

# 2019–2020 Open Learning Calendar

Programs and Courses  
Online and Distance Education

# Welcome to Open Learning

Open Learning (OL) is based in the BC Centre for Open Learning building on the main TRU campus in Kamloops, BC.

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc people. Our region also extends into the territories of the Stat'imc, Nlaka'pamux, Nuxalk, Tsilhqot'in, Dakelh, and Métis peoples.

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

The calendar and the OL website at [truopen.ca](http://truopen.ca) contain descriptions of the many courses and programs that Open Learning offers.

For TRU's academic calendar, which describes the on-campus, face-to-face courses and programs offered at the Kamloops and Williams Lake campuses, please see the TRU website at [tru.ca](http://tru.ca).

This calendar will help you determine if online and distance learning is right for you.

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*Thompson Rivers University (TRU) is a public institution and a member of Universities Canada. Open Learning, and operates in collaboration with BCcampus, other educational institutions and with professional, industry and business associations.*

## What is Open Learning?

Built on the legacies of both UCC and BCOU, Open Learning is BC's leading open and distance education provider, delivering curriculum throughout Canada and the world.

We offer flexible, accessible, credible and transferable learning options. What sets us apart from other BC post-secondary institutions is our open admission policy—there are minimal prerequisites, few academic or geographical restrictions and low residency requirements.

You can enrol in most courses anywhere, at any time and study at your own pace. This allows you to take a course with us and transfer credits elsewhere, since OL is a member of the BC Transfer System (see BCCAT at [bccat.ca](http://bccat.ca)). Through transfer credit, educational laddering and prior learning assessment and recognition (PLAR), you may be able to receive academic credit for past work, volunteer or training experience.

Whether you take a single course and transfer its credits elsewhere or complete an entire program with us, the choice is yours.



**TRU OPEN LEARNING**  
805 TRU Way  
Kamloops, BC Canada V2C 0C8  
[www.truopen.ca](http://www.truopen.ca)

### STUDENT AND ENROLMENT SERVICES

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

### ACCESSIBILITY SERVICES

Email [as@tru.ca](mailto:as@tru.ca)  
Phone 1-888-828-6644 (toll-free in Canada)  
1-250-828-5023 (Kamloops and international)

### TRU LIBRARY SERVICES

Email [library@tru.ca](mailto:library@tru.ca)  
Phone 1-800-663-1699 (toll-free in Canada)  
1-250-852-6402 (Kamloops and international)

### STUDENT AWARDS & FINANCIAL SUPPORT

Email [awards@tru.ca](mailto:awards@tru.ca)  
Phone 1-250-828-5024

# Welcome to Thompson Rivers University, Open Learning



Brett Fairbairn  
*President and  
Vice-Chancellor,  
Thompson Rivers  
University*



**A**t Thompson Rivers University, we believe everyone has the right to seek, find and live their potential. That is why we are so proud to offer students of diverse ages, backgrounds and professions the option of accessing education online through our Open Learning division.

Open Learning (OL) has been a part of TRU for more than 40 years. It was created to provide flexibility to those requiring an alternative to traditional classroom, campus-based education. Now, four decades later, more students than ever are enrolling in OL courses to augment their campus courses. Whether you are an exclusive online learner or a 'dual-learner'—benefiting from both campus and distance education – we welcome you! The path to education, to a credential, to life long learning, is different for everyone and we are glad to be part of your journey.

I encourage you to take time to review this calendar and discover the opportunities available through Open Learning. Perhaps your interest is in a single course, or a full program of study. Whatever it is, this is where learning begins. Know as well, that by taking a course or program through OL, you will be receiving a quality education. Our courses and programs are of the same high standard required for our on-campus courses in Kamloops and Williams Lake.

Thousands of students have recognized the value of online education, and enrolled and completed courses through OL. I hope their achievements and the courses and programs available in this calendar will inspire you to choose TRU.



Don Poirier  
*Associate Vice-President,  
Open Learning  
Thompson Rivers  
University*



**S**ince 1978, Open Learning has provided access to quality post-secondary courses and programs in a manner that acknowledges the personal and professional commitments of its students and respects the knowledge those students bring with them. Our commitment to helping you achieve your educational goals on your terms continues with the courses, programs and services described in this calendar. Whether it is through courses that allow you to study at a pace and place that match your life commitments, programs that allow you to craft your future, or services that acknowledge your background and reduce your time and financial commitments to program completion, Open Learning is here to help you achieve your goals.

Backed by our open access mandate, Open Learning enables you to take the vast majority of our courses at any time, without having to apply for a program. If you decide to complete a program, you can tailor your completion date to fit your circumstances. Our courses are part of the credit transfer systems in both British Columbia and Alberta, allowing greater recognition of your academic achievements. Your life and work experience may also be recognized through our rigorous Prior Learning Assessment and Recognition (PLAR) processes (see [www.tru.ca/distance/plar-ol](http://www.tru.ca/distance/plar-ol)). We also have dozens of formal agreements with colleges and other organizations that offer training and education that allow you to apply that learning to our programs efficiently. See the Transfer Options page on our website at [www.tru.ca/distance/transfer-options](http://www.tru.ca/distance/transfer-options).

Whether this is your first time taking a university course, or you are looking for a course to complete your program at your current institution or hoping to get back to school without taking away from your workplace or family commitments, we can help you achieve your goals. Please take the next step and contact us today.

# Notices and Disclaimer

## Calendar Notice

The 2019–2020 TRU Open Learning (OL) print calendar is effective as of September 1, 2019. It describes courses and programs offered through OL at the time of publication. For updates and changes after publication, please see the website. Information at [www.tru.ca](http://www.tru.ca) takes precedence over information in this 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 (FIPPA) NOTICE

TRU collects, uses, discloses and retains personal information in compliance with the following: the *Freedom of Information and Protection of Privacy Act* (FIPPA) [RSBC 1996], *Thompson Rivers University Act* [SBC 2005] and *University Act* [RSBC 1996].

TRU collects and uses student information for the purposes of admission, registration and decisions on a student's academic status and for purposes consistent with the administration of TRU and its programs and services, including those of student societies and clubs, the TRU Student Union (TRUSU), TRU Alumni and Friends and TRU Foundation. Any misrepresentation made by a student in the application and registration process may be shared with other post-secondary institutions.



### Contact

#### Enrolment Services

1-250-828-5036 | [admissions@tru.ca](mailto:admissions@tru.ca)  
[www.tru.ca/campus/contact](http://www.tru.ca/campus/contact)

#### Privacy and Access Office

1-250-828-5012 | [privacy@tru.ca](mailto:privacy@tru.ca)  
[www.tru.ca/secretariat/foipop](http://www.tru.ca/secretariat/foipop)

## DISCLAIMER

The goal of TRU and 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, respectfully, courteously and sympathetically.

However, eventualities may arise from time to time that require changes or amendments to statements made and information included in this calendar.

While every effort has been made to ensure accuracy in this calendar, its contents are subject to alteration or amendment without prior notice. TRU and the other 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, tuition and 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 wilful 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](http://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, and we strive to recognize as much knowledge as possible to apply towards your studies. Through Prior Learning Assessment and Recognition (PLAR), you can receive credits toward an OL program. See [page 14](#) and the PLAR page on our website at [www.tru.ca/distance/plar-ol](http://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*. As a public institution, our courses and programs are part of both the BC and Alberta transfer guides.

## TRU Open Learning Credentials

TRU credentials awarded for OL programs include the following: adult secondary school completion, certificates and diplomas (advanced and postbaccalaureate), associate degrees, bachelor's degrees, graduate certificates and master's degrees.

## High-Speed Internet Requirement

**[www.tru.ca/distance/services/student-orientation](http://www.tru.ca/distance/services/student-orientation)**

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

This requirement is assumed and therefore not specifically mentioned for all web-based 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 Orientation page on the website (see the above URL) or email the IT Service Desk at [itservicedesk@tru.ca](mailto:itservicedesk@tru.ca).

## Communication in Courses

In all OL courses, you receive personalized attention from your Open Learning Faculty Member (facilitator), interacting mostly via email and the course site (in Moodle, the learning management system) and sometimes via telephone or e-conferencing, depending on the course.



# Programs and Courses Overview

## Course Delivery Formats and Materials

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

### SELF-PACED COURSES

**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.

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

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

### PACED COURSES

**Paced** courses are online and have a specific start and end date; you usually study in a cohort (with other online students). 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 **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 (facilitator) support. Typically, course content and most required materials are delivered online. You may need to source other supplemental materials.

### IN-PERSON COURSES

**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.

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



### Check the Course Description

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

Check the course description and details for a specific course online. Details include the available scheduling and delivery methods, registration deadlines (if any), materials required and estimated cost and fees.

On the Open Learning Courses pages (at the above URL), search for the course by keyword or subject, or see the Course Registration page at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow).

**A growing number of OL courses do not require the purchase of core textbooks and resources. The course information found online will indicate “zero textbook cost” where applicable.**

## Keys to Success

[www.tru.ca/distance/services/student-orientation/introduction](http://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](http://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, make sure you refer to your study contract for course completion deadlines.

# Services for Students

## Student Services

### EDUCATIONAL ADVISING

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

Educational advising is available to answer your questions about course registration and program application and admission. Contact Student Services with your questions about:

- Registering in courses and applying to programs
- English and mathematics self-assessment and formal placement tests
- Transferring credit from an OL course or program to another post-secondary institution
- Transferring credit from an external course or program to OL
- Being referred to a program advisor
- Applying for PLAR (see [page 14](#))

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

### PROGRAM ADVISING

Once you have applied and are accepted into an OL program, a program advisor is assigned to you. Your advisor creates a program plan and works with you through to graduation by periodically updating your plan and assisting you with course selection, transfer options, graduation and more.

### TRANSFER OPTIONS

[www.tru.ca/distance/transfer-options](http://www.tru.ca/distance/transfer-options)

You can streamline your studies and finish your program faster with one of these options:

- Transfer credits: If you have taken courses at another post-secondary institution, you might be able to apply those credits toward an OL program. See [page 12](#).
- Transfer agreements: Agreements with partner institutions across Canada let you use your current credential to ladder into an OL degree.
- Life/work credits: Prior Learning Assessment and Recognition (PLAR) credit allows you to convert learning from work or life experiences outside of school into academic credits. See [page 14](#).



#### Student Forms: Letter of Permission

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

Use the Letter of Permission Request form when you want to transfer external credits to Open Learning.

### ENGLISH AND MATH SELF-ASSESSMENTS

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

Consider starting with the following voluntary self-assessments so you can determine your skill level and choose a course at the level that works for you:

- The **English Language and Writing Assessment** or **English Assessment with First Nations Content** (if you reside in Canada)
- The **Math Assessment Test: Fundamental Level through University Level**

English and math self-assessments are available on the Educational Advising page (at the above URL) or through Student Services.

If you are an international student or would like formal testing, please contact the TRU Assessment Centre at [www.tru.ca/assessment](http://www.tru.ca/assessment).



#### Contact: Student Services

For questions and general advising, contact an Enrolment Services Officer in Student Services. Contact information is on the front inside cover and at the bottom of every other page in this calendar.

## Student Awards and Financial Support

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

See the Student Awards & Financial Support section starting on [page 25](#), and refer to the TRU website.

## Accessibility Services

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

Equal access at TRU is achieved when barriers to learning are removed.

Accessibility Services provides academic accommodations and services to all eligible Open Learning and on-campus TRU students. Accessibility Services facilitates equal access to educational opportunities by reducing physical, attitudinal and systemic barriers.



#### Registration with Accessibility Services

Please make your requests for new accommodations or continuation of existing ones before your course starts, in order to have sufficient time to make the necessary arrangements.

# Services for Students

## ACCOMMODATIONS AND SERVICES

Academic accommodations and services based on your documentation may include (partial list):

- Accommodated tests and exams
- Alternative format text material
- Access to technical aids and adaptive equipment
- Assistance with applying for disability-related financial aid
- Assistance with registration and admissions
- Referral to other TRU services and community resources

## DOCUMENTATION

To access academic accommodations and services, please provide Accessibility Services with current documentation on the nature and degree of your disability.

Documentation must be current within the last five years and issued by a certified health care professional who has specific training, an appropriate professional designation and expertise in the diagnosis of the conditions for which the accommodation is being requested.

Here is a partial list of such professionals:

- Physician or medical specialist
- Ophthalmologist
- Certified audiologist
- Psychiatrist
- Registered clinical psychologist
- Certified school psychologist (BCASP-registered)
- Neurologist
- Neuro-psychologist

Your documentation is confidential and protected under the Freedom of Information and Protection of Privacy Act (FIPPA).

## STEPS TO ACCESS ACCOMMODATIONS AND SERVICES

1. Get in touch with Accessibility Services.
2. Make an appointment (in person or by telephone) to discuss your needs, and provide us with your documentation.
3. Apply for admission to TRU as early as possible.
4. Keep in touch. Let us know in advance if you need admission or registration assistance.
5. If you are a returning student, please connect with us prior to the start of classes to arrange accommodations and services for the current academic year.



### Student Responsibility

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

Please get in touch with an Accessibility Services advisor at least 12 weeks (three months) prior to your course or program start date. This allows us enough lead time to arrange for services for you.



### Contact: Accessibility Services

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

Contact 1-888-828-6644 (toll-free in Canada) or [as@tru.ca](mailto:as@tru.ca).

## TRU Library Services

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

### DISTANCE, REGIONAL AND OPEN LEARNING

Distance, Regional and Open Learning (DROL) library services are for all students, staff and faculty involved in TRU distance/Open Learning courses or in courses at TRU's regional centres (such as Lillooet and Clearwater).

To access the TRU Library's online resources, use your TRU network account (see Student Network Account on this page).

# Services for Students

DROL services include:

- Access to all TRU Library's online resources (such as ebooks and article databases)
- Research and reference assistance from a librarian to find information on a particular topic or on how to use library tools (such as Discover and article databases)
- Delivering copies of book chapters and articles from journals, magazines or newspapers via email
- Loans of any circulating items in the TRU Library collection; delivery of library materials to your home or workplace if you reside in Canada or the US (packages include prepaid return shipping labels)
- Interlibrary loan service for journal/magazine articles, books and videos not in the TRU Library collection (excluding course-required textbooks)
- On-site borrowing from many other Canadian academic libraries via national and provincial agreements



## Student Responsibility

You are responsible for any and all 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.



## Contact: DROL Services

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

For more about Distance, Regional and Open Learning (DROL) library services, call 1-800-663-1699 (toll-free in Canada) or email [library@tru.ca](mailto:library@tru.ca).

## Student Network Account

[www.tru.ca/its/students/networkaccounts](http://www.tru.ca/its/students/networkaccounts)

After you have registered, you can register for your network account in the self-serve password portal. Go to the above URL and log in, using your TRU ID (**T** followed by **eight digits**) and password (your birthdate in the format **TRUddmmmyy**).

You must know your network account so that you can log in to myTRU and access Moodle (your course site), library resources, wireless services when on campus and more.



## myTRU

To set up your myTRU account, you must have a network account, which you get after you register. Go to [myid.tru.ca](http://myid.tru.ca) to set up and log in. If you are a current student, please update your mailing address.

## The Writing Centre

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

Whether you are an Open Learning or on-campus student, the Writing Centre at TRU Kamloops is a free service available to you. Its tutors can assist you with any stage of the writing process so that you become a better, more confident writer.

Even if you do not have in-person access to the Writing Centre, you can use either the Writing Centre online (see the schedule on the website) or else *WriteAway*, a free service open to all OL undergraduate students.

*WriteAway* connects students with qualified tutors from TRU and 15 other participating institutions. Its tutors respond to your questions about writing and grammar and give feedback on your writing. Response time is usually within 48 hours.



## Contact: The Writing Centre

[writeaway.ca/tru-open-learning-students](http://writeaway.ca/tru-open-learning-students)

See the Writing Centre on the TRU website for the centre's schedule and to book an appointment.



## Math Help Centre

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

The Math Help Centre is a free service for students taking any TRU Faculty of Science course that involves mathematics or statistics. Face-to-face help is available on TRU's Kamloops campus.

## Career Education

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

Before you engage in the workforce, it's important that you have the skills, credentials and confidence to succeed.

The Career Education department provides free resources to assist you in building your resumés, cover letters and portfolios. It offers free one-on-one career counselling and career planning to help you explore the career options with your education and how you can reach your goals.

# Admission

## Open Admission

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

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

Everyone is eligible for general admission and course registration and can apply for admission into credential (degree, diploma and certificate) programs.

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](http://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 policy number ED 03-5 (Grading Systems) in the Regulations and Policies section and on the TRU website.

## Course Registration

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

See [page 16](#) before you register. Also, find your course through the Open Learning Courses page at the above URL and read the course description.

Online course descriptions give more details, such as estimated cost and fees, than those in this calendar. Search by keywords, subject or institution. You can find the course description through the Course Registration page at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow).

You can be admitted to Open Learning and register for most courses without applying for a program.

First, see the Registration section, starting on [page 18](#). To register in a course, you must meet the English language proficiency requirements (see [page 16](#)).

When you are ready to register, go ahead and self-register (follow the step-by-step instructions on [page 18](#) or on the back inside cover).



### Register for a Course or Apply for a Program?

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), you must apply to an OL program through EducationPlannerBC (EPBC).

## Program Registration

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

Before you apply for a program, make sure that you meet the program admission requirements. Please check the program descriptions (starting on [page 37](#)) or see the Programs page on the website. Also, read the Before Registering section, starting on [page 15](#).

Be aware of regulations, policies and estimated costs and tuition and fees. See the Regulations and Policies section, starting on [page 28](#), and on the website at [www.tru.ca/distance/services/policies](http://www.tru.ca/distance/services/policies), and refer to the Tuition and Fees section on [page 22](#) and at [www.tru.ca/distance/services/tuition](http://www.tru.ca/distance/services/tuition).

OL's tuition and fees differ from those of TRU's campus-delivered programs. For TRU on-campus programs, see the Admissions page at [www.tru.ca/campus/admissions](http://www.tru.ca/campus/admissions).

## EDUCATIONPLANNERBC

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

When you are ready to apply, do so through EducationPlannerBC (EPBC). Arrange to have transcripts and any other required documentation from other institutions sent directly to TRU from the issuing institutions. Use a Program Admission Form only if you cannot apply online.



### Student Forms: Program Admission

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

The Program Admission Form is on the Student Forms page on the website. You need it only if you are unable to apply through EPBC.



# 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 application
- 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 13](#).



### 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.

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 Prior Learning Assessment and Recognition (PLAR).



### Student Forms: Letter of Permission

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

If you want to take an external course to apply toward an OL program, you need a letter of permission from your advisor to ensure that the course can be applied toward your chosen credential. Taking a course without a letter of permission may result in additional transcript assessment fees. See the Student Forms page on the website.

## Residency Requirements

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

Open Learning programs have academic residency requirements—the number of credits that you must complete at TRU (either distance or on-campus) 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: 15 credits

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

See the FAQs: Programs page on the website.

## Transfer Credit

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

TRU 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 (at the above URL) and to BCCAT at [www.bccat.ca](http://www.bccat.ca).

## Transferring Credit to OL

[www.tru.ca/distance/services/policies/transfer](http://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 often 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 (at the above URL).

## DOCUMENTATION

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

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

Supporting documentation such as detailed course outlines 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 (at the above URL) and see ICES at [www.bcit.ca/ices/](http://www.bcit.ca/ices/).

# Admission



## Student Responsibility

If you are transferring credit from another post-secondary institution, you must order official transcripts and arrange for them to be sent directly to TRU from the issuing institution.

## Transferring Credit from OL

To transfer academic credits from OL to another post-secondary institution, order an official copy of your TRU transcript and have it sent directly to the other post-secondary institution.

## ADVANCED STANDING AND ENRICHED PROGRAMS

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

TRU recognizes and awards credit to both Canadian and international students who complete enriched secondary school programs.

These programs include the International Baccalaureate Diploma (IB), Advanced Placement Exams (AP) and the General Certificate of Education (GCE).

See the Advanced Standing & Enriched Programs page on the TRU website (at the above URL).

## POST-BACCALAUREATE DIPLOMAS

[www.tru.ca/business/post-bacc.html](http://www.tru.ca/business/post-bacc.html)

Enhance your employability. If you have a non-business degree and want to acquire a specialty in a functional area of business, you can return to university for one or two years.

Post-baccalaureate diplomas are also valuable for international students who wish to come to Canada to learn English, gain exposure to the culture and study in a compressed format.

See the Post-Baccalaureate Diplomas page on the TRU website (at the above URL).

## 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 approximately four to six weeks after 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 is active for two years. After that time, if you have not taken a course at TRU or elsewhere on a letter of permission, you must reapply for program admission. Your new application is subject to current transcript assessment fees, processes and changes in program requirements.

## Program Changes

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 may be a fee for this service—see [page 22](#).

## Program Completion

OL may not offer all courses required for program completion; thus, you must obtain a letter of permission 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](http://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.

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

# Admission

## PLAR – Prior Learning Assessment and Recognition

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

You may be eligible for Prior Learning Assessment and Recognition (PLAR) credit toward completion of an Open Learning 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 typically assesses prior learning through a portfolio-based assessment or a challenge examination.

For PLAR policies, see the Regulations and Policies about PLAR on [page 30](#) and on the website (at the above URL).

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



### PORTFOLIO-ASSISTED ASSESSMENTS

As a program student, you may use a portfolio to demonstrate that your learning is equivalent to the learning outcomes of specific OL courses or to petition for a block of elective credits.

You may be 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 guidelines for prior learning assessment. See British Columbia Council on Admissions & Transfer (BCCAT) for these guidelines.

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.

## CREDIT BANK

PLAR may also be awarded for pre-assessed training from selected employers, private training organizations and/or continuing studies programs. [www.tru.ca/distance/plar-ol/creditbank](http://www.tru.ca/distance/plar-ol/creditbank)

## CHALLENGE EXAMINATIONS

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.



#### 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@tru.ca](mailto:plar@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](http://www.tru.ca/distance/register/register)

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

1. Confirm your internet access.
2. Confirm availability.
3. Understand the regulations and policies.
4. Read the course or program description.
5. Meet the prerequisites and recommended requisites.
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. Know your student responsibility.
11. Contact us.

### 1. CONFIRM YOUR INTERNET ACCESS

Confirm your ongoing access to a computer or mobile device with high-speed internet. Internet access is required for most courses, even print-based ones. You need to make alternate arrangements if you do not have internet access.

### 2. CONFIRM AVAILABILITY

Make sure your program or course is available. After you use this calendar, the Open Learning website and EducationPlannerBC to choose your course or program, 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.

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

### 3. UNDERSTAND THE REGULATIONS AND POLICIES

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

Ensure that you understand the university's academic regulations and policies and how they may affect you as a student. We want to be sure that the courses and programs you select will contribute toward meeting your educational, professional and personal goals. Please see the Regulations and Policies section starting on [page 28](#), and refer to the website.

### 4. READ THE COURSE OR PROGRAM DESCRIPTION

[www.tru.ca/distance/courses](http://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.

Full course descriptions, which are found on the website, include estimated costs.

Program descriptions include credits, admission requirements, program requirements and more. Find program descriptions in this calendar and through the Programs page at [www.tru.ca/distance/programs](http://www.tru.ca/distance/programs).

### 5. MEET THE PREREQUISITES AND RECOMMENDED REQUISITES

Any prerequisites and/or recommended requisites are specified in each course description.

Recommended requisites are not required, but they are strongly recommended.

Meet any prerequisites before you register in a course, 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: [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission)

Aside from Adult Basic Education (ABE) courses, for courses 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, you must declare that you have met any stated prerequisites.

# Before Registering

## 6. MEET THE ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

[www.tru.ca/campus/admissions/international/admission-requirements](http://www.tru.ca/campus/admissions/international/admission-requirements)

Courses, programs, instruction and services are in English. So that you can engage in and complete your studies, language proficiency 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 by using an assessment such as the English Language and Writing Assessment or English Assessment with First Nations Content. You can also assess with the following:

- LPI (Language Proficiency Index) [www.lpitest.ca](http://www.lpitest.ca)
- TOEFL iBT [www.ets.org/toefl/ibt](http://www.ets.org/toefl/ibt)

See the International Student Admission Requirements page (at the above URL) and the English Language Proficiency Requirements table at [www.tru.ca/campus/admissions/international/admission-requirements](http://www.tru.ca/campus/admissions/international/admission-requirements).



### 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.

[www.tru.ca/assessment/accuplacer/esal](http://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 are placed. Please refer to the TRU website (at the above URL).

**If you are an on-campus student and have a TOEFL or other test score, ACCUPLACER is not required. Instead, you may enrol in either English as a Second or Additional Language (EASL) or on-campus courses.**

## 7. BE AWARE OF TUITION AND FEES

[www.tru.ca/distance/services/tuition](http://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 22](#) and the website (at the above URL). Check the estimated course and material fees either through the Course Cost Estimator or the Course Registration page.

**A growing number of OL courses do not require the purchase of core textbooks and resources. The course information found online will indicate “zero textbook cost” where applicable.**

To get a cost estimate of tuition and fees for a specific OL course, you can:

- Use the **Course Cost Estimator**—on the Courses page at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses), find your course, then click the link under Costs. When the window opens, choose the course delivery method (print, self-paced; online, self-paced; online paced).
- Use the **Course Search**—at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow), open the Course Search and view the course details (including tuition and fees) before you register. Current TRU students can log into myTRU. Course Search uses Adobe Flash.
- Contact **Student Services**.



### myTRU

To log into myTRU, go to [myid.tru.ca](http://myid.tru.ca) to set up a password. If you are a current student, please update your mailing address and be sure to include your apartment or unit number, if applicable.

## 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](#).



# Before Registering

## 9. CHECK THE FINAL EXAM SCHEDULE

**[www.tru.ca/distance/services/exams](http://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 20](#) and on the Final Exams page on the website (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.



### OL Exam Schedule

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

## 10. KNOW YOUR STUDENT RESPONSIBILITY

**[www.tru.ca/disclaimer/privacy](http://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 TRU website.



### Student Responsibility

You are responsible for your academic and financial choices, including registering in courses that are appropriate to your program, completing your program, or withdrawing. Consult with an Enrolment Services Officer or a program advisor.

## 11. CONTACT US

You may still have questions about OL and/or its courses and programs or about the registration and application process. If so, please contact Student Services.



### Contact:

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

1-800-663-9711 (toll-free in Canada) or 1-250-852-7000 (Kamloops and international)

Fax: 1-250-852-6405

# Registration

## How to Register for a Course

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

1. Use the Pre-Registration Checklist on [page 15](#).
2. Declare that you have met the prerequisites, if any.
3. Note the application deadline and course start date, if any.
4. Make sure 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 28](#) and on the website at [www.tru.ca/distance/services/policies](http://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 Requiring Academic Accommodations

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



### Student Forms

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

Most of the forms you need for registration are on the Student Forms page on the website.



