processes and the interrelationship of processes, landforms, materials and time. Practical problems in science and applied science that relate to geomorphic processes are discussed, and methods of investigation and analysis are introduced in laboratory sessions.

Prerequisite:

GEOL 1110

HART 4819

3 UG

Human Resource Management in Cultural Organization

This course is an intensive examination of the ways in which staff and volunteers are managed in cultural organizations, with particular emphasis on museum and heritage agencies, and stresses integrated, planned approaches to human resource development. Topics include organizational dynamics; leadership and decision-making; board/staff relations; policy development; position descriptions; recruitment; performance planning; communications; legal considerations; and ethics and professionalism.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4839

3 UG

Museum Principles and Practice II: Programing Exhibitions and Management

Exhibitions and public programs are the primary means by which museums share their collections and knowledge with communities. This course explores the role and development of exhibitions and programs, with particular emphasis on public partnerships, audience development, and principles of design, implementation and evaluation. When offered in the distance format, the course will also address topics in museum management.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

UVIC AHVS 488P

HART 4869

3 UG

Museum Principles and Practice I

Museums, their collections and the knowledge they convey play a unique role in contemporary society. This course explores the purpose and functions of museums with particular emphasis on relationships with communities and the ways in which knowledge is created and preserved through collections and research. Topics include history and organization of museums and collections curatorship, research, documentation and care.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4879

3 UG

Heritage Resource Management

This course offers an intensive study of the nature and value of heritage resources worldwide, and of management approaches that support their preservation and presentation. Topics include principles of heritage conservation, identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, planning for conservation, and cultural tourism.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

UVIC AHVS 486A

3 UG

Museum Principles and Practice I

Museums, their collections and the knowledge they convey play a unique role in contemporary society. This course explores the purpose and functions of museums with particular emphasis on relationships with communities and the ways in which knowledge is created and preserved through collections and research. Topics include history and organization of museums and collections curatorship, research, documentation and care.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

UVIC AHVS 487A

3 UG

Heritage Resource Management

This course offers an intensive study of the nature and value of heritage resources worldwide, and of management approaches that support their preservation and presentation. Topics include principles of heritage conservation, identification of heritage value and significance, inventory and documentation of heritage resources, organizational and legal frameworks for conservation, planning for conservation, and cultural tourism.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4889 **UVIC AHVS 488D**

3 UG

Caring for Collections

An examination of the physical characteristics of various of museum collections, the ways they are affected by a range of environmental factors in their physical and social environments, and the risk assessment, preventive conservation, and treatment guidelines that are utilized to ensure the safe-keeping of artifacts and specimens in storage, on exhibit, in transit, and when in use for research and programming purposes. A specialized focus on collections type may be taken.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural: contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4909 **UVIC AHVS 488A**

3 UG

Managing Cultural Organizations

This course is an intensive study of the application of management theory and practice in cultural organizations, with particular emphasis on: characteristics of non-profit cultural organizations; governance and leadership; establishing mission goals and objectives; roles of executive and artistic directors; policy development and implementation; personnel management and team building; financial management; strategic and operational planning; information management; public relations; marketing; volunteer development; and ethical and legal issues.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural: contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4919 **UVIC AHVS 488B**

3 UG

Collections Management

This course is an examination of the development and contemporary roles of museum collections, with an emphasis on the principles and practices involved in their management, including policy development, legal and ethical considerations, documentation and information management, acquisitions, accessioning, deaccessioning, loans, risk management, care and handling. Issues of ownership, access and collections planning will also be addressed. Content may address specialized collections areas.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural: contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4929 **UVIC AHVS 488S**

3 UG

Building Community Relationships

Strong, sustained and mutually beneficial relationships with communities are critical to museums, heritage agencies and cultural organizations that seek relevant, positive and socially responsible roles in society. This course explores the complex factors that are reshaping relationships with communities and addresses methods of defining community characteristics and needs; potential community roles and relationships with cultural organizations; and strategies for creating and maintaining relationships with diverse groups.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural: contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4939 **UVIC AHVS 488J**

3 UG

Curatorship: Contemporary Perspectives

This course examines the core curatorial concepts of collections planning, management, research, analysis, documentation, and exhibition development, and relates them to the evolving roles of museums in society. Topics include collections and acquisition policies, object oriented research methods, curatorial approaches to intangible heritage, documentation, information management, access, copyright, curatorial collaborations, and the communication of research through exhibitions, public programming, and print and electronic media.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural: contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4959 **UVIC AHVS 488G**

3 UG

Public Programming

This course examines the critical role of public programming and interpretation in museums, galleries, heritage programs/sites and related agencies, and the relationship with learning and education. Emphasizes approaches which respond to community interests and reflect curatorial priorities. Planning, delivery, management and evaluation strategies for a range of programming approaches are covered.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural: contact irenel@uvic.ca; access to local museum, gallery, heritage site

HART 4969**UVIC AHVS 488U**

3 UG

Managing Archival Collections

This course provides a focus on archival collections as components of museum collections requiring specialized organization, management, and care. Topics include the value and nature of archival materials; theories, principles and practices governing archival management; legal, administrative and frameworks; appraisal, acquisition, and accessioning; arrangement and description; physical processing and storage; preventive conservation; reference services and access; sharing archives and using them to enhance exhibits, education and outreach.

Prerequisites:

Permission of UVic's Cultural Resource Management Program at www.uvcs.uvic.ca/cultural; contact irenel@uvic.ca; access to local museum, gallery, heritage site

HIST 1121

3 UG

Canadian History to 1867

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

HIST 1161

3 UG

Modern European History I: 1450-1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in Eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

HIST 1221

3 UG

Post-Confederation Canadian History

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

HIST 2251

3 UG

History of British Columbia

This course surveys the past two centuries of the history of Canada's west coast province, and includes an overview of the major historical events in British Columbia. Students analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies and local history enthusiasts.

Recommended Requisite:

Secondary school history coursework or equivalent

HIST 3991

3 UG

Environmental History

In this online seminar, students examine the reciprocal relations between humans and non-human nature through a historiographic perspective. The course addresses the changing impact of human populations, their technology and their ideas on the physical environment, as well as how climate, topography, plants and animals have enabled, constrained and altered the path of human societies. A North American context is emphasized.

Prerequisite:

60 credits of post-secondary education

HIST 4991

3 UG

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, History major and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

Prerequisites:

General education and lower-level requirements of BA, History Major degree; 15 upper-level credits in history

HLTH 1001

2 UG

Health 2: Lifestyle and Choice

Students are introduced to a holistic concept of health and the components of a health-enhancing lifestyle. Participants are invited to reflect on their own experience of health while recognizing challenges and resources that can impact lifestyle choices. Students are also introduced to a model that is applied to understanding the multi-faceted aspects of health and healing.

Prerequisite:

Admission to HCA program

HLTH 1011

3 UG

Health and Healing - Concepts for Practice

Developing a theoretical framework for practice, students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a Health Care Assistant (HCA). This course focuses on concepts of caring and person-centred care, basic human needs and human development, and family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice.

Prerequisites:

Admission to HCA program; HLTH 1001, 1051, 1101, 1153, 1201, 1351 (all B- or better)

HLTH 1021

3 UG

Nutrition for Health and Changing Lifestyles

This course provides an introduction to the relationship between nutrition and health. The focus is on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture, and identifying standards of healthy eating in Canada.

HLTH 1051

3 UG

Health 1: Interpersonal Communications

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. Participants develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

Prerequisite:

Admission to HCA program

HLTH 1061

3 UG

Medical English

Participants develop and strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development will be facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications and medication administration as well as health care contexts. Through the use of reading for general meaning, word expansions and vocabulary building, internationally educated health care providers are able to acquire career-specific language development.

Prerequisite:

Health care education

HLTH 1121

3 UG

Foundational Human Anatomy

This course promotes the entry-level health professional's understanding, communication and application of foundational anatomy and physiology knowledge for the promotion of continuing physical health for people of all ages, from birth to older adults. Foundational to the practice of health is awareness of body systems and the recognition of body system changes across the lifespan. Students gain knowledge of appropriate interventions to maintain physical health and reduce the chances of disease from physiological dysfunction and develop the ability to communicate this knowledge to others.

HLTH 1131

1 UG

The Electrocardiogram

This introductory course covers the theory behind the specific anatomy of the heart, the conduction system, and the electrocardiogram, as well as some diagnostic aspects of the heart as related to the medical laboratory assistant.

Prerequisite:

Admission to MLA program

HLTH 1141

3 UG

Introduction to Electrocardiography

This course is designed specifically for health care practitioners interested in gaining the knowledge required to perform 12-lead electrocardiograms (ECGs). Information on the anatomy and physiology of the heart, lead theory, ECG equipment, troubleshooting and dealing with a variety of patient situations will also be reviewed. Emphasis will be placed on the 12-lead ECG, recognition of arrhythmias that require immediate response and the properties that comprise an accurate ECG tracing.

Recommended Requisite:

HLTH 1981

HLTH 1153

3 UG

Personal Care and Assistance Theory

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course will assist the student to integrate theory from other courses and develop a theoretical understanding of caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

Prerequisites:

Admission to HCA program; HLTH 1001, 1011, 1051, 1101, 1201, 1351

HLTH 1155

1 UG

In-Person

Personal Care and Assistance (Skills Practicum)

This course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course is comprised of class and supervised laboratory experiences which assist the student in integrating theory from other courses. This allows the student to develop caregiver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

Prerequisites:

Admission to HCA program; HLTH 1001, 1011, 1051, 1101, 1153, 1201, 1351 (all with B- or better)

HLTH 1201

4 UG

Healing 1: Caring for Individuals Experiencing Common Health Challenges

Students focus on the normal structure and function of the human body and normal bodily changes associated with aging. Common challenges to health and healing in relation to each body system are explored. Participants are encouraged to analyze person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

Prerequisite:

Admission to HCA program

HLTH 1251

2 UG

In-Person

Practice Experience in Home Support, Assisted Living and/or Group Home Setting

This practice course provides students with an opportunity to apply knowledge and skills they have gained from all courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the Health Care Assistant within a home support agency and gain abilities that will prepare graduates to assume the role of a community health worker.

HLTH 1301

7 UG

In-Person

Practice Experience in Multi-Level or Complex Care

This supervised clinical practice experience provides students with the opportunity to apply knowledge and skills gained from all courses in the program with individuals in a multilevel or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Students gain expertise and confidence with the role of the Health Care Assistant within a continuing care facility.

HLTH 1351

2 UG

Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

This course builds on content from other courses to assist students in exploring concepts and caregiving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is placed on recognizing behaviours and identifying person-centered intervention strategies.

Prerequisites:

Admission to HCA program; HLTH 1001, 1011, 1051, 1101, 1153

HLTH 1981

3 UG

Medical Terminology

This course uses a systematic approach to teach medical terminology to those who plan to be involved in or are already engaged in the medical, dental, nursing, veterinary, allied health fields. It also gives the student a basic understanding of body systems, anatomical structures, medical processes and procedures and diseases.

HLTH 2121

3 UG

Pharmacology Principles and Applications

Students explore basic concepts of pharmacology required to safely administer medications to a diversity of clients across the lifespan, in a variety of health care contexts. This course provides students with a working knowledge of drug therapy, in preparation for using a comprehensive, systematic, and evidence-based approach to drug therapy when treating patients with various health challenges. Drug therapy is present within a framework of body systems, using client care situations to enhance the integration of content learned in human anatomy and physiology. The major drug classes are discussed using prototype drugs.

HLTH 2501

4 UG

Pathophysiology

This course focuses on the general principles of disease and then further explores information dealing with specific disorders of body systems or individual organs. This course is intended for health care practitioners.

Recommended Requisite:

6 credits of anatomy and physiology

HLTH 2511

3 UG

Introduction to Pharmacology

Students develop an understanding of the theoretical concepts surrounding pharmacology, such as the pharmacokinetics and pharmacodynamics of drugs, and the concepts surrounding pharmacotherapy. This course gives specific information concerning cardiopulmonary, vascular, central and peripheral nervous system, and antimicrobial drug classifications, as well as common examples in each classification. With each classification of drugs covered, their mode of action, their clinical effects and side effects will be emphasized.

Recommended Requisites:

Two-year health care diploma program; sound knowledge of human anatomy, physiology and pathophysiology

HLTH 2573

3 UG

Arterial Blood Gases

This in-depth course examines the basic principles of chemistry and physics related to blood gases and the physiology of respiration. The interpretation, collection, and sampling of blood gases and non-invasive measurements are examined, with particular emphasis on clinical applications.

Recommended Requisites:

Two-year health care diploma program; sound knowledge of human anatomy, physiology and pathophysiology

HLTH 2707

1 UG

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.

HLTH 2911

3 UG

Perinatal Nursing: Foundational Concepts

This course is designed to provide participants with the opportunity to gain a solid foundation in the basic knowledge required in perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical and cultural influences on the childbearing family, the health care resources available to support families, and of the entry-level nursing competencies and standards of care required in perinatal practice.

Prerequisites:

Second-year standing in nursing program or letter of assessment or recommendation of CRNBC as qualifying course or permission of associate dean or delegate; CRNBC English language requirements

HLTH 2931

3 UG

Psychiatric and Mental Health Nursing

This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional, and cultural aspects of psychiatric-mental health care. Students enhance their therapeutic relational-communication skills, assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within interprofessional and intersectoral psychiatric-mental health practice.