### Student Responsibility

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

Be sure to familiarize yourself with and understand the academic Regulations and Policies, starting on [page 28](#), and on the website.

You are responsible for ensuring that your academic program meets the regulations of a particular institution and 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 in Student Services or a program advisor.

## Registration and Payment Methods

### ONLINE

Register with EducationPlannerBC ([www.educationplannerbc.ca](http://www.educationplannerbc.ca)) 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 at [www.tru.ca/distance/register/registernow](http://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: Enrolment Services

**Mail** TRU Enrolment Services  
805 TRU Way  
Kamloops BC V2C 0C8 Canada

### FAX, MAIL OR EMAIL, WITH A STUDENT LOAN OR GRANT

1. Complete the Course Registration form at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow).
2. Complete the Full-Time Fee Deferral Application form at [www.tru.ca/awards/open-learning](http://www.tru.ca/awards/open-learning).
3. Fax, mail or email these two forms to:

**Fax** 1-250-371-5668

**Mail** TRU Enrolment Services  
Student Awards & Financial Support  
805 TRU Way  
Kamloops BC V2C 0C8 Canada

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

### SPONSORSHIP AND/OR SCHOLARSHIP



### Contact Student Services.

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

1-800-663-9711 (toll-free in Canada) or 1-250-852-7000 (Kamloops and international)

Fax: 1-250-852-6405

## 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.

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

# Registration

## Sponsorship

Students can be sponsored for an Open Learning Course. Provided a sponsorship application has been received, you are permitted to register for a course without payment. Payment is due within 30 days of course registration. TRU will not invoice sponsors directly. As a sponsored student you are responsible for the outstanding balance on your student account at all times. You must communicate details of course to your sponsor and arrange for payment of fees. This information is available through your myTRU account. The sponsorship application form can be found under student forms (Actual address is [www.tru.ca/\\_\\_shared/assets/OL\\_sponsorship23813.pdf](http://www.tru.ca/__shared/assets/OL_sponsorship23813.pdf))



### Student Forms

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

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



### Student Responsibility

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

## 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.

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

## Student Network Account

[www.tru.ca/its/students/networkaccounts](http://www.tru.ca/its/students/networkaccounts)

After you have registered, you can register for your network account in the self-serve password portal. Go to the above URL and log in, using your TRU ID (**T** followed by **eight digits**) and password (your birthdate in the format **TRUddmmmyy**).

You must know your network account so that you can log in to myTRU and access Moodle (your course site), library resources, wireless access when on campus and more.



### myTRU

To set up your myTRU account, you must have a network account, which you get after you register for a course. Go to [myid.tru.ca](http://myid.tru.ca) to set up and log in. If you are a current student, please update your mailing address and be sure to include your apartment or unit number, if applicable.

## Getting Your Course Materials

The course fees listed in the course descriptions do not include textbooks or other course materials, which 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, including your apartment or unit number if applicable, is updated in [mytru.ca](http://mytru.ca) (the student portal). Shipping and handling is charged according to where materials are shipped. See the Tuition and Fees section, starting on [page 22](#), and Tuition and Fees at [www.tru.ca/distance/services/tuition](http://www.tru.ca/distance/services/tuition).

**A growing number of OL courses do not require the purchase of core textbooks and resources. The course information found online will indicate "zero textbook cost" where applicable.**

### 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.

# Registration

## Grading

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

Specific course assessment information is included in your course materials, while final grade information is in Regulations and Policies, starting on [page 32](#), and on the website on the Grading Systems and Procedures page.

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



### Student Responsibility

Remember to update your mailing address, including your apartment or unit number if applicable, at [mytru.ca](http://mytru.ca).

If any of your courses 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.

## Final Exams

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

Review the exams regulations and policies on [page 32](#) and the Final Exams Schedule on this page. Be sure to check the Final Exams Schedule and exam procedures on the website. Also, see the FAQs at [www.tru.ca/distance/faq/faq-exams](http://www.tru.ca/distance/faq/faq-exams).

Exam procedures vary 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.

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 centres in Canada or other OL-approved supervised locations. **A virtually invigilated exam may be available via ProctorU. If your course is eligible, you will find detailed information about this process within your course.**

## OL EXAMS SCHEDULE

### 2019–2020

EXAM SESSION	APPLICATION DEADLINE
Jan. 8–14, 2019	Dec. 10, 2018
Feb. 5–11, 2019	Jan. 14, 2019
March 5–11, 2019	Feb. 11, 2019
April 9–15, 2019	March 18, 2019
May 7–13, 2019	April 15, 2019
June 4–10, 2019	May 13, 2019
July 2–8, 2019	June 10, 2019
Aug. 6–12, 2019	July 15, 2019
Sept. 3–9, 2019	Aug. 12, 2019
Oct. 1–7, 2019	Sept. 9, 2019
Oct. 29–Nov. 4, 2019	Oct. 7, 2019
Dec. 3–9, 2019	Nov. 12, 2019

### 2020

EXAM SESSION	APPLICATION DEADLINE
Jan. 14–20, 2020	Dec. 16, 2019
Feb. 4–10, 2020	Jan. 13, 2020
March 3–9, 2020	Feb. 10, 2020
April 1–6, 2020	March 9, 2020
May 5–11, 2020	April 14, 2020
June 2–8, 2020	May 11, 2020
July 7–13, 2020	June 15, 2020
Aug. 4–10, 2020	July 13, 2020
Sept. 8–14, 2020	Aug. 17, 2020
Oct. 13–19, 2020	Sept. 21, 2020
Nov. 3–9, 2020	Oct. 13, 2020
Dec. 1–7, 2020	Nov. 9, 2020



### Student Responsibility

Refer to Regulations and Policies, starting on [page 32](#), regarding final exams.

# Registration

## Transcripts

[www.tru.ca/campus/current/academic-records/transcripts](http://www.tru.ca/campus/current/academic-records/transcripts)

After you complete your course, your grades are posted in your myTRU account ([mytru.ca](http://mytru.ca)). This is where you can order an official transcript.

Using myTRU (look under My Academic Record) is the fastest way to order a transcript, with the transcript normally mailed out the next day. See the website for more ways to order a transcript and other information regarding transcripts. There is a fee for each transcript.

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.



### myTRU

To set up your myTRU account, you must have a network account, which you get after you register (see [page 19](#)). Go to [myid.tru.ca](http://myid.tru.ca) to set up and log in. If you are a current student, please update your mailing address and be sure to include your apartment or unit number, if applicable.



### 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 your student account is paid in full. Check your balance by accessing your myTRU account.

## 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 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.



# Tuition and Fees

## Tuition and Fees for Open Learning Courses

### TUITION AND FEES ESTIMATES

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

Tuition and fees are effective September 1, 2019, unless stated otherwise. They are subject to change without notice and vary between courses and programs.

To get a cost estimate of tuition and fees for a specific OL course, you can:

- Use the **Course Cost Estimator**—on the Courses page at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses), find your course, then click the link under Costs. When the window opens, choose the course delivery method (print, self-paced; online, self-paced; online paced).
- Use the **Course Search**—at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow), open the Course Search and view the course details (including tuition and fees) before you register. Current TRU students can log into myTRU. Course Search uses Adobe Flash.
- Contact **Student Services**.

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. For any fees not listed, see the Tuition and Fees page on the website.

If the Course Cost Estimator is not available for your course, contact Student Services [student@tru.ca](mailto:student@tru.ca).



#### Please note:

- Most courses are 3 (three) credits.
- Taxes are added, where applicable.
- Tuition and fees vary and are subject to change without notice.

### DEFINITIONS

- A **Canadian or permanent resident of BC/Yukon** is defined as a person who resides in British Columbia or Yukon and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- A **Canadian or permanent resident of Canada residing outside BC/Yukon** is defined as a person who resides outside British Columbia or Yukon 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.



#### myTRU

To set up your myTRU account, you must have a network account, which you get after you register (see [page 10](#) or [page 19](#)). Go to [myid.tru.ca](http://myid.tru.ca) to set up and log in.

If you are a current student, please update your mailing address and be sure to include your apartment or unit number, if applicable.



#### Student Responsibility

Be aware of tuition and fees for your courses, including costs (if any) for submitting assignments.

Course administration and technology fees are non-refundable if you cancel your registration or withdraw.

The implementation date of the TRU-OL fee schedule is **September 1, 2019** (unless otherwise stated)

### ADMINISTRATION FEES

APPLICATION FEE (EFFECTIVE OCTOBER 1, 2019)	UNDERGRADUATE / UNIVERSITY PREP	GRADUATE PROGRAMS
Domestic	\$29.83	\$29.83
International	\$100.00	\$100.00
Duplicate Credential (effective August 1, 2019)	\$67.64	
Duplicate Form (i.e., T2202A) (effective August 1, 2019)	\$5.94	
Cheque NSF (effective August 1, 2019)	\$28.71	
Formal Grade Appeals	\$129.04	
Official Transcript	\$9.25	
Course Administration	\$96.97 per course	

# Tuition and Fees

## TUITION:

	CANADIAN AND PERMANENT RESIDENT	SENIOR CANADIAN AND PERMANENT RESIDENT	INTERNATIONAL
Academic	Variable Course Tuition: Average \$119.18 per credit (please see individual course for specific fees)	Variable Course Tuition: 25% of Cdn and PR Tuition Average \$29.73 per credit (please see individual course for specific fees)	\$389.11 per credit
University Preparation (ABE)	\$0.00 per credit (tuition free) for BC residence \$192.40 per credit for outside of BC	\$0.00 per credit (tuition free) for BC residence \$192.40 per credit for outside of BC (please see individual course for specific fees)	\$389.11 per credit
Students 65+ years old who are permanent residents	25% of Canadian and permanent resident tuition		

GRADUATE PROGRAM	FEES
Graduate Diploma in Business Administration – MBA Foundation (GDBA)	\$450.44 per credit** **Undergraduate courses offered at UG tuition rates, if applicable
Master of Business Administration (MBA)	\$619.50 per credit Extension rate = \$650.49 per semester
Master of Education (MEd)	\$505.38 per credit Extension rate = \$1,145.80 per semester

## OTHER FEES:

Course Extension	\$103.32 per course
Lab	Variable
Program Plans	\$34.65 per certificate/diploma (effective October 1, 2019) \$131.44 per degree (effective October 1, 2019)
Program Reactivation	\$64.50
PLAR (prior learning and assessment recognition)	Depends on assessment method <a href="http://www.tru.ca/distance/plar-ol/plar-fees">www.tru.ca/distance/plar-ol/plar-fees</a>
Transcript(s) Assessment	\$51.34 BC documents \$96.76 Non-BC documents
Technology	\$6.41 per credit
Out of Province (non-residence fee)	\$32.32 per credit
Materials	See course description
Taxes	As applicable
Assignment submissions cost	As applicable
Shipping	As per rates defined on the OL Website

## Payments and Deadlines

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 18](#) 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.

Students whose tuition and/or fees have not been paid in full by the payment deadline for their program or course will be assessed a \$75 penalty per term and charged 2% interest monthly. Students with an overdue account may have any registrations in a subsequent term cancelled. In addition, all services such as course changes, transcripts, online access to course changes, and final exam registration (OL) will be withdrawn. Such students will only be permitted to access services and register into subsequent term courses (including re-registration into cancelled registrations) once full payment of the balance owing has been made. Exceptions will be made for students who have an approved fee deferral.

# Tuition and Fees



## Tax Receipts

If you are a student in post-secondary education, a T2202 Tuition and Enrolment Certificate is issued to you each year for income tax purposes, by the end of each February for the previous calendar year.

Open Learning sends a T2202 to you if you have a Canadian address or are a permanent resident of Canada with a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, fees for a four-month course starting in November is recorded with 50% on the T2202 for the course-start year and 50% on the T2202 for the course-end year. See Canada Revenue Agency (CRA) at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

## Other Non-Tuition Course Costs

### FINAL EXAMS

**A virtually invigilated exam may be available via ProctorU. If your course is eligible, you will find detailed information about this process within your course.**

### COURSE MATERIALS AND TEXTBOOKS

The cost of textbooks and materials is provided in the online course description. **A growing number of OL courses do not require the purchase of core textbooks and resources. The course information found online will indicate “zero textbook cost” where applicable.**

## LONG-DISTANCE PHONE CHARGES

**Students residing in Canada** may access phone services toll-free, including Open Learning Faculty Member services, educational advising, registration, records, examinations, library, accessibility 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



# Student Awards and Financial Support

## Financial Assistance Programs

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

Open Learning, through TRU's Student Awards and Financial Support, 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; others are automatically awarded, based on academic performance.

For Student Finance Guides and specific 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](http://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](http://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.



### Study Contract

If you are receiving student loans or grants, you must sign a Study Contract.

## StudentAidBC

<https://studentaidbc.ca>

StudentAidBC provides Canada Student Loans (CSL) and BC Student Loans (BCSL) to BC residents who demonstrate financial need and are enrolled full-time in post-secondary programs. The 2019–2020 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](#) and the next page.
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, or by fax or mail along with a money order or cheque payable to Thompson Rivers University.
5. Submit your completed and signed study contract to the Student Awards & 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 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).

### LOAN AND GRANT PERIODS

TERM	START DATE	END DATE
September	September 1	December 31
October	October 1	January 31
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

## 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 Open Learning.

### 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 \$1000, 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.

### LIFELONG

The Government of Canada's Lifelong Learning Plan allows Canadian residents and their spouses or common-law partners to withdraw amounts from their registered retirement savings plan (RRSP) to finance full-time training or education at a designated educational institution. Refer to [www.canada.ca/en/revenue-agency/services/tax/individuals/topics/rrsps-related-plans/lifelong-learning-plan](http://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/rrsps-related-plans/lifelong-learning-plan).

### 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 ([www.scholarshipscanada.com](http://www.scholarshipscanada.com)), yconic (<https://yconic.com>) and Universities Canada ([www.univcan.ca](http://www.univcan.ca)).



# Student Awards and Financial Support

## Annual Awards and Bursaries

### DONOR-FUNDED BURSARIES

Various donor-funded bursaries are available to Open Learning students who demonstrate financial need. In order to be considered, simply complete and submit a Canada Student Grant for Part-Time Studies application.

### 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 Canada Student Grants 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 costs and some childcare (when applicable).

### CANADA STUDENT GRANTS FOR PART-TIME STUDIES

The Canada Student Grant for Part-Time Studies is available to low-income students enrolled in a part-time program at a designated post-secondary institution. It is not available to students from the Northwest Territories, Nunavut and Quebec. The maximum funding per student each school year (Aug 1 to Jul 31) is \$1,800. Refer to [www.canada.ca/en/employment-social-development/services/education/grants/part-time](http://www.canada.ca/en/employment-social-development/services/education/grants/part-time).

### ADULT UPGRADING GRANT

The BC Adult Upgrading Grant (AUG) provides need-based grants for BC residents who wish to access preparatory- and secondary-level courses. AUG can provide funding assistance for direct educational costs such as tuition and books for programs such as basic literacy, academic upgrading, pre-vocational programs, English as a Second Language and adult special education (in general, course numbers that begin with a zero). It does not fund any post-secondary programs or courses.

Students who qualify have the opportunity to be funded once for each course. Students who are applying for continued funding must demonstrate successful completion of previously funded courses.



### 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 & Financial Support

For assistance with your financial applications and any questions regarding financial aid and awards, please contact TRU's Student Awards & Financial Support at [awards@tru.ca](mailto:awards@tru.ca).

# Regulations and Policies

## Introduction

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

The following academic regulations and policies are available as PDFs on the Index of All Policies page on the TRU website. See the chart on [page 35](#). The number is noted after the name of each policy to help you find it.

A **student** is defined as anyone who requests and receives educational services from Thompson Rivers University (TRU) and Open Learning (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 us (Student Services: [student@tru.ca](mailto:student@tru.ca)) 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

- 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.
- Transfer credit is considered for all qualifying courses passed according to the standards of a sending institution that is recognized by OL.
- The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transcript assessment. The applicant must arrange for official transcripts from all previously attended post-secondary institutions and professional associations to be sent to 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.
- 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.
- Authenticated translation is required of documents (official transcripts) in a language other than English or French.
- Other formal studies may be considered for credit on an individual basis.
- Credit may be granted on a course-by-course basis or for a combination of courses. Credit granted for a group of courses or an entire program is known as block transfer.

# Regulations and Policies

- H. Assessed transfer credit is applied on the basis of its applicability to a specific program.
- I. Students changing programs or requiring information about how previous education may transfer to another 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 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 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 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](http://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](http://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 prior learning.

Prior Learning Assessment and Recognition (PLAR) methods are available to students in programs offered through TRU and may include challenge examinations, portfolio-based assessment, workplace-based assessment and/or other types of assessment methods.

Refer to the full policy on the website or email [plar@tru.ca](mailto:plar@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

- 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](http://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.

# Regulations and Policies

- 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.

## 4.3 WITHDRAWALS

- 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](http://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.

## 4.4 RETURNING COURSE MATERIALS

- 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.
- 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.

# Regulations and Policies

## 4.5 EXTENSIONS

To ensure maximum student success and responsible use of resources, OL may allow students to extend the duration of their course. Refer to Policy ED 3-12.

## 4.6 COURSE REPEATERS

Refer to Policy ED 3-3.

## 5. Examinations

### POLICY ED 3-9

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

### 5.1. EXAMS

Refer to Policy ED 3-9.

## 6. Final Grades

### POLICY ED 3-5

#### 6.1

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

#### 6.2 GRADE POINT AVERAGE (GPA)

- A. The GPA is a means of expressing the student's performance. For programs offered by 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.

## 6.3 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](http://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.

## 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 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.



# Regulations and Policies

## 8.2 GRADUATION REQUIREMENTS: DEGREE PROGRAMS

- A. To qualify for degrees offered through 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](http://www.tru.ca/campus/current/graduation). Students wishing to attend the convocation ceremony should read 8.4, following, 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](http://www.tru.ca/convocation).

## 8.5 PARCHMENTS

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

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# Notes

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# Program Descriptions

We are committed to student success and the delivery of quality programming. As of Sept. 1, 2018, TRU is accredited at the associate, baccalaureate, and master's degree levels and is compliant with the standards, policies, and eligibility requirements of the Northwest Commission on Colleges and Universities.

**[tru.ca/about](https://tru.ca/about)**

# Adult Basic Education (ABE)

## Overview

If you are a British Columbia (BC) resident, you can take Adult Basic Education programs tuition-free (applicable fees still apply).

ABE courses and programs help you, as an adult learner, achieve Grade 12 graduation and prepare for post-secondary education and the workplace.

You can take one specific course or complete the entire BC Adult Graduation Diploma through OL.

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

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

If you are at least 19 years old or 18 years old and 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](http://www.tru.ca/distance/about)

Please read about OL on [page 6](#) and on the website. Read the Before Registering section—see [page 15](#).

Read course descriptions for the courses in which you are interested. In this calendar, course descriptions start on [page 124](#). ABE course numbers begin with zero (0) — for example, ENGL 0501. (Note that no academic credit is given for ABE courses.)

Course descriptions are on the website.

Course delivery formats are explained on [page 7](#) and on the website.

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

## Choosing Courses

If you want to register in BC Adult Graduation Diploma courses, you may not need all the ABE Advanced Certificate courses. Credits you earned in high school may be applied toward the BC Adult

Graduation Diploma, as long as you complete at least three courses as an adult learner. To succeed in your studies, you need certain skills in English and math. You can self-assess your skills to help you decide where to start—see [page 8](#).

Your choice of courses depends on your educational goals. If you plan to transfer to a post-secondary program, you must complete at least one advanced-level math course and four provincial-level courses. You might also require basic knowledge of a second language.

Check the admission requirements for the institution you want to attend. See BC Council of Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca).

The number of courses you take at the same time depends on what you can comfortably handle. Many students start with one or, at most, two courses. You may find that your learning is more effective when you are able to focus on one course at a time.

## Course Length

You have anywhere from 7.5 to 9 months (30 to 36 weeks) to finish each course.



# Adult Basic Education (ABE)

## Residency Requirements

Most 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.



### PLAR

[www.tru.ca/distance/plar-ol](http://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)—see [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL. If you are unable to apply online, you can apply by mail or fax with a Program Admission form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

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 for contact information.

## ABE Intermediate Certificate

### Grade 10 equivalency

The ABE Intermediate Certificate is for you if you are an adult learner interested in attaining your BC Adult Graduation Diploma, preparing for post-secondary studies or entering the workforce.



PLAR applies: see [page 14](#)

### 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 attaining your BC Adult Graduation Diploma, preparing for post-secondary studies or entering the workforce.



**PLAR** applies: see [page 14](#)

### 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**

##### *Electives (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.

## Adult Graduation Diploma

### Grade 12 equivalency

The BC Adult Graduation 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 post-secondary studies or entry to the workforce.

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



**PLAR** applies: see [page 14](#)

### 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**

##### *Accounting 1*

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 an exciting area in which to study. Develop essential workplace skills such as communication, critical analysis, problem solving, independent learning and collaboration.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Arts credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

## 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 assistance with writing
- 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](http://www.tru.ca/distance/plar-ol)

Some program requirements for certain Arts programs may be met with academic credits awarded through Prior Learning Assessment and Recognition (PLAR)—see [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL. If you are unable to apply online, you can apply by mail or fax with a Program Admission Form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### 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. 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 for contact information.

## Advanced Certificate in Liberal Arts

The Advanced Certificate in Liberal Arts program provides a foundation for lifelong learning in the liberal arts. It can be taken as part of a degree program. The emphasis is on upper-level (third- and fourth-year) curriculum.

Enjoy an opportunity to study in three designated Arts and Science areas: the humanities (including English), social sciences and science.

Use the credits you gain in this program toward your completion of a degree, increase your employability, or simply enjoy the experience of university.



**PLAR** applies: see [page 14](#)

### 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 in Liberal Arts Requirements

30 credits total of third- and fourth-year (upper-level) courses, with a GPA of 2.00 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 first- and second-year (lower-level) 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)

## 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 workforce.

Use the credits you gain in this program toward your completion of a degree, increase your employability, or simply enjoy the experience of university.



**PLAR** applies: see [page 14](#)

### 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 of first- and second-year (lower-level) courses, (some upper-level courses may be used to meet program requirements) with a GPA of 2.00 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 credits in humanities (including creative and performing arts but not studio courses)
- 18 credits of second-year arts in two or more subject areas
- 9 credits in natural science (physical anthropology, astronomy, biology, chemistry, geology, physics, physical geography), including:
  - 3 credits in a first-year hands-on laboratory science, such as BIOL 1113 (3) and BIOL 1115 (0)\*
  - 3 credits in mathematics, statistics or computer science
- 9 credits of first- or second-year university-level courses

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

**Any credits earned in first-year hands-on laboratory courses do not count toward the 60 credits required for program completion.**

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



#### Transfer Credit

Program requirements may be met through university transfer courses at OL or other recognized BC post-secondary institutions. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca).

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

# 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. For a minor, you must include in the 120 credits required for the degree at least 30 credits and no more than 42 credits in your minor area.

If you are a program student outside of the Arts program area, please confirm with a program advisor that the program in which you are interested will accept an Arts minor.



**PLAR** applies: see [page 14](#)

### *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) or

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

PSYC 2111, **Introduction to Research Methods in 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, **Introduction to Probability and Statistics** (3)

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 the following: 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

With the Bachelor of Arts, General program, you get a broad education in arts, with specialization in two subjects. You can finish the program with a specialization in English, fine arts, geography, history, psychology or sociology, or with a combination of business administration (including economics) and science, completing 15 upper-level credits in each of your two areas of specialization.



**PLAR** applies: see [page 14](#)

### 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 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 General Education requirements on [page 122](#)—as follows:

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

##### *Upper-Level Requirements (45 credits)*

30 credits (15 credits in each area of specialization)

15 upper-level elective credits

##### *Elective Requirements (51 credit)*

Specific course requirements may vary, depending on your areas of specialization.

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

## Bachelor of Arts, General Studies

With the Bachelor of Arts, General Studies program, you get a broad education in arts.



**PLAR** applies: see [page 14](#)

### 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- or fourth-year (upper-level) credits, with a GPA of 2.00 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 General Education requirements on [page 122](#)—as follows:

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

##### *Upper-Level Requirements (45 credits)*

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

15 upper-level elective credits

##### *Elective Requirements (51 credit)*

May be lower- or upper-level credits

**Approval of education, business and administrative studies courses is on a case-by-case basis. Applied credit may not be used to meet arts requirements.**



## Bachelor of Arts, Major

If you prefer to specialize in one discipline, the Bachelor of Arts, Major program is designed for you. Complete a major in 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 14](#).

### 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 or higher over all courses required for this credential, as described under each major.

Approval of education, business and administrative studies courses is on a case-by-case basis. Applied credit may not be used to meet arts requirements. 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](http://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

### Degree Requirements, Criminology

General Education Requirements (24 credits)

May be met with lower- or upper-level university courses; see [page 122](#)—as follows:

- 6 credits in English, excluding technical writing and business writing courses
- 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 Criminal Justice System* (3) or equivalent

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

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

### Upper-Level Requirements (30 credits)

3 credits in advanced theory in criminology 3 credits in social science research methods

21 credit of other upper-level criminology, sociology or psychology courses

3 credits of Directed Studies

### Elective Requirements (51 credit)

15 credits of upper-level elective courses

36 credits of lower- or upper-level elective courses

## BACHELOR OF ARTS, ENGLISH

### Degree Requirements, English

#### General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see General Education requirements on [page 122](#)—as follows:

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

#### Lower-Level Requirements (6 credits)

ENGL 211, **English Literature from Chaucer to Milton** (3) or approved equivalent

ENGL 221, **English Literature of the Eighteenth or Nineteenth Centuries** (3) or approved equivalent

**Courses used to meet lower-level requirements must meet General Education requirements.**

#### 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)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

## BACHELOR OF ARTS, HISTORY

### Degree Requirements, History

#### General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see General Education requirements on [page 122](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing courses
- 6 credits in mathematics (including statistics) and/or science
- 6 credits in social science
- HIST 1121, **Canadian History to 1867** (3) or approved equivalent
- HIST 1221, **Post-Confederation Canadian History** (3) or approved 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, including HUMN 3011, **History of Science** (3)

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

#### Elective Requirements (60 credits)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

# Arts

## BACHELOR OF ARTS, PSYCHOLOGY

### Degree Requirements, Psychology

#### General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see General Education requirements on [page 122](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing courses
- 6 credits in humanities, other than English
- 3 credits in mathematics (including statistics) and/or science
- PSYC 1111, **Introductory Psychology I** (3) or approved equivalent
- PSYC 1211, **Introductory Psychology II** (3) or approved 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 Methods in Psychology** (3) or approved 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)

15 credits of upper-level elective courses

45 credits of lower- or upper-level elective courses

## BACHELOR OF ARTS, SOCIOLOGY

### Degree Requirements, Sociology

#### General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see General Education requirements on [page 122](#)—as follows:

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

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, **Family Life in Contemporary Canada** (3)

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

HUMN 3981, HUMN 3991; or CRIM, HIST courses with approval of program area)

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

#### Elective Requirements (57 credits)

15 credits of upper-level elective courses

42 credits of lower- or upper-level elective courses

## Bachelor of Design

The Bachelor of Design program balances and integrates General Education requirements with the academic and studio requirements that are specific to design.