Prerequisites:

Second-year standing in nursing program or letter of assessment or recommendation of CRNBC as qualifying course or permission of associate dean or delegate; CRNBC English language requirements

HLTH 3101

3 UG

Client-Directed Care Management

This online course is intended for professionals working in the health system, and upper-level students in health degree programs wishing to develop their knowledge and skill in care management. Students explore the theory of care management within a client-directed service philosophy including ethical decision-making using bioethical principles, the balancing of autonomy and risk, the legal context of care management and system barriers to client-directed service delivery. Using both teleconferences and online discussions, the course is delivered in the context of current and emerging health policy and organizational structures.

Recommended Requisites:

Health care diploma; work experience in health care setting; recent upper-level coursework

HLTH 3611

3 UG

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 RRNP program or current CRNBC registration or permission of associate dean or designate

HLTH 3621

3 UG

Relational Practice

This course is designed to advance the relational knowledge and skill of health professionals. It emphasizes concepts such as communication; leadership; interprofessional practice; teaching and learning; diversity; power; and the client as a person, family and community.

Prerequisite:

Admission to RRNP program or current CRNBC registration or permission of associate dean or designate

HLTH 3631

3 UG

Clinical Decision Making

This course is designed to enhance the professional health practitioner's clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-making framework, participants are supported to explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

Prerequisite:

Admission to RRNP program or current CRNBC registration or permission of associate dean or designate

HLTH 3707

2 UG

Seniors Living Project Practicum

This course, to be completed near the end of the certificate, provides an opportunity for the student to consolidate learning throughout the program with the completion of an on-site project.

HLTH 3711

3 UG

Healthy Aging: A Contemporary Perspective

This course provides a contemporary perspective of health aging in Canada. Changing population demographics highlight the importance of understanding successful and healthy aging in multiple dimensions such as personal health domains (e.g., physical, emotional, social, psychological, spiritual) and social determinant dimensions (e.g., biology, education, income, housing, social networks, work). The course will emphasize contemporary, "health across the lifespan" aging as differentiated from the historical model of declining health and abilities.

HLTH 3713

5 UG

Seniors Residential Site Operations

Students develop an understanding of the scope of managerial oversight in seniors' residences. Students explore the responsibilities and accountabilities of the manager including managing changing populations within varied segments of the industry (e.g., independent living, assisted living, etc.), sales and marketing, risk management, labour relations in the workplace, staff development and residential services.

Recommended Requisites:

MNGT 2131; HRMN 2821;
HLTH 3711, 1021

HLTH 4001

3 UG

Social Determinants of Health

This course provides an opportunity for participants to develop or strengthen their understanding of social determinants of health using local, regional, national and international perspectives. Participants will critically examine social inequities and the health consequences in diverse populations.

Recommended Requisite:

60 credits of post-secondary education

HLTH 4011

3 UG

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 Requisites:

Fourth-year university standing;
familiarity with health care issues
in Canada

HLTH 4021

3 UG

Health Policy

This seminar course introduces students to policy analysis processes, concepts and outcomes of public policy-making, with an emphasis on health. Students use their foundational knowledge on public policy analysis and apply this knowledge to Canadian health policy issues. Students determine how their knowledge of policy analysis might apply in the health care workplace. Students utilize critical thinking, research and critiquing skills to develop their knowledge of Canada's evolving health care system in response to economic, cultural, technological, political, ideological and globalization factors and forces. Students experience the whole public policy process as they apply their knowledge on public policy-making to a current major health policy issue in their province or territory, and participate in a simulated policy community.

Prerequisite:

HLTH 4011

HLTH 4411

3 UG

Introduction to Mental Health

Using an interdisciplinary approach to study mental health, mental illness and substance use, students will examine a variety of perspectives and contextual factors used to explore issues and concepts of mental health. Distribution patterns, risk factors, organization of health systems and societal efforts toward prevention and treatment will also be reviewed. A focus will be placed on understanding the social determinants of health and exploring issues from a population and public health perspective.

Prerequisite:

Third-year university standing
or permission of associate
dean or designate

HLTH 4421

3 UG

Assessment and Intervention Approaches to Mental Health Problems

Building on many of the concepts introduced in HLTH 4411, students will focus on ways of supporting individuals and families and on the use of evidence-informed frameworks, tools and processes.

Prerequisite:

HLTH 4411

HLTH 4441

3 UG

Population Based Mental Health Assessment and Intervention

Students will be introduced to best practices in working with specific populations, such as younger adults, older adults, aboriginal people, LGBT populations, women and families who are experiencing mental health problems.

Prerequisite:

HLTH 4531

HLTH 4511

3 UG

Introduction to Problematic Substance Use

Learners review conceptual, historical, political and societal factors that influence values, beliefs, approaches and practices with persons with problematic substance use. Learners reflect upon their own attitudes and beliefs and consider how prior knowledge and experiences may influence their understanding of substance use disorders and their perceptions of persons experiencing problematic substance use and their families. Learners are introduced to foundational concepts and methods in prevention and treatment of problematic substance use.

Prerequisite:

Fourth-year university standing or permission from the School of Nursing or School of Education and Social Work

HLTH 4521

3 UG

Assessment and Intervention Approaches to Problematic Substance Use

Building on many of the concepts introduced in HLTH 4510, learners will focus on ways of supporting individuals and families who are adversely affected by substance misuse. Learners are introduced to key concepts and basic competencies required for practice. The course will blend evidence-informed practices and core behavioral and technical competencies for addiction professionals through an interprofessional lens. Consideration will be given to the social determinants of health and the impacts these have upon case conceptualization and care planning. Learners will examine evidence-based interventions with a special emphasis on skills that illustrate a selection of core technical competencies.

Prerequisite:

HLTH 4511

HLTH 4531

3 UG

Assessment and Intervention Approaches in Concurrent Disorders

This course builds on HLTH 4521, and the learners focus on the integration of more advanced knowledge, skills and tools required in increasingly complex situations. Learners will begin with an examination of care from a systems level and explore how systems shape the delivery of frontline services. The central focus will be on servicing individuals (and their families) who are living with serious mental illness and addiction. Learners will blend evidence-informed practices and core behavioural and technical competencies for addition professionals through an Interprofessional lens. Consideration will also be given to specific populations. Learners will consider culture, diversity, gender, sexual orientation and race and the impact they have on client health and treatment case studies.

Prerequisite:

HLTH 4421 or 4521

HLTH 4541

3 UG

Population Based Prevention and Intervention

Learners will be exposed to a broadened view of approaches to reducing risk and harms of substance use for individuals, helping systems and communities, including health promotion, prevention, harm reduction and drug policy. Learners will consider population as individuals, families, social and demographic cohorts, neighborhoods and larger communities when examining policy, programs, advocacy and legislation aimed at preventing and or reducing problematic substance use.

Prerequisite:

HLTH 4531

HLTH 4551

3 UG

Directed Studies Practicum in Substance Use and Concurrent Disorders

Learners will develop further understanding of the relationships between theory and practice in the treatment and prevention of problematic substance use and mental health disorders during the practicum. Learners will expand their knowledge by having an opportunity to observe services and supports within prevention and treatment systems. Over the course of 13 weeks, students will spend 12 days (usually, 96 hours) in a practice setting while concurrently completing a series of directed online readings, assignments and experiential learning exercises. Where appropriate, Learners will be provided the opportunity to demonstrate foundational competency in prevention and treatment practice.

Prerequisites:

HLTH 4411 or 4511; HLTH 4421 or 4521; HLTH 4531 and 4541 or HLTH 4441

HRMN 2821

3 UG

Human Resources Management

Students are introduced to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures. Current Canadian issues and practices are examined. Topics include the need for human resources management and its growing professionalism; human resource planning, including job design and analysis; recruitment and selection; compensation; employee development; workplace health and safety; and employee relations.

Recommended Requisites:

CMNS 1291; ORGB 2810

HRMN 3831

3 UG

Human Resource Planning and Staffing

Students examine the policies and procedures for the planning, acquisition, deployment, and retention of a workforce of sufficient size and quality to allow an organization to attain its strategic goals. Topics include the strategic importance of staffing; the staffing environment; human resource planning; job analysis and design; recruitment; applicant screening; employee testing; interviews; references; decision making; employment contracts; methods of evaluating the hiring process; deployment; and retention.

Recommended Requisites:

HRMN 2821

HRMN 3841

3 UG

Employee and Labour Relations

Students examine the different aspects of union management relations focusing on the Canadian experience. Topics include an introduction to industrial relations; theories of industrial relations; the history and structure of unions in Canada; union organizing; collective bargaining; strikes and lockouts; third-party interventions including conciliation, mediation and arbitration; grievance arbitration; changes to the union or employer; and future issues in Canadian unionism.

Recommended Requisite:

HRMN 2821

HRMN 4831

3 UG

Total Rewards

Students develop an understanding of the different rewards systems available to employers to attract, motivate and retain qualified employees. The topics include impact of rewards on attraction, retention and performance management; strategic framework for compensation; behavioural framework for compensation; components of compensation strategy; formulating rewards and compensation strategies; job evaluation; evaluating the labour market and individuals; designing base pay, performance pay and indirect pay plans; and implementing, managing, evaluating and adapting compensation systems.

Recommended Requisite:

HRMN 2821 or 3820

HRMN 4841

3 UG

Organizational Learning, Training and Development

Students examine the educational activities provided by organizations to enhance the current performance of individuals or groups of employees and 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.

Recommended Requisite:

HRMN 2821

HRMN 4891

3 UG

Selected Topics in Human Resource Management

Students examine a selection of contemporary issues in human resource management. Topics include occupational health and safety, human resource information management and professional practice.

Recommended Requisite:

HRMN 3831 or 3841

HUMN 3011

3 UG

The History of Science

This course examines the development of science in society. The course begins with the earliest scientific ideas, progressing to science in the modern era and beyond. A philosophical analysis of the advances, functions, and implications of science in society is used to study how science has changed over time, and how these changes have impacted our world. The discussion addresses issues such as societal attitudes toward science, the achievements of great scientists, and the effect on future generations of today's social policies regarding science. Central questions include: What is science for? Whom is it for? How has science changed over time? How does--and how should--society use science?

Recommended Requisites:

Provincial Grade 12 diploma or equivalent; university-level studies in history, science or social sciences

HUMN 3981

3 UG

Issues In Latin American Studies

This online seminar course explores the social aspects of the economic, political, and cultural issues facing Latin American countries. After an introduction to the basic issues for understanding Latin America as a region, students examine and research such issues as the distribution of wealth and economic globalization, democracy and social movements, and various aspects of Latin American culture. This course is suitable for students completing degrees in a number of discipline areas, including science, engineering, humanities, fine arts, social science, business, education and general studies.

Prerequisite:

60 credits of post-secondary education

HUMN 3991

3 UG

Issues in Science and Society

This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society. The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and 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.

Prerequisite:

60 credits of post-secondary education

Recommended Requisites:

University-level courses in history, science or social science

HUMS 1091

4 UG

Introductory Counselling Skill

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, practice and demonstration of new skills. Before completing the final assignment, students are required to complete HUMS 1101. 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.

Corequisite:

HUMS 1101

HUMS 1101

1 UG

Introduction to Counselling

Taken concurrently with HUMS 1091, this course is designed to give students the opportunity to practice and receive feedback on their core communication, interviewing, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios.

Corequisite:

HUMS 1091

HUMS 1541

3 UG

Interpersonal Communications and Helping Relationships

Students explore self-awareness as a foundational concept in the development of competent human service workers. The focus is on furthering self-knowledge and facilitating the development of self-reflection skills. Students will build personal awareness, self-understanding and effective interpersonal communication by examining aspects of self, such as motivations, emotions, values, attitudes, beliefs, perceptions, learning styles, personal styles and self-concept.

Prerequisite:

Admission to SSW or Human Service program or program coordinator permission

HUMS 1581

3 UG

Introduction to Professional Human Service Practice

Students review the field of human service practice beginning with an overview of personal and professional values and ethics that are key elements of practice. Additional topics include observation, record keeping, community mapping, supervision, team work and self-care.

Prerequisite:

Admission to SSW or Human Service program or program coordinator permission

HUMS 1601

6 UG

Human Service Field Education

Students participate in an 190-hour blended community service learning practicum to establish linkages between human service knowledge, values and skills. Students experience supervised opportunities to demonstrate self-knowledge and self-awareness, professional integrity and positive working relationships in a human service agency. The focus is on the application of core human service concepts and the recognition of the knowledge to practice relationship.

Prerequisites:

Admission to SSW program; HUMS 1541 or EDSC 1540; HUMS 1581 or EDSC 1580 (all with C or better)

HUMS 1611

3 UG

Interviewing Skills for Human Service Practice

Students will learn a variety of interviewing skills including attending, questioning, paraphrasing, summarizing, encouraging, and influencing. Client observation skills, the ability to demonstrate empathy and respond to multicultural encounters is also reviewed.

HUMS 1671

6 UG

Social Service Field Practicum

An understanding of field practice is a crucial component of social service worker training, as generalist social service workers are exposed to a great variety of problem situations in the course of their duties. This course is designed to prepare students for work by providing actual observation and practical acquaintance with social service work in their community. A combination of 210 hours of fieldwork and home study helps students to integrate theory and knowledge into their practice.