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 14](#)

### PROGRAM REQUIREMENTS

#### Admission Requirements

Contact us 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, with a GPA of 2.00 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 General Education requirements on [page 122](#)—as follows:

- 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 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 credits



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

*Mariah M.*

Read other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)



## Bachelor of Fine Art

The Bachelor of Fine Art (BFA) program balances and integrates General Education requirements with the academic and studio requirements specific to fine art.

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 14](#)

### 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 OL 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](http://www.georgiancollege.ca/admissions/contact).

Contact us to determine your eligibility for this program.

#### Residency Requirements

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

#### Degree Requirements

120 credits, with a GPA of 2.00 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 General Education requirements on [page 122](#)—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 credits, such as VISA 3991,

##### **Cultural Theory and Images (3)**

##### *Studio Requirements (75 credits)*

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



## Bachelor of Music, Performance

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

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



**PLAR** applies: see [page 14](#)

### 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](#)

Contact Vancouver Academy of Music or The Glenn Gould School regarding its residency requirements.

#### Degree Requirements

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

General Education Requirements (21 credit)

May be met with lower- or upper-level university courses—see General Education requirements on [page 122](#)—as follows:

- 6 credits in English (university-level composition and literature), excluding technical and business writing courses
- 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 and Performance Requirements (number of credits varies)

Contact your program advisor or a program staff member at the Vancouver Academy of Music or The Glenn Gould School.



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

*Morgan E.*

Read other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)



# 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 area of study or to select two or three areas of study. Choose from the humanities, science, the social sciences and related interdisciplinary fields—see [page 122](#).

You can focus on current discipline-specific topics, problems and/or controversies and engage in online seminar-based debates. A Directed Studies course is included.

Use the credits you gain in this program to help you meet admission requirements for a graduate program, enhance your employability and increase your knowledge and proficiency in your areas of study.



**PLAR** applies: see [page 14](#)

### PROGRAM REQUIREMENTS

#### Admission Requirements

A recognized bachelor's degree in any field of study, with a GPA of 2.00 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 (third-and-fourth-year), with a GPA of 2.00 or higher over all courses required for this credential, as follows:

#### Upper-Level Requirements (9 credits)

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)

#### Elective Requirements (3 credits)

3 credits of upper-level liberal arts electives

#### Directed Studies (3 credits)

VISA 4991, ***Directed Studies*** (3)—see [page 46](#)

# Business and Management Studies

## Overview

Our Business and Management Studies programs are designed to develop your supervision, business and management skills and can ladder into the Bachelor of Commerce (page 59) degree.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Business and Management Studies credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

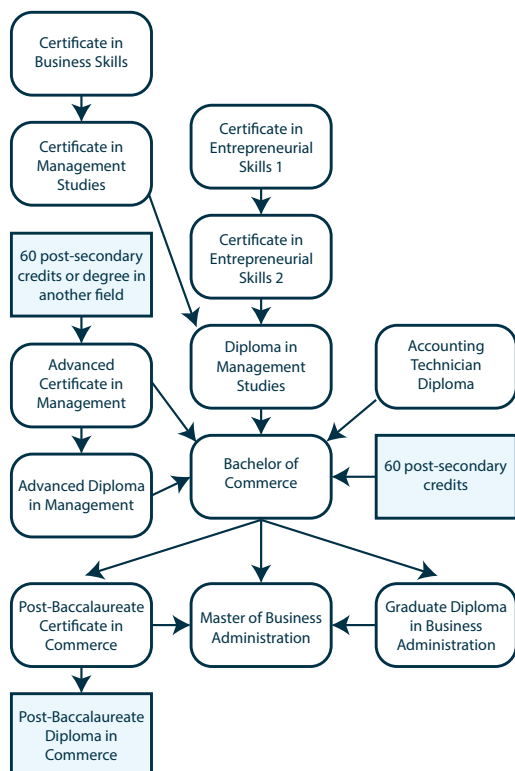
Start your learning journey today!

## 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)

### PATHWAY CHART



- 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
- The ability to transfer courses from or to other educational institutions



PLAR

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

Program requirements for some Business and Management Studies programs may be met with credits awarded through Prior Learning Assessment and Recognition (PLAR). Please see page 14 or the website.



Program Application

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

You can apply online through EducationPlannerBC at the above URL. If you are unable to apply online, you can apply by mail or fax with a Program Admission Form (see below).



Student Forms: Program Admission

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a Letter of Permission, using the request form on the Student Forms page at the above URL.



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 a Letter of Permission. 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](mailto:business_ol@tru.ca) with questions specific to Business and Management Studies programs and courses.

# Business and Management Studies

## Certificate in Business Skills

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

This program counts for full credit toward the Achievement in Business Competencies (Blue Seal) program. If you are a certified tradesperson, you may use the Certificate in Business Skills 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 59).



**PLAR** applies: see page 14

### 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 GPA of 2.00 (a grade of C) or higher in all courses required to complete this credential, as follows:

### Core Knowledge Requirements (6 credits)

CMNS 1811, **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 business or economics courses: ACCT, BLAW, MIST, ENTR, FNCE, HRMN, IBUS, MKTG, MNGT, ORGB, SCMN, BUSN, ECON, CMNS 1291, MATH 1091, MATH 1101 and/or STAT 1201

**Other similar courses meeting the intent of the core and/or elective requirements are considered on a case-to-case basis.**

### Supervisory Option (9 credits)

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

MNGT 1221, **Supervision** (3)

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

HRMN 2821: **Human Resource Management** (3), or approved equivalent



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

# 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 and supervisory skills. You can earn this certificate 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 59).



**PLAR** applies: see page 14

### PROGRAM REQUIREMENTS

#### Admission Requirements

Open admission—see page 11

A strong grounding in quantitative courses, including Foundations of Math 11 or Pre-calculus 11 or equivalent.

A free, voluntary mathematics self-assessment is available to help you select a math course at the appropriate level.

#### Residency Requirements

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

#### Certificate Requirements

30 credits total, with a minimum GPA of 2.00 (C average) or higher over all courses required to complete this credential, as follows:

##### Core Knowledge Requirements (12 credits)

Either MNGT 1221, **Supervision** (3) or MNGT 1211, **Management Principles and Practices** (3)

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

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

MIST 2611, **Management Information Systems** (3)

#### Elective Requirements (up to 18 credits)

Up to 18 credits in management studies, including business, economics, mathematics, or statistics courses: ACCT, BBUS, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, IBUS, MATH, MIST, MKTG, MNGT, ORGB, SCMN, STAT

**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 2211, **Financial Accounting** (3) and one additional course

ACCT 2251, **Management Accounting** (3)

If you choose ACCT 2211 instead of ACCT 1211 and 1221, you are required to select an additional course.

##### Entrepreneurial Essentials

Either 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, please review its program requirements before you select electives to minimize the number of additional credits you will require to complete the degree.



# Business and Management Studies

## Certificate in Entrepreneurial Skills 1

Increase your entrepreneurial capacity and your bottom line. 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 59](#)).



**PLAR** applies: see [page 14](#)

### 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 minimum GPA of 2.00 (C average) over all courses required to complete this credential, as follows:

##### *Core Knowledge Requirements (12 credits)*

MNGT 1221, **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)

## Accounting Technician Diploma

Study part-time and online while keeping your work and life commitments intact if you enjoy working with people and have good communication and problem-solving skills, this program may suit you.

The Accounting Technician Diploma program prepares you to work as a paraprofessional alongside accountants in industry, public practice and government.

Use your diploma to expand your professional opportunities by laddering into the Bachelor of Commerce ([page 59](#)) and eventually work toward the Chartered Professional Accountant (CPA) designation.



**PLAR** applies: see [page 14](#)

### PROGRAM REQUIREMENTS

#### Admission Requirements

Open admission—see [page 11](#)

#### Admission Recommendations

Foundations of Math 12, with a minimum of C+ or equivalent

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 cumulative GPA of 2.00 or higher; a grade of C- or better in all courses required to complete this credential, as follows:

Either 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)

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



# Business and Management Studies

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

MNGT 1711, *Introduction to Business* (3)

Either 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)

Either 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)



## GPA and Program Completion

For graduation from the Accounting Technician Diploma program, a grade of C- or better in all courses and a GPA of at least 2.00 is required.

## Advanced Certificate in Management Studies

The Advanced Certificate in Management Studies 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 59](#)).



**PLAR** applies: see [page 14](#)

## PROGRAM REQUIREMENTS

### Admission Requirements

Open admission—see [page 11](#)

### Admission Recommendations (strongly recommended)

Two years of post-secondary education in any field, or 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 GPA of 2.00 or higher in 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)

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

# Business and Management Studies

## Diploma in Management Studies

The Diploma in Management Studies program provides you with a broad background in management studies and three specialization options: accounting, human resources and marketing. If you have already completed the Certificate in Management Studies (page 55), you need only 30 more credits to earn the Diploma in Management Studies. This in turn takes you that much further toward the Bachelor of Commerce (page 59).

### PROGRAM REQUIREMENTS

#### Admission Requirements

Open admission—see page 11

A foundation in quantitative courses, such as Foundations of Mathematics 11 or Pre-calculus 11 or approved equivalent

#### Residency Requirements

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

#### Diploma Requirements

60 credits with a minimum GPA of 2.00 (a grade of C) over all courses required to complete this credential, as follows:

##### Core Knowledge Requirements (30 credits)

Either ACCT 1211, **Accounting 1** (3) (select this if you are specializing in accounting) or ACCT 2211, **Financial Accounting** (3) (if you select ACCT 1211 and plan to specialize in accounting, you must also take ACCT 1221)

Either ACCT 2251, **Management Accounting** (3) (select this if you are specializing in accounting) or MNGT 4711, **Decision Analysis** (3)

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)

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

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

ECON 1901, **Principles of Microeconomics** (3)

MKTG 2431, **Marketing** (3)

MIST 2611, **Management Information Systems** (3)

Substitution of other similar courses may be considered on a case-to-case basis.

##### Elective Requirements (up to 30 credits)

Courses in management studies, business, economics, mathematics and statistics: ACCT, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, IBUS, MATH, MIST, MKTG, MNGT, ORGB, SCMN, 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

##### 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 of 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)

# Business and Management Studies

## Advanced Diploma in Management

The Advanced Diploma in Management program provides a practical exposure to the business and management skills required in today's workplace. It is designed for applicants who have a post-secondary diploma (not necessarily in a business or management field) or equivalent and a minimum of two years of work experience.

This diploma can ladder into the Bachelor of Commerce (page 59) and the Bachelor of General Studies (page 81).



**PLAR** applies: see page 14

### PROGRAM REQUIREMENTS

#### Admission Requirements

Completion of at least 60 credits of post-secondary studies and two years of relevant work or volunteer experience. If you are without 60 formal post-secondary credits, you may request an evaluation of your experiential learning through a PLAR assessment.

**Introductory financial accounting and introductory marketing courses are prerequisites or co-requisites.**

#### Residency Requirements

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

#### Diploma Requirements

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

FNCE 2121, *Financial Management* (3)

BLAW 2911, *Commercial Law* (3)

BBUS 3611, *Open Thinking* (3)

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

MNGT 3731, *Leadership* (3)

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

BBUS 3671, *Contemporary Leadership* (3)

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

MKTG 4451, *E-Commerce* (3)

MNGT 4711, *Decision Analysis* (3)

MNGT 4751, *Project Management* (6)

ENTR 4751, *New Venture Creation* (3)

BBUS 4833, *Effective Leadership* (3)

**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 a dynamic and global economy. The program blends a practical management education with a broad general education.

To prepare yourself for a professional designation after graduation, choose from several concentrations: accounting, finance, general management, human resources, leadership, marketing, public sector management or technology.

Graduates of this program meet the admission requirements for the Master of Business Administration (page 70).



**PLAR** applies: see page 14

### PROGRAM REQUIREMENTS

#### Admission Requirements

Open admission—see page 11

#### Admission Recommendations

Normally, formal admission requires completion of a minimum of 60 applicable credits or a suitable two-year business diploma program. Applicants who do not meet this requirement but possess other post-secondary credits and/or significant experiential learning may also apply and may receive credit for courses taken and/or through Prior Learning Assessment and Recognition (PLAR).

#### Residency Requirements

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

#### Degree Requirements

At least 120 credits, including 45 upper-level credits, with a GPA of 2.00 or higher for all General Education and core knowledge requirements needed 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

# Business and Management Studies

## Core Knowledge Requirements (54 credits)

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

ACCT 2251, **Management Accounting** (3)

ORGB 2811, **Organizational Behaviour** (3) MNGT 3711, **Business Ethics and Society** (3) FNCE 2121, **Financial Management** (3)

MKTG 2431, **Marketing** (3)

Either MNGT 4711, **Decision Analysis** (3) or ACCT 4252, **Advanced Management Accounting** (3)

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

BLAW 2911, **Commercial Law** (3)

MNGT 4781, **Strategic Management** (3)

MIST 2611, **Management Information Systems** (3)

ECON 1901, **Principles of Microeconomics** (3)

ECON 1951, **Principles of Macroeconomics** (3)

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

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

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

Two of the following:

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

**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 in one of the following eight concentrations, with a GPA of 2.33 (a grade of C+) or higher in each concentration course, as follows:

## 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, you may pursue the Chartered Professional Accountant (CPA) 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)

## FINANCE CONCENTRATION

This Finance Concentration program is demanding, but it prepares you to play an important role in the financial industry, which is divided into two main fields: managerial finance and investments.

Managerial finance professionals arrange required financing for an organization's daily operations and future growth. They use lines of credit, corporate paper, term loans, mortgages, bonds, leases, venture capital and initial public offerings (IPOs) to finance seasonal build-ups in working capital and major asset purchases.

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 such instruments as term deposits, personal loans, stocks, bonds and asset-backed securities to aid in the flow of funds.

After graduation, you may pursue the Chartered Financial Analyst (CFA) or Certified Financial Planner (CFP) designations or take financial training through the Canadian Securities Institute.

# Business and Management Studies

## Required Courses

FNCE 3151, *Portfolio and Equity Analysis* (3)

FNCE 3171, *Investments 2* (3)

FNCE 3180, Derivative Securities (TRU on-campus course) or FNCE 403, Derivatives and 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, *Advanced 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 to allow the learner to take a wide array of courses to receive greater breadth in your management education or if you prefer 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 business or economics courses), with a minimum of 6 4000-level credits

## HUMAN RESOURCES CONCENTRATION

The Human Resources Concentration prepares you to become an employee relations specialist in employee planning, recruitment, selection, compensation, training and development, health and safety and evaluation.

HR professionals are also active in labour relations, taking the lead in union contract negotiations, grievance handling (including mediation and arbitration) and other employee-related matters such as wrongful dismissal, harassment and privacy.

After graduation, you can pursue the Certified Human Resource Professional (CHRP) designation, fast becoming a requirement for advancement in HR.

## Required Courses

BBUS 4135, *Motivation and Productivity* (3)

6 credits from the following:

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

### 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 The University of Victoria (UVic); registration into PADM courses is subject to approval from UVic.

If you are interested in public administration, you may want to consider the Bachelor of Public Administration ([page 63](#)) program.

### 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)

"It's been amazing—working and learning at the same time—I fit my life around school. I was able to take all the prerequisites for the CPA professional education program."

Bachelor of Commerce graduate

**Matt P.**



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# Business and Management Studies

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



## Course Equivalencies

If you are in the Public Sector Management Concentration, you may substitute specific core knowledge requirements as follows:

CORE COURSE	UVIC EQUIVALENT COURSES
ORGB 2811	UVic ADMN 312 and ADMN 409
MNGT 3711	UVic ADMN 422
FNCE 2121	UVic ADMN 421 or ADMN 448
HRMN 2821	UVic ADMN 431A
BLAW 2911	UVic ADMN 452
MNGT 4781	UVic ADMN 420 or ADMN 477
ECON 1901	UVic ADMN 310
ECON 1951	UVic ADMN 445
MNGT 1211	UVic ADMN 312

## TECHNOLOGY CONCENTRATION

The Technology Concentration is intended for you if you have already completed a technology-related diploma. Most credits in this concentration consist of credits for technology courses completed prior to OL admission.

After 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) program 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 and administration, as well as in the non-profit sector.

This degree can be used toward admission requirements for the Master of Business Administration ([page 70](#)).



PLAR applies: see [page 14](#)

## PROGRAM REQUIREMENTS

### Admission Requirements

Open admission—see [page 11](#)

### Admission Recommendations

Completion of the University of Victoria (UVic) Diploma in Public Sector Management or Diploma in Local Government Management: 11 of the courses in each of those diplomas transfer into the BPA

### Residency Requirements

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

### Degree Requirements

120 credits, including 51 upper-level credits, with a minimum GPA of 2.00. A grade of C- or better in all courses is required to complete this credential.

### General Education Requirements (12 credits)

6 credits in humanities

6 credits in social science

### Core Knowledge Requirements (48 credits)

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

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

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

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

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

# Business and Management Studies

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) (delivered by the University of Victoria)  
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

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

Many of the courses in this program are also available on-campus.

## Bachelor of Real Estate Management

The Bachelor of Real Estate Management program allows you, as a member of the real estate community, to upgrade your education to meet the accreditation requirements for various professional associations. (Offered by the UBC Sauder School of Business Real Estate Division in collaboration with TRU and the Real Estate Institute of British Columbia.)

Also, you can use this degree toward admission requirements for the Master of Business Administration program ([page 70](#)).



PLAR applies: see [page 14](#)

### 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. (Please apply directly to UBC Sauder before applying to TRU for program admission).

#### Residency Requirements

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

#### Degree Requirements

120 credits, including 51 upper-level credits, with a minimum GPA of 2.00. A grade of C- or better in all courses is required to complete this credential, as follows:

#### General Education Requirements (12 credits)

6 credits in humanities

6 credits in social sciences

#### Core Knowledge Requirements (75 credits)

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)

# Business and Management Studies

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)

**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 credit)

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



### GPA and Program Completion

For graduation from the Bachelor of Real Estate Management program, a grade of C- or higher over all courses and a GPA of at least 2.00 is required.



### Transfer Credit

To receive transfer credit for real estate core and specialty courses, please apply to the Sauder School of Business 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.

## 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, thereby expanding your employment potential.



**PLAR** applies: see [page 14](#)

## 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, with a GPA of 2.33 (a grade of C+) or higher in each course required to complete one of the following six concentrations:

#### Concentration Requirements (15 credits)

#### ACCOUNTING CONCENTRATION

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

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

ACCT 3221, *Income Taxation 1* (3)

ACCT 3251, *Intermediate Management Accounting* (3)

One 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

FNCE 3151, **Portfolio and Equity Analysis 1** (3)

FNCE 3171, **Investments 2** (3)

Either FNCE 3180, **Derivative Securities** (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, **Advanced 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)

## HUMAN RESOURCES CONCENTRATION

HRMN 2821, **Human Resource Management** (3)

BBUS 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)

## LEADERSHIP CONCENTRATION

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

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

## Post-Baccalaureate Diploma in Commerce

Designed for graduates of recognized degrees in fields other than business, the Post-Baccalaureate Diploma in Commerce program 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 14](#)

### 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, with at least 15 upper-level credits and 15 credits in one of seven concentrations, with a grade of C+ or higher in each concentration course and an overall GPA of 2.00 or higher in all courses required to complete this credential, as follows:

##### Core Knowledge Requirements (3 credits)

ACCT 221, **Financial Accounting** or equivalent

##### Elective Requirements (12 credits)

These 12 credits 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 your program advisor; 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

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

FNCE 3151, **Portfolio and Equity Analysis** (3)

FNCE 3171, **Investments 2** (3)

Either FNCE 3180, **Derivative Securities** (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, **Advanced 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)

#### GENERAL MANAGEMENT CONCENTRATION

ORGB 2811, **Organizational Behaviour** (3)

FNCE 2121, **Financial Management** (3)

MKTG 2431, **Marketing** (3)

HRMN 2821, **Human Resource Management** (3)

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



# Business and Management Studies

## HUMAN RESOURCE MANAGEMENT CONCENTRATION

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

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

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)

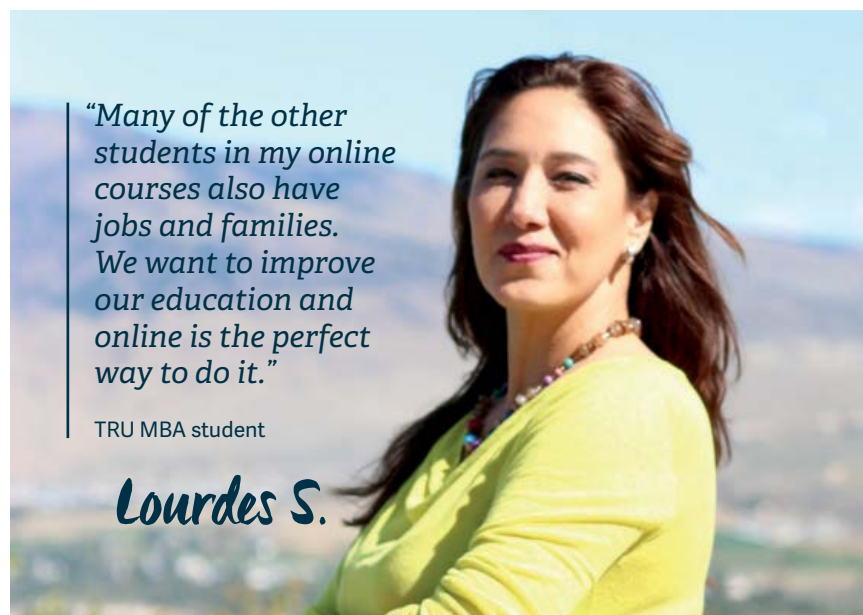
## PUBLIC SECTOR MANAGEMENT CONCENTRATION

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



Read other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)



# Business and Management Studies

## Graduate Diploma in Business Administration

The Graduate Diploma in Business Administration (GDBA) program provides you with the foundational knowledge and skills you need 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 stand-alone 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.

### 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) in the last 60 credits
- 2. English Language Proficiency Requirement**  
Applicants who did not complete their undergraduate degree at an English language university in a country whose primary 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  
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 grade of B or higher)
- 3. Quantitative and Computing Skills Requirement**
  - 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

If you do not meet the education or language requirements or do not have adequate quantitative and computing skills, you must upgrade your skills before you start this program.

#### Residency Requirements

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

#### Diploma Requirements

18 credits, with a GPA of 3.00 and a grade of B- or higher in each course required to complete this credential, as follows: (Distance courses end with a 1. On-campus courses end with a o).

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)



#### GPA and Program Completion

For graduation from the Graduate Diploma in Business Administration program, a grade of B- or higher in all courses and a GPA of at least 3.00 is required.

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



#### Transfer Credit

You may receive a course waiver or transfer credit for GDBA courses if the degree committee determines that you have adequate, relevant and recent undergraduate or graduate coursework from an acceptable institution and a grade of B or higher in the corresponding coursework.

# Business and Management Studies

## Master of Business Administration

Traditional or unconventional, your path is here.

Everyone's goals are different, including yours. Whether you want to follow your entrepreneurial instincts, specialize through research, skip the thesis or embrace it, you can make the TRU Master of Business (MBA) program your own.

If you're interested in research, there are many choices for pursuing your passions. Our world-class faculty members are known to be some of the most approachable, and they are here to support you.

This program is a training ground for your future and the limitless opportunities you'll explore upon graduation. You'll leave the program with concrete skills to apply to your workplace or your next venture.

The TRU MBA offers one of the highest values for your dollar in Canada.

### LEARNING OPTIONS

Complete the MBA on a part- or full-time basis and either by distance or on-campus.

Regardless of your method of study, you will receive a rigorous academic experience.

The MBA offers course-based, project or thesis completion options.

You can start in September, January or May.

### PROGRAM REQUIREMENTS

#### Admission Requirements

Completion of each course in the Graduate Diploma in Business Administration (GDBA), with a GPA of 3.00 on a scale of 4.33, in the last 60 credits) and a grade of B or higher in each course, or be exempted from the courses by the MBA degree committee.

#### Residency Requirements

A minimum of 7 TRU courses (distance or on-campus)—see [page 12](#)

#### Degree Requirements

Up to 39 credits, with a GPA of 3.00 and a grade of B- or higher in each course and a GPA of 3.00 or higher in all courses required to complete this credential. 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 grade point average.

Online courses end with a 1. On-campus courses end with a 0.

#### 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 Organizational 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)

#### 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)

Graduate Project or Thesis Requirements (12 or 15 credits)

BUSN 6950/6951, **Research Methods, Preparation, and Presentation** (3)

BUSN 6960, **Graduate Thesis** (12) or

BUSN 6970, **Graduate Project** (9) or



#### GPA and Program Completion

For graduation from the Master of Business Administration program, a grade of B- or higher in all courses and a GPA of at least 3.00 is required.



#### Transfer Credit

You may receive transfer credit for MBA courses if the degree committee determines that you have adequate, relevant and recent undergraduate or graduate coursework from an acceptable institution and a grade of B or higher in the corresponding coursework.

# Education and Social Work

## Overview: Education

Your choice ranges from entry- or graduate-level courses to certificate and master's degree programs. Our Education courses and programs allow you to choose where you want your career to go and provide you with the momentum to get there.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Education credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

## Benefits

As an Open Learning Education 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
- 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](http://www.tru.ca/distance/plar-ol)

Some program requirements for certain Education and Social Work programs may be met with credits awarded through Prior Learning Assessment and Recognition (PLAR). See [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms: Program Admission

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

We're here for you. Please contact us if you have any questions about our Education programs and courses.

# Education and Social Work

## Graduate Certificate in Online Teaching and Learning

Whether you are a K–12 teacher, a post-secondary instructor, a corporate trainer, or an individual who is engaging in Online Teaching and Learning, the Graduate Certificate in Online Teaching and Learning gives you a solid foundation in the expertise you need to effectively use technology in your online, blended, or face-to-face classroom.