Prerequisites:

Admission to SSW Certificate program; completion of admission requirements and required courses

HUMS 1771

3 UG

Introduction to First Nations Studies and Human Service Practice

This course will introduce students to the historical process of colonization in Canada and the resulting societal, political, linguistic, spiritual and cultural impacts that are challenging First Nations people today. Attention will be paid to understanding the past and working with the present and future within a context of self-government, healing and empowerment. A focus will include an introduction to the knowledge, skills and attitudes towards the development of culture and competence and decolonizing practice in the human service field.

HUMS 2541

3 UG

Professional Communications and Helping Relationships

Participants develop the values, language, contextual speech, and skills required for the development of professional helping relationships. Utilizing critical reflection, participants examine relationship development with members of diverse populations, conduct relationship building activities for their peers, and learn the process of giving and receiving professional feedback and supervision.

Prerequisites:

HUMS 1541, 1581 or EDSC 1540, 1580 (all with C or better)

IBUS 3511

3 UG

International Business

Students examine globalization and the steps managers take to establish or expand their operations in international markets. Students explore the influence of forces such as culture, economics, politics and geography on management decision making. Topics include the business and economic impact of globalization; the economic, geographical, social, cultural, political, and legal influences on global business; international business opportunities and modes of entry; the risks associated with global business; human resource needs for international operations; financing international ventures; international marketing issues, including customer benefits, promotions, pricing, product or service branding and targeting strategies; international production and distribution; and planning an international business venture.

Recommended Requisites:

ECON 1951; MKTG 2431

LEAD 3101

3 UG

Foundations of Leadership

This course is designed to provide learners with applied leadership skills and knowledge. Participants will have opportunities to learn more about current theory, trends and best practices in the field of leadership. The key elements of people, interaction, workplace environment, community and social external factors which affect leadership will be examined.

LEAD 4901

3 UG

Strategic Thinking for Leadership

This course is a capstone fourth-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.

Prerequisite:

Fourth-year standing in the Bachelor of Technology program

MATH 0101

NC

Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Math 9.

Recommended Requisite:

Math self-assessment

MATH 0401

NC

Intermediate Mathematics

This ABE intermediate-level math course is equivalent to Algebra 10. Upon completion of this course, students are well-prepared for the ABE advanced-level course, MATH 0523: *Advanced Mathematics* or Algebra 11. This course is also good preparation for studies in a variety of technical, business and scientific fields requiring an understanding of intermediate-level mathematics.

Recommended Requisites:

Math 9; math self-assessment

MATH 0523

NC

Advanced Mathematics

This advanced-level algebra course is equivalent to Algebra 11. 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.

Recommended Requisites:

MATH 0401 or Algebra 10 or equivalent; math self-assessment

MATH 0633

NC

Pre-Calculus

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra; equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series. This course fulfills the requirement for provincial-level math.

Prerequisites:

MATH 0523 or Grade 11 Math or equivalent; basic algebra

MATH 1001

3 UG

Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, students are instructed in equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

Recommended Requisites:

Principles of Math 12; Pre-calculus 12; MATH 0633; math self-assessment

MATH 1071

3 UG

Fundamentals of Mathematics for Business and Economics

This course is designed for business and economic students. Topics include the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, difference equations and mathematics of finance (including simple and compound interest: discrete and continuous, annuities, mortgages, loans).

Recommended Requisites:

Principles of Math 12 and MATH 1001 (in last two years)

MATH 1091

3 UG

Business Mathematics

Students are introduced to mathematics of management, which includes such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. This course assumes no prior knowledge of the mathematics of finance, as each of the topics is presented in a step-by-step manner, with examples provided.

Prerequisites:

Principles of Math 11; Pre-calculus 11; Foundations of Math 12; MATH 0523

MATH 1101

3 UG

Finite Mathematics

First-year university students are provided an opportunity to develop mathematical skills in areas other than calculus. The course has a numerical leaning tied to solving problems that have direct relevance in the "real world," and including such topics as systems of linear equations, linear programming, finite probability and descriptive statistics.

Recommended Requisites:

Principles of Math 11; Pre-calculus 11; Foundations of Math 11; MATH 0523

MATH 1141

3 UG

Calculus I

This is considered a first course in calculus, primarily for students intending to continue to advanced courses in calculus, and mathematics in general. Students conduct a detailed study of differential calculus and its applications, and are introduced to antiderivatives.

Recommended Requisites:

Principles of Math 12 or Pre-calculus 12 or MATH 0633 or equivalent; Mathematics Assessment

MATH 1157

3 UG

Calculus for Biology and Social Sciences

This course emphasizes applications rather than theory. Students begin with a review of algebra to ensure the necessary mathematical skills to succeed in the course and before they are introduced to limits and continuity. Students then progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima. Students apply these mathematical tools to a variety of "real-world" problems, including medical issues, epidemics, carbon dating, memory and criminology.

Recommended Requisite:

Principles of Math 12 or Pre-calculus 12 or MATH 1001 or MATH 0633

MATH 1171

3 UG

Calculus for Business and Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. Students begin with a brief review of algebra in order to ensure the necessary mathematical skills to succeed in the course. Students are then introduced to limits and continuity, and progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima and minima.

Recommended Requisite:

Principles of Math 12 or Pre-calculus 12 or MATH 1001 or MATH 0633

MATH 1241

3 UG

Calculus II

This course is intended for students who have already completed a Calculus I course in differential and integral calculus and need to further develop their skills in this subject.

Recommended Requisite:

MATH 1141

MATH 1901

3 UG

Principles of Mathematics for Teachers

This course is primarily for students who wish to enter an elementary teaching program. The course emphasizes conceptual understanding of elementary mathematical methods and ideas. Topics include numbers, operations, proportional reasoning, number theory, algebra, geometry, measurement, data analysis and probability.

Recommended Requisites:

Principles of Math 11 or Pre-calculus 11 or Foundations of Math 11 or MATH 0523 or equivalent skills; math self-assessment

MATH 2111

3 UG

Calculus III-Multivariable Calculus

This course takes calculus from the two dimensional world of single variable functions into the three dimensional world, and beyond, of multivariable functions. Students explore the following topics: vector geometry and analytic geometry of lines, planes and surfaces; calculus of curves in two or three dimensions, including arc length and curvature; calculus of scalar-valued functions of several variables, including the gradient, directional derivatives and the Chain Rule; Lagrange multipliers and optimization problems; double integrals in rectangular and polar coordinates; triple integrals in rectangular, cylindrical and spherical coordinates; calculus of vector fields, including line integrals, curl and divergence, fundamental theorem for line integrals and Green's theorem.

Recommended Requisite:

A course in differential and integral calculus (MATH 1141 and 1241)

MATH 2121

3 UG

Linear Algebra

Students explore the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors and diagonalization.

Recommended Requisite:

Principles of Math 12 or MATH 0633 or 1001 or 1141

MDLB 0511

NC

In-Person

Phlebotomy Workshop

This practical course allows students to develop and demonstrate the skills learned in MDLB 1311, *Laboratory Procedures and Protocols*, to further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA) and to gain experience in performing venipuncture under the guidance of experienced MLAs.

Prerequisites:

Admission to MLA Certificate program; completion of all theory courses

MDLB 0521

NC

MLA Workshop

This practical course allows students to develop and demonstrate the skills learned in MDLB 1221, 1321 and 1521, to further explore the roles and professional responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture, electrocardiograms and laboratory procedures under the guidance of experienced MLAs.

Prerequisites:

Admission to MLA Certificate program; HLTH 1411, 1981; MDLB 1221, 1321, 1521

MDLB 1221

3 UG

Professional and Safety Issues

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.

Prerequisite:

Admission to MLA Certificate program

Recommended Requisites:

HLTH 1981 and 1141

MDLB 1311

3 UG

Laboratory Procedures and Protocol

This is an in-depth course designed to clarify the MLA'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 MLA Certificate program

Recommended Requisites:

HLTH 1141 and 1981

MDLB 1321

3 UG

Phlebotomy Procedures and Specimen Preparation

This in-depth course examines the practice of phlebotomy and provides a comprehensive background in the related theory and principles. The course also covers the theory of body fluid analysis, automated instrument loading, slide staining and laboratory information systems. Practitioner safety is emphasized throughout the course.

Prerequisite:

Admission to MLA Certificate program

Recommended Requisites:

HLTH 1141, 1981; MDLB 1221

MDLB 1411

3 UG

Evaluation of Competencies

This course is designed to evaluate specific technical and non-technical aspects of the MLA'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.

Prerequisite:

Admission to MLA Certificate program

MDLB 1511

3 UG

Pre-Analytical Specimen Prep

This course is designed for the working MLA and covers the basic concepts of pre-analytical specimen preparation including microbiology, serum separation, loading specimens on automated instruments, and urinalysis.

Prerequisites:

Admission to MLA Certificate program or proof of graduation from recognized MLA program; current employment in clinical laboratory; letter from qualified employer stating support for training required for course

MDLB 1521

3 UG

Microbiology Specimen Preparation

Students explore the basic concepts for an MLA 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.

Prerequisites:

Admission to MLA Certificate program; HLTH 1141 1981; MDLB 1221, 1321

MDLB 1611

3 UG

Pre-Analytical Procedures for Histopathology

This course is designed for the working MLA and the basic concepts of pre-analytical histopathology including: anatomic pathology/histology specimens, preparation for cutting, processing and accessioning. It also includes a cytology component covering specimen preparation, processing and accessioning.

Prerequisites:

Admission to MLA Certificate program or proof of graduation from recognized MLA program; current employment in clinical laboratory; letter from qualified employer stating support for training required for course

MDLB 1721

3 UG

Laboratory Practicum – Evaluation of Competencies

This practicum course is designed to evaluate specific technical and non-technical aspects of the MLA'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.

Prerequisites:

Admission to Certificate MLA program; HLTH 1141, 1981; MDLB 0521, 1221, 1321, 1521

MDLB 1991

3 UG

Laboratory Practicum – Evaluation of National Competencies

This course is similar to MDLB 1721, *Evaluation of Competencies*, the practicum and final course in the basic Medical Laboratory Assistant program. The practicum course in the National Certificate Program differs slightly from MDLB 1721; it has one module deleted and one added, so it is necessary to create a separate and distinct practicum evaluation in order to avoid confusion for laboratory staff and students.

Prerequisites:

Admission to MLA Certificate program and completion of all courses; HLTH 1981; MDLB 0521, 1221, 1321, 1521

MIST 2611

3 UG

Management Information Systems

Students acquire the basic knowledge and skills needed to effectively utilize information systems and technology in support of organizational strategy. Topics include an introduction to information systems in organizations; strategy and information systems leadership; databases and data management; information networks; the Internet and social media; enterprise resource planning and business applications; e-business; wireless and mobile technology; knowledge management; developing and implementing information systems; security and information systems auditing; information ethics and privacy; and practical skills using operating systems, word processing and spreadsheet software.

Recommended Requisite:

ENGL 1101

MKTG 2431

3 UG

Marketing

Students receive an overall view of the marketing function, the role of marketing in society and its application within organizations. Topics include marketing value; understanding customer's value needs; creating value; communicating value; and delivering value.

MKTG 3451

3 UG

Professional Selling

Students examine an overall analysis of the professional selling function, and gain insight into the role of personal selling in marketing and society and its applications within organizations. Topics include being a professional salesperson; knowing your product; finding customers; presenting successfully; closing sales; and managing and being managed.

Recommended Requisite:

MKTG 2431

MKTG 3471

3 UG

Consumer Behaviour

Students develop an appreciation for the influence consumer behavior has on marketing activities. Students apply psychological, social and cultural concepts to marketing decision making. Topics include the importance of consumer behaviour and research; internal influences such as motivation and involvement, personality, self-image, life-style, perception, learning, attitude formation and change, and communication; external influences such as culture, subculture, social class, reference groups and family, and the diffusion of innovations; and consumer decision making.

Recommended Requisite:

MKTG 2431

MKTG 3481

3 UG

Marketing Research

Students gain an understanding of marketing research and its value in analyzing consumers, markets, and the environment. Topics include an overview of market research and research design, exploratory research; descriptive research; scaling; sampling; and data analysis and reporting.

Recommended Requisites:

ECON 2331; MKTG 2431

MKTG 4411

3 UG

Services Marketing

Students examine the important issues facing service providers and the successful implementation of a customer focus in service-based businesses. Topics include an overview of services marketing; understanding the customer in services marketing; standardizing and aligning the delivery of services; the people who deliver and perform services; managing demand and capacity; and promotion and pricing strategies in services marketing.

Recommended Requisite:

MKTG 2431

MKTG 4431

3 UG

Retail Marketing

Students examine the important issues facing service providers and the successful implementation of a customer focus in service-based businesses. Topics include an overview of services marketing; understanding the customer in services marketing; standardizing and aligning the delivery of services; the people who deliver and perform services; managing demand and capacity; and promotion and pricing strategies in services marketing.

Recommended Requisite:

MKTG 2431

MKTG 4451

3 UG

E-Commerce

Students examine how the Internet is rapidly becoming one of the primary communication, marketing and commercial medium for businesses in almost every industry, and how managers can effectively use this tool to execute their organization's strategic plans. Topics include an overview of electronic commerce; e-marketplaces including auctions and portals; online marketing and consumer behaviour; business-to-business e-commerce; e-government; e-learning; social networks; search engine maximization; e-commerce security; payment solutions and order fulfillment; e-commerce security; e-commerce strategy and global issues; legal, ethical and tax issues; and launching an e-commerce business.