To qualify for an additional salary level in BC, you need 30 or more senior- or graduate-level credits. Gain 15 of those credits through this credential. Other jurisdictions have specific rules. Please check with your local school district, or provincial organization to identify whether this credential will qualify you for an increase in pay.

Graduation from this program increases your marketability in the public school environment. Get noticed and get hired.

### PROGRAM REQUIREMENTS

#### Admission Requirements

One of the following:

- A Bachelor of Education (BEd)
- 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](#)

#### Certificate Requirements

15 credits total, with a GPA of 3.00 or higher over all courses required for this certificate, 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)



#### GPA and Program Completion

For the Graduate Certificate in Online Teaching and Learning, you must maintain a GPA of 3.00 or higher to remain in the program.

One grade of F can result in dismissal from the program. Students with B- (70-72%) or lower in two or more courses must withdraw, regardless of their GPA, unless the Program Coordinator recommends otherwise.

## Master of Education

Would you like to expand your career options and get ahead? Have you thought about working in educational leadership or research? If so, we invite you to consider the Master of Education (MEd) program.

Canadian and international students who aspire to advanced roles in education, training, employee development, health care, private industry or government can benefit from this program.

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, project or capstone completion option.

### PROFESSIONAL DEVELOPMENT

Would you like to try a few Master of Education courses? You can take up to seven through Open Learning, provided that you meet the Master of Education admission requirements.

MEd courses are delivered in an online paced instructional environment. They have a specific start and end date. Start dates are in September, January and May, subject to availability; registration deadlines apply. On-campus courses are offered in the daytime, evenings, and weekends. Summer sessions are in three blocks and offer a variety of compressed deliveries as appropriate for the course, the instructor and the students.

Contact a program advisor or apply online, using the application process at [EducationPlannerBC](#). During Step 4, Program Selection, choose the following:

Program Level: Unclassified Program

Program: Graduate Unclassified

### PROGRAM REQUIREMENTS

#### Admission Requirements

A four-year baccalaureate degree or equivalent, with a minimum B average (GPA of 3.00 on a scale of 4.33 or local equivalent in the last 60 credits).

Official transcripts for all post-secondary education (in original language and a certified copy In English) or a letter of permission from your home institution.

# Education and Social Work

## English Language Proficiency

If you are an applicant who did not complete an undergraduate degree from an English-language university, you normally must have one of the following to enter the MEd program:

- A minimum TOEFL score of 570 with a TWE of 4.5 or higher (paper-based test)
- A minimum TOEFL 230 with an essay of 4.5 or higher (computer-based test)
- A minimum TOEFL iBT of 88 with no section below 20
- IELTS of at least 6.5 with no bands below 6.5
- CAEL (Canadian Academic English Test) of at least 70 with no subtest below 60
- Successful completion (or exemption) of TRU ESAL Level 5.

If you have a four-year baccalaureate degree or equivalent and have a GPA below 3.00 but not below 2.50 and/or do not meet the English language proficiency requirement, you can take the TRU Graduate Certificate in Educational Studies (GCES) to gain admission into the MEd.

## Residency Requirements

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

## Degree Requirements

30 credits total (15 through required courses and 15 through electives and a completion option), with a GPA of 3.00 (a grade of B) or higher over all courses required for this credential

A forward slash (/) between course numbers indicates either one course or the other.

## Exit Options

You must choose one of the three exit options: capstone, project or thesis.

Students in the **Capstone Exit Option** complete five core courses (15 credits), four electives (12 credits) and the capstone course EDUC 5280 or 5281 (3 credits).

Students in the **Project Exit Option** complete five core courses (15 credits), three electives (9 credits) and the project course EDUC 5180 (6 credits).

Students in the **Thesis Exit Option** complete five core courses (15 credits), two electives (6 credits), the research design course EDUC 5070 (3 credits) and Thesis EDUC 5998 (6 credits).

# Education and Social Work

All students complete the following required core courses: (15 credits)

ON CAMPUS	ONLINE	COURSE TITLE
EDUC 5010	EDUC 5011	Research Methods (3 credits)
EDUC 5040	EDUC 5041	Diversity: Constructing Social Realities (3 credits)
EDUC 5020	EDUC 5021	Philosophy and History of Education (3 credits)
EDUC 5400	EDUC 5401	Principles and Processes of Educational Leadership (3 credits)
EDUC 5030	EDUC 5031	Curriculum, Teaching, and Learning (3 credits)

Students choose 15 credits of the following elective courses:

ON CAMPUS	ONLINE	COURSE TITLE
EDUC 5420	EDUC 5421	Legal Issues in Education (3 credits)
EDUC 5440	EDUC 5441	Understanding and Managing Conflict (3 credits)
EDUC 5460	EDUC 5461	Educational Management (3 credits)
EDUC 5060		Directed Seminar (3 credits)
EDUC 5280	EDUC 5281	Capstone Seminar (3 credits)
EDUC 5180		Research Project (3 credits)
EDUC 5070		Research Project Design (3 credits)
EDUC 5998		Thesis (6 credits)
EDUC 5500	EDUC 5501	Introduction to Counselling Skills (3 credits)
EDUC 5510	EDUC 5511	Theories in Counselling (3 credits)
EDUC 5520	EDUC 5521	Assessment and Evaluation in Counselling (3 credits)
EDUC 5550	EDUC 5551	Introduction to Secondary School Counselling (3 credits)
EDUC 5560	EDUC 5561	Career Counselling and Development (3 credits)
EDUC 5580		Counselling Internship (6 credits)
EDUC 5100		Selected Topics in Exceptionalities (3 credits)
EDUC 5990		Special Topics in Education
EDUC 5600		Summer Research Institute: Language, Culture and Community
EDUC 5110		Mind, Brain and Education: An Introduction to Educational Neuroscience
EDUC 5120		Assessment of Exceptionalities: Theory and Practice
EDUC 5130		Inventions and Programming in Inclusive and Special Education
EDUC 5140		Literacy for Individuals with Exceptionalities
EDUC 5160		Field Experience 1
EDUC 5170		Field Experience 2



# Education and Social Work

Core Knowledge Requirements (15 credits)

EDUC 5011 or 5010, **Research Methods** (3)

EDUC 5021 or 5020, **Philosophy and History of Education** (3)

EDUC 5031 or 5030, **Curriculum, Teaching and Learning** (3)

EDUC 5041 or 5040, **Diversity: Constructing Social Realities** (3)

EDUC 5401 or 5400, **Principles and Processes of Educational Leadership** (3)

*Elective Requirements (variable credits, depending on exit option)*

Two, three or four of the following online or on-campus courses (the number of courses depends on your completion option):

## ONLINE COURSE CHOICES

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)

## ONLINE OR ON-CAMPUS COURSE CHOICES

EDUC 5401 or 5400, **Principles and Processes of Educational Leadership** (3)

EDUC 5421 or 5420, **Legal Issues in Education** (3)

EDUC 5441 or 5440, **Understanding and Managing Conflict** (3)

EDUC 5461 or 5460, **Educational Management** (3)

EDUC 5501 or 5500, **Introduction to Counselling Skills** (3)

EDUC 5511/5510, **Theories in Counselling** (3)

EDUC 5521 or 5520, **Assessment and Evaluation in Counselling** (3)

EDUC 5551 or 5550, **Introduction to Secondary School Counselling** (3)

EDUC 5561 or 5560, **Career Counselling and Development** (3)

## ON-CAMPUS COURSE CHOICES

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)

EDUC 5600, **Research Institute - Language, Culture and Community** (3)

To complete the MEd fully online, select OL courses: courses with a number ending in 1 rather than 0.

*Completion Requirements (variable credits)*

EDUC 5281 or 5280, **Capstone Seminar** (3)  
(to complete the MEd fully online, choose EDUC 5281)  
or

EDUC 5180, **Research Project** (6)  
or

EDUC 5070, **Research Design** (3)

EDUC 5998, **Thesis** (6)

## COMPLETION OPTIONS

Choose one of the three completion (exit) options.

Capstone: five core knowledge (15 credits) and four elective requirements (12 credits) and EDUC 5281 or 5280, Capstone Seminar (3 credits)

Project: five core knowledge (15 credits) and three elective requirements (9 credits) and EDUC 5180, Research Project (6 credits)

Thesis: five core knowledge (15 credits) and two elective requirements (6 credits) and EDUC 5070, Research Design (3) and EDUC 5998, Thesis (6)



### GPA and Program Completion

For graduation from the Master of Education program, a grade of B or higher over all courses and a GPA of at least 3.00 is required. 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](mailto:edadvising@tru.ca).

# Education and Social Work

## Overview: Social Work

Our Social Work courses and certificate allow you to choose where you want your career to go and provide you with the momentum to get there.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your and Social Work credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

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

Some program requirements for certain Education and Social Work programs may be met with credits awarded through Prior Learning Assessment and Recognition (PLAR). See [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms: Program Admission

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

We're here for you. Please contact us if you have any questions about our Social Work programs and courses.

## Social Service Worker Certificate

Are you looking for a career helping people? The Social Service Worker Certificate program welcomes students wanting to enter the Social Service field and those already working in the field who are seeking professional development opportunities. Students develop knowledge of human development, economic disadvantage, diversity issues, adversity, and change theories. Courses also prepare student with relational and communication skills for working with individuals involved with human service agencies and programs.

Graduates of the program can advance to TRU's Human Service Diploma. Students who complete the Social Service Worker Certificate Program and the Human Service Diploma, have the required credits and coursework to apply for admission to the Bachelor of Social Work Program at TRU.

This program is open to students living outside of BC. Efforts will be made to secure a practicum placement in the student's community. Students may have to travel outside of their community to complete the practicum. Practicum placements outside of Canada are currently not supported.



**PLAR** applies: see [page 14](#)

## PROFESSIONAL DEVELOPMENT

The following courses are available for professional development to non- program students: HUMS 1541, HUMS 1561, HUMS 1581, HUMS 2231, CYCA 2001. Permission of the Program Coordinator is required for non-program students who wish to take HUMS 1771.

## PROGRAM REQUIREMENTS

### Admission Requirements

All of the following:

- Grade 12 or equivalent or mature student status
- English studies 12/English First Peoples 12 with a minimum grade of 73%, or equivalent
- Two letters of reference

### Additional Requirements

Social Service Worker Certificate program students require a current Criminal Record Check conducted through TRU to be eligible for HUMS 1601 Human Service Field Education. Students entering HUMS 1601 will be required to submit A Request for Consent to a Criminal Record Check (see [page 77](#))

## Residency Requirements

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

## Certificate Graduation Requirements

30 credits, with a grade of C or higher in each course required for this credential, as follows:

### Core Knowledge Requirements (27 credits)

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

HUMS 1541, *Interpersonal Communications and Helping Relationships* (3)

HUMS 1561, *Introduction to the Family in Human Service Practice* (3)

HUMS 1581, *Introduction to Professional Human Service Practice* (3)

HUMS 2231, *Introduction to Working with People who Use Substances* (3)

HUMS 1771, *Introduction to Human Service Practice with Indigenous Communities* (3)

CYCA 2001, *Introduction to Professional Foundations of Child and Youth Care* (3)

6 credits of ARTS courses that complement your career practice aspirations. Students should consult with an academic advisor If they are uncertain as to appropriate ARTS courses. (6)

## Practicum Requirement

HUMS 1601, *Human Service Field Education - Year 1* (3)

Students complete 210 hours supervised practicum hours (including preparation and seminar) at an agency which delivers community-based services to children, youth, families and others in the community. The practicum course can be completed part-time or full-time, depending on student availability, agency needs, and course requirements. Students have 30 weeks to complete the practicum. Funded students may have to complete in a shorter time frame.

The field education coordinator will work with each student to secure a suitable practicum placement. The location of the practicum placement is based on availability and resources in the community. Students may have to relocate at their own expense.

Students are responsible for all costs associated with practicum placements.

**You must attain a grade of C or higher for all core knowledge requirements before you can register for HUMS 1601.**

# Education and Social Work

## PROGRAM COMPLETION

Completion time for this program varies.



### Transfer Credit

Credit from this program can be laddered into Bachelor of Social Work programs at participating Canadian postsecondary institutions. Refer to British Columbia Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca).



### Contact: Program Coordinator

For more about this program, please refer to the OL website

## Human Service Diploma

Prepare for a helping career with agencies that provide support and assistance to individuals coping with economic disadvantage, mental health issues, developmental, gender and diversity issues, addictions and other challenges. Gain an understanding of traditional and contemporary knowledge and healing practices of First Nations, Metis and Inuit peoples. Expand your knowledge and practice your skills with members of diverse populations in a respectful, inclusive and safe environment.

Graduates can ladder Human Service Diploma credits into the Bachelor of Social Work or other related bachelor degrees.

Students living outside of BC are eligible. Efforts will be made to secure a practicum placement in the student's community. Students may have to travel outside of their community to complete the practicum course. Placements outside of Canada are currently not supported.

See WorkBC at [www.workbc.ca](http://www.workbc.ca) regarding employment trends and opportunities for human service workers.



**PLAR** applies: see [page 14](#)

## PROFESSIONAL DEVELOPMENT

The following courses are available for professional development to non program students: SOCW 3551, HUMS 2221, SOCW 2061 and SOCW 2121.

## PROGRAM REQUIREMENTS

### Admission Requirements

Successful completion of the Open Learning Social Service Worker certificate with a minimum GPA of 2.67 (TRU). Students who have successfully completed certificate programs from TRU on-campus programs of Early Childhood Education, Education Assistant Community Support, or a similar certificate from other Canadian universities or colleges may be admitted if they have attained the required GPA. Graduates of non-TRU programs must submit an official transcript. At this time, there are no arrangements for international student admission because of the field education requirements.

# Education and Social Work

## Additional Requirements

Human Service Diploma students require a current Criminal Record Check conducted through TRU to be eligible for HUMS 2601 Human Service Field Education. Students entering HUMS 2601 will be required to submit A Request for Consent to a Criminal Record Check ([page 75](#))

## Residency Requirements

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

## Graduation Requirements

Successful completion of all required diploma courses with a GPA of 2.00 (TRU)

### Required Core Courses (30 credits)

SOCW 3551 *Human Development in the Social Environment* (3)

HUMS 2221 *Theoretical Foundations in Human Service Practice* (3)

HUMS 2531 *Professional Communications and Helping Relationships* (3) HUMS 2601 *Human Service Field Education – Year 2* (3)

HUMS 3531 *Advanced Communication Skills to Facilitate Change* (3)

SOCW 2061 *An Introduction to Social Work Practice* (3)

SOCW 2121 *Social Welfare in Canada* (3)

6 Arts elective credits (6)

CMNS 1291 *Introduction to Professional Writing* (3)

EDCS or ECED Certificate from TRU or a social service or other related certificate with a total of 30 or more transfer credits from another College or University. (30)

In addition to the eight HUMS, SOCW and CMNS courses identified above, students must complete two ARTS courses that fit to their desired area of social service practice. Arts courses can be any course in areas such as Psychology, Sociology, Criminal Justice, History, Geography, Anthropology, Political Science, Philosophy, etc. If a student is uncertain as to appropriate ARTS courses, they should consult with an academic advisor.

## Practicum Requirement

HUMS 2601, *Human Service Field Education - Year 2* (3)

Students complete 210 hours supervised practicum hours (including preparation and seminar) at an agency which delivers community-based services to children, youth, families and others in the community. The practicum course can be completed part-time or full-time, depending on student availability, agency needs, and course requirements. Students have 30 weeks to complete the practicum. Funded students may have to complete in a shorter time frame.

The field education coordinator will work with each student to secure a suitable practicum placement. The location of the practicum placement is based on availability and resources in the community.

Students are responsible for all costs associated with practicum placements.

**You must have attained a grade of C or higher in HUMS 1601 before you can register for HUMS 2601.**

## PROGRAM COMPLETION

Completion time for this program varies.



### Transfer Credit

Credit from this program can be laddered into Bachelor of Social Work programs at participating Canadian postsecondary institutions. Refer to British Columbia Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca).



### Contact: Program Coordinator

For more about this program, please refer to the OL website

# Notes

Handwriting practice lines for notes.



## 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.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your General Studies credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

## 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
- 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](http://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). See [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms: Program Admission

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

To apply for a General Studies program, please complete a Program Admission Form.

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

We're here for you. Please contact us if you have any questions about our General Studies programs and courses. See the inside front cover for contact information.

# 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 14](#)

### 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 of post-secondary courses numbered 1000 and above, 15 credits of which may be applied studies courses, such as fine and performing arts, studio and technology courses

[Education, business and administrative studies courses are reviewed on a case-by-case basis.](#)

## Diploma in General Studies

The Diploma in General Studies 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 14](#)

### 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, including a minimum of 21 credit from courses at the second-year level or higher (courses numbered 2000 and above)

30 of these credits may be applied studies courses, such as fine and performing arts studio courses and technology courses.

[Education, business and administrative studies courses are reviewed on a case-by-case basis.](#)



*With PLAR and flexible courses, Nicole added the only piece missing from her high-powered resumé: a Bachelor's degree.*

Bachelor of General Studies

*Nicole W.*

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

## 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. It 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.

You may ladder a two-year diploma program from a Canadian post-secondary institution or a BC associate degree into this program.



**PLAR** applies: see [page 14](#)

### 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, 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). Technical and business writing courses do not meet this requirement.

#### Upper-Level Requirements (45 credits)

15 of these credits may be applied studies courses, such as fine and performing arts courses, studio courses and technology courses.

#### Elective Requirements (69 credits)

May be either lower- or upper-level courses, 60 credits of which may be applied studies courses

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



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

# Notes

Handwriting practice lines for notes.

## 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.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Health Sciences credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

## 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
- 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.educationplannerbc.ca](http://www.educationplannerbc.ca)

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms: Program Admission

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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



### Criminal Record Check (CRC)

If you are admitted to a Health Sciences program that includes a practicum placement, you must obtain a satisfactory criminal record check (CRC) by submitting a Request for Consent to a Criminal Record Check form. A current and clear CRC is a pre-practicum and pre-employment requirement.



### Practicum Placements

If the program you select contains a practicum placement, it is your responsibility to determine if current employment trends in your region meet your needs and to speak with the Program Administrator, Science before you begin to arrange a 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.

# 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.

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](mailto:assess@tru.ca), or refer to the website regarding testing off campus
- Confirmation of a practicum-training site

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

#### Additional Admission Requirements

- A Request for Consent to a Criminal Record Check (CRC) form—see [page 83](#)
- 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)

#### 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:

BC Society of Medical Laboratory Science (BCSLS)

Canadian Society for Medical Laboratory Science (CSMLS)

#### 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 1525, **MLA Workshop** (0) (complete prior to laboratory practicum)

MDLB 1721, **Laboratory Practicum - Evaluation of Competencies** (3)



## MLA WORKSHOP SCHEDULE

For workshop (MDLB 1525) dates, refer to the Workshop Schedule under Medical Laboratory Assistant Certificate on the website or contact the Program Administrator, Science.

## OPTIONAL COURSE

MDLB 1611, *Pre-Analytical Procedures for Histopathology* (3)

## PROGRAM COMPLETION

The program is equivalent to 20 to 24 weeks of full-time study. You have a maximum of 30 weeks to complete each course and a maximum of two years to complete the entire certificate program. However, you are encouraged to complete the program in under one year.

**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 programs, speak with the Program Administrator, Science before you begin to arrange a 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 and practicum placements, 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 (MLAs).

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 MLAs.

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) on a 5-minute test: contact TRU Assessment Centre at [assess@tru.ca](mailto:assess@tru.ca), or see the website for information regarding off campus testing
  - Confirmation of a practicum-training site
- Certain admission requirements may be waived upon permission from the Academic Director or designate.**

### Additional Admission Requirements

- A Request for Consent to a Criminal Record Check (CRC)—see [page 85](#)
- The original copy of a hepatitis B (Hep B) vaccination form (a pre-practicum and pre-employment requirement)

### Residency Requirements

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

# Health Sciences

## Certificate Requirements (19 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* (4)

## 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 one year.

**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 and practicum placements, contact the Program Administrator, Science at 1-877-664-4094. Also, 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](http://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.

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 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)

## PROGRAM COMPLETION

You should expect to complete this program in less than one year, with a maximum allowed time period of two years for completion.



### 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 eight core online theory courses followed by a 16-week clinical practicum, for a total of 29 credits. The clinical practicum is in a hospital environment under the supervision of an anesthesiologist, along with the support of a TRU-based instructor, following criteria developed by TRU.

[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

*"From the very beginning, I had a sense that this university is here to build me up and to help me recognize that my goals are within reach. Staff take pride in helping people reach their goals."*

Bachelor of Health  
Science graduate

*Agnes R.*

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

**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

(29 credits, total, including ANES 4101- clinical practicum)

ANES 4001, *Anesthesia Workstations* (3)

ANES 4003, *Airway Management* (3)

ANES 4005, *Anesthesia 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 Skills* (1)

ANES 4071, *Research Skills for Anesthesia Assistants* (1)

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 that is willing to undertake the training with you and meets specific requirements. Refer to the Clinical Affiliation page under Anesthesia Assistant Post-Diploma 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 and practicum placements, contact the Program Administrator, Science, at 1-877-664-4094. Also, 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 (JIBC).

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 14](#)

## PROGRAM REQUIREMENTS

### Admission Requirements

Open admission—see [page 11](#)

### Admission Recommendations

Grade 12 diploma or equivalent

Pre-calculus 11 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-course BIOL 1592 (3)

BIOL 1693, *Anatomy and Physiology II* or campus-course BIOL 1692 (3)

ENGL 1101, *Introduction to University Writing* or campus-course ENGL 1100 (3)

HLTH 2501, *Pathophysiology* (4)

HLTH 2511, *Introduction to Pharmacology* (3)

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

One only of the following:

- PSYC 2111, *Introduction to Research Methods in Psychology* (3)
- PSYC 2101, *Statistics in the Social Sciences* (3)
- STAT 1201, *Introduction to Probability and Statistics* or campus-course 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; CMNS 1811, Professional and Academic Composition; or program advisor-approved equivalent (3)



### Advanced Care Paramedic Program

You can apply the following requirements for the Pre-Health Science Certificate program toward admission into the JIBC'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)

# 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 14](#)

### 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 approved equivalent)

### Degree Requirements

120 credits (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, **Introduction to University Writing**, 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), including FRAN, FREN, GERM, GREK, HIST, HUMN, PHIL, SPAN, WOST

#### 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

**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 some are considered non-academic.**

**Courses related to transfer credit into this program are not considered for additional credit toward this degree.**



#### Electives

TRU Respiratory Therapy (RT) Diploma students transfer 90 credits from the diploma into the OL Bachelor of Health Sciences (BHSc). For these students, CMNS 1810 and CMNS 1970 (or approved equivalent) satisfy the 6 credits of required English in the BHSc program, and students are exempted from the statistics requirement. TRU RT students must take 30 credits outside of their program to complete the OL BHSc degree.

For the 30 remaining credits, TRU RT students must complete: One humanities course (3 credits)

Four lower-level electives (12 credits) Two upper-level electives (6 credits)

One required research methods course (3 credits), such as RSMT 3501

Two required upper-level health care courses (6 credits); two of HLTH 3101, 4011 or 4021



## 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 British Columbia College of Nursing Professionals.

## 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

We're here for you. Please contact us with your questions about Health Sciences or Health Sciences transition courses. See the inside front cover for contact information.



*"I completed the Bachelor of Health Science through Open Learning. It is directly applicable to my career as an MRI Technologist. TRU is also affiliated with the CAMRT which is the national governing body for my profession."*

Bachelor of Health Science degree

**Ariel A.**

Read other stories at [www.truopen.ca/truestory](http://www.truopen.ca/truestory)

# Notes

Handwriting practice area with 20 sets of three horizontal lines (top, middle, bottom) for letter formation.

## 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.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Nursing credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

## 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
- 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](http://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 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission Form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms: Program Admission and LOP

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### 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; please submit a Consent for Request for a Criminal Record Check form. 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 British Columbia College of Nursing Professionals (BCCNP) 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: School of Nursing

If you have any questions about Nursing programs and courses, including admission requirements and documentation, please email [tru\\_ol\\_nursing@tru.ca](mailto:tru_ol_nursing@tru.ca).



## Professional Associations

The following professional associations recognize nursing credentials earned through OL:

Applied Science Technologists and Technicians of BC (ASTTBC)

British Columbia College of Nursing Professionals (BCCNP)

Canadian Alliance of Physiotherapy Regulators (CAPR)

College of Physical Therapists of BC (CPTBC)

College of Massage Therapists of BC (CMTBC)  
HeathCareCAN

Canadian Society of Respiratory Therapists (CSRT)

BC Society of Medical Laboratory Science (BCSLS)

Canadian Society for Medical Laboratory Science (CSMLS)

## 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

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](http://www.cachwr.bc.ca/Home.aspx)).



**PLAR** applies: see page 14

### PROGRAM REQUIREMENTS

#### Admission Requirements

- Open admission—see page 11
- Completion of Grade 10; completion of Grade 11 strongly recommended
- English language competency for non-native speakers of English as per the BC Care Aide Registry Requirements—see [www.cachwr.bc.ca](http://www.cachwr.bc.ca)
- 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
- Experience working or volunteering in a residential care facility, especially with seniors
- Discussion with a home support worker

#### Additional Admission Requirements

- A Request for Consent to a Criminal Record Check (CRC) form—see [www.tru.ca/shared/assets/tru-ol-hcac-crc-form-29250.pdf](http://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](http://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](http://www.healthlinkbc.ca/healthlinkbc-files/immunization-health-care-workers)
- A Food Safe Level 1 certificate
- A 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](http://www.tru.ca/shared/assets/HSPnet_Form36673.pdf)

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. It is suggested that the student should be in good health with NO back problems.

#### Residency Requirements

A minimum of 6 TRU credits (distance or on-campus—see page 12 (specifically, HLTH 1155 and 1301)

#### Certificate Requirements

33 credits, 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* (2)

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* (3)

#### Practicum Requirements (13 credits)

HLTH 1155, *Personal Care and Assistance - Skills Practicum* (3)

HLTH 1251, *Practice Experience in Home Support, Assisted Living and/or Group Setting* (3)

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 experience courses for the Health Care Assistant Certificate (HCA) program.

The practicum 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](http://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/](http://www.cachwr.bc.ca/) 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](http://www.bcsla.ca)) works with independent and assisted living providers to form and strengthen vital resident-responsive communities that foster independence and freedom of choice for older people who have a proactive approach to health and wellness.