Recommended Requisite:

MKTG 2431

MKTG 4471

3 UG

International Marketing

Students explore all aspects of marketing from a global perspective to better respond to international opportunities and competitive situations. Topics include an overview of international marketing; social, cultural, political, and legal environments; international market-entry opportunities; planning and managing market entry strategies and products; global distribution and pricing; international promotion, sales, and negotiation; and international market planning.

Recommended Requisites:

IBUS 3511; MKTG 2431

MKTG 4481

3 UG

Integrated Marketing Communications

Students examine the promotional mix including advertising, publicity, personal selling and sales promotion from an integrative perspective. Students create and manage these promotional tools to successfully execute a business' strategic plan. Topics include an overview of integrated marketing communications (IMC) and brand building; basic IMC strategies; creating, sending, and receiving brand messages; IMC functions; social, legal and ethical issues in IMC; international marketing communication; and effectiveness, measurement and evaluations.

Recommended Requisite:

MKTG 2431

MKTG 4491

3 UG

Business-to-Business Marketing

Students examine the importance and impact of marketing products and services to other businesses and organizations in the economy, the unique nature of business customer's needs, and the different marketing strategies that can be employed to meet those needs. Topics include exploring business markets and business marketing; creating value for business customers; designing product and channel strategies; establishing strong communications; building strong sales and pricing; and managing programs and customers.

Recommended Requisite:

MKTG 2431

MNGT 1211

3 UG

Management Principles and Practices

Students examine a basic framework for understanding the role and functions of management and an explanation for the principles, concepts and techniques that can be used in carrying out these functions. Topics include planning, organizing, staffing, leading and controlling, as well as decision-making and managing change.

Recommended Requisite:

Provincial Grade 12 diploma

MNGT 1221

3 UG

Supervision

Students explore the duties and responsibilities of supervisors and front-line management practices in modern dynamic organizations. They apply the principles of management namely planning, organizing, staffing, leading, and controlling, and also learn to work through and with people in order to achieve organizational goals and objectives. Topics include an introduction to supervision; planning and control; decision-making; organizing an effective department; staffing; performance appraisal; motivation; leadership; communication; conflicts and politics in the workplace; change and stress management; and disciplining employees.

Recommended Requisite:

MNGT 1221

MNGT 1711

3 UG

Introduction to Business

Students are introduced to basic management principles and the functional areas of business. Topics include the business environment; important business trends; forms of business ownership and the importance of entrepreneurship; different business functions including marketing, accounting, finance, human resources, and information systems; and the functions of management including planning, organizing, leadership and control.

Recommended Requisites:

English 12/English 12 First Peoples (73% or better) or level 5 on compositions section of Language Proficiency Index (LPI), with all other categories of LPI at a minimum of 70% (in last two years) ACCUPLACER or ENGL 0600, ESAL 0570 or 0580 (all with C+ or better)

MNGT 2131

3 UG

Motivation and Productivity

Students explore the supervisory aspects of management, with a specific focus on effectively motivating employees as a means of increasing productivity. Topics include motivational obstacles and their causes; job design; leadership; goal setting and management by objectives; rewards; and supervisory communications.

Recommended Requisite:

MNGT 1211 or 1221

MNGT 3711

3 UG

Business Ethics and Society

Students explore the complex business environment and the relationships organizations have with civil society, the natural environment and each other. Through this examination, students learn that ethical decision-making is critical to the successful management of any organization. Topics include primary and secondary stakeholder groups; the impacts of various organizational-stakeholder relationships; the varying levels of responsibility of stakeholder groups; the biases, influences and reasons that drive stakeholder perspectives; changing economic, political, social and cultural forces and their influences on business and society; the continuum of socially responsible management and ethical business practices; and the challenges and opportunities that influence where an organization fits on the continuum.

Recommended Requisite:

CMNS 1291

MNGT 3731

3 UG

Leadership

Students develop an in-depth understanding of what leadership is and what leaders do to be successful. Emphasis is on the development of practical leadership skills. Topics include reflection, self-awareness, and leadership; building trust and maintaining trust; developing successful interactions; and coaching fundamentals and feedback techniques.

Recommended Requisites:

CMNS 1920; ORGB 2811

MNGT 4711

3 UG

Decision Analysis

Students focus on the development, implementation, and utilization of business models for making informed managerial decisions. Topics include an introduction to decision making; problem definition and opportunity delineation; compiling relevant information; generating ideas; evaluating and prioritizing potential solutions; financial forecasting; and developing the implementation plan.

Recommended Requisites:

ACCT 2251; ECON 2331; MNGT 3731

MNGT 4751

6 UG

Project Management

Students are provided with the essential knowledge, skills, and competencies to lead a project to a successful completion. They learn to combine the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. Topics include defining a project; scoping a project; planning a project; engaging the team; developing a work plan; managing the project; and project conclusion.

Recommended Requisites:

ACCT 2251; ECON 2331; MNGT 3731

MNGT 4781

3 UG

Strategic Management

Students explore the basic concepts and methodologies of developing and executing successful business strategies in a dynamic global environment. Effective strategy is about developing a competitive advantage. Learners develop insights into the workings of CEO and top management teams in preparation for senior positions in management. Topics include an overview of strategic management; creating competitive advantages; strategies for creating a competitive advantage; and implementing strategies.

Recommended Requisites:

FNCE 2121; HRMN 2821; IBUS 3511; MKTG 2431; SCMN 3321

MUSC 3109

UVIC EDVI 310

3 UG

Learning to Listen to Music: Milestones in Music History

This course identifies what to listen for and how to listen to music of diverse styles and genres.

Prerequisite:

Provincial Grade 12 diploma or equivalent

NURS 2921

3 UG

Perinatal Nursing Practice: Developing Competence

Participants apply the theory learned in HLTH 2911, under the supervision of an instructor preceptor. This course, along with HLTH 2911, enables students to meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). Participants are introduced to perinatal nursing and develop their practice of perinatal competencies expected of entry-level nurses. Meaningful practice-based learning experiences, guided practice, and opportunities for self-reflection are provided. The majority of clinical experience in perinatal nursing takes place in a hospital where students develop competencies in antepartal assessment and care, nursing care during labour and delivery, and postpartal care of women and stable newborns. Students are also placed in an outpatient setting to develop skills in assessing and providing nursing care and support for pregnant women and their families in the antepartal period.

Prerequisites:

HLTH 2911 or equivalent (in last two years); letter of assessment from CRNBC or other provincial RN association indicating eligibility or permission of School of Nursing associate dean

NURS 2941

3 UG

Psychiatric/Mental Health Nursing: Developing Competence

Students apply the theory learned in HLTH 2931 to a clinical setting. This clinical course, along with the theory course, enables students to meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). The essential features of this practice experience are professionalism, skills and competency development, scope of practice for psychiatric and mental health nursing, professional communication skills, and therapeutic use of self. Participants are assigned to work with a Nurse Preceptor on an acute care psychiatric inpatient unit, and under the supervision of a Nurse Educator (Open Learning Faculty Member). The main emphasis in this course is developing clinical competencies in the following areas: therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies and common mental health interventions.

Prerequisites:

HLTH 2931 or equivalent (in last two years); letter of assessment from CRNBC or other provincial RN association indicating eligibility or permission of School of Nursing associate dean

NURS 3641

3 UG

Principles and Skillfulness: Theory

This course is designed to focus on the theoretical principles underpinning day-to-day technical skills required for safe nursing practice common to diverse practice settings. Participants are required to demonstrate knowledge of the principles of various nursing skills.

Prerequisite:

Admission to RRN program or current registration in CRNBC or permission of School of Nursing associate dean or designate

Recommended Requisites:

HLTH 3611, 3621, 3631

NURS 3643

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 RRN program or current registration in CRNBC or permission of School of Nursing associate dean or designate

Recommended Requisites:

HLTH 3611, 3621, 3631; NURS 3641

NURS 3651

5 UG

Return to Registered Nurse Practice

This course analyzes the participant's previous RN 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 an RN within a familiar yet evolving, client (individuals, families, groups, or communities) context. The course is designed to support the participant's capacity to practice nursing according to the *Health Professions Act*. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning and implementation of nursing interventions and in health service coordination.

Prerequisites:

Admission to RRN program or current registration in CRNBC or permission of School of Nursing associate dean or designate; HLTH 3611, 3621, 3631; NURS 3641; CRC; CPR Level C, WHMIS; immunization record, HSPnet consent; Health Status Declaration

NURS 3661

3 UG

Nursing Knowledge for Practice Transition

This course is designed to facilitate nurses' knowledge preparatory to returning to RN practice in an area in which they do not have previous or sufficient experience and require theoretical updating.

Recommended Requisite:

Transfer credit from speciality courses acquired at other institutions

NURS 4809

UVIC NURS 480

3 UG

Statistics for Evidence-Based Practice

This course is designed to provide better understanding of and basic knowledge on statistics for nurses and other healthcare professionals to critically appraise the literature for evidence-based practice. Today, the demand for accountability, professionalism and knowledge translation activities is of paramount importance to making clinical decisions. Nurses are routinely responsible for planning health-related interventions to achieve the best possible clinical outcomes. Research competencies is the fundamental and essential step toward evidence-based practice in healthcare.

Prerequisite:

RN qualification

OCHS 3511

3 UG

Occupational Health & Safety Legislation and Standards

This course sets the foundation for occupational health and safety in Canada, within an industrial context. Students will learn how to establish the rights and responsibilities of the various workplace parties within the workplace. They will also learn to interpret and apply statute and best practices to the workplace in a manner that provides for consensus and understanding on the shop floor as well as due diligence required from all levels of supervision and management.

Recommended Requisite:

Third year university standing and previous education or experience in management or supervision

ORGB 2811

3 UG

Organizational Behaviour

Students examine the behaviour of individuals and how they interact with each other in different workplace organizations. Topics include an orientation to organizational behaviour; individual behaviour; individual and behavioural processes; team processes; organizational dynamics; and organizational processes.

Prerequisite:

ENGL 1101

ORGB 3811

3 UG

Organizational Theory and Design

Students explore how to think about and practice organizing in complex workplace environments. They utilize various conceptual tools and theoretical frameworks to systematically investigate organizing processes and contexts and solve practical problems. Topics include organizations and organization theory; organizational stakeholders; the external environment; organizational structure and design; organizational culture; decision making; conflict, power and politics; and organizational change and transformation.

Recommended Requisites:

CMNS 1291; ORGB 2811

ORGB 4871

3 UG

Organizational Development and Change

Students learn to become agents for change, thereby improving human resource and organizational effectiveness and productivity. In today's business environment, a human resource practitioner must be a skilled change manager. Topics include processes of change; perspective of self and others; creating a climate for change; facilitating change transition; gaining commitment and sustaining momentum; and the institutionalization of change and beyond.

Recommended Requisite:

ORGB 2811

PADM 3109

3 UG

Public Sector Economics

An introduction to the principles of microeconomics for public sector policy analysis and management. Students are introduced to economic principles, including supply and demand; household behaviour and consumer choice; production; labour and capital markets; competition policy and regulation; market failures and government intervention; income distribution and taxation. Topics include the national income and expenditure accounts, unemployment and inflation.

Recommended Requisite:

Third-year university standing

PADM 3119

3 UG

Introduction to Public Administration

An exploration of the external factors affecting contemporary public sector management in Canada, the changing structural and value context within which public servants work, the key processes in which they are engaged and how those processes are changing. Focus is primarily on the federal and provincial governments, but references will also be made to public administration at other levels.

Recommended Requisite:

Third-year university standing

PADM 3129

3 UG

Managing in Public and Non-Profit Organizations

An examination of the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work, interpersonal and leadership skills, power and influence, conflict resolution, formal and informal communications, motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes.

Recommended Requisite:

Third-year university standing

UVIC ADMN 312

PADM 3149

3 UG

Public Sector Research and Analysis

An introduction to research methods in public and non-profit sector settings. Students learn to become informed consumers and critics of research and more effective managers of research-related projects. Data analysis skills are also strengthened with the use of spreadsheet software. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive and inferential statistics; relationships between variables; ethical and organizational issues; and the research proposal and report.

Recommended Requisite:

Third-year university standing

UVIC ADMN 314

PADM 3169 **UVIC ADMN 316**

3 UG

Written Communications in the Public and Non-Profit Sectors

Topics include how to: analyze a communication task; identify the topic, purpose and audience; write and edit professionally with a good command of standard written English and principles of plain language; gather, paraphrase, summarize, analyze or interpret complex information from print and electronic sources; describe complex policies and procedures; apply the principles of document structure and design; write proposals; and design and develop the types of documents required in the public and non-profit sectors.

Recommended Requisite:

Third-year university standing

PADM 4079 **UVIC ADMN 407**

3 UG

Managing Service Delivery

Explores challenges facing public sector managers who develop or transform public services with a strong focus on service recipients. Examines the drivers of the service transformation movement, surveys the ways that public services can be reformed and then works through a framework for assessing service needs, engaging service recipients and stakeholders, making a business case for transformation, implementing new delivery arrangements (including networks and partnerships), managing across boundaries, and building in performance measurement and accountability.

Prerequisite:

PADM 3119 or equivalent

Recommended Requisite:

Third-year university standing

PADM 4099 **UVIC ADMN 409**

3 UG

Leading and Managing in the Non-Profit Sector

An overview of management in Canada's non-profit and voluntary sector. Students will examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences among the non-profit, public and private sectors. Topics include: leadership, board governance, strategic analysis, volunteer management and partnering. Students will analyze how management concepts, models, principles and techniques have validity as applied in the context of non-profit and voluntary sector organizations.