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



**PLAR** applies: see [page 14](#)

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 Request for Consent to a Criminal Record Check (CRC)—see [www.tru.ca/shared/assets/tru-ol-slmc-crc-form-29271.pdf](http://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, 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)

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.

The practicum 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-practicing 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 British Columbia College of Nursing Professionals (BCCNP) 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 BCCNP 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 BCCNP Assessment of Application letter, if you are seeking reinstatement or initial registration with BCCNP, specifying additional education required
- Official transcript(s) from previous nursing program(s), sent either from the issuing institution or BCCNP
- 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/BScN\\_Requisite\\_Skills\\_Abilities38094.pdf](http://www.tru.ca/_shared/assets/BScN_Requisite_Skills_Abilities38094.pdf)
- A completed and signed BCCNP Requisite Skills and Abilities form—see [www.tru.ca/\\_shared/assets/BScN\\_Requisite\\_Skills\\_Abilities38094.pdf](http://www.tru.ca/_shared/assets/BScN_Requisite_Skills_Abilities38094.pdf)

### Additional Admission Requirements

After program admission and prior to enrolment in NURS 3651, a Request for Consent to a Criminal Record Check (CRC) form

## 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 minimum, with a cumulative GPA of 2.33 (minimum 65%) over 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](http://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 CPR Level C or CPR-HCP (health care provider) certificate

## Additional Requirements (3 credits)

An additional three credits may be required, depending 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 four 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 Request for Consent to 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](mailto: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 4441, *Population Based Mental Health Assessment and Intervention* (3)

HLTH 4531, *Assessment and Intervention Approaches*

HLTH 4551, *Directed Studies Practicum in Substance Use and Concurrent Disorders* (3)



#### Practicum Course: HLTH 4551

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 Consent to a Criminal Record Check (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 courses, 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.

## 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](http://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](mailto: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 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, see the front inside cover and contact us, or email [tru\\_ol\\_nursing@tru.ca](mailto: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 of British Columbia College of Nursing Professionals. (BCCNP).

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: Foundation** (3) (theory)

HLTH 2931, **Psychiatric and Mental Health Nursing: Foundational Concepts** (3) (theory)

NURS 2921, **Perinatal Nursing Practice: Developing Competence** (3) (practice-based course)

NURS 2941, **Psychiatric and 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 BCCNP licensure.

Prior to enrolment in these practice-based courses, please submit the following:

- A BCCNP letter of assessment indicating your eligibility for nurse licensure
- A Request for Consent to 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](http://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](http://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](http://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 British Columbia College of Nursing Professionals.



### Contact: School of Nursing

If you have any questions about Nursing Transition courses, please email [tru\\_of\\_nursing@tru.ca](mailto:tru_of_nursing@tru.ca).

# Notes

Handwriting practice lines for notes. The page contains 20 sets of horizontal dashed lines, each set consisting of three lines (top, middle, and bottom) to guide letter height and placement.



## Overview

Our Science programs provide you with exciting options for your career path.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Science credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

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

Some program requirements for certain Science programs may be met with credits awarded through Prior Learning Assessment and Recognition (PLAR). See [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission Form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

We're here for you. Please contact us with any questions about our Science programs and courses. See the inside front cover for contact information.

# 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 14](#)

### 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 of first- and second-year courses (including upper-level courses), with a GPA of 2.00 or higher over all courses required to complete this credential, as follows (suggested courses in parentheses):

- 6 credits in English (university-level composition and literature (ENGL 1001, 1011, 1031))
- 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
- 6 credits of mathematics—may include MATH 1101, MATH 2121, STAT 1201—of which 3 credits must be in calculus (MATH 1141, 1241)

**MATH 1001, MATH 1157, MATH 1171, MATH 1091 and MATH 1901 do not meet this requirement.**

- 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 academic courses

**MATH 1001 cannot be used in any Science program.**

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 14](#)

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

##### General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see General Education requirements on [page 122](#)—as follows:

- 6 credits in English—university-level composition and literature (ENGL 1001, 1011, 1101)
- 6 credits in humanities other than English
- 6 credits in mathematics—including statistics—and/or science
- 6 credits in social science

##### Electives (lower-level Requirements) (24 credits)

MATH 1141, *Calculus I* (3) and 1241, *Calculus II* (3) or equivalents

**MATH 1001, MATH 1157, MATH 1171, MATH 1091 and MATH 1901 do not meet the math requirements.**

**MATH 1001 is not accepted in any science program.**

18 credits in first- or second-year science, with a minimum of 6 credits in any three of the following subject areas (suggested courses are in parentheses):

- Life science (biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology; examples are BIOL 1113, 1213, 2131, 2341)
- Chemical science—chemistry (CHEM 1503, 1523)
- Physical science—astronomy and physics (PHYS 1103, 1203)
- 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

**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 area; 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 areas; 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, with exception of MATH 1001; consult with your program advisor

**Campus-based equivalents to most course requirements are available.**

**The following applies to both general and major programs:**

**MATH 1001 cannot be used in any science program**

**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.**



# Science

## Bachelor of Science, Biology/Life Sciences 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, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows:

##### General Education Requirements (24 credits)

May be met with lower- or upper-level courses—see General Education requirements on [page 122](#)—as follows:

- 6 credits in English (university-level composition and literature: ENGL 1001, 1011 or 1101)
- 6 credits in humanities other than English Literature and Composition
- 6 credits in mathematics—including statistics—and/or science (these meet lower-level requirements)
- 6 credits in social science

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

MATH 1141, *Calculus I* (3) and 1241, *Calculus II* (3) or equivalents

**MATH 1001, MATH 1157, MATH 1171, MATH 1091 and MATH 1901 do not meet the math requirements.**

**MATH 1001 is not accepted in any science program.**

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 (suggested courses are in parentheses):

- Life science—biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology (BIOL 1113, 1213, 2131, 2341)
- Chemical science—chemistry, biochemistry
- Physical science—astronomy, physics (PHYS 1103, 1203)
- Earth science—geology, atmospheric science, physical geography, geophysics, physical oceanography (GEOG 1221, GEOL 1111)
- Mathematics—including statistics (MATH 1101, 2111, 2121)
- Applied science—bioresource, chemical, civil, mechanical, electrical or computer engineering science; forensic, forest or agricultural science

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

##### Upper-Level Requirements (45 credits)

30 credits in the subject area of the major (biology/life science), including 3 credits of Directed Studies—see [page 106](#)

An additional 15 upper-level elective credits (may be science or non-science courses; consult with your program advisor to ensure your course selection meets the degree requirements)

### GENERAL

#### Elective Requirements (24 credits)

May be lower-level or upper-level science or non-science courses, with the exception of MATH 1001

MATH 1001 cannot be used in any science program.

**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.**

**Campus-based equivalents to most course requirements are available.**

## Overview

Our 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.

Choose from many Open Learning and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See BC Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Technology credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

## Benefits

As an Open Learning Technology 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
- 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](http://www.tru.ca/distance/plar-ol)

Some program requirements for certain Technology programs may be met with credits awarded through Prior Learning Assessment and Recognition (PLAR). See [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission Form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

We're here for you. Please contact us if you have any questions about our Technology programs and course. See the inside front cover for contact information.

# 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 ladderized into the Bachelor of Technology, Trades and Technology Leadership (page 115) or the Bachelor of Technology (page 114) 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 14



### 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](http://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:

WTTTP 1171, *Environmental Legislation* (1) WTTTP 1181, *Occupational Health and Safety* (1) WTTTP 1191, *Communications* (1)

WTTTP 1701, *Water Sources* (3)

WTTTP 1711, *Water Treatment I* (3)

WTTTP 1721, *Applied Math and Science* (3)

WTTTP 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)

WTTTP 1291, *Moving Water* (1)

WTTTP 1301, *Major Process Equipment* (1)

WTTTP 1311, *Secondary Process Equipment* (1)

WTTTP 1801, *Electrical Fundamentals I* (3)

WTTTP 1821, *Instrumentation I* (3)

WTTTP 1851, *Water Treatment II* (3)

WTTTP 1891, *Practicum I*



### Practicums

Consult the Program Coordinator regarding the options available for completing WTTTP 1891 and WTTTP 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)

## 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 112](#)) or the Diploma in Management Studies ([page 58](#)). To do so, choose a minimum of 21 credit in approved IT or computing courses. UVIC CMPT courses are not transferable to this credential.

Consult with your program advisor for laddering options.

## 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](#)

# Technology

## Certificate Requirements

30 credits, 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 1221, **Supervision** (3) or MNGT 1211, **Management Principles and Practices** (3) or approved equivalent

ENGL 1101, **Introduction to University Writing** (3) or CMNS 1291, **Introduction to Professional Writing**

(3) or CMNS 1811, **Professional and Academic Composition** (3) or approved equivalent

3 credits in introductory IT and/or computer courses, such as MIST 2611, **Management Information Systems I**, COMP 1131, **Computer Programming I**, COMP 1231, **Computer Programming II** or approved equivalent

18 credits in approved IT-related courses, transfer credit courses, or PLAR credit; courses may include TRU distance or on-campus COMP courses

### Elective requirement

One 3-credit elective, excluding XCMP 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 a Certificate in Information Technology (page 113) or a recognized computing certificate with 30 or more transferrable credits in IT and/or computing studies.

Study in this diploma program on a part-time basis while employed in the industry.

This program is not available to students in the Diploma in Management Studies (page 58).



**PLAR** applies: see [page 14](#)

## PROGRAM REQUIREMENTS

### Admission Requirements

One of the following:

- A certificate in Information Technology
- Another recognized IT or computing certificate from another post-secondary institution, with 30 or more transferable credits, including a minimum of 21 credit in IT or related courses (COMP, MIST, XCMP)

**For certificates with less than 30 credits or without key prerequisites, OL may specify that courses, in addition to those required for the diploma, be completed.**

### Residency Requirements

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

### Diploma Requirements

A minimum of 60 credits with 30 credits of IT and/or computing courses transferred in from the

Certificate in Information Technology or equivalent, with a combined/cumulative GPA of 2.00 or higher in all courses required to complete this credential, as follows:

### Requirements

3 credits from ACCT 2211, **Financial Accounting** (3) or equivalent

6 credits of English; choose two of the following: ENGL 1101, **Introduction to University Writing** (3) CMNS 1291, **Introduction to Professional Writing** (3) CMNS 1811, **Business, Professional and Academic Composition** or approved equivalent

3 credits: choose one of the following:

MNGT 1211, **Management Principles and Practices** (3)  
or MNGT 1221, **Supervision** (3)

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

3 credits of ORGB 2811, **Organizational Behaviour** (3)  
or approved equivalent

30 credits In IT and/or computing subjects (If you have  
a certificate with fewer than 30 IT/computing credits  
or without key prerequisites, OL may specify that you  
complete additional courses for this diploma).

### **Elective Requirements**

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)

**Elective courses must not overlap with previous  
studies and are subject to OL approval.**

**The overall 60 credits required for this diploma must  
include a minimum of 6 credits of ENGL or CMNS.**

## **Bachelor of Computing Science**

The Bachelor of Computing Science (BCS) degree  
program 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 14](#)

## **PROGRAM REQUIREMENTS**

### **Admission Requirements**

Three categories of entry are possible.

- Entry from a computing science diploma
- Entry from an undergraduate program in arts,  
business, education, engineering or science
- Professional entry from post-secondary studies  
and work experience in the information  
technology field

### **Residency Requirements**

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

# Technology

## Degree Requirements

120 credits, at least 45 of which must be upper-level, with a GPA of 2.00 or higher over all courses required for the 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 introduction to 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 or approved equivalent (3)

33 academic elective credits in any subject area at upper- or lower-level

3 credits in any course, excluding science

9 credits in any course, excluding computing science

**Students who do not meet all first- and second year course requirements through transfer credit and PLAR need to take the listed first- and second-year courses for program completion. Address the prerequisites for each course before registration and ensure that all program requirements have been achieved prior to graduation.**

### Upper-Level Requirements (45 credits)

COMP 3271, **Computer Networks** (3)

COMP 3411, **Operating Systems** (3)

COMP 3521, **Software Engineering** (3)

COMP 3541, **Web Site Design and Programming** (3)

COMP 3611, **Database Systems** (3)

COMP 4531, **Advanced Software Engineering** (3)

COMP 4911, **Computing Science Project** (3) 15 upper-level credits in computing

9 upper-level academic elective credits

## Bachelor of Technology

The Bachelor of Technology program is 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 70](#)).



**PLAR** applies: see [page 14](#)

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 of technology or recognized trades qualification or equivalent (number of credits—up to 60—are determined by OL upon admission)
- University-level writing skills; enrolment in a course such as ENGL 1101, **Introduction to University Writing** may be required

### Residency Requirements

A minimum of 15 TRU credits for distance or a minimum of 30 TRU credits for on-campus—see [page 12](#)

## Degree Requirements

120 credits (includes credits from the two-year diploma or trades qualification or equivalent admission requirement), including at least 45 upper-level credits, with a GPA of 2.00 or higher over all courses required to complete this credential, as follows (suggested courses are in parentheses):

### Lower-Level Requirements (18 credits)

6 credits in composition and interpersonal communications (CMNS 1290 or CMNS 1291, **Introduction to Professional Writing** or ENGL 1101 or ENGL 1100, **Introduction to University Writing** and CMNS 2170, **Interpersonal Communication**, or approved equivalent)

3 credits in statistics (STAT 1200 or STAT 1201, **Introduction to Probability and Statistics** or approved equivalent)

3 credits in organizational behaviour (ORGB 28010 or ORGB 2811, **Organizational Behaviour** or approved equivalent)

6 credits in micro- and macro-economics (ECON 1900 or ECON 1901 **Principles of Microeconomics** and ECON 1951, **Principles of Macroeconomics** or approved equivalent)

### Upper-Level Requirements (45 credits)

12 credits in business administration, organization, teamwork and leadership (BBUS 3671, BBUS 4135, BBUS 4833, MNGT 3731, ORGB 4871 or program advisor-approved equivalent)

6 credits in environmental and international economics (ECON 3550 and ECON 3710 or approved equivalent)

3 credits in organizational communications (CMNS 4530 or approved equivalent)

3 credits in occupational health and safety (LEAD 3511, **Occupational Health & Safety Legislation and Standards** or approved equivalent)

9 credits in specialized electives (must be program advisor-approved)

3 credits in emerging technologies (TECH 3010 or approved equivalent)

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

6 credits in project management (TECH 4910, 4920 or MNGT 4751, **Project Management** or approved equivalent)

## Bachelor of Technology, Trades and Technology Leadership

The Bachelor of Technology, Trades and Technology Leadership (BTTTL) 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 14](#)

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 (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 (suggested courses are in parentheses):

# Technology

## Transfer Credits (up to 60 credits)

OL determines, based upon your previous qualifications or credentials, the number of credits you can transfer to this program.

## General Education Requirements (15 credits)

- 3 credits in English (university-level composition and/or literature) (ENGL 1101, **Introduction to University Writing**; ENGL 1001, **Literature and Composition I**; ENGL 1011, **Literature and Composition II**; ENGL 1021, **Composition and Indigenous Literature in Canada I**; ENGL 1031, **Composition and Indigenous Literature in Canada II**)
- 3 credits in applied communications (CMNS 1291, **Introduction to Professional Writing** or CMNS 1811, **Business, Professional, and Academic Composition**)
- 3 credits in computing science (COMP 1131, **Computer Programming 1** or MIST 2611, **Management Information Systems**)
- 3 credits in natural science; generally, upper-level 3 credits in liberal arts or science; generally, upper-level

## Core Knowledge Requirements (18 credits)

- MNGT 1211, **Management Principles and Practices** or MNGT 1221, **Supervision** (3)
- MNGT 3731, **Leadership** (3)
- BBUS 4135, **Motivation and Productivity** (3)
- ORGB 4871, **Organizational Development and Change** (3)
- OCHS 3511, **Occupational Health & Safety Legislations and Standards** (3)
- LEAD 4901, **Strategic Thinking for Leadership** (3)

## Elective Requirements (27 credits)

At least 12 credits from the following:

- BBUS 3611, **Open Thinking** (3)
- MNGT 4711, **Decision Analysis** (3)
- BBUS 3631, **Open Communication: Effective Communication Skills** (3)
- BBUS 3671, **Contemporary Leadership** (3)
- BBUS 4833, **Effective Leadership** (3)
- MNGT 4751, **Project Management** (6)

At least 15 credits from the following:

- MNGT 3711, **Business Ethics and Society** (3)
- BBUS 3331, **Introduction to Production and Operations Management** (3)
- BBUS 3661, **Strategic Human Resource Management** (3)
- HRMN 3841, **Employee and Labour Relations** (3)



## Overview

Whether you are just beginning your post-secondary studies or have already completed a credential and want to enhance your resumé, our Tourism programs can help you meet your educational and professional goals. Get started in tourism management, hospitality administration and outdoor recreation. Leverage your existing tourism industry experience.

Choose from many OL and TRU courses to fulfill your program requirements. You can also access post-secondary courses from other institutions and transfer them to your OL program. See British Columbia Council on Admissions & Transfer (BCCAT) at [www.bccat.ca](http://www.bccat.ca) to explore your options.

Plan ahead and make the most of your Tourism credential. Our program advisors help you choose courses that can later be applied toward another program, either at OL or elsewhere.

Start your learning journey today!

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

Some program requirements for certain Tourism programs may be met with credits awarded through Prior Learning Assessment and Recognition (PLAR). Please see [page 14](#) or the website.



### Program Application

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

You can apply online through EducationPlannerBC at the above URL.

If you are unable to apply online, you can apply by mail or fax with a Program Admission Form, which you can find at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission).



### Student Forms

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

To take courses at other post-secondary institutions and transfer credit to an OL program, apply for a letter of permission, using the request form on the Student Forms page at the above URL.



### Student Responsibility

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

We're here for you. Please contact us with any questions about our Tourism programs and courses. See the inside front cover for contact information.

## 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 118](#)).

### 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*

CONV 1061, *Event Marketing* (3)

## Bachelor of Tourism Management

The Bachelor of Tourism Management is designed for you, a graduate of a recognized two-year diploma program in tourism management, hospitality administration, outdoor recreation, or a related program or educational background.

This degree forms an integral part of the BC Tourism Learning System.

### 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

**If you have considerable industry experience but not a tourism or hospitality diploma, you may apply for admission upon completion of at least 60 credits of directly applicable coursework in 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 overall courses required to complete this credential, as follows (suggested courses are in parentheses):

##### General Education Requirements (21 credit)

May be met with lower- or upper-level courses (see General Education requirements and discuss with your program advisor), as follows:

- 6 credits in English (university-level composition and literature) (ENGL 1001, Literature and Composition 1 or ENGL 1021, Composition and Indigenous Literature in Canada I; and ENGL 1011, Literature and Composition II and/or ENGL 1031, Composition and Indigenous Literature in Canada II)
- 3 credits in statistics (STAT 1201, Introduction to Probability and Statistics)
- 3 credits in humanities, other than English
- 3 credits in introductory economics (ECON 1221, *Introduction to Basic Economics* or ECON 1901, *Principles of Microeconomics*)
- 3 credits in approved geography—human, cultural or regional geography relevant to tourism (GEOG 1191, *Introduction to Human Geography 1: People and the Environment*)
- 3 credits in natural science

## Core Knowledge Requirements (30–33 credits)

Choose from a concentration in either Tourism Management or Hospitality Administration.

### TOURISM MANAGEMENT

The co-op or practicum, (which may be completed via PLAR) and at least one course from six of the following seven subject areas:

- Accounting (e.g. ACCT 221, **Financial Accounting**)
- Computer applications (e.g. MIST 261, **Management Information Systems**)
- Marketing (e.g. MKTG 2431, **Marketing**)
- Entrepreneurship, introductory
- Business communication (e.g. CMNS 1291, **Introduction to Professional Writing** or CMNS 1811, **Professional and Academic Composition**)
- Human resource management (e.g. HRMN 2821, **Human Resource Management**)
- Organizational behaviour (e.g. ORGB 2811, **Organizational Behaviour**)

At least one course from four of the following five subject areas:

- Introduction to tourism (e.g. CONV 1011, **Introduction to Tourism**)
- Business law (e.g. BLAW 2911, **Commercial Law**)
- Community and cultural issues (e.g. CONV 1031, **Celebrating Community and Culture**)
- Environmental Studies (e.g. ENVS 3991, **Environmental Studies: Sustainability**)

### HOSPITALITY ADMINISTRATION

The co-op or practicum, and at least one course from each of the following subject areas:

- Accounting (ACCT 221, **Financial Accounting**)
- Computer applications (MIST 261, **Management Information Systems**)
- Marketing (MKTG 2431, **Marketing**)
- Accommodations
- Hospitality marketing
- Business communication (CMNS 1291, **Introduction to Professional Writing**, or CMNS 1811, **Business, Professional and Academic Composition**)

- 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**)

### Upper-Level Requirements (24 credits)

The graduating seminar, and at least one course from each of the following seven subject areas:

- Tourism policy and planning (Vancouver Island University's TRMT 470, **Policy and Planning in Recreation and Tourism**)
- Financial management for tourism (FNCE 2121, **Financial Management** or TMGT 3030, **Financial Management for Tourism**)
- Entrepreneurship (ENTR 4751, **New Venture Creation**)
- Community and cultural issues (MNGT 3711, **Business Ethics and Society**)
- People management and human relations (BBUS 3661, **Strategic Human Resource Management**)
- Organizational leadership (BBUS 4833, **Effective Leadership**)
- Advanced communication (BBUS 3631, **Open Communication: Effective Communication Skills**)

### Upper-Level Tourism or Hospitality Administration Requirements (15 credits minimum)

Four additional upper-level tourism and hospitality courses and one course from one 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 (MKTG 4471, **International Marketing** or Vancouver Island University's TRMT 368, **International Marketing in Recreation and Tourism**)

# Tourism

Other Elective Requirements (27–30 credits)

Generally met through block transfer credit from recognized tourism management or hospitality administration diploma programs; course offerings from all institutions may vary from year to year

## OL Courses

ACCT 2511, *Management Accounting* (3)

IBUS 3511, *International Business* (3) MNGT 3711, *Business Ethics and Society* (3)

CONV 1021, *Introduction to Special Events Management* (3)

CONV 1041, *Event Volunteer Management* (3)

CONV 1051, *Legal Liability and Risk Management* (3)

CONV 1061, *Event Marketing* (3)

## University of Victoria (UVic) Courses

HART 4839, *Museum Principles and Practices II: Programming, Exhibitions, and Management* (3)

HART 4869, *Museum Principles and Practices I: Communities, Curatorship, and Collections* (3)

HART 4879, *Heritage Resource Management* (3)

MATH 1091, *Business Mathematics* (3) (recommended)

## Vancouver Island University (VIU) Courses

TRMT 359, *Management of Parks and Protected Areas* (3)

TRMT 392, *Programming and Services for Seniors* (3)

TRMT 430, *Resort Management* (3)

TRMT 475, *Lifestyle Management* (3)

For more courses, see a list of VIU's Tourism Management courses at <https://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 University of Victoria, Vancouver Island University and Capilano University (see [www.capilano.ca](http://www.capilano.ca)).



### Student Responsibility

Be sure to consult with your program advisor when choosing your 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

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 listed below. These courses may be taken at TRU or transferred from another institution.

### 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

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 listed below. These courses may be taken at TRU or transferred from another institution.

### 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.



# Open Learning Course Descriptions

# Course Descriptions Overview

Course descriptions in this calendar are accurate at the date of publication. For up-to-date course descriptions and for estimated costs and delivery formats, see the Courses pages at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) or use the Course Search on the Course Registration page at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow).

## HOW TO READ A COURSE DESCRIPTION

Courses are listed alphabetically by course acronym and numerically by four-digit course number.

- Four-digit course numbers beginning with a zero (0) indicate Adult Basic Education (ABE) or other non-credit courses, such as labs and placement exams. Course numbers ending with a one (1) are OL courses.
- 1000-level numbers indicate first-year courses, (lower-level requirements), usually taken in the first year of a program; usually, they have no prerequisites but may have recommended requisites.
- 2000-level numbers indicate second-year courses, (lower-level requirements), typically taken in the second year of a program; they may have one or more prerequisites or recommended requisites.
- 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; these courses may also 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; these courses may also have recommended requisites.

**CODE 1234**

3 UNIV

### Course title

Description and outline of course content and topics

**Prerequisite:** Any required, assumed and/or recommended course to be taken before course registration

**Recommended Requisite:** Any additional course, skill, knowledge or experience that may help with course completion

**Corequisite:** Any course that is required or recommended to be taken concurrently with course registration

### Courses delivered by OL

Indicated by **black course code** at left

# 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 that 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 that 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 Open Learning 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. They 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.

## Prerequisites, Recommended Requisites and Corequisites

### 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.

### 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.

### COREQUISITES

Some courses must be taken concurrently (at the same time) as others, if you do not already have credit for them.



#### Prerequisites and Recommended Requisites

If prerequisites 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

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## Required Equipment

All online courses delivered by Open Learning require access to a computer or device 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, such as Moodle.

Make sure you have an up-to-date browser (Firefox, Internet Explorer, Google Chrome, Opera and Safari) compatible with the system used by your course. The browser must also support Adobe Flash.

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.

For technical assistance, refer to the IT Service Desk page at [www.tru.ca/its](http://www.tru.ca/its) or contact it at [itservicedesk@tru.ca](mailto:itservicedesk@tru.ca) or 1-888-852-8533.



### Computer with Internet Requirement

Access to a computer or device with high-speed internet is assumed for all online courses. For questions about equipment or software required for courses, contact either Student Services (for OL courses) or the institution delivering the course.

## Course Materials

Textbooks and materials can change throughout an academic year. Refer to course descriptions at [www.tru.ca/distance/courses](http://www.tru.ca/distance/courses) to view the current textbook(s) and materials required.

Textbooks and materials are sent to you in a course package. There may be some courses that require purchasing various course materials on your own.

# Course Descriptions

## ACCT 1211

3 credits

### 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.

**Prerequisite:** There are no prerequisites for the course, but a provincial Grade 12 diploma or equivalent is recommended.

*Note: Students cannot get credit for more than one of ACCT 1000, ACCT 1210, ACCT 1211, ACCT 2210, ACCT 2211, ACCT 1030*

## ACCT 1221

3 credits

### Accounting 2

Building on ACCT 1211: Accounting 1, students develop the ability to prepare and analyze increasingly complex financial statements. Topics include partnership accounting; corporate accounting; long-term liabilities; investments and international operations; the cash flow statement; and financial statement analysis.