Recommended Requisite:

Third-year university standing

PADM 4209 **UVIC ADMN 420**

3 UG

The Public Policy Process

An introduction to the policy process in the public sector. Includes analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include: policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

Recommended Requisites:

PADM 3109, 3119 and/or 3149; third-year university standing

PADM 4219 **UVIC ADMN 421**

3 UG

Financial Management

Provides a foundation in public sector financial management, focused on the needs of the manager working in government. Topics include: government financial statements and their analysis; public sector accounting standards and financial reporting; operational and capital budgeting; public sector financial management; cost management and control; accountability and performance measurement. Covers all levels of government in Canada: municipal, provincial and federal. Requires that students be competent in the use of the Excel spreadsheet program.

Recommended Requisite:

Third-year university standing

PADM 4229 **UVIC ADMN 422**

3 UG

Ethical Public Management

An exploration of value and ethical dilemmas which confront public and quasi-public sector officials in the workplace. Focuses on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability, as well as issues related to good, just and legitimate public policy. Students will have an opportunity to develop their own moral reasoning skills and apply them in case studies.

Recommended Requisite:

Third-year university standing

PADM 4239 **UVIC ADMN 423**

3 UG

Local Government in British Columbia

An examination of the legislative framework, organization, operation and finance of local government service delivery and regulation in British Columbia.

Recommended Requisite:

Third-year university standing

PADM 4319 **UVIC ADMN 431A**

3 UG

Public Sector Human Resource Management

Examines various aspects of the human resource function within public sector organizations and compares current theory and practice in: human resource planning; job analysis and design; recruitment and selection; performance management; training; career planning; staff development; and occupational health and safety.

Recommended Requisite:

Third-year university standing

PADM 4379 **UVIC ADMN 437**

3 UG

Program Evaluation and Performance Measurement

Intensive introduction to organizational, methodological and professional issues involved in evaluating programs and measuring performance in public and non-profit organizations. Offers a practical understanding of the evaluation process, including identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation. Performance measurement is treated as a complementary set of skills for measuring and reporting program and organizational results. Includes modules on conceptual issues, implementation requirements and uses of performance measurement.

Recommended Requisite:

Third-year university standing

PADM 4459 **UVIC ADMN 445**

3 UG

Urban and Regional Economics

Examines economic forces influencing settlement patterns, growth and other characteristics of towns, cities and regions. Course provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how public policies may affect patterns of growth and change. Topics include: regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

Prerequisites:

Third-year university standing; PADM 3109 or equivalent

PADM 4469 **UVIC ADMN 446**

3 UG

Local Government Land Use Planning

Provides an overview of land use planning principles and regulations to local government administrators and staff, focusing on small and mid-sized communities. Topics include: history; regulatory framework in BC; rural and small town planning, growth management and regional planning; neighbourhood, local area and community planning; zoning; mainstreet, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation; and environmental and heritage planning.

Recommended Requisite:

Third-year university standing

PADM 4529 **UVIC ADMN 452**

3 UG

Local Government Law

Analysis of legislation and court decisions applicable to local governments in British Columbia, including the Community Charter. Designed to familiarize non-lawyers with local government law and legal issues which arise in relation to local government activities and how to read case law and legislation.

Prerequisite:

Third-year university standing

Recommended Requisite:

Work experience in local government

PADM 4709 **UVIC ADMN 470**

3 UG

Contemporary Topics in Administration

A study of selected topics drawn from the current literature and practices in public administration or related fields.

Prerequisite:

Third-year university standing

PADM 4779 **UVIC ADMN 477**

3 UG

Strategic Planning and Implementation

Examines strategic planning processes and how strategic goals can be implemented in public sector organizations. Strategic planning topics include stakeholder analysis; developing mission, value and vision statements; environmental scanning; transforming strategic plans into policies and programs; management tactics; and assessing organizational performance. Implementation topics include: deploying resources; quality control; strategic communication; budgeting; team building; problem solving; progress assessment; completion; and evaluation.

Recommended Requisite:

Third-year university standing

PADM 4789

UVIC ADMN 478

3 UG

European Union Urban Region Policies

Compares the main issues associated with the politics, policy analysis, and policy environment of European cities and urban regions with North American regions; considers ways in which the policy capacity of urban / regional government might be improved.

Recommended Requisite:

Third-year university standing

PHED 1439

UVIC EPHE 143

3 UG

Multidisciplinary Foundations of Physical Activity

The This course looks at the relationship of physical activity to education, kinesiology, athletics, health, recreation and leisure. The contributions made by the sciences of physiology, motor learning and biomechanics are discussed. Students gain an understanding of the historical, philosophical and psycho-sociological foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living.

Prerequisite:

Provincial Grade 12 diploma or equivalent

Note:

This course is a prerequisite for admission to UVic's School of Physical Education programs (BEd in PE; BSc in Kinesiology; BA in Leisure Service Administration)

PHED 2439

UVIC EPHE 243

3 UG

Foundations of Recreation and Leisure

An introduction to: the nature and scope of recreation; a consideration of past influences and future trends; and the role of the recreational professional.

Prerequisite:

Provincial Grade 12 diploma or equivalent

PHED 2529

UVIC EPHE 252

3 UG

Leadership Methods for Recreation and Health Education

Theoretical and practical introduction to leadership, teaching, communication, and decision-making skills in recreation/leisure services, sport, and fitness. Field experience is required as part of this course.

Prerequisite:

Provincial Grade 12 diploma or equivalent

PHIL 1011

3 UG

Introduction to Epistemology and Metaphysics

This course engages students in careful study of epistemology (theories of knowledge) and metaphysics (theories of reality). What is the difference between knowledge and belief? How should we distinguish between reality and illusion? These are two of the central questions explored, using tools and theories or models developed by philosophers seeking answers to them. Students use the tools of the basic principles of good argumentation and critical analysis. For an introduction to the models that philosophers use to explore questions about knowledge and reality, the course turns to the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining The Euthyphro, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

PHIL 1021

3 UG

Introduction to Ethics, Political Philosophy, and Aesthetics

Students are engaged in careful study of ethics (theories of right and wrong), political philosophy (theories of justifiable social organization), and aesthetics (theories of beauty, specifically Philosophy of Art). What is the difference between what is pleasurable and what is good? Is democracy always best? How should we distinguish between works of art and works of craft? Students explore these types of questions using tools developed by philosophers including Canadian philosopher Wil Waluchow's introductory text, Plato's dialogues, and readings in the Philosophy of Art.

PHIL 1111

3 UG

Introduction to Critical Thinking

This course helps students distinguish between good and bad reasoning. The student is introduced to logical analysis, which entails an examination of the meaning of logical terms and an investigation of their contribution to the arguments in which they occur. Considerable attention will be given to representing the logical structure of arguments and deciding their validity or invalidity.

PHYS 0501

NC

Introductory Physics

This advanced-level university preparation course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

Prerequisite:

MATH 0523 or Math 11

Corequisite:

MATH 0523 or Math 11



PHYS 0601

NC

Senior Physics

This course is designed to meet the curriculum requirements for ABE 'Provincial Level' physics, and any additional secondary school Physics 12 requirements. The principal topics are kinematics in one and two dimensions; dynamics; energy, momentum, and equilibrium; electricity; magnetism; and quantum physics. Approximately one-third of the course work consists of lab investigations using extensive DVD materials.

Prerequisites:

PHYS 0501 (or Physics 11); MATH 0633 (or Math 12); MATH 0523 (or Math 11)

Recommended Requisite:

MATH 0633 (B average or better)

PHYS 1011

3 UG

Physics for Future Leaders

Physics for Future Leaders focuses on key concepts in physics, emphasizing understanding rather than mathematics. Physics is introduced in the context of current events. Topics include terrorism and explosions, energy and conservation, earthquakes and tsunamis, nuclear power, radioactivity and medicine, satellites, gravity, quantum physics and relativity.

PHYS 1103

3 UG

General Physics I

This course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level. PHYS 1105: Physics Laboratory I is usually offered once per year, in the summertime, in Kamloops, British Columbia.

Recommended Requisites:

Principles of MATH 1 or MATH 0633 or MATH 1001; Physics 11 or PHYS 0501; Physics 12 or PHYS 0601; calculus course (MATH 1157, 1171 or 1141); PHYS 1103, 1203 with PHYS 1105, 1205

PHYS 1105

1 UG

In-Person

Physics Laboratory I

In this five-day lab course, students perform experiments illustrating the principles learned in PHYS 1103.

Recommended Requisite:

PHYS 1103 or equivalent

PHYS 1203

3 UG

General Physics II

This course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level. PHYS 1205, the laboratory component of PHYS 1203, is usually offered once per year in the summertime in Kamloops BC.

Prerequisites:

PHYS 1103; calculus course (MATH 1157, 1171, 1141); PHYS 1103, 1203, with PHYS 1105, 1205

PHYS 1205

1 UG

In-Person

Physics Laboratory II

In this 5-day lab course, students perform experiments illustrating the principles learned in PHYS 1203.

Recommended Requisites:

PHYS 1103, 1203 and 1105, or equivalents

POLI 1111

3 UG

Canadian Government and Politics

This course is an investigation into the Canadian system of government and the central questions in this country's political life. Students learn about our constitutional arrangements, the structure and processes of our national government and the relationship between politics and society. Students examine the future of democracy as analyzed through the political effects of globalization, concentrated economic power and the ideology of limited government.

POLI 3991

3 UG

Globalization and Its Discontents: The Politics of Economic Change

This Web seminar course examines three economic institutions that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political origins and current social consequences of these organizations, and examining related issues of global governance, corporate accountability and global justice.

Prerequisite:

60 credits of post-secondary education

POLY 3011

3 UG

Sleep and Sleep Disorders

This course is designed to introduce students who are pursuing careers in sleep medicine and polysomnography to the structure and function of the allied health profession of polysomnographer. This course also serves as an adjunct to other health professionals, such as respiratory therapists and registered nurses, who would like to have a better understanding of sleep and sleep disorders.

Recommended Requisite:

Health care professional diploma

POLY 3021

3 UG

Polysomnography Instrumentation

This course introduces instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratories are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will be emphasized along with basic tracings and some of the artifacts that may appear and influence ones interpretation of the sleep study. Also, the international "10-20" system of electrode placement will be introduced.

Recommended Requisites:

POLY 3011; health care professional diploma

POLY 3031

3 UG

Principles of Polysomnography

This course is designed to provide the most current information on the technical and clinical aspects of polysomnography, as well as the methodology used by the polysomnographic technologist in the sleep laboratory. This course includes patient interaction and describes the capture of bioelectric activity, overnight recording techniques, the interpretation of data, and data presentation for the compilation of a final report.

Recommended Requisites:

POLY 3011, 3021; health care professional diploma

POLY 3041

3 UG

In-Person

Polysomnography Program Clinical Component

This clinical course is designed to provide a broad clinical experience. This will include the development of caseload, technical and diagnostic skills. Upon completion, students should be proficient with the necessary educational and technical skills to allow them to practice these in their own clinical environment.

Prerequisites:

POLY 3011, 3021, 3031; enrolment in Polysomnography program; current Basic Cardiac Life Support certification

PSYC 1111

3 UG

Introductory Psychology I

This companion course to PSYC 1211 introduces students to the scientific study of human behaviour. Topics include an overview of psychological theories and research methods as well as current information on the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion and motivation.

PSYC 1211

3 UG

Introductory Psychology II

This companion course to PSYC 1111 introduces students to the scientific study of human behaviour. Topics include an overview of psychological theories and research methods as well as current information on health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity and group behaviour.

PSYC 2101

3 UG

Statistics in the Social Sciences

This course provides an overview of the basic descriptive and inferential statistical techniques used in the analysis of social science research data. Students become familiar with the organization and analysis of data, communicating research results, translating statistical jargon into meaningful English, and understanding basic theories underlying statistics, such as elementary probability theory.

Prerequisite:

Principles of Math 11 or Applications of Mathematics 12 or MATH 0633 or MATH 1001

PSYC 2111

3 UG

Introduction to Research Methods in Psychology

Students are introduced to the procedures and designs used in psychological research and the critical evaluation of research. Topics include the strengths and weaknesses of different approaches to research, including non-experimental, experimental, and quasi-experimental designs; research ethics; measurement; validity of methods; control of extraneous influences; and the drawing of valid conclusions from empirical evidence.

Recommended Requisites:

Provincial Grade 12 diploma or equivalent; PSYC 1111, 1211

PSYC 2131

3 UG

Introduction to Childhood and Adolescence

Students are introduced to developmental psychology: the branch of psychology devoted to the study of human development and change. As change and development are an intrinsic part of the human experience, this course is designed to foster a lifetime interest in the process of human development, as students explore key issues, methods, theories and research findings in this field. The content of the course is organized chronologically-beginning at the point of conception and following the trajectory of human development through to the teen years. The interconnectedness of developmental processes is a major theme, and includes the interrelations between a child's physical, cognitive, social, and emotional development. The intricate relation between children and the contexts that support their development are also emphasized, such as family life, peers, and culture.

Recommended Requisite:

Provincial Grade 12 diploma or equivalent

PSYC 2161

3 UG

Abnormal Psychology

This course is designed to introduce students to the study of human behavioural disorders. Topics include behaviours ranging from functional to dysfunctional, the principles of psychological assessment, and professionals who might be involved in the assessment process and the methods they use. Psychological, biological, and sociocultural approaches to understanding human behaviour are reviewed and a wide variety of behavioural disorders are described. Case studies are presented and interpreted, and recommended treatments are discussed.

Recommended Requisites:

PSYC 1111 and 1211

PSYC 3151

3 UG

Developmental Psychology of Children

Students explore normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, family and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

Recommended Requisites:

PSYC 1111, 1211 and 2111, or equivalents

PSYC 3451

3 UG

Adolescent Development

Continuing from PSYC 3151: Developmental Psychology of Children, students examine the adolescent years. In addition to the general theoretical issues and methods of studying development, the course presents the physical, cognitive, personality and social development during adolescence, in the contexts of family, peer group, school, work, and culture. Specific in-depth topics include identity, autonomy, sexuality, and moral development. Although students focus on normal development, there is discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders. This course has been designed to highlight cross-cultural research.

Prerequisites:

PSYC 1111 and PSYC 1211, or equivalents

Recommended Requisite:

PSYC 2111 or equivalent

PSYC 3461

3 UG

Psychology of Adulthood and Aging

Students are provided an accurate overview of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics include research techniques, theoretical approaches, memory, intelligence, personality, social forces and psychopathology. The course surveys the adult lifespan: young and middle adulthood and old age.

Prerequisites:

PSYC 1111 and 1211, or equivalents

Recommended Requisite:

PSYC 2111 or equivalent

PSYC 3611

3 UG

Social Psychology I

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are personal perception, social cognition, attitudes, prejudice, and interpersonal relations.

Prerequisites:

PSYC 1111 and 1211, or equivalents

Recommended Requisite:

PSYC 2111 or equivalent

PSYC 3621

3 UG

Social Psychology II

This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity - the elements of social identity; conformity, compliance, and obedience - processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision-making and leadership. Before completion of the course, students examine applications of social psychology principles in six areas: population control, health promotion, the environment, law, politics, and the workplace.

Prerequisite:

PSYC 3611

Recommended Requisite:

PSYC 2111

PSYC 3991

3 UG

Psychology of Human Resilience

This course focuses on the study of human resilience. Students examine research evidence on individual, family and community factors that have been found to promote resilience in at-risk children, adolescents and adults. Students explore the intense debates and controversies engendered by these findings and their application to prevention and intervention strategies. As a foundation for engaging with these issues, students first develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

Prerequisite:

60 credits of post-secondary education

PSYC 4991

3 UG

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, psychology major and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students must review the literature, original and interpretative, in their particular area of study, offer critical assessment of that literature and submit a major research paper based on the reading list prepared for the course.

RESP 1761

3 UG

Cardiopulmonary Anatomy, Physiology and Introduction to Mechanical Ventilation

This course provides the background knowledge and concepts of respiratory system anatomy, cardiopulmonary physiology, and foundations of mechanical ventilation that students require to progress in the comprehensive curriculum of Respiratory Therapy. Selected cardiovascular system anatomy curriculum is included. Cardiac and pulmonary physiological processes are related to cardiopulmonary disease and clinical practice at an introductory level. The foundations of mechanical ventilation including lung mechanics, various modes and adjuncts applied during mechanical ventilation is explored.

Prerequisite:

Knowledge of basic anatomy

RESP 1781

3 UG

Principles and Applications of Respiratory Therapy Equipment I & II

Learners develop an understanding of the function and patient application of respiratory therapy equipment. Topics include medical gases and their delivery systems, humidity and aerosol devices, artificial airways and airway management devices, resuscitators, patient monitoring devices, and suction.

Prerequisites:

This course is aimed at students who are graduates of a minimum two-year health care diploma program. Respiratory therapy students entering on the Bachelor of Science fast track stream are required to take this course.

RESP 2161

3 UG

Mechanical Ventilation

This course is intended for individuals interested in enhancing their understanding of the clinical applications of mechanical ventilation. The course is designed to meet two objectives: to reinforce the core components of mechanical ventilation and to address advances in ventilatory care.

Prerequisites:

Two-year health care diploma program graduates; sound knowledge of anatomy and physiology of respiratory and cardiovascular systems; blood gas interpretation; background in basic science

RSMT 3501

3 UG

Introduction to Research Methods

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in informing their understanding of their environment (work, social, local, global).

Recommended Requisites:

60 credits of post-secondary education; STAT 1201 or equivalent

SOCI 1111

3 UG

Introduction to Sociology I

Together with SOCI 1211, *Introduction to Sociology II*, this course introduces students to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and located within a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. Students learn to understand our social system and how it shapes and influences us all as individuals. Students discuss basic concepts of the sociological perspective, understand the importance of the transformation of Western society, examine the concepts developed to describe capitalist society, and explore the sociology of Canada.

SOCI 1211

3 UG

Introduction to Sociology II

Together with SOCI 1111: Introduction to Sociology I, this course introduces students to Sociology, by means of a systematic analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 1111. Students examine issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

Recommended Requisite:

SOCI 1111 or equivalent

SOCI 2251

3 UG

Sociological Explanations of Criminal Behaviour

This course will critically examine the sociological, socio-cultural and sociopsychological 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.

Recommended Requisite:

SOCI 1111 or equivalent

SOCI 2501

3 UG

The Sociology of Crime

This course adopts a radically sociological view of crime that emphasizes the social construction of crime, and challenges assumptions about the criminal justice system. Students focus on the creation of law, police work, activities of the courts, and the experience of incarceration. Students are also provided an excellent introduction to the application of social theory.

SOCI 2521

3 UG

Criminal Justice and Corrections

This introductory course, also offered as CRIM 2521, *Introduction to the Canadian Criminal Justice System*, 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:

Introductory social sciences course

SOCI 3821

3 UG

Socio-Ethnographic Research Methods

Students examine the ways social scientists employ qualitative research to identify, document and critically analyse complex social phenomena and patterns and practices of interaction. The course is intended to provide an overview of particular techniques in research design, data collection, and data analysis most commonly associated with qualitative research.

Recommended Requisites:

SOCI 1111, 1211; CRIM 1011

SOCI 3991

3 UG

Sociology of Diversity: Issues for Canadians

This course offers an in-depth study of special topics in the sociology of diversity. Students explore the tensions and challenges that arise from multiculturalism, the presence of multiple nations within the state of Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Topics include: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status? This course is suitable for learners completing degrees in a number of discipline areas such as science, engineering, humanities, social science, business or general studies.

Prerequisite:

60 credits of post-secondary education

SOCI 4221

3 UG

The Social Construction of Crime and Deviance

This course offers an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism, and ethnomethodology. It looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences.

Prerequisite:

SOCI 1111 or 1211 or equivalent

SOCI 4301

3 UG

Family Life in Contemporary Canada

Students examine the many facets of contemporary family life in Canada, beginning historically and looking cross-culturally within the nation. Sociological concepts, theories, and research methodologies are employed as a means to explain the causes and consequences of transformations of family life over time. These transformations include those that have already occurred and those that continue to take place, including dramatic changes in gender roles and divisions of labour. Emphasis is placed upon diversity within and between families; the increased pressures on families within a consumer society; and the impacts upon families from globalization and a pervasive neoliberal ideological, social, political, and economic context.

Prerequisite:

SOCI 1111 or 1211 or equivalent

SOCI 4311

3 UG

Sociology of Family: Families in a Multicultural World

This course is an exploration of cultural diversity among the world's family systems; students are provided a comparison of families from Asia, Africa and North America to illustrate how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand reasons why different family forms occur and how they have been shaped by their social context. Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning and understanding these differences, students can distinguish between legitimate critique and ethnocentric bias.

SOCI 4991

3 UG

Directed Studies

This course is a requirement for completion of the Bachelor of Arts, sociology major and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of the literature, and submit a major research paper based on the course reading list.

SOCW 2061

3 UG

An Introduction to Social Work Practice

This course introduces students to social work practice through an exploration of the history, philosophical foundation and theoretical perspectives of the profession of social work. This includes a review of the relevant codes of ethics and practice standards that guide practitioners and an overview of the roles in which social workers become involved. The course also examines the social structures influencing people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

SOCW 2121

3 UG

Social Welfare in Canada

This course provides an overview of the income security system in Canada - its development, programs, and major policy debates. It is intended for those seeking an understanding of the many income security programs and policies, how they reflect ideologies, and how effectively they work (or fail to work) in practice. This course provides an overview of social welfare in Canada - its historical foundations, developmental and program delivery system. The course will consider how social policy responds to populations in need.

SOCW 3551

3 UG

Human Development

An understanding of human development is crucial to effective social work practice, as the generalist social worker and other human service professionals are exposed to a great variety of problem situations across the entire lifespan. This course differs from many others in the field in that it integrates a life-span development approach with a multi-disciplinary perspective on the topic of human development. This course introduces students to aspects and models of how human behaviour is acquired, maintained and modified in a social environment; using a perspective of bio-psychosocial-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.

SPAN 1001

3 UG

Introduction to Spanish I

This course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish* produced by WCBH/Boston, the course emphasizes the development of both oral and written communicative abilities. The *Destinos* series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America.

SPAN 1011

3 UG

Introduction to Spanish II

This course is based on the Destinos video program series. Adapting the format of the popular telenovela (soap opera), Destinos introduces students to Spanish in a highly enjoyable way. In SPAN 1001, the programs took students from a Mexican hacienda to Spain, Argentina, and Puerto Rico on the trail of a family mystery. In SPAN 1011, the story of Don Fernando and his secret continues in Mexico. Beyond the video programs, students' understanding of how Spanish is structured and spoken is reinforced by an audio program and by print materials. A combination of viewing, listening, reading, writing, and speaking will enable students to acquire a basic knowledge of Spanish quickly and effectively.

Prerequisite:

SPAN 1001 or equivalent

STAT 1201

3 UG

Introduction to Probability and Statistics

Students are introduced to the concepts and methods of statistics, including variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based on statistical data; students are taught how to collect, analyze, and interpret data correctly. Students are also shown how to clearly and accurately present data to others.

Recommended Requisite:

Principles of Math 11 or Applications of Math 12 or equivalent; math assessment; basic computer literacy

VISA 1101

3 UG

Colour: An Introduction

This studio course in art, based on ten half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively. The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes. Each unit's program begins with a lecture and/or demonstration followed by a studio session in which students work on the program theme. Each program concludes with an exhibition of students' work.

VISA 1111

3 UG

A Survey of Western Art I

This humanities course introduces the significant developments in artistic expression, from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

VISA 1121

3 UG

A Survey of Western Art II

A continuation of VISA 1111, this humanities course, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

VISA 1201

3 UG

Mark and Image

This studio course in art, which offers ten one-hour programs, is for anyone who wishes to explore a new approach to drawing and communication. Students begin with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes, and proceed to the human form. Topics include an analysis and interpretation of objects, both manufactured and natural; functional drawing for communicating information; and advances in electronic technology. Each unit's program begins with a lecture/ demonstration, followed by a studio session in which students work on the program theme. Each program concludes with an exhibition of students' work.

VISA 1301

3 UG

Material and Form

This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world, and how these materials can be used in art and design. Each unit focuses on one material, such as wood, metal, plastics, paper, fibre, particles, earth, stone, liquids and space. The sources, processing, available forms and developments in art and design history of each material are discussed through slides and computer animations. On-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

VISA 3991

3 UG

Cultural Theory and Images

This interdisciplinary, seminar course offers an in-depth study of special topics in cultural theory and images. Students examine theories of culture that inform the processes and practices of visual production, circulation and reception. Students focus on major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall, and Said, whose work on the intersection/interaction of power and meaning has influenced current research on representation. Students select a research problem, conduct literature research, assess sources of information, and present their findings. Students critically engage with and respond to the thoughts and opinions of others from various backgrounds, and an experienced faculty member. Learning activities are interactive and take advantage of the image-rich environment of the World Wide Web.

Prerequisite:

60 credits of post-secondary education

VISA 4991

3 UG

Directed Studies

This course is open to students who have fulfilled the general education requirements –all the lower-level requirements of the major and a minimum of 15 credits of upper-level courses–in their Arts major.

Prerequisites:

Completion of all lower-level requirements; at least 15 upper-level required courses

Note:

Consult with your Program Advisor regarding registration procedures.

WTTP 1171

1 UG

Environmental Legislation

The course provides students with an understanding of the basic principles of law, with an emphasis on statutes, environmental law and the legislative framework under which most water suppliers must legally operate. Students consider concepts of due diligence, standards of care and liability, while reviewing torts and case law.

Prerequisite:

Industry experience or admission to WTT program

WTTP 1181

1 UG

Occupational Health & Safety

This course covers the issues and responsibility of health and safety as it applies to operators in water and wastewater treatment operations. Course topics include: occupational health safety regulations; construction and plant safety procedures; and occupational hygiene.

Prerequisite:

Industry experience or admission to WTT program

WTTP 1191

1 UG

Communications

Students are introduced to best practices in community relations and practical information for improving communication skills. Good communications skills are important in building a good relationship within the community and in ensuring water utility plants have the financial support needed for optimal performance. Topics covered include: how to establish good community relations; format regular business correspondence; deliver presentation; communicate with the media; and document procedures and plans.

Prerequisite:

Industry experience or admission to WTT program

WTTP 1291

1 UG

Moving Water

Students examine the process and direction of water movement through the treatment facility. Topics include: hydraulic profile; overflow and spill protection; process and instrumentation drawing; and formula calculation. Pump identification, selection and maintenance are also discussed.