**Prerequisites:** There are no prerequisites for the course, but ACCT 1211 is recommended.

*Note: Students cannot get credit for more than one of ACCT 2211, ACCT 1000, ACCT 1030, ACCT 1220, ACCT 1221, ACCT 2210*

## ACCT 2211

3 credits

### 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.

**Prerequisite:** There are no prerequisites for the course, but English 12/English 12 First Peoples with a minimum of 73% or equivalent within the last five years is recommended.

*Note: Students cannot get credit for more than one of ACCT 1000, ACCT 1030, ACCT 1210, ACCT 1211, ACCT 1220, ACCT 1221, ACCT 2210, ACCT 2211*

## ACCT 2251

3 credits

### Management Accounting

Students develop the ability to collect, analyze, and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions. Topics include the changing role of management accounting and basic concepts; product costing and cost accumulation; process costing and hybrid product costing systems; activity-based costing and activity-based management; activity analysis, cost behavior and cost estimation; cost-volume profit analysis; absorption and variable costing; profit planning and activity-based budgets; standard costing and flexible budgeting; cost management tools; and decision making.

**Prerequisites:** There are no prerequisites for the course, but ACCT 1211, and ACCT 1221 are recommended or, ACCT 2211, ENGL 1101, MIST 2611.

*Note: Students cannot get credit for more than one of ACCT 1010, ACCT 2251*

## ACCT 2281

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 1211 and ACCT 1221 are recommended or, ACCT 2211, ENGL 1101

*Note: Students cannot get credit for more than one of ACCT 1920 Accounting Systems, ACCT 1921 Accounting Systems, ACCT 2280, ACCT 2281*

## ACCT 3201

3 credits

### 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:** There are no prerequisites for the course, but ACCT 1211, ACCT 1221 are recommended or, ACCT 2211, CMNS 1290.

*Note: Students cannot get credit for more than one of ACCT 3200, ACCT 3201*

## ACCT 3211

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 3201 is recommended.

*Note: Students cannot get credit for more than one of ACCT 3210, ACCT 3211*

## ACCT 3221

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 1211, and ACCT 1221 are recommended or, ACCT 2211, CMNS 1290.

*Note: Students cannot get credit for more than one of ACCT 3220, ACCT 3221, ACCT 3260*

## ACCT 3231

3 credits

### Income Taxation 2

Building on 3221: Income Taxation 1, students examine the taxation of corporations, corporate distributions, and transactions between corporations and their shareholders. Topics include an in-depth coverage of taxable capital gains; deferred income plans; and the taxation of corporate entities, partnerships, trusts and corporate reorganizations.

**Prerequisites:** There are no prerequisites for the course, but ACCT 3221 is recommended.

*Note: Students cannot get credit for more than one of ACCT 3230, ACCT 3231*

## ACCT 3251

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1290 and ACCT 2251 are recommended.

*Note: Students cannot get credit for more than one of ACCT 3250, ACCT 3251*

## ACCT 4201

3 credits

### Advanced Financial Accounting

Building on Intermediate Financial Accounting 1 and 2, students examine a number of complex topics and their effect on financial reporting and disclosure. Topics include an introduction to international accounting and the development of accounting standards; temporary and long-term investments in debt and equity securities; business combinations; consolidation at acquisition; consolidation subsequent to acquisition; consolidation and intercompany profit in inventory and land; consolidation and intercompany company in depreciable assets; foreign currency transactions; translation and consolidation of international operations; and accounting for not-for-profit organizations including public sector reporting.

**Prerequisites:** There are no prerequisites for the course, but ACCT 3211 is recommended.

*Note: Students cannot get credit for more than one of ACCT 4200, ACCT 4201*



## ACCT 4231

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 3211 is recommended.

*Note: Students cannot get credit for more than one of ACCT 4230, ACCT 4231*

## ACCT 4251

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 3251 or equivalent with a minimum C- is recommended.

*Note: Students cannot get credit for more than one of ACCT 4250, ACCT 4251*

## ANES 0011

### Placement Exam

Registration in this course allows students to write the placement exam for the Anesthesia Assistant program. Once registered, students have 30 weeks to write the exam.

**Prerequisites:** Formal admission to the Anesthesia Assistant program is required before registering in ANES 0011.

*This course is only available for registration to students residing in Canada*

## ANES 4001

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but it is strongly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. Recommended ANES 4011.

## ANES 4003

3 credits

### Airway Management

Managing a patients' airway is an essential skill for an Anesthesia Assistant. Students explore the technology and application of airway management principles. Topics include airway equipment,

airway assessment, and current airway management techniques. Additionally students will be assessed in surgical and nonsurgical approaches, and difficult airway management algorithms. Students successfully completing the course are well grounded in airway management theory and practice.

**Prerequisites:** There are no prerequisites for the course, but it is highly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4005

3 credits

### Anesthesia Adjunct Equipment

Students review, examine and analyze all aspects of adjunct equipment used to administer anesthesia to patients. Activities for assessment include analyzing different monitoring devices, reviewing different tools and techniques for administering anesthesia safely, identifying complex situations and explaining how to manage them. Students focus on equipment in their workplace and compare and contrast with alternatives.

**Prerequisites:** There are no prerequisites for this course, but it is highly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4011

3 credits

### Hemodynamic Monitoring

This course establishes the relationship between cardiopulmonary physiology and pathophysiology and the technical aspects of hemodynamic monitoring. Included in this course is the study of preoperative assessment and preparation of the patient, monitoring during anesthesia, general anesthesia techniques and postoperative care of the patient. On completion of this course, students should be able to understand the techniques and equipment involved in hemodynamic monitoring and their role in the assessment and treatment of cardiovascular and pulmonary disease.

**Prerequisites:** There are no prerequisites for the course, but it is strongly recommended that students be an RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course.

## ANES 4021

3 credits

### Pharmacology and Principles of Clinical Anesthesia

Students build upon their general knowledge of pharmacological principles and learn pharmacology in the context of clinical anesthesia. Both general and regional anesthesia is considered. Students explore the theory of current safe practice in pre-anesthetic care, preparation, induction, maintenance, and emergence from general anesthesia. The application of an anesthetic workstation and other technology used in the delivery of anesthesia is considered.

**Prerequisites:** There are no prerequisites for the course, but it is highly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. Recommended: a strong foundation in pharmacology such as that covered in HLTH 2511 or equivalent, ANES 4001, ANES 4011.

## ANES 4031

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but it is highly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course and have a strong foundation in Pharmacology such as that covered in HLTH 2511 or equivalent. Recommended: successful completion of ANES 4001, ANES 4011 and ANES 4021 is also recommended.

## ANES 4061

1 credit

### Anesthesia Professional Skills

Students explore the standards that govern professional practice within the context of Anesthesia care teams as an Anesthesia Assistant (AA) and 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, students have the opportunity to demonstrate professional skills needed for the AA work environment. Professionalism, communication, analysis and problem-solving, health and safety, and administration are examined in the AA context.

**Prerequisites:** There are no prerequisites for the course, but it is highly recommended that the student be a RRT, RN, MD or an equally qualified individual with at

least one year of clinical experience prior to taking this course. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4071

1 credit

### 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.

**Prerequisites:** There are no prerequisites for the course, but it is highly recommended that the student be a RRT, RN, MD or an equally qualified individual with at least one year of clinical experience prior to taking this course. A background as an AA, RRT, RN, MD or equivalent is strongly recommended. Taking this course does not imply admission to the Anesthesia Assistant program.

## ANES 4101

9 credits

### Anesthesia Practicum

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:** ANES 4001, ANES 4011, ANES 4021, current ACLS certification and current enrolment in the Anesthesia Assistant program, ANES 4031, ANES 4003, ANES 4005, ANES 4061, ANES 4071.

*Students may be required to submit proof of a clear Criminal Record Check before registration in the clinical course.*

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**ANTH 2921**

3 credits

**Anthropology of Illness**

This course provides a basic introduction to the study of health and illness in diverse cultural settings and explores fundamental concepts that form the core of medical systems worldwide. All groups have their own systems of medical knowledge and their own concepts of health and illness. It is important that we understand these systems in order to deal with suffering and facilitate healing. You will be introduced to the concepts of medical anthropology through a selection of readings that range from the theoretical to the particular. A variety of ethnographic studies will familiarize you with the way individuals in different cultural settings perceive and experience health and illness in all aspects of their daily lives.

**Prerequisites:** There are no prerequisites for the course, any introductory cultural anthropology course is recommended but not required.

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**APEC 1631**

3 credits

**Assessment and Assessment Appeal Procedures**

Students are introduced to property markets and property assessment, with an emphasis on property assessments and assessment appeals in Canada under the authority of the First Nation Fiscal and Statistical Management Act (FSMA) or s. 83 of the Indian Act. Topics include land tenure, approaches to assessing residential or income earning properties, assessment rolls, and assessment appeal processes, which meet the FSMA regulatory requirements. Upon completion of this course, participants should have the knowledge and skills to fulfill the First Nation Tax Administrator's

role in regards to managing the assessment and assessment appeals process.

**Prerequisites:** APEC 1611

*Note: Students cannot get credit for more than one of APEC 1630, APEC 1631.*

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**APEC 1671**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but APEC 1611, APEC 1621 are recommended.

*Note: Students cannot get credit for more than one of APEC 1621, APEC 1670, APEC 1671.*

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**ASTR 1141**

3 credits

**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.

*Note: Students cannot get credit for more than one of ASTR 1140, ASTR 1141.*

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**ASTR 1151**

3 credits

**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.

*Note: Students cannot get credit for more than one of ASTR 1150, ASTR 1151.*

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**BBUS 3331**

3 credits

**Introduction to Production and Operations Management**

This course examines the functional area of production and operations management as practiced in the manufacturing industries. The course includes decision making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management, and quality control. Advanced standing may be approved by; CMA, PMAC.

*Note: Students cannot get credit for SCMN 4310 and BBUS 3331*

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**BBUS 3611**

3 credits

**Open Thinking**

This competency-based, paced course examines "open thinking," as well as good strategic thinking and creative thinking. Neither is separate from the other. Students explore open thinking by practicing techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

### BBUS 3631

3 credits

#### Open Communication: Effective

This competency-based, paced course teaches the theories and strategies that sustain and foster effective communication skills for management. It provides students with the professional skills and knowledge to communicate successfully on many levels, including writing, speaking, conducting meetings, giving presentations and interpersonal dialogues, and using electronic media. Students are given the opportunity to work with various techniques to learn valuable communication tools to successfully support them in their managerial careers and personal lives. (CA)

### BBUS 3661

3 credits

#### Strategic Human Resource Management

This competency-based, paced course provides students with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale. (CA, CMA, PMAC)

### BBUS 3671

3 credits

#### Contemporary Leadership

In this competency-based, paced course, students examine the relationship between leadership and management, explore the attributes of a good leader, and focus on developing their own leadership style. Attention is also given to analyzing leadership stories, identifying relationships and connections and examining the level of alignment between organizational and personal values. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

### BBUS 4135

3 credits

#### Motivation and Productivity

BBUS 4135 (previously ADMN 413) is an applied course which focuses on the supervisory aspects of management. The course emphasises a practical approach to the effect of supervisory practices on employee motivation and productivity by requiring your active participation in developing case studies based on your own work-related experiences. Thus, as current management practices and theories are introduced and studied, you will obtain a "real world" perspective of the material by being able to relate the topics to your own management style and to performance problems which may exist where you work.

**Prerequisites:** A minimum of 60 credits of post-secondary education and a course in business management (e.g. MNGT 1211 (previously BUSM 121)) are recommended. Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job.

*Note: Students with credit for MNGT 2131 (previously BUSM 213) may not take this course for further credit.*

### BBUS 4541

3 credits

#### International Business

This course examines world trade and the processes that business managers go through in order to establish or expand operations into international markets. Students explore various levels of business involvement in foreign markets, combining historical, theoretical, and current perspectives on international business and world trade. They learn the terminology of international business, and examine the influence of forces such as culture, economics, politics, and geography on business and markets. Students are also introduced to international organizations including the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund. Each module also introduces Canadian issues and perspectives on international business and trade, and lists websites and other resources that offer a wealth of information for Canadians doing business globally.

This course was previously known as ADMN 380.

### BBUS 4833

3 credits

#### Effective Leadership

This competency-based, paced course provides students with the opportunity to develop a repertoire of leadership skills for diverse organizational and community contexts. Working through the course, students increase their awareness of the interaction between self, systems, and organizational context. Students explore how leaders take action to make a positive difference and investigate various approaches to leadership within a variety of contexts. By the end of the course students are expected to articulate their vision of how to lead in diverse situations. Students are required to apply theoretical concepts to workplace, community, or volunteer experiences.

## BIOL 0501

### General Biology (Grade 11)

This course is equivalent to Biology 11. The general aims of this course are to give a basic understanding of biological processes and to introduce a number of fundamental biological terms. To begin, students review the scientific method, microscope use, and basic cell biology. They then consider the evolution of biological diversity. As they explore the diversity of life, students progress from microbes to plants and animals, learning from observation in labs and neighbourhood field trips as well as from the excellent textbook and online resources. Finally they apply their biology skills to ecology.

**Prerequisites:** Science 10 or equivalent. English reading skills at Grade 11 level are important for success in the course.

*Note: Students cannot get credit for more than one of BIOL 0500, BIOL 0501*

## BIOL 0601

### Provincial Biology

This provincial-level course in human biology is equivalent to Grade 12 biology and one of the optional science courses that may be used to meet the requirements of the Adult Secondary Graduation Diploma awarded by the Ministries of Education and Advanced Education. Topics include cell biology, photosynthesis and cellular respiration, human anatomy and physiology, and genetics. The course imparts an understanding and appreciation for the way scientific knowledge is obtained and organized, so that students can apply these methods to everyday life. This course is concerned primarily with human biology (reproduction, circulation, the heart, immunity, the nervous system, genetics, etc...), although there are several textbook chapters concerned with biological topics such as diffusion, photosynthesis, cellular respiration, cell division, evolution and ecology.

**Prerequisites:** Science 10 or equivalent. Recommended: English reading skills at a Grade 11 level, BIOL 0501.

*Note: Students cannot get credit for more than one of BIOL 0600, BIOL 0601*

## BIOL 1001

3 credits

### 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.

This course was previously known as BISC 100.

**Prerequisites:** There are no prerequisites for the course, but a Provincial Grade 12 Diploma or equivalent is recommended.

*This course is only available for registration to students residing in Canada*

## BIOL 1113

3 credits

### Principles of Biology I

This course is designed for biology or science majors. Students examine the molecular basis of cellular processes including energy transfer and the storage and use of genetic information.

**Prerequisites:** There are no prerequisites for the course, but Test CH11-Chemistry 11, Test BI11 - Biology 11 with a score of C+ or better, Test BI12-Biology 12 with a score of C+ or better are recommended. Students majoring in science or intending to take 2nd year biology courses should take BIOL 1113, its companion course BIOL 1213 and the two laboratory courses BIOL 1115 and BIOL 1215.

*Note: Students cannot get credit for more than one of BIOL 1110, BIOL 1113, BIOL 1311.*

## BIOL 1115

1 credit

### Biology Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1113.

**Prerequisites:** There are no prerequisites for the course, but prior or concurrent registration in BIOL 1113 or equivalent is strongly recommended.

## BIOL 1213

3 credits

### Principles of Biology II

This course is designed for biology or science majors, and offers a survey of the kingdoms of life, emphasizing their ecology and evolutionary relationships. BIOL 1215 is the laboratory component.

**Prerequisites:** There are no prerequisites for the course, but Test BI11 - Biology 11 with a score of C+ or better, Test BI12 - Biology 12 with a score of C+ or better, Test CH11 - Chemistry 11 are recommended.

*Note: Students cannot get credit for more than one of BIOL 1210, BIOL 1213, BIOL 1321.*

## BIOL 1215

1 credit

### Biology Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in BIOL 1213.

**Prerequisites:** There are no prerequisites for the course, but prior or concurrent registration in BIOL 1213 or equivalent is recommended.



## BIOL 1593

3 credits

### Anatomy and Physiology I

This is the first of two comprehensive theory courses in which students survey the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

BIOL 1595, the laboratory component of BIOL 1593, is usually offered once per year in the summertime in Kamloops BC.

**Prerequisites:** There are no prerequisites for the course, but Test BI11 - Biology 11 with a score of C+ or better or Test BI12 - Biology 12 with a score of C+ or better, Test CH11 - Chemistry 11.

## BIOL 1595

### 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.

**Prerequisites:** Test BI11 - Biology 11 with a score of C+ or better, Test BI12 - Biology 12 with a score of C+ or better. Recommended: Test CH11 - Chemistry 11, BIOL 1593 (or equivalent theory course).

*Note: Students cannot get credit for more than one of BIOL 1594, BIOL 1595.*

## BIOL 1693

3 credits

### Anatomy and Physiology II

Continuing from BIOL 1593: Anatomy and Physiology I, this is the second of two comprehensive theory courses, in which students survey the anatomy and physiology of all the human body systems, with an emphasis on the relationship between a body organ's structure and its function. Students who have little formal knowledge of the human body but who wish to train for a career in health-related professions are invited to take this course.

**Prerequisites:** There are no prerequisites for the course, but Test BI11 - Biology 11 with a score of C+ or better, Test BI12 - Biology 12 with a score of C+ or better, Test CH11 - Chemistry 11, BIOL 1593 are recommended.

*Note: Students cannot get credit for more than one of BIOL 1692, BIOL 1693.*

## BIOL 1695

### 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.

**Prerequisites:** There are no prerequisites for the course, but BIOL 1593, BIOL 1595, BIOL 1693 are recommended.

*Note: Students cannot get credit for more than one of BIOL 1694, BIOL 1695.*

## BIOL 2131

3 credits

### 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, CHEM 1505, CHEM 1523, CHEM 1525

**Recommended:** BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215.

*Note: Students cannot get credit for more than one of BIOL 2130, BIOL 2131.*

## BIOL 2341

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215, BIOL 2131 are recommended.

*Note: Students cannot get credit for more than one of BIOL 2340, BIOL 2341.*



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**BIOL 3021**

3 credits

**Community & Ecosystem Ecology**

This course is a survey of the theoretical development of community and ecosystem ecology as a science. Students examine the major influences on the organization and development of ecological communities, including physical constraints and processes, biological interactions within and among species, and the complex interaction of all these factors at varied spatial and temporal scales. Students also examine the classification, diversity and conservation of ecological communities. The course provides extensive experience in the practice of ecology through a field research project.

**Prerequisites:** There are no prerequisites for the course, but 6 credits of introductory biology are recommended.

*Note: Students cannot get credit for more than one of BIOL 3020, BIOL 3021, BIOL 2170.*

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**BIOL 3101**

3 credits

**Animal Behaviour**

This course provides a basic introduction to the study of behaviour. Students concentrate on the evolution of behaviour by natural selection, and briefly consider behavioural genetics, development, and mechanistic aspects. The major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. Students develop a basic understanding of the evolution and adaptation of behaviour.

**Prerequisites:** There are no prerequisites for the course, but BIOL 1113, BIOL 1115, BIOL 1213, BIOL 1215, BIOL 3021 are recommended.

*Note: Students cannot get credit for more than one of BIOL 3100, BIOL 3101.*

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**BIOL 3131**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but BIOL 2131, BIOL 2130, CHEM 2120, CHEM 2220, CHEM 2123, CHEM 2223 are recommended.

*Note: Students cannot get credit for more than one of BIOL 3130, BIOL 3131, CHEM 3730.*

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**BIOL 3231**

3 credits

**Biochemistry**

Students examine the structure, function, synthesis and degradation of macromolecules (carbohydrates, lipids, nucleic acids, and proteins). The biochemistry of DNA repair and intracellular transport of proteins is also addressed.

**Prerequisites:** There are no prerequisites for the course, but BIOL 3131 with a score of C minimum is recommended.

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**BIOL 3431**

3 credits

**Plants and People**

This course analyzes the importance of plants and the role plants have in the local and global community. Through online research and discussion-based activities, students learn about plant biology and how humans have impacted the plant world. Students evaluate the importance of plants as sources of bioactive chemicals and examine the importance of plants as foods, spices, and dyes. Students also have the opportunity to explore the relationships between First Nations people and plants.

**Prerequisites:** There are no prerequisites for the course, but 60 credits is recommended.

*Note: Students cannot get credit for more than one of BIOL 3430, BIOL 3431.*

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**BIOL 3701**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but 6 credits in introductory anatomy and/or general biology and 60 credits of post-secondary education are recommended.

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**BIOL 4001**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but an introductory statistics course and 60 credits of post-secondary education are recommended.

## BIOL 4141

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but BIOL 3021 is recommended.

*Note: Students cannot get credit for more than one of BIOL 4140, BIOL 4141.*

## BIOL 4481

3 credits

### 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.

**Prerequisite:** General education, Lower-level requirements of the Bachelor of Science degree, A minimum of 15 upper-level credits in biology.

*Note: Students cannot get credit for more than one of BIOL 4480, BIOL 4481.*

## BLAW 2911

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ENGL 1101 is recommended.

*Note: Students cannot get credit for more than one of BLAW 2910, BLAW 2911, TMGT 2250.*

## BLAW 2921

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ENGL 1101 is recommended.

*Note: Students cannot get credit for more than one of BLAW 2121, BLAW 2921.*

## BLAW 3921

3 credits

### Employment Law

Students investigate the legal principles and law relating to the individual employer-employee relationship and how its 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.

**Prerequisites:** There are no prerequisites for the course, but BLAW 2911, HRMN 2821 are recommended.

*Note: Students cannot get credit for more than one of BLAW 3920, BLAW 3921.*

## BUSN 5011

3 credits

### 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 and applied models with categorical dependent variables.

**Prerequisite:** Admission to the GDBA or MBA or approval of degree committee

*Note: Students cannot get credit for more than one of BUSN 5010, BUSN 5011, GBUS 5010-Applied Statistics*

## BUSN 5021

3 credits

### 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 the GDBA or MBA or approval of degree committee.

*Note: Students cannot get credit for more than one of BUSN 5020, BUSN 5021, GBUS 5000-Financial Reporting and Analysis.*

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#### **BUSN 5031**

3 credits

##### **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

*Note: Students cannot get credit for more than one of BUSN 5030, BUSN 5031, GBUS 5030-Financial Planning and Control Systems.*

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#### **BUSN 5041**

3 credits

##### **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 the GDBA or MBA or approval of degree committee.

*Note: Students cannot get credit for more than one of BUSN 5040, BUSN 5041, GBUS 5050-Global Economics.*

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#### **BUSN 5051**

3 credits

##### **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 or approval of degree committee.

*Note: Students cannot get credit for more than one of BUSN 5050, BUSN 5051, GBUS 5100-Marketing Management.*

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#### **BUSN 5061**

3 credits

##### **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 or approval of degree committee.

*Note: Students cannot get credit for more than one of BUSN 5060, BUSN 5061, GBUS 5140-Human Resource Management.*

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#### **BUSN 6011**

3 credits

##### **Business Ethics & Corporate Social Responsibility**

Students become more effective decision makers by examining the meaning and role of ethics in the business environment, and the social responsibility of business organizations. Topics include the relationship between business and society; identifying stakeholders and issues; the theoretical basis of business ethics; business ethics in management and leadership; the concept of corporate social responsibility; corporate social responsibility in practice; regulating business; ownership and governance of the corporation; environmental and business responsibilities; globalization and business responsibilities; and ethics, responsibilities, and strategy.

**Prerequisite:** Admission to MBA or approval of degree committee.

*Note: Students cannot get credit for more than one of BUSN 6010, BUSN 6011, GBUS 5150-Leadership and Ethics.*



## BUSN 6021

3 credits

### Corporate Finance

Students develop 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 time value of money; goals of the firm, corporate governance and executive compensation; financial statement analysis; quality of earnings; maturity matching; short-term 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 or equivalent, BUSN 5031 or equivalent, BUSN 5041 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6020, BUSN 6021, GBUS 5110-Corporate Finance.*

## BUSN 6031

3 credits

### International Business

Students are introduced to the basic concepts of international business and competition from a manager's perspective. Topics include country differences in political economy, the cultural environment, ethics in international business, international trade theories, the political economy of international trade, foreign direct investment, regional economic integration, the foreign exchange market, the global monetary system, global strategy, global marketing and research and development, and global human resource management.

**Prerequisite:** BUSN 5041 or equivalent, BUSN 5051 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6030, BUSN 6031, GBUS 5120-International Business.*

## BUSN 6041

3 credits

### 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:** BUSN 5061 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6040, BUSN 6041, GBUS 5150-Leadership and Ethics.*

## BUSN 6051

3 credits

### Supply Chain Management

Students acquire the knowledge and basic skills to effectively design a supply chain for an organization. Topics include an introduction to supply chain, the importance of information technology, supply chain slacks, demand management, supply management, inventory management, production management, transportation management, location analysis, sourcing decisions, supply chain strategy, and an overview of special types of supply chains such as green and humanitarian aid supply chains.

**Prerequisite:** BUSN 5011 or equivalent, BUSN 5031 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6050, BUSN 6051, GBUS 5130-Operations Management.*

## BUSN 6061

3 credits

### Strategic Management Information Systems

Students examine the ability of information technology to enhance the quality and efficiency of decision making by improving the various elements of the decision-making process and making data collection more cost effective. They also discover what every manager needs to know to leverage information systems for the design and implementation of business models in an organization. Topics include: introduction to information systems, organizational strategy and competitive advantage; overview of hardware and software; managing data, information and knowledge; computer networks; information systems in support of business operations; decision support systems and business intelligence; information systems for strategic advantage enterprise resource planning; World Wide Web, E-commerce and mobile commerce; management information systems development and acquisition; cybercrime, information security and controls; and ethics and privacy.

**Prerequisite:** Admission to MBA or approval of degree committee.

*Note: Students cannot get credit for more than one of BUSN 6060, BUSN 6061, GBUS 5300-Strategic Management Information Systems.*

## BUSN 6071

3 credits

### 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 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6070, BUSN 6071, GBUS 5210-Research and Consulting Methods.*

### **BUSN 6081**

3 credits

#### **Strategic Management**

Students examine the role of senior management in developing and implementing corporate strategy in a global context. They learn to analyze the firm's external and internal environment to identify and create competitive advantage as well as to formulate, implement and evaluate cross-functional decisions that directly affect the ability of an organization to achieve its stated objectives. Topics include an introduction to strategic management, measures of firm performance, analysis of the external environment, analysis of the internal environment, business-level strategy, corporate-level strategy, acquisition and restructuring strategies, international strategies, corporate governance, organizational structures and controls, strategic leadership, and corporate social responsibility and ethics.