Prerequisite:

Industry experience or admission to WTT program

WTTP 1301

1 UG

Major Process Equipment

This course emphasizes different types of equipment used in the treatment of water including: mixing; flocculation; solid separation; filtration; water conditioners; disinfection; and various filter systems. Flow charts and the ability to analyze historical data are also covered.

Prerequisite:

Industry experience or admission to WTT program

Recommended Requisites:

WTTP 1731 and 1291

WTTP 1311

1 UG

Secondary Process Equipment

This course covers support systems typical in treatment facilities such as high pressure air systems, blowers, compressors, vacuum pumps, pneumatic valve operator systems and process air systems. It is also designed to teach students about chemicals used in water treatment, along with associated hazards. Additional topics such as sludge and residual handling, building mechanical systems, maintenance and associated responsibilities are discussed.

Prerequisite:

Industry experience or admission to WTT program

Recommended Requisites:

WTTP 1731, 1291, 1301

WTPP 1701

3 UG

Water Sources

This course provides training in the development of new and existing water sources. Students focus on ground and surface water sources as they relate to the way drinking water is treated and distributed. Areas of study include: basic water supply hydrology; groundwater sources; surface water sources; emergency and alternate water sources; source water conservation; source water quality; and source water protection.

Prerequisite:

Industry experience or admission to WTT program

WTPP 1711

3 UG

Water Treatment I

This is a basic water treatment course which focusses on environmental applications and emphasizes past, present and future technologies related to water treatment. Topics explored in this course include: operator responsibilities; water sources; reservoir management; coagulation and flocculation processes; sedimentation; filtration; disinfection; corrosion control; and basic water treatment sampling procedures.

Prerequisite:

Industry experience or admission to WTT program

WTPP 1721

3 UG

Applied Math and Science

This course covers the essential elements of mathematics and science which enables students to be successful in the program. In mathematics, the concepts of fractions, ratios and proportion, scientific notation, percent, algebra, calculation of areas and volumes, graphs, and the conversion of units are covered. The science component of the course is divided into two areas: hydraulics and chemistry. In hydraulics, the concepts of pressure, hydraulic grade lines, calculation of head loss, pumping and flow rate problems are discussed in detail. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.

Prerequisite:

Industry experience or admission to WTT program

WTPP 1731

3 UG

Mechanical Systems I

Students explore the principles of piping, pumps and valves as they apply to the support systems in water treatment facilities. The principles of cross connection control are also addressed.

Prerequisite:

Industry experience or admission to WTT program

WTPP 1801

3 UG

Electrical Fundamentals I

This course offers an introduction to the electrical trade as it applies to the daily operation of water and wastewater treatment plants. Topics discussed include: basic electrical principles; electrical safety; motor control principles; and the fundamentals of electric motors. This course is designed from the viewpoint of plant operators, to develop more awareness of the trades and to enable operators to function more effectively.

Prerequisites:

Industry experience or admission to WTT program; WTPP 1701, 1711, 1721, 1731, 1740, 1760

WTPP 1821

3 UG

Instrumentation I

This course offers an introduction to the instrumentation trade as it applies to the day-to-day operation of water and wastewater treatment plants. Topics discussed include: process control principles; terminology; and trouble shooting techniques. This course is not designed to create tradespersons, but is designed from the viewpoint of plant operators, to develop more awareness of the trades and to enable operators to function more effectively.

Prerequisite:

Industry experience or admission to WTT program

WTPP 1851

3 UG

Water Treatment II

This course is a continuation of Water Treatment 1. Advanced topics in this course include: water softening; pH control; pre-oxidation; and dissolved metals removal. Students are provided an overview of chemical feed systems and chemical dosage calculations.

Prerequisites:

Industry experience or admission to WTT program; WTPP 1701, 1711, 1721, 1731, 1740, 1760

WTPP 1891

3 UG

In-Person

Practicum I

This course offers students hands-on practical training integral to the development of future water and wastewater operators. Students progress through practical experiences involving basic electrical and instrumentation, mechanical system maintenance, laboratory procedures and plant operation fundamentals for water and wastewater.

Prerequisite:

Industry experience or WTT program level 2



WTTP 2051

1 UG

Introduction to Water Chemistry

This course provides the fundamentals of chemistry as it applies to the water industry. The intent is to lay the foundation for operators to understand more advanced theories involving chemical reactions in water. Topics include the theory behind pH, alkalinity and titrations. These topics are supported by concepts such as chemical equations, equilibriums, acid base theory and buffering capacity.

Prerequisites:

WTTP 1801, 1821, 1830, 1851, 1860, 1870

WTTP 2061

1 UG

Inorganic Species in Water

The focus of this course is on the study of inorganic species (metals and non-metals) found in water and wastewater. Topics include identification and removal techniques of inorganic species in treatment systems. Basic terminology, reactions and equation analysis are also emphasized.

Recommended Requisite:

Industry experience or WWT program levels 1 and 2

WTTP 2071

1 UG

Organic Species in Water

The focus of this course is on the organic content as it applies to the water and wastewater industries. Topics include identification, analysis and treatment techniques related to organic compounds. Students discuss the effects of naturally occurring and human made organics in water.

Prerequisite:

Industry experience or WWT program level 1 or 2

WTTP 2131

1 UG

The History, Mechanisms, and Concepts of Filtration

There are many filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements. This course expands on the basic building blocks of filtration as taught in part of WTTP 1711, basic principles of sedimentation and filtration. Topics include: filter design concepts; regulatory standards; filter mechanisms; filter classification; and media selection techniques.

Prerequisite:

Industry experience or completion of WWT program level 2 or field experience PLAR credit

WTTP 2141

1 UG

Slow and Rapid Sand Filtration

This course considers in detail, the process of slow and rapid sand filtration as introduced in part of WTTP 1711, basic principles of sedimentation and filtration. Topics include: filter operation; performance optimization; maintenance; and backwashing techniques.

Prerequisite:

Industry experience or admission to WTT program

WTTP 2151

1 UG

Membrane and Alternative Filtration Techniques

There are many filtration processes available in water treatment apart from the conventional media processes. Alternative and membrane filtration techniques have recently become more widely used in the water treatment industry. Each of these processes has its advantages and disadvantages depending on source water and finished water requirements. This course covers alternative and membrane filtration as introduced in part of WTTP 1711, basic principles of sedimentation and filtration. Topics include: pressure filtration; iron and manganese removal; activated carbon; diatomaceous earth; cartridge filters; and membrane filtration.

Prerequisite:

Industry experience or admission to WTT program

WTTP 2171

1 UG

Basic Principles of Disinfection

This course is designed to cover the basic principles of water disinfection. Topics include: history of disinfection; causes of waterborne diseases; and disinfection goals. Basic properties and uses of chlorine and disinfection by-products are also discussed.

Prerequisite:

Industry experience or admission to WTT program

WTTP 2181

1 UG

Standard Disinfection Practices

The intent of this course is to analyze in-depth concepts related to the more common forms of water disinfection: chlorination; ozone disinfection; and UV technologies.

Recommended Requisite:

Industry experience or completion of WWT program level 2

WTPP 2191

1 UG

Advanced Disinfection and Fluoridation Practices

Alternate disinfection practices are a focus of this course, along with fluoridation. Maintenance and calibration procedures used in monitoring equipment for both disinfection and fluoridation are discussed.

Prerequisite:

Industry experience or WTT program level 2

WTPP 2291

1 UG

Computers in Industry

Students are introduced to the components of a computerized system. Understanding personal computers enables students to understand other micro processed-based control equipment, and how to use personal computers more effectively. Course topics include: the personal computer hardware; operating systems; and software applications found in industry.

Prerequisite:

Industry experience or WTT program level 3

WTPP 2301

1 UG

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.

Recommended Requisite:

WTPP 2701 or industry experience

WTPP 2311

1 UG

Industrial Communications and SCADA Systems

This course provides students with the basics on a modern planet-wide control system that relies on merging technology, such as computers, PLCs, Operator Interfaces and micro processor based plant-floor devices, together into a Supervisory, Control and Data Acquisition (SCADA) System.

Prerequisite:

Industry experience or WTT program level 3

WTPP 2331

1 UG

People Management

Students explore the foundations for managing people. This course is designed for personnel who have been promoted from within the ranks, or for those who need a reminder of the range of management skills and techniques applied to improve performance. The subject matter ranges from the study of manager roles and responsibilities to disciplining employees.

Prerequisites:

WTPP 1740, 1171, 1181, 1191; industry experience or WTT program level 3

WTPP 2341

1 UG

Asset and Operations Management

The course is designed for personnel who need a basis in plant management for water and wastewater facilities. The subject matter ranges from the fundamentals of management and asset maintenance to record keeping.

Prerequisites:

WTPP 1740, 1171, 1181, 1191; industry experience or WTT program level 3

WTPP 2351

1 UG

Financial Management

This course is designed to teach students basic financial matters as they apply to utility management in the water industries. Topics covered include forecasting, planning and budgeting. The fundamentals of environmental law are also discussed.

Prerequisites:

WTPP 1740, 1171, 1181, 1191; industry experience or WTT program level 3

WTPP 2701

3 UG

Electrical Fundamentals II

This course is a continuation of Electrical Fundamentals 1, which looks beyond the basic electricity fundamentals and motor control towards the utilization of electrical theory in practical applications. While further fundamental theory such as solid-state electronics and numbering systems is considered, the majority of the information covered in this course references practical applications.

Prerequisite:

WTPP 1801

WTPP 2721

3 UG

Advanced Coagulation and Particle Removal

This course is a continuation of Water Treatment 2 in which coagulation in general terms is introduced. This course takes an in-depth look at coagulation and particle removal. Topics discussed include: the advanced principles of coagulation; emerging technologies; jar testing; and clarification methods and equipment. The course aims to provide operators with information that will improve their ability to assess conditions in the water treatment plant and make decisions to ensure the smooth operation of their treatment process.

Prerequisite:

WTPP 1851

WTPP 2801

3 UG

Microbiology and Toxicology

The goal of this course is to introduce you to some of the unifying concepts of biology, microbiology, and toxicology relating to water, the most common and significant source of infectious diseases caused by microbial contamination. The course will explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

Prerequisites:

WTPP 2701, 2711, 2721, 2731, 2741

WTPP 2891

3 UG

In-Person

Practicum II

This course represents the second onsite practicum. The intent of this course is to provide hands-on activities, as students enter the final phase of the program. Students progress through a series of topics covered in terms three and four, such as advanced process control concepts, SCADA systems and microbiological laboratory procedures.

XCMP 0119**UVIC TECJ 432**

NC

Database Concepts

This 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. This course, 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.

XCMP 0129**UVIC TECB 401**

NC

Systems Analysis and Design

This course is intended to provide you with a comprehensive introduction to systems analysis and design and its relationship to mainstream business and project management. You will understand: the practice of systems methodologies; the roles and elements involved in system development, implementation and support; and how to avoid the common causes of project failure. You will learn how to select a project from a portfolio and propose appropriate methodologies and management techniques for its implementation.

XCMP 0139**UVIC TECJ 420**

NC

Networks and Network Management

This course examines the fundamental concepts of computer networks, their implementation, operation and management. This course 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.

XCMP 0149**UVIC TECB 402**

NC

Human Side of Information Systems

This course provides you with an understanding of the impact of information technology and systems on society. This course 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.

XCMP 0209**UVIC TECJ 460**

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.

XCMP 0219**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. This course complements the core of the CBIS program by providing a rationale for the use of the web as an effective tool to meet business needs. 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.

XCMP 0229**UVIC TECJ 315**

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 0119

XCMP 0239**UVIC TECJ 320**

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.

XCMP 0249**UVIC TECJ 340**

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 0219

XCMP 0259**UVIC TECJ 410**

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 leveling, critical path analysis and charting. You will use Microsoft Project software with a case study to gain practice in applying these concepts.

XCMP 0269**UVIC TECJ 425**

NC

IT Security

This course provides you with the background to evaluate the risks and assess the available tools to provide a secure environment for the IT infrastructure of an organization. Security issues and solutions are discussed both from a management as well as from a technical perspective. Upon completion of this course, you will understand the security threat and the risk assessment process and how to apply it to operating system and network communications security in a way that supports business requirements. In addition, you will learn about security policies, procedures and user awareness, as well as disaster recovery and business continuation planning. Case studies and self-assessment exercises provide for self-evaluation, reinforcing the concepts presented in the course.

XCMP 0279**UVIC TETS 461**

NC

Digital Identity Management: Concepts and Technologies

In today's online world, enterprises are under increasing pressure to integrate a variety of business processes with their networked systems to make them more secure, accessible and user-friendly. Enterprises are finding that the management of user identity is key in connecting employees, customers, suppliers, and partners both inside and outside organizational networks. This seminar will provide you with an understanding of the concepts and technologies related to building an effective enterprise identity management architecture. You will examine the concepts, tools, and technologies that will allow enterprises to build an identity management architecture that achieves business process goals on a foundation of managed digital-identity. You will also look at the intersection between the corporate and public worlds of online identity, providing an opportunity to look at the way living online is fundamentally changing how we develop communities of trust.

Notes

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Consortium Distance Education

University Consortium

In 1984, the government of British Columbia established the BC University Consortium to increase access to university courses offered at a distance. The Open Learning Agency (OLA) was chosen as the central administrative headquarters for this consortium, and Simon Fraser University (SFU), the University of Victoria (UVic) and the University of British Columbia (UBC) were original members, along with OLA.