**Prerequisite:** BUSN 6011 or equivalent, BUSN 6021 or equivalent, BUSN 6031 or equivalent, BUSN 6041 or equivalent, BUSN 6051 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6080, BUSN 6081, GBUS 5200-Strategic Management.*

### **BUSN 6151**

3 credits

#### **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

*Note: Students cannot get credit for more than one of BUSN 6150, BUSN 6151, GBUS 5600-Advanced Marketing Management.*

### **BUSN 6211**

3 credits

#### **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 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6210, BUSN 6211, GBUS 5400-Advanced Corporate Finance.*

### **BUSN 6251**

3 credits

#### **Decision Analysis and Modeling**

Students learn to integrate personal judgment and intuition in realistic business situations with the most widely applicable methodologies of decision and risk analysis, probability and statistics, competitive analysis, and management science. Topics include an introduction to decision analysis and modelling; spreadsheet engineering and error reduction; framing decision analysis problems; framework for analyzing risk; data analysis; resource allocation with optimization models; multi-period deterministic models; multi-factor deterministic models; regression modelling; strategic interactive decisions; and interpreting models, data, and decisions.

**Prerequisite:** BUSN 5011 or equivalent, BUSN 5031 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6250, BUSN 6251.*

### **BUSN 6311**

3 credits

#### **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 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6310, BUSN 6311, GBUS 5210-Business Research and Consulting Methods.*



## BUSN 6951

3 credits

### 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 or equivalent

*Note: Students cannot get credit for more than one of BUSN 6950, BUSN 6951, GBUS 5210-Business Research and Consulting Methods.*

## CHEM 0501

### Principles of Chemistry

This course is equivalent to Grade 11 chemistry. Students start with the basics of chemistry as a science, SI metric system, and safety rules. Then students study properties and classification of matter, the periodic table, chemical names and formulae, molecular shapes and polarity, chemical reactions, the mole concept, solutions, the gas laws, and organic compounds.

**Prerequisite:** Science 10 or equivalent, MATH 0401 or Math 10.

**Recommended:** MATH 0523 or Math 11, English reading skills at Grade 11 level

*Note: Students cannot get credit for more than one of CHEM 0500, CHEM 0501.*

## CHEM 1503

3 credits

### Chemical Bonding & 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.

**Prerequisites:** There are no prerequisites for the course, but Test CH11 - Chemistry 11, Test CH12 - Chemistry 12, Test MA12 - Pre-calculus 12, Test MF12 - Foundations of Math 12 are recommended.

*Note: Students cannot get credit for more than one of CHEM 1500, CHEM 1503.*

## CHEM 1505

1 credit

### 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.

**Prerequisites:** There are no prerequisites for the course, but Test CH11 - Chemistry 11, Test CH12 - Chemistry 12, Test MA12 - Pre-

calculus 12, Test MF12 - Foundations of Math 12 are recommended.

**Corequisite:** CHEM 1503 (or equivalent 1st year general chemistry course)

*This course is only available for registration to students residing in Canada*

## CHEM 1523

3 credits

### Principles of Chemistry

This course is the second half of first year chemistry theory designed for students with a strong background in Chemistry. Course topics include gas laws, equilibrium, redox reactions, electrochemistry, thermochemistry, entropy, and free energy.

**Prerequisites:** There are no prerequisites for the course, but CHEM 1500 with a score of C-minimum, CHEM 1503, CHEM 1505, Test CH12 - Chemistry 12 with a score of B grade or better are recommended.

*Note: Students cannot get credit for more than one of CHEM 1520, CHEM 1523.*

## CHEM 1525

1 credit

### 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.



**Prerequisites:** There are no prerequisites for the course, but CHEM 1500, CHEM 1503, CHEM 1505 are recommended.

**Corequisite:** CHEM 1520 (or equivalent first year general chemistry course)

*This course is only available for registration to students residing in Canada*

### CHEM 2123

3 credits

#### 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.

**Prerequisites:** There are no prerequisites for the course, but CHEM 1503, CHEM 1505, CHEM 1523, CHEM 1525 are recommended.

*Note: Students cannot get credit for more than one of CHEM 2120, 2123.*

### CHEM 2125

1 credit

#### Organic Chemistry Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2123: Organic Chemistry I.

**Prerequisites:** There are no prerequisites for the course, but prior registration in CHEM 2123 or equivalent is recommended.

*Note: Students cannot get credit for more than one of CHEM 2120, CHEM 2125.*

### CHEM 2223

3 credits

#### 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. CHEM 2225 is the laboratory companion to this course.

**Prerequisites:** There are no prerequisites for the course, but CHEM 2123, CHEM 2125 are recommended.

*Note: Students cannot get credit for more than one of CHEM 2220, CHEM 2223.*

### CHEM 2225

1 credit

#### Organic Chemistry Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in CHEM 2223: Organic Chemistry II.

**Prerequisites:** There are no prerequisites for the course, but prior registration in CHEM 2223 and completion of CHEM 2123 and CHEM 2125 or equivalent are recommended.

*Note: Students cannot get credit for more than one of CHEM 2220, CHEM 2225.*

### CMNS 1151

3 credits

#### Advertising as Communication

Students examine advertising as a form of professional and cultural communication through the lens of communication studies, informed by a variety of theoretical perspectives including semiotics, rhetoric, cultural analysis, and visual design. As well, students explore advertising as representation in the contexts of intercultural communication. Students consider advertising both as message and as process of communication, examining how symbols are used to create meaning and engage ideological frameworks across different social and cultural environments, across historical periods and in the contexts of changing communications technologies.

*Note: Students cannot receive credit for both CMNS 1150 and CMNS 1151*

### CMNS 1161

3 credits

#### Introduction to Communications

Students think critically about a range of communication theories tied to examples from popular culture and address how we transmit information, how we create meaning, and how we persuade others, with a focus on many communication contexts, including interpersonal communication, group and organizational communication, public space, mass media, and culture and diversity. Students explore what it means to communicate in these various contexts, and appreciate the contribution of theory to helping us understand what we do when we communicate and why it sometimes goes wrong.

**Prerequisites:** There are no prerequisites for the course, but Completion of BC grade 12 or equivalent.

*Note: Students cannot get credit for more than one of CMNS 1160, CMNS 1161.*

### CMNS 1291

3 credits

#### Intro to Professional Writing

Students study the theories and practice of professional organizational communication, learning the importance of effective communication to meeting goals, developing and maintaining relationships and the overall facilitation of work. Students develop skills in evaluating communication scenarios, designing communication strategies that meet goals and audience need, including requests, information sharing and persuasion. In addition, students learn to employ writing techniques and editorial skills relevant to professional communication contexts.

*Note: Students cannot get credit for more than one of CMNS 1290, CMNS 1291, CMNS 1811, CMNS 1810.*

### CMNS 1811

3 credits

#### Business, Professional, and Academic Composition

Students learn the theory and practice of successful academic and professional writing. Students compare and apply techniques involved in writing for business and academic purposes, learning skills in audience assessment, document planning and design, research, and effective writing. Students complete assignments ranging from academic essays to a variety of professional communication documents.

*Note: Students cannot get credit for more than one of CMNS 1810, CMNS 1811, CMNS 1291, CMNS 1290.*

### CMNS 2171

3 credits

#### Interpersonal Communication

Students learn a range of theories and perspectives related to interpersonal communication. Emphasis will be on understanding the importance of effective interpersonal communication to establishing and maintaining relationships as well as achieving goals in social and workplace environments. Students assess the use of interpersonal communication in given scenarios and are encouraged to reflect on and improve their own interpersonal communication skills. This study of interpersonal communication includes several contexts, including the workplace, social and family environments.

*Note: Students cannot get credit for more than one of CMNS 2170, CMNS 2171.*

### CMNS 2291

3 credits

#### Technical Communication

Students study a variety of technical communications used to document professional activity, including proposals, technical and formal reports, policies and procedures, technical descriptions and definitions, and instructions. Students learn the importance of documentation and accountability as part of professional due diligence, applicable across many fields including journalism, business, government, public service, consulting and research institutes. Students develop skills in assessing communication needs in a scenario, identifying communication goals, audience need and relevant media. Finally, students learn skills in research and synthesis to ensure professional engagement and presentation of research material.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1290, CMNS 1291, ENGL 1100, ENGL 1101 are recommended.

*Note: Students cannot get credit for more than one of CMNS 2290, CMNS 2291, ENGL 2290.*

### CMNS 3161

3 credits

#### Media, Entertainment & Popular Culture

Students examine an array of trending concerns in media, entertainment and popular culture. Students will consider competing perspectives on a variety of media and social issues, in particular, the tension between media content, regulation and commerce. Students engage with classic and contemporary debates within the field of communication and media studies.

*Note: Students cannot receive credit for both CMNS 3160 and CMNS 3161*

### CMNS 3201

3 credits

#### Citizen and Consumer Identities in Networked Culture

Students explore the practices and responsibilities of the citizen and the consumer in the context of networked culture, considering ways in which these roles are defined and distinguished in digital space. Particular focus is placed on the question of control over access to knowledge and information and on the interdependence of social participation and surveillance through digital platforms. As well, students explore methods and models for citizen activism and civic engagement through networked platforms. Students learn to engage the inherent contradictions and tensions within these issues as they focus on how keywords are deployed within a variety of cultural narratives.

*Note: Students cannot receive credit for both CMNS 3200 and CMNS 3201*

### CMNS 3211

3 credits

#### Digital Communities

Students think critically about the challenges and opportunities of community in the digital era. Through a survey of research in the fields of social media, students consider the effects of our networked culture on media participation, as well as consumer and civic engagement. Students

consider the current state of digital media creation and consumption and propose and develop engaging social media strategies that help users connect, create and provide digital content for intended publics.

**Prerequisites:** There are no prerequisites for the course, but completion of 45 credits is recommended.

*Note: Students cannot get credit for more than one of CMNS 3210, CMNS 3211.*

#### **CMNS 3241**

3 credits

##### **Advanced Professional Communication**

Students develop best practice skills in advanced professional writing with an emphasis on the design and production of strategic and planning-level communication documents, including a formal report, with added emphasis on online communication contexts, including multimedia production and social media. In addition, students consider and develop multi-phased communication strategies, learn advanced research skills and consider techniques for effective collaboration.

**Prerequisites:** There are no prerequisites for the course, but completion of 42 credits, CMNS 1290, CMNS 1291 are recommended.

*Note: Students cannot get credit for more than one of CMNS 3240, CMNS 3241.*

#### **CMNS 3251**

3 credits

##### **Professional and Academic Proposal Writing**

Students review literature on best practices for grant writing, and, through the development of a grant application, learn the key elements of the process which include defining the funding purpose, understanding mandate and accountability, adopting effective budget practices, preparing effective material, and completing post-funding due diligence. This course meets the needs of academic, research,

government, health, community arts and non-profit professionals who seek the knowledge and skill to write persuasive, informative and professional grant applications.

**Prerequisites:** There are no prerequisites for the course, but completion of 30 credits is recommended.

*Note: Students cannot get credit for more than one of CMNS 3250, CMNS 3251.*

#### **CMNS 3551**

3 credits

##### **Media and Public Relations**

Students develop key skills and techniques used in the field of media and public relations, such as how to prepare and distribute press releases and media kits; how to arrange press conferences and media events; and how to coach organizational spokespersons in media relations.

**Prerequisites:** There are no prerequisites for the course, but completion of 45 credits (any discipline) is recommended.

*Note: Students cannot get credit for more than one of CMNS 3550, CMNS 3551.*

#### **CMNS 4241**

3 credits

##### **Strategies in Crisis Communication**

Students examine an array of media and PR strategies for companies, individuals and non-profits dealing with difficult situations. In doing so, students develop communication plans that can be spread across traditional and digital platforms and solve a variety of problems. Students engage with case studies from a variety of industries that require timely and complex solutions. Classic and contemporary cases from the history of public relations and crisis resolution will be analyzed throughout the term.

**Prerequisites:** There are no prerequisites for the course, but completion of 45 post-secondary credits and CMNS 3551 are recommended.

*Note: Students cannot get credit for more than one of CMNS 4240, CMNS 4241.*

#### **CMNS 4531**

3 credits

##### **Organizational Communication**

Students examine the theory and practice of organizational communications which includes an overview of different models of organizational communication and management, a review of common problems and dilemmas in this field, and consideration of a variety of internal publications. Students learn problem-solving strategies unique to a variety of organizations.

**Prerequisites:** There are no prerequisites for the course, but completion of 45 credits (any discipline) is recommended.

*Note: Students cannot get credit for more than one of CMNS 4530, CMNS 4531.*

#### **COMP 1131**

3 credits

##### **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.

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12 and Test PH12 - Physics 12 with a score of C+ or better are recommended.

*Note: Students cannot get credit for more than one of COMP 1130, COMP 1131, COMP 1520.*



## COMP 1231

3 credits

### Computer Programming II

In this continuation of COMP 1131: Computer Programming I, students are introduced to the programming tools required to solve a more advanced set of problems. Students further develop their knowledge of the principles of object-oriented design and programming, including the use of interfaces and inheritance, and learn the fundamentals of sorting data and data structures.

**Prerequisites:** There are no prerequisites for the course, but COMP 1131 is recommended.

## COMP 2131

3 credits

### Introduction to Computer Systems

Students learn the basic concepts of computer systems. Students are introduced to the concepts of computer architecture, the 'C' and assembly programming languages as well as the use of Linux operating system. Students learn about memory organization, data representation, and addressing. Students are introduced to the concepts of machine language, memory, caches, virtual memory, linkage and assembler construction as well as exceptions and processes.

**Recommended Requisite:** COMP 1230 or 1231 with a score of C or better AND COMP 2120 with a score of C or better

*Note: Students cannot receive credit for both COMP 2130 and 2131*

## COMP 2161

3 credits

### Mobile Application Development 1

Students learn how to develop applications for mobile devices, including smartphones and tablets. Students are introduced to the current mobile operating systems and mobile application development environments. Students design mobile applications with more than one user interface and more than one system component. Students develop applications for two popular mobile devices. Students create mobile applications that uses multi-threading to access online servers. Students design and build a variety of Apps throughout the course to reinforce the concepts being taught and to help students practice what they are learning.

**Prerequisites:** There are no prerequisites for the course, but COMP 1231 is recommended.

*Note: Students cannot get credit for more than one of COMP 2160, COMP 2161.*

## COMP 2211

3 credits

### Programming Methods

Students are introduced to the programming environments of visual and scripting language along with tools and techniques of software development process. Students learn a combination of visual programming using C# and scripting language using Python in this course. Students learn the techniques of event driven visual application development, database and web connectivity, scripts, functions, strings, tuples and text file handling.

**Recommended Prerequisite:** COMP 1231, COMP 1230

*Note: Students cannot get credit for more than one of COMP 2210, COMP 2211.*

## COMP 2231

3 credits

### Data Structures and Algorithms

Students are introduced to new types of data structures such as trees (including binary and multiway trees), heaps, stacks and queues. Students also design new algorithms for each data structure studied, create and perform simple operations on graph data structures, describe and implement common algorithms for working with advanced data structures, and recognize which data structure is the most appropriate for solving a particular problem.

**Prerequisites:** There are no prerequisites for the course, but COMP 1231 is recommended.

*Note: Students cannot get credit for more than one of COMP 2230, COMP 2231.*

## COMP 2681

3 credits

### Web Site Design and Development

This course covers major client-side web application design and development applications including HTML, HTTP, Java Script programming, and Cascading Style Sheets (CSS).

**Prerequisites:** There are no prerequisites for the course, but completion of the first year of the Bachelor of Computing Science or equivalent is highly recommended.

## COMP 2921

3 credits

### Software Architecture and Design

Students learn how to establish, define and manage the requirements for a software system. Students gain knowledge of fundamental concepts and methods of software design. Students learn how to use design notations of unified modeling language to develop design of a software product. Students are introduced to the design guidelines, quality, and evaluation criteria of software architecture. Students study how to design, generate, and modify software patterns and their use in software development.

**Prerequisites:** There are no prerequisites for the course, but COMP 1231 with a score of C, or COMP 1230 with a score of C are recommended.

*Note: Students cannot get credit for more than one of COMP 2920, COMP 2921.*

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#### COMP 3051

3 credits

##### Algorithm Design & 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.

**Prerequisites:** There are no prerequisites for the course, but COMP 2231 is recommended.

*Note: Students cannot get credit for more than one of COMP 3050, COMP 3051.*

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#### COMP 3141

3 credits

##### 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:** COMP 1230 or COMP 1231, COMP 2230 or COMP 2231 are recommended.

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#### COMP 3261

3 credits

##### 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.

**Prerequisites:** There are no prerequisites for the course, but COMP 2230, or COMP 2231 are recommended.

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#### COMP 3271

3 credits

##### Computer Networks

The main emphasis of this course is on the organization and management of local area networks (LANs). The course objectives include learning about computer network organization and implementation, obtaining a theoretical understanding of data communication and computer networks, and gaining practical experience in installation, monitoring, and troubleshooting of current LAN systems. Students are introduced to computer communication network design and its operations, and discuss the following topics: Open Systems Interconnection (OSI) communication model; error detection and recovery; local area networks; bridges, routers and gateways; network naming and addressing; and local and remote procedures. On completion of the course, students should be able, in part, to design, implement and maintain a typical computer network (LAN).

**Prerequisites:** There are no prerequisites for the course, but COMP 2130, COMP 2230, COMP 2231 are recommended.

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#### COMP 3411

3 credits

##### Operating Systems

The purpose of this course is to provide students basic knowledge of operating systems, difference between the kernel and user modes, concepts of application program interfaces, methods and implementations of interrupts. Students are introduced to the schedulers, policies, processes, threads, memory management, virtual memory, protection, access control, and authentication. Students learn system calls in different popular operating systems used in the industry.

**Prerequisites:** There are no prerequisites for the course, but a background in Data Structures and Algorithms, or COMP 2231, COMP 2131 (or a course similar in content) is recommended.

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#### COMP 3451

3 credits

##### Human Computer Interaction Design

Students are introduced to the concepts and practices of interaction design from a human-computer perspective. Students learn both theoretical and practical concepts of human-computer interaction and study how to develop user interfaces using a user-centered approach. Students learn both the general principles and specific techniques of interaction design and user experience design for various applications (mobile, web, and desktop). Students produce user interfaces through assignments following the guidelines discussed during the lectures. Students evaluate their user interfaces using various evaluation methods.

**Prerequisite:** Third year standing in a CS degree program.

*Note: Students cannot receive credit for both COMP 3450 and COMP 3451*



## COMP 3521

3 credits

### Software Engineering

Students are introduced to the different software process models and management of modular intercommunication, software engineering tools, software testing, and project management including resource estimation, team organization, and review. Students learn software engineering techniques for dependable and secure systems, reliability engineering, software evolution, software maintenance, quality management, configuration management, reuse, and ethical issues in software engineering.

**Prerequisites:** There are no prerequisites for the course, but COMP 2921 is recommended.

*Note: Students cannot get credit for more than one of COMP 3520, COMP 3521.*

## COMP 3541

3 credits

### Web Site Design & Programming

This 3rd year course examines all major aspects of WEB site design and programming including HTML, HTTP, Java Script and Visual Basic scripting, as well as Java WEB programming. The course also includes advanced techniques in HTML programming (frames and style sheets) and concurrent programming for the Web (multithreading). Students concentrate on client-side Web programming, and are introduced to server-side Web programming.

**Prerequisites:** There are no prerequisites for the course, but COMP 2231 is recommended.

## COMP 3611

3 credits

### Database Systems

This course introduces students to database concepts and reviews the underlying data structures that make up databases. Database design techniques are introduced using both the entity relationship model as well as an object-oriented

approach to designing database systems. The relational database model and data normalization will be taught as students design and implement a case study project. Data description language, data manipulation language (updates, queries, reports) and data integrity checking will also be covered. Case study work will be completed using a relevant and current relational database management system software product.

**Prerequisites:** There are no prerequisites for the course, but COMP 2230 or COMP 2231 is recommended.

## COMP 4621

3 credits

### 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:** There are no prerequisites for the course, but COMP 3610 and COMP 3541 or COMP 3540 and COMP 4620 is recommended.

## COMP 4911

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but COMP 3521 is recommended.

**Corequisite:** There are no corequisites for the course, but COMP 4531 is recommended.

## CONV 1011

3 credits

### 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.

*Note: Students cannot get credit for more than one of TMGT 1110, CONV 1010, COMP 1011.*

## CONV 1021

3 credits

### 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.

*Note: Students cannot get credit for more than one of EVNT 2260, CONV 1020, CONV 1021.*

## CONV 1031

3 credits

### 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.

*Note: Students cannot get credit for more than one of CONV 1030, CONV 1031.*



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**CONV 1041**

3 credits

**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.

*Note: Students cannot get credit for more than one of CONV 1040, CONV 1041.*

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**CONV 1051**

3 credits

**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.

*Note: Students cannot get credit for more than one of CONV 1050, CONV 1051, TMGT 2250.*

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**CONV 1061**

3 credits

**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.

*Note: Students cannot get credit for more than one of TMGT 1150, CONV 1060, CONV 1061.*

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**CRIM 1011**

3 credits

**Introduction to Criminology**

Students arrive at a critical understanding of the core concepts, basic data sources, and general research findings in the field of criminology, with particular attention to Canadian developments. Topics include the role of media in shaping our understanding of crime, crime measurement, patterns and trends in crime and victimization, criminological theories, how the theories are related to public policies and the criminal justice system, and the important role race/ethnicity, socio-economic status, and gender play in the above.

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**CRIM 1161**

3 credits

**Introduction to the Canadian Legal System**

This course focuses on the history, development and present day operation of the Canadian legal system. The topics that will be examined include: constitutional law; criminal, contract and tort law; human rights; administrative law; the court system; the functions of judges and lawyers; and the basic elements of legal reasoning.

**Prerequisites:** A computer with Internet access.

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**CRIM 2251**

3 credits

**Sociological Explanations of Criminal Behaviour**

Students critically examine the sociological, socio-cultural, and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories, and symbolic interactionist theories. Some of the specific theories subjected to critical examination are those concerned with class and group conflict, subcultures, soassociation, labelling and gender.

**Exclusions:** SOCI 3680, SOCI 2251, SOCI 2590

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**CRIM 2261**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but CRIM 1161 is recommended.

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**CRIM 2521**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but an introductory social science course is recommended.

## CRIM 3151

3 credits

### Aboriginal Restorative Justice

As an introduction to the aboriginal restorative justice paradigm, students critically examine the historical and contemporary experiences of Aboriginal/Indigenous peoples in Canada. The idea of "justice" is explored and compared amongst some Indigenous, restorative, retributive and rehabilitative conceptions. Particular attention is paid to the importance of values, relationships, needs, and healing for those who cause harm and have been harmed. Indigenous and restorative justice approaches are evaluated in the context of law enforcement, the law, corrections, community development, and crime prevention.

**Prerequisites:** There are no prerequisites for the course, but It is recommended that students complete one introductory Sociology or Aboriginal/Indigenous/First Nations specific course.

*Note: Students cannot get credit for more than one of SOCI 3150 (under development), CRIM 3151.*

## CRIM 3311

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CRIM 1011 is recommended.

## CRIM 3321

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CRIM 1011 is recommended.

## CRIM 3821

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CRIM 1011, SOCI 1111, SOCI 1211 are recommended.

*Note: Students cannot get credit for more than one of SOCI 3821.*

## CRIM 4121

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CRIM 1011 is recommended.

## CRIM 4991

3 credits

### 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:** There are no prerequisites for the course, but lower-level requirements of the Bachelor of Arts - Criminology Major and a minimum of 15 upper-level credits in Criminology is recommended.

## CYCA 2001

3 credits

### Introduction to Professional Foundations of Child and Youth Care

This course provides an overview of the foundations of professional child and youth care practice. Topics include a review of the history of the child and youth care field and an identification of current child and youth care practice settings. Current theory and practice perspectives are explored, in addition to issues related to professional identity, ethical practice, children's rights, and interdisciplinary work. Reflection on one's personal readiness for professional child and youth care practice is a focus of this course.

*Note: Students cannot get credit for more than one of CYCA 2000, CYCA 2001.*

## ECON 1221

3 credits

### Introduction to Basic Economics

Students develop a basic understanding of economic principles, which allows for and encourages informed discussion of media-covered issues. Topics include contrasting macroeconomics and microeconomics; gross domestic product; economic growth and business cycles; unemployment and inflation; aggregate supply and demand; scarcity, opportunity costs, and trade; law of supply and demand;

accounting versus economic profits; money and exchange rates; government choices, markets, efficiency, and equity; monopoly and competition; externalities, public goods, and free riders; and globalization and trade policy.

*Note: Students cannot get credit for more than one of ECON 1220. Students will not receive credit for ECON 1221 unless it has been completed prior to earning a grade of C- or better in either ECON 1900/ECON 1901 or ECON 1950/ECON 1951.*

### **ECON 1901**

3 credits

#### **Principles of Microeconomics**

Students examine the interaction between individuals and firms in various types of markets. Topics include the fundamental principles of microeconomics; supply and demand; markets and welfare; government intervention; behaviour of the firm; market organization; and income distribution.

**Prerequisites:** There are no prerequisites for the course, but a B or better in Foundations of Math 11 or Pre-calculus Math 11 (BC graduates of 2013 onward); or C+ minimum in Principles of Math 11 or Applications of Math 12 or equivalent (BC graduates prior to 2013); or MATH 0523 or equivalent are recommended. Completion of one of Principles of Math 12, Foundations Math 12, or Pre-calculus Math 12 are recommended.

*Note: Students cannot get credit for more than one of ECON 1900, ECON 1901.*

### **ECON 1951**

3 credits

#### **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.

**Prerequisites:** There are no prerequisites for the course, but a B or better in Foundations of Math 11 or Pre-calculus Math 11 (BC graduates of 2013 onward); or C+ minimum in Principles of Math 11 or Applications of Math 12 or equivalent (BC graduates prior to 2013); or MATH 0523 or equivalent are recommended. Completion of one of Principles of Math 12, Foundations of Math 12, or Pre-calculus Math 12 highly recommended.

*Note: Students cannot get credit for more than one of ECON 1950, ECON 1951.*

### **ECON 2331**

3 credits

#### **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.

**Prerequisites:** There are no prerequisites for the course, but ECON 1221 or ECON 1901, and ECON 1951, STAT 1201, MIST 2611 are recommended.

*Note: Students cannot get credit for more than one of ECON 2330, ECON 3330, STAT 2410, STAT 3060, BUEC 2330, BUEC 3101, BUEC 3330.*

### **ECON 2631**

3 credits

#### **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.

**Prerequisites:** There are no prerequisites for the course, but ECON 1221 or ECON 1901, and ECON 1951 are recommended.

*Note: Students cannot get credit for more than one of ECON 2630, ECON 2631.*

### **ECON 3041**

3 credits

#### **Managerial Economics**

Students focus on the application of economic models and rationale choice to business decision making. Topics include an overview of managerial economics; demand and supply; costs of production and the organization of the firm; market structure and pricing and output decisions; game theory and pricing strategies; and the economics of information and the role of government in the marketplace.

**Prerequisites:** There are no prerequisites for the course, but ECON 1901, ECON 1951, MATH 1171 are recommended.

*Note: Students cannot get credit for more than one of BUEC 2040, BUEC 2041, ECON 3040, ECON 3041.*

## EDDL 5101

3 credits

### Educational Technology in the Curriculum

This online, applied course is designed to provide educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. Education Technology in the Curriculum is intended to be a general launching point for your own exploration and learning about information technology (IT). Because the world of IT is complex, and especially so in education, it is challenging to design a course of study that is right for all students. You, and every other student, bring with you a unique set of experiences and interests that enhance your learning and determine your individual learning needs.

**Prerequisite:** Bachelor's Degree and/or special permission from the School of Education.

## EDDL 5111

3 credits

### Introduction to Distributed Learning

This course is designed to provide educators (Teacher Candidates, In-service Teachers, Faculty members and trainers) with an introduction to the skills required to teach in a distributed learning environment. Participants will explore the realm of distributed learning through: discussion about learning theory and pedagogy in online environments; consideration and application of technological tools to enhance the learning environment; and examination and design of assessment strategies.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

## EDDL 5131

3 credits

### Multimedia in the Curriculum

This course is designed to introduce educators, and thus their students, to computer and web-based multimedia tools such as text, video, audio and digital photographs and graphics. There will be an emphasis not only on how to use the tools, but also on sound pedagogical practice to promote teaching and learning. Students in this course will learn how to identify, select, plan for, create, and integrate multimedia into instruction and have their students do the same in activities such as reports, digital storytelling, and portfolios.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

## EDDL 5141

3 credits

### Online Teaching and Learning

This course provides educators with knowledge, skills and experience in implementing educational technology into a pedagogically sound learning environment. EDDL 5141 is designed to provide instructors with a basic introduction to the theory and practice of online teaching and learning and to develop the skills and strategies needed to facilitate courses in an online environment. Participants will reflect on their experiences as online learners to help develop their own philosophy of online teaching and learning. Using their philosophy, they will plan and conduct an online learning activity that they will facilitate for their fellow participants. Emphasis will be placed on student engagement and motivation, creating collaborative and interactive experiences and gaining practical experience.

**Prerequisites:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or

permission from the School of Education's Associate Dean or designate.

## EDDL 5151

3 credits

### 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:** A Bachelor of Education, a Bachelor's degree in another discipline with teaching qualifications or experience, or permission from the School of Education's Associate Dean or designate.

## EDFN 4201

3 credits

### 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.



**Prerequisites:** There are no prerequisites for the course, but EDTE 3180 is recommended.

*Note: Students cannot get credit for more than one of EDFN 4200, EDFN 4201.*

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#### EDIE 4151

3 credits

##### **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.

**Prerequisites:** There are no prerequisites for the course, but EDTE 3180 is recommended.

*Note: Students cannot get credit for more than one of EDIE 4150, EDIE 4151.*

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#### EDTE 3181

3 credits

##### **History of Education**

The relationships between schools and society are complex and contradictory. Students examine the changing relationships between schools and society, this course will provide insights into individuals and groups that have determined both what kinds of schools should exist and what should happen in them. This course considers Indigenous perspectives and ways of knowing and the calls to action of the Truth and Reconciliation Commission. Lenses relevant to social justice issues including, cultural, ethnic, gender, sexual orientation, religion and socioeconomic diversity will be explored.

**Recommended Requisites:**  
ENGL 0600

**Exclusions:** EDTE 3180, EDEF 3100

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#### EDUC 5001

3 credits

##### **Learning about Learning**

This course aims to support students who are examining their own perspectives on learning as well as exploring contemporary theories of learning developed by academics in the education field. Students are empowered to become more effective, advanced, academic learners in the field of education.

**Prerequisites:** Applicants must meet the admission requirements to the TRU GCES. International English Language Testing System (IELTS) 6.0

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#### EDUC 5011

3 credits

##### **Research Methods**

In Research Methods, students investigate a variety of methods for conducting quantitative and qualitative research relevant to the field of education. Students also become familiar with procedures for securing ethics committee approval for conducting research.

**Prerequisite:** Admission to the TRU M.Ed. degree program

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#### EDUC 5021

3 credits

##### **Philosophy and History of Education**

What education is, what purposes it serves, and how it is structured is closely entwined with ideas of what a society is and how it functions. Students engage in an introduction to key educational philosophers and consider their impacts on the history of education.

**Prerequisite:** Meets TRU MEd admission requirements.

*Note: Students cannot get credit for more than one of EDUC 5020, EDUC 5021.*

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#### EDUC 5031

3 credits

##### **Curriculum, Teaching and Learning**

Students are familiarized with a variety of theoretical perspectives on curriculum design and development, implementation and evaluation. Curriculum, teaching and learning are applied to a variety of education contexts and situations.

*Note that students cannot receive credit for both EDUC 5030 and EDUC 5031*

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#### EDUC 5041

3 credits

##### **Diversity: Constructing Social Realities**

Students investigate fundamental questions about the relationship between education and society. Inequalities based on race, culture, language, social class, gender, sexual orientation, (dis)ability status, ethnicity or religion 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 these identity constructs 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:** Meets TRU MEd admission requirements.

*Note: Students cannot get credit for more than one of EDUC 5040, EDUC 5041.*

## EDUC 5281

3 credits

### Capstone Seminar

This capstone course will provide students with the opportunity to write a major synthesis paper on their learning in the M.Ed. While the precise topic of the paper will be determined by the student in consultation with his/her supervisor, the student will benefit from interaction with peers in this course. Topics covered will include models and examples of synthesis papers, peer review, and presentations. This course will be delivered on-line.

**Prerequisite:** Entry into the TRU M.Ed. program and completion of required TRU M.Ed. courses. As this is the culminating course in the capstone course exit option for the TRU M.Ed., all other courses in the M.Ed. must be completed.

*Note: Students cannot get credit for more than one of EDUC 5280, EDUC 5291.*

## EDUC 5401

3 credits

### 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:** Meets the admission requirements to the TRU M.Ed. program.

*Note: Students cannot get credit for more than one of EDUC 5400, EDUC 5401.*

## EDUC 5421

3 credits

### Legal Issues in Education

This course examines educational governance, policy and laws with an emphasis on their effects on students, teachers, administrators, and parents. Course themes include student and parent rights, labour law, child protection, collective bargaining, and the governance of schools in B.C., Canada and internationally.

**Prerequisite:** Meets the admission requirements to the TRU M.Ed. program.

*Note: Students cannot get credit for more than one of EDUC 5420, EDUC 5421, EDUC 5400.*

## EDUC 5441

3 credits

### 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:** Meets TRU M.Ed. entry requirements.

## EDUC 5461

3 credits

### Educational Management

This course will examine the management of fiscal and human resources that contribute to effective leadership in educational settings.

**Prerequisite:** Meets the admission requirements to the TRU M.Ed. Program.

*Note: Students cannot get credit for more than one of EDUC 5460, EDUC 5461.*

## EDUC 5501

3 credits

### 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 counseling and interviewing skills, and procedures.

**Prerequisite:** Admission to the TRU M.Ed. degree program.

## EDUC 5511

3 credits

### 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 the TRU M.Ed degree program.



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**EDUC 5521**

3 credits

**Assessment and Evaluation in Counselling**

This course is a study of group and individual assessments used in schools and agencies.

**Prerequisite:** Admission to the TRU M.Ed. degree program.

*Note: Students cannot get credit for more than one of EDUC 5520, EDUC 5521.*

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**EDUC 5551**

3 credits

**Introduction to Secondary School Counselling**

A study of counselling as related to secondary school practice. Emphasis is on the secondary school counsellor's role and functions.

**Prerequisite:** Admission to the TRU M.Ed. degree program.

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**EDUC 5561**

3 credits

**Career Counseling 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 the TRU M.Ed. degree program.

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**EDUC 5601**

3 credits

**Research Institute: Language Culture and Community**

This course will consist of academic study associated with full participation in The Research Institute: Language, Culture and Community at TRU. The institute will include paper presentations based on research addressing a range of educational issues. The main goal of the institute is to facilitate the grounding of educational practice in sound theory and research.

**Prerequisite:** Meets Admission Requirements to the TRU GCES program.

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**ENGL 0401****Reading and Writing English**

This course is designed to develop skills as a writer by practicing the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency).

**Prerequisites:** There are no prerequisites for the course, but it is recommended that you successfully complete Grade 8 English or equivalent before beginning this course. Placement can be made on the basis of an English Assessment. Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Students Services.

*Note: Students cannot get credit for more than one of ENGL 0400, ENGL 0401.*

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**ENGL 0501****Advanced English Skills**

Students review and practice the skills necessary for writing effectual sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary selections. (Grade 11 equivalency). Please see the "Detailed Course Description-Delivery Method" to determine which version (print, online) of the course you wish to take.

**Prerequisites:** ENGL 0401 or grade 10 English or equivalent. Placement can be made on the basis of an English Assessment. Recommended: Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

*Note: Students cannot get credit for more than one of ENGL 0500, ENGL 0501.*

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**ENGL 0601****Introduction to Literature**

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. Grade 12 English equivalency.

**Prerequisites:** There are no prerequisites for the course, but ENGL 0501 or English 11 are recommended. Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

*Note: Students cannot get credit for more than one of ENGL 0600, ENGL 0601.*

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**ENGL 0661****Written Communication**

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do-at home, at school, and in the workplace. This course will show you some typical techniques for effective writing and will give you practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

**Prerequisites:** There are no prerequisites for the course, but ENGL 0501 or English 11 are recommended. Placement can be made on the basis of an English assessment. Students should obtain an English Language and Writing Assessment form and have their skills assessed to make sure they start with the course best-suited to their needs. The form is available on the TRU-OL website and from Student Services.

## ENGL 1001

3 credits

### 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.

**Prerequisites:** English 12 or equivalent.

*Note: This course satisfies the first half of the introductory English literature and composition requirement of TRU-OL degrees. Students with credit for ENGL 1021 or ENGL 1019 may not take this course for further credit. Students with credit for ENGL 1001 may not take ENGL 1061 or ENGL 1999 for further credit in some programs. Students cannot get credit for more than one of ENGL 1021, CMNS 1811.*

## ENGL 1011

3 credits

### Literature and Composition II

This course is the second part of first-year English and introduces you to poetry and drama. In the first half, the course briefly considers the major features of poetry and then looks closely at how a poem is organized, how thematic patterns emerge, how the work of a specific poet can be characterized according to style, and how specific subjects can be treated in different ways. You will be studying a selection of modern and contemporary poems. In the second half of the course, you will study three plays, each of which introduces an important form of drama. Topics for consideration include dramatic structure, tragedy, comedy, characterization, theme, and expressionist theatre.

**Prerequisites:** Test EN12 - English 12 or equivalent. Recommended: An English course at the 100-level (such as ENGL 1001) that includes the study of fiction and composition.

*Note: This course satisfies the second half of the introductory English literature and composition requirement for degrees offered through TRU-OL. Students with credit for ENGL 1031 or 1029 may not take this course for further credit. Students with credit for ENGL 1011 may not take ENGL 1061 or ENGL 1999 for further credit in some. Students cannot get credit for more than one of ENGL 1031, CMNS 1811, FRAN 1210.*

## ENGL 1021

3 credits

### Composition and Indigenous Literature in Canada I

This course introduces students to an exciting range of Indigenous Canadian literature and orature, including autobiographies, speeches, essays, short stories and storytelling. Students will also have the opportunity to listen to audio CDs of interviews and readings by many of the authors studied in the course, and view a video of a storytelling performance, and an interview with a contemporary Indigenous multimedia artist.

**Prerequisites:** Test EN12 - English 12 or equivalent.

*Note: This course satisfies the first half of the introductory English literature and composition requirement of TRU-Open Learning degrees. Students with credit for ENGL 1001, ENGL 1019 or ENGL 1011 may not take this course for further credit. Students with credit for ENGL 1021 may not take ENGL 1061 or ENGL 1999 for further credit in some programs. Students cannot get credit for more than one of ENGL 1001, ENGL 1011, CMNS 1811.*

## ENGL 1031

3 credits

### 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.

**Prerequisites:** Test EN12 - English 12 or equivalent. Recommended: ENGL 1001, or ENGL 1021 are recommended.

*Note: This course satisfies the second half of the introductory English literature and composition requirement of TRU degrees. Students with credit for ENGL 1011 or ENGL 1029 may not take this course for further credit. If in doubt, please contact your academic advisor. Students cannot get credit for more than one of ENGL 1011.*

## ENGL 1101

3 credits

### Composition

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.

**Prerequisites:** There are no prerequisites for the course, but English 12/English 12 First Peoples with a minimum of 73% or equivalent is recommended.

*Note: Students cannot get credit for more than one of SFU ENGL 1999, ENGL 1100, ENGL 1101.*

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### ENGL 2111

3 credits

#### 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 ENGL 1011, or ENGL 1021 and ENGL 1031, or ENGL 1019 (SFU ENGL 101W), and ENGL 1029 (SFU ENGL 102W).

*Note: Students cannot get credit for more than one of UBC's ENGL 201, ENGL 2110, ENGL 2111.*

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### ENGL 2211

3 credits

#### English Literature of the Eighteenth and Nineteenth Centuries

Continuing from ENGL 2111: English Literature from Chaucer to Milton, 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. Equipment: Computer with Internet is required for the web-based version of this course. Refer to the TRU-OL website. Start Date: Continuous registration. Completion: 30 weeks. Refer to [page 16](#).

**Prerequisites:** ENGL 1001 and ENGL 1011, or ENGL 1021 and ENGL 1031, or equivalents. Recommended: ENGL 2211, ENGL 2211 are recommended.

*Note: Students with credit for UBC's ENGL 201 may not take this course for further credit. Students cannot get credit for more than one of ENGL 2210, ENGL 2211.*

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### ENGL 3291

3 credits

#### Contemporary Children's and Young Adult Fiction

Students examine North American novels written for young audiences from 1950 to the early part of the 21st Century in a broad range of genres from realism to fantasy to dystopia. Topics include coming of age, the nature of evil, institutional power, rebellion, sexuality, survival, and death. Students explore transitions in the lives of the characters (e.g. family to society, innocence to experience) and consider youth within multiple contexts, including gender, socio-economics, race, ethnicity, generation, and the environment. In addition to reviewing the history of the genre, students investigate various critical approaches to the literature and analyze its current production in relation to consumer culture.

*Note: Students cannot get credit for more than one of ENGL 3180 and ENGL 3291.*

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### ENGL 3841

3 credits

#### The English Novel in the Eighteenth Century

Students examine, in chronological sequence, the growth of the novel in eighteenth-century England, by looking at the relationship (sometimes hostile, sometimes sympathetic) between the novel and the traditions of comedy, romance, and epic. Topics include an examination of the relationship between the novel and journalistic prose, autobiography, and biography.

#### Recommended requisites:

Completion of 6 credits of post-secondary English courses

**Exclusion:** ENGL 3840

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### ENGL 3991

3 credits

#### The Voices of Protest and Rebellion in Contemporary American Literature

Students read selections from the contemporary literature of protest and rebellion (after 1960) – works designed to confront various forms of oppression and injustice in American society, and to ultimately challenge the American 'state of mind.' Students also explore the voices of protest and rebellion within themselves and engage these books and stories as the social, political, and cultural provocations they are. Students are asked to read the literature through the lens of their own lives and experiences, and ultimately for their own personal, political and creative ends.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 post-secondary credits is recommended.

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### ENGL 4231

3 credits

#### Literature and the Environment

Students explore a variety of literary texts, such as poems, plays, short stories, novels, and creative non-fiction, to understand how changing literary representations of the natural environment have affected cultural attitudes towards and human relationships with the natural environment. The texts studied emphasize that, as much as humans impact their physical environment, the physical environment also has indelible effects on human beings.

## ENGL 4241

3 credits

### 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, ENGL 1011.

*Note: Students cannot get credit for more than one of ENGL 4040, UBC ENGL 414.*

## ENGL 4321

3 credits

### 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, ENGL 1011

*Note: Students cannot get credit for UBC's ENGL 420.*

## ENGL 4341

3 credits

### Modern Canadian Theatre

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwriting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

**Prerequisites:** ENGL 1001 and ENGL 1011, or equivalent.

## ENGL 4351

3 credits

### Modern American Fiction

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there's a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

**Prerequisites:** ENGL 1001 and ENGL 1011 or equivalent.

*Note: Students cannot get credit for more than one of ENGL 4350, ENGL 4351.*

## ENGL 4991

3 credits

### 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. Note: As registration procedures differ for Directed Studies courses, students are required to consult with their program advisor before registering.

**Prerequisites:** General education and lower-level English requirements of the Bachelor of Arts - English Major degree and a minimum of 15 upper-level credits in English.

## ENTR 4751

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but FNCE 2121, MKTG 2431 are recommended.

*Note: Students cannot get credit for more than one of ENTR 4750, ENTR 4751, TMGT 4150.*

## ENVS 3991

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but 60 credits are strongly recommended.

### FILM 3991

3 credits

#### Cinematic Visions of the Apocalypse

Students study and analyze, from differing academic perspectives, how apocalyptic film focuses on the end of humanity through a crisis, such as a war or the fulfilling of an ancient prophecy (such as the end of the Mayan calendar), which ushers in the beginning of a new reality.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

### FNCE 2121

3 credits

#### Financial Management

Students develop a basic understanding of business finance which deals with how organizations effectively manage their operating and fixed assets and fund them with an optimal mix of debt and equity financing. Topics include financial statement analysis; financial forecasting; working capital management and short-term borrowing; valuing financial assets; cost of capital; capital budgeting and risk; capital markets and sources of long-term financing; dividend policy; and foreign exchange.

**Prerequisites:** There are no prerequisites for the course, but ACCT 1211, and ACCT 1221, or ACCT 2211, CMNS 1290, CMNS 1291, MATH 1071, STAT 1201 are recommended.

*Note: Students cannot get credit for more than one of FNCE 3120, FNCE 2120, FNCE 2121.*

### FNCE 3151

3 credits

#### Portfolio and Equity Analysis

Students examine the different types of financial assets, the markets in which they trade, and how investors structure these assets into diversified portfolios to meet their financial objectives. Emphasis is placed on the valuation of equity securities. Topics include an introduction to risk and return; types of securities and the investment process; mutual funds; stock market and common stock valuation; stock price behaviour, market efficiency, and behavioral finance; technical analysis; fundamental analysis; return, risk and security market line; and portfolio management and performance evaluation.

**Recommended Requisites:** FNCE 2120, FNCE 2121, FNCE 3120, ECON 2330, ECON 2331 are recommended.

*Note: Students cannot get credit for more than one of FNCE 3150, FNCE 3151.*

### FNCE 3171

3 credits

#### Fixed Income and Alternative Investments

Students learn to design and analyze fixed income securities and alternative investments. The importance of interest rates, credit risk and product features in the valuation of these assets is emphasized. Topics include an introduction to fixed income investments; fixed income markets; yield curves; bond pricing, valuation and volatility; credit analysis for firms and individuals; asset backed securities; real estate, hedge funds and private equity.

**Recommended Requisites:** FNCE 2120 or FNCE 2121 with a min C+, ECON 2330 or ECON 2331 or equivalent with a min C-.

**Exclusion:** FNCE 3170

### FRAN 1111

3 credits

#### 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.

**Prerequisites:** There are no prerequisites for the course, but French 10 or equivalent is recommended.

*Note: Students who speak French as their first language or who have taken either the French immersion program, or Programme Cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously. Students cannot get credit for more than one of FRAN 1110, FRAN 1111, FRAN 2310.*

### FRAN 1211

3 credits

#### 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

*Note: Students who speak French as their first language or who have recently taken either the French immersion program or Programme Cadre may not take this course for further credit. Students with credit for French 11 or 12 (second language) may not take this course for further credit unless the courses were taken more than five years previously. Students cannot get credit for more than one of FRAN 1210, 1211.*

## FRST 3073

3 credits

### 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:** Graduate students from a recognized technical college or university, with a major in forestry, biology, wildlife, natural resources or geography is strongly recommended. Also eligible are senior students who have field experience, and are enrolled in Thompson Rivers University's Natural Resource Sciences program.

*Note: Students cannot get credit for more than one of FRST 3070.*

*This course is only available for registration to students residing in Canada*

## GEOG 1191

3 credits

### 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. Students examine both "determinist" and "possibilist" views and focus on topics such as resource exploitation, population growth, and the impact of human activities on the environment.

**Prerequisites:** There are no prerequisites for the course, but a provincial Grade 12 diploma or equivalent. The background information gained from other lower-level geography courses (such as GEOG 1221) or courses in other social sciences, are recommended.

*Note: Students cannot get credit for more than one of GEOG 1190, GEOG 1191.*

## GEOG 1221

4 credits

### 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.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of GEOG 1220, GEOG 1221.*

## GEOG 2211

3 credits

### Geography of Culture & Landscapes

This course is an introduction to the cultural geographic study of environment. Students focus on the evolution of landscape, the creation of vernacular regions, and human relationships with nature.

**Prerequisite:** An introductory Human Geography course.

## GEOG 2221

3 credits

### Regional Geography of Canada

Students explore the emergence of Canada as a distinct space through the organizing concept of the region, which inherently integrates physical geography, human-nature interactions, and cross cultural interactions. The emergence of new cultural, political, economic,

and ecological environments is introduced through survey lectures and further analysed through region-specific case studies.

*Note: Students cannot get credit for more than one of GEOG 2220, GEOG 2221.*

## GEOG 2231

3 credits

### Geography of British Columbia

This course uses the concepts and methods of regional geography to explore the character of British Columbia, through study of the province's diverse physical and human landscapes. Students focus on geographic patterns and on the interaction of physiography, climate, settlement, resource utilization and economic activity. Students also examine how the province fits into a variety of regional settings: the Pacific Northwest, Canada, North America and the Pacific Rim.

**Prerequisites:** There are no prerequisites for the course, but a first-year course in geography (e.g. GEOG 1221 or 1191), geology (e.g. GEOL 1011 or 1111) or equivalent skills and knowledge would provide useful background information is recommended.

*Note: Students cannot get credit for more than one of GEOG 2230, GEOG 2231.*

## GEOG 3991

3 credits

### Global Climate Change and Regional Impacts

This seminar course involves in-depth analysis in environmental studies, including receptive but critical examination of issues from various perspectives. Students study how natural processes and human activity alter the composition of the ocean and atmosphere and trigger climate change at different temporal and spatial scales, globally and regionally. As a basis for their critical thinking and seminar discussion, students develop their knowledge of: systems and energy flow, and atmospheric and ocean circulation; methodologies,



records, and indicators of climate change; and the consequences of human activity within the context of natural climate change and the environment's capacity to absorb anthropogenic impacts.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

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### GEOL 1011

3 credits

#### Introduction to Geoscience

In this non-lab course, students examine the nature of the Earth and its development through time. Topics include the Earth's origins and composition, volcanoes, earthquakes, and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves.

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 Diploma or equivalent is assumed.

*Note: Students cannot get credit for more than one of GEOL 1111.*

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### GEOL 1031

3 credits

#### 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.

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### GEOL 1111

4 credits

#### Introduction to Earth Science

This lab course studies the nature of the Earth and its development through time. Students examine the Earth's origins and composition, in addition to volcanoes, earthquakes, and the development of the landscape over time by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves. The lab component of the course focuses on the identification and understanding of minerals and rocks, and on the interpretation of geological features from topographic maps.

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 Diploma or equivalent is recommended.

*Note: Students cannot get credit for more than one of GEOL 1011, GEOL 1110.*

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### GEOL 2051

3 credits

#### Geologic 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.

**Prerequisites:** There are no prerequisites for the course, but completion of a first semester Geology such as: GEOL 1111 or GEOL 1110 is recommended.

*Note: Students cannot get credit for more than one of GEOL 2050, GEOL 2051.*

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### GEOL 2071

3 credits

#### Geologic Hazards and Forensic Geology

Students explore how the geosciences contribute to criminal and military investigations, and to the understanding, prediction, and mitigation of geologic hazards. Students investigate the magnitude, frequency, causes, and impacts of geologic hazards such as earthquakes, volcanic eruptions, tsunamis, landslides, and meteor impacts. Students develop skills for the prediction, monitoring, assessment, and determination of causes of damage. Students examine the role of geosciences for national security and geological methods used in criminal investigations.

**Prerequisites:** There are no prerequisites for the course, but GEOL 1111 or equivalent is recommended.

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### GEOL 2391

3 credits

#### Environmental Geology

Students examine geological processes and material and their interaction with human activities, environmental planning, and management.

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 diploma or equivalent, an introductory Geology course are recommended.

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### GEOL 3191

3 credits

#### 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

*Note: Students cannot get credit for more than one of GEOG 3080.*



## HIST 1121

3 credits

### Canadian History to 1867

Students are provided a general chronological overview of Canadian history in the pre-Confederation era, including an introduction to major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of HIST 1120, 1121.*

## HIST 1161

3 credits

### Modern European History: 1450–1800

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in Eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of HIST 1160, HIST 1161.*

## HIST 1221

3 credits

### Post-Confederation Canadian History

Students are provided a general chronological overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. Students analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two World Wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of HIST 1220, HIST 1221.*

## HIST 2251

3 credits

### History of British Columbia

This course surveys the past two centuries of the history of Canada's west coast province, and includes an overview of the major historical events in British Columbia. Students analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies and local history enthusiasts.

**Prerequisites:** There are no prerequisites for the course, but successful completion of secondary school history coursework, or equivalent skills and knowledge is recommended.

## HIST 2271

3 credits

### Introduction to American History II

Students survey the history of the United States from the Civil War to the present, with an emphasis on the principal forces affecting the development of a distinctive social and political culture in the United States. Selected topics examine the emergence of the United States as a global economic, political, military, and cultural power.

*Note: Students cannot get credit for more than one of HIST 2270, HIST 2271.*

## HIST 3711

3 credits

### Historical Perspectives on the First Nations in Canada

Students explore many aspects of the historical experience of Aboriginal peoples in what is now Canada. Topics include historical accounts predating the arrival of non-indigenous peoples, as well as the contact experience, the establishment of commercial and other relationships with newcomers, Aboriginal strategies of power and resistance from the 1600s through the 1900s, changes in the diplomatic environment from the Imperial