The current consortium arrangement allows you to register in Open Learning (OL) distance courses delivered by UVic without admittance to UVic. This means you have access to hundreds of additional courses to complement those offered by OL. Such courses appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through OL.

Also, you can register for distance courses delivered by UBC through UBC Access Studies (see content starting on page 203), with special access privileges awarded to OL program students.

If you intend to transfer courses, be sure to see *BCTransferGuide.ca*.

Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) are also BC University Consortium members, but their courses are not available for registration through OL. Please contact these institutions directly.

Consortium Distance Education

University of Victoria (UVic)

www.continuingstudies.uvic.ca

Through its Distance Education Services and the Faculty of Human and Social Development, UVic has pioneered a number of different approaches to the delivery of distance programs to encourage student-to-student and student-to-instructor interactions.

Here are the distance education certificate, diploma and bachelor's degree programs offered by UVic and contact information for each program:

Certificate in Adult and Continuing Education (CACE)

www.uvcs.uvic.ca/training

cace@uvic.ca
1-250-721-8944

Professional Specialization Certificate (PSC) in Collections Management

<https://continuingstudies.uvic.ca/culture-museums-and-indigenous-studies/programs/professional-specialization-certificate-in-collections-management>

Irene Lo
1-250-721-8457

Computer Based Information Systems (CBIS) Certificate

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/programs/computer-based-information-systems-certificate>

Lorraine Ferreira
1-250-472-5442

Certificate in Environmental and Occupational Health

<https://continuingstudies.uvic.ca/health-wellness-and-safety/programs/certificate-program-in-environmental-and-occupational-health>

Julie Emmerson
1-250-721-6129

Certificate in Business Administration (CBA)

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/programs/certificate-in-business-administration>

Kim Carver
1-250-721-8073

Restoration of Natural Systems (RNS) Certificate

<https://continuingstudies.uvic.ca/science-and-ecological-restoration/programs/restoration-of-natural-systems-certificate>

Gina Anderson
1-250-721-8458

Restoration of Natural Systems (RNS) Diploma

<https://continuingstudies.uvic.ca/science-and-ecological-restoration/programs/restoration-of-natural-systems-diploma>

Gina Anderson
1-250-721-8458

Diploma in Cultural Resource Management

<https://continuingstudies.uvic.ca/culture-museums-and-indigenous-studies/programs/diploma-in-cultural-resource-management>

Irene Lo
1-250-721-8457

Diploma in Public Relations

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/programs/diploma-program-in-public-relations>

Julie Emmerson
1-250-721-6129

Bachelor in Child and Youth Care

<https://www.uvic.ca/hsd/cyc/future-students/undergraduate/index.php>

cycadvicing@uvic.ca
1-250-721-7984

Bachelor of Social Work (BSW)

<http://www.uvic.ca/hsd/socialwork/current/bsw/index.php>

socw@uvic.ca
1-250-721-8036

Teacher Professional Development

<https://continuingstudies.uvic.ca/education-learning-and-development/topics/teacher-professional-development>

register@uvcs.uvic.ca
1-250-472-4747

Certificate in Public Policy and Governance

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Certificate in Public Sector Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Diploma in Public Sector Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Certificate in Local Government Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Diploma in Local Government Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Consortium Distance Education

Certificate in Voluntary and Non-Profit Sector Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Certificate in Performance Management

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067

Diploma in Indigenous Community Development and Governance

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-472-4391

Minor in Public Administration

<http://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>

hkirkham@uvic.ca
1-250-721-8067



Transfer Credit

Registration in OL courses delivered by UVic may not be automatically accepted for transfer credit to a specific UVic program. Contact the department of the program in which you are interested.

University of British Columbia (UBC)

<http://distancelearning.ubc.ca/courses-and-programs/distance-learning-courses/>

Through its Centre for Teaching, Learning and Technology (CTLT) at www.ctlt.ubc.ca, UBC offers fully online distance education courses that carry full credit toward certificate or degree programs in accordance with the requirements of the UBC faculty concerned.

Register through UBC Enrolment Services for most distance courses delivered by UBC, listed at the above URL. As an OL student, your application fee is waived when enrolling into most of these courses.

APBI—Applied Biology

APBI 100, *Soil and the Global Environment* (3)

APBI 200, *Introduction to Soil Science* (3)

APBI 418, *Intensive Fish Production* (3)

APBI 419, *Fish Diseases* (3)

APBI 428, *Integrated Pest Management* (3)

APBI 490, *Aquaculture and the Environment* (3)

ARST—Archival Studies

ARST 556E, *Topics in Archival Automation: Records Systems in the Digital Environment* (3)

ASTR—Astronomy

ASTR 556E, *Exploring the Universe: Stars and Galaxies* (3)

AUDI—Audiology & Speech Sciences

AUDI 402, *Neuroanatomy for Audiology and Speech-Language Pathology* (3)

AUDI 403, *Introduction to Neurolinguistics* (1.5)

BIOL—Biology

BIOL 200, *Cell Biology I: Structural Basis* (3)

CENS—Central, Eastern and Northern European Studies

CENS 303A, *Representations of the Holocaust* (3)

CIVL—Civil Engineering

CIVL 200, *Engineering and Sustainable Development* (3)

CLST—Classical Studies

CLST 301, *The Technical Terms of Medicine and Biological Science* (3)

DENT—Dentistry

DENT 407, *Special Oral Care in the Community* (6)

DHYG—Dental Hygiene

DHYG 400, *Current Issues in Oral Health Sciences* (6)

DHYG 401, *Oral Epidemiology* (6)

DHYG 402, *Dental Hygiene Practice I* (6)

DHYG 405, *Oral Microbiology and Immunology* (3)

DHYG 412, *Oral Health Care Trends* (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—English

ENGL 112, *Strategies for University Writing* (3)

ENGL 222, *Literature in Canada* (3)

ENGL 301, *Technical Writing* (3)

ENGL 303, *Intermediate Composition* (6)

ENGL 304A, *Advanced Composition* (3)

ENGL 320, *History of the English Language* (6)

ENGL 321, *English Grammar and Usage* (3)

ENGL 322A, *Stylistics* (3)

ENGL 330A, *The Structure of Modern English: Sounds and Words* (3)

Consortium Distance Education

ENGL 348A, *Shakespeare and the Renaissance: Shakespeare* (3)

ENGL 364A, *Nineteenth Century Studies: Monsters, Murderers! Secrets and Hidden Lives in Novels of the Victorian Period* (3)

ENGL 462A, *The Modern British and Irish Novel* (3)

ENGL 468A, *Children's Literature* (3)

ENGL 470A, *Canadian Studies: Canadian Literary Genres* (3)

EOSC—Earth & Ocean Sciences

EOSC 114, *The Catastrophic Earth: Natural Disasters* (3)

EOSC 116, *Mesozoic Earth: Time of the Dinosaurs* (3)

EOSC 118, *Earth's Treasures: Gold and Gems* (3)

EOSC 310, *The Earth and the Solar System* (3)

EOSC 311, *The Earth and its Resources* (3)

EOSC 314, *The Ocean Environment* (3)

EOSC 315, *The Ocean Ecosystem* (3)

EOSC 326, *Earth and Life Through Time* (3)

ETEC—Educational Technology

ETEC 500, *Research Methodology in Education* (3)

ETEC 510, *Design of Technology Supported Learning Environments* (3)

ETEC 511, *Foundations of Educational Technology* (3)

ETEC 512, *Application of Learning Theories to Instruction* (3)

ETEC 520, *Planning and Managing Learning Technologies in Higher Education* (3)

ETEC 521, *Indegeneity, Technology and Education* (3)

ETEC 522, *Ventures in Learning Technology* (3)

ETEC 530, *Constructivism Strategies for e-Learning* (3)

ETEC 531, *Curriculum Issues in Cultural and Media Studies* (3)

ETEC 532, *Technology in the Arts and Humanities Classroom* (3)

ETEC 533, *Technology in the Mathematics and Science Classroom* (3)

ETEC 540, *Text Technologies: The Changing Spaces of Reading and Writing* (3)

ETEC 565A, *Learning Technologies: Selection, Design and Application* (3)

ETEC 565G, *Culture and Communication in Virtual Learning Environments* (3)

ETEC 590, *Graduating Project* (3)

FIST—Film Studies

FIST 332, *Studies in Genre or Period: Irish Cinema & Culture* (3)

FMST—Family Studies

FMST 316, *Human Sexuality* (3)

FNH—Food, Nutrition and Health

FNH 200, *Exploring our Food* (3)

FNH 250, *Nutrition: Concepts and Controversies* (3)

FNH 454, *Fish Nutrition* (3)

FOPR—Forest Operations

FOPR 264, *Geomatics, Forest Access & Transportation* (4)

FOPR 362, *Sustainability and Forest Operations* (3)

FREN—French

FREN 348, *French Literature in Translation I* (3)

FREN 349, *French Literature in Translation II* (3)

FRST—Forestry

FRST 202, *Forest Ecology* (3)

FRST 231, *Introduction to Biometrics* (3)

FRST 308, *Forest Entomology* (2)

FRST 309, *Forest Pathology* (2)

FRST 319, *Principles of Forestry Economics* (3)

FRST 421, *Integrated Resources Management I* (3)

GEOG—Geography

GEOG 350, *Introduction to Urban Geography* (3)

GRSJ—Gender, Race, Sexuality and Social Justice

GRSJ 224A, *Gender, Race, Sexuality and Social Justice in Literature* (3)

GRSJ 300, *Intersectional Approaches to Gender Relations* (3)

HIST—History

HIST 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 481, *Education and Society in Modern China* (3)

JAPN—Japanese

JAPN 100, *Beginning Japanese* (3)

JAPN 101, *Beginning Japanese I* (3)

LAW—Law

LAW 504, *Property Law* (5)

LAW 505, *Canadian Public Law* (5)

LAW 508, *Business Organizations* (4)

LAW 525, *Canadian Criminal Law & Procedure* (5)

LFS—Land and Forest Systems

LFS 302A, *International Field Studies in Sustainable Agriculture - Cuba* (3)

LIBR—Library, Archival and Information Studies

LIBR 500, *Foundations of Information Technology* (3)

LIBR 526, *Literature and Other Materials for Young Adults* (3)

LIBR 529, *Services for Families and Early Literacy in the Preschool Years* (3)

LIBR 548F, *History of the Book* (3)

Consortium Distance Education

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—Music

MUSC 103, *Introduction to the Theory of Music* (3)

PATH—Pathology

PATH 417A, *Bacterial Infection in Humans* (3)

PATH 427, *Basic Principles of Infection Prevention and Control* (3)

PATH 467, *Basic Microbiology for Infection Control* (3)

PATH 477, *Basic Epidemiology for Infection Control* (3)

PHIL—Philosophy

PHIL 120, *Introduction to Logic and Critical Thinking* (3)

PHIL 220A, *Symbolic Logic I* (3)

PHIL 433A, *Biomedical Ethics* (3)

PHIL 434A, *Business and Professional Ethics* (3)

PHIL 435A, *Environmental Ethics* (3)

PHYS—Physics

PHYS 100, *Introductory Physics* (3)

PHYS 333, *Energy and Climate* (3)

PSYC—Psychology

PSYC 101, *Introduction to Biological and Cognitive Psychology* (3)

PSYC 102, *Introduction to Developmental, Social, Personality, and Clinical Psychology* (3)

PSYC 300A, *Behaviour Disorders* (3)

PSYC 302, *Infancy* (3)

PSYC 304, *Brain and Behaviour* (6)

PSYC 307, *Cultural Psychology* (3)

PSYC 308, *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—Religious Studies

RELG 306, *Archaeology and the Bible* (3)

SOWK—Social Work

SOWK 320, *Introduction to Social Work Research* (3)

SOWK 450, *Social Work Practice in Community Mental Health* (3)

SOWK 570E/NURS 586V, *Advanced Understanding of and Response to Violence in Families* (3)

WRIT—Writing Centre

WRIT 098, *Preparation for University Writing and the LPI* (0)



Transfer Credit

If you need a UBC course to complete a program offered through OL, first obtain approval from OL, register through UBC Enrolment Services and then transfer the UBC credit to OL. Such credit cannot be used for OL's residency requirement.



Contact: UBC Enrolment Services

www.students.ubc.ca/enrolment/courses/non-degree/TRU

1-877-272-1422

(toll-free in Canada and US)

1-604-822-9836

(Kamloops and International)

1-604-822-5945 (Fax)

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PhD (MIT, US)

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BA (McMaster)
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PhD (U Hull, UK)

Interim Associate Vice-President, Open Learning

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PID (VCC)
MA (RRU)

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MSN (U Texas, El Paso, US)

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Note: Names of post-secondary institutions outside of Canada are followed by the country code for that institution.

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MScN (AU)

Edward Fuller, PGeo, PEng
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BSc (Hons) (UWO)
MSc (SFU)

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SOQP (CODE/OPC)
BMus (Queen's)
BEd (UWO)
MMus (Florida State U, US)
MEd, EdD (U of T)

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DBA (AU)

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BPh (Saint Paul U)

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BScN (UVic)
MScN (U Texas, El Paso, US)
PID (Douglas)

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MBA (Thammasat Thailand U, TH)
PhD (N Carolina State U, US)

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PhD (UNB)

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BEd, MEd (UVic)

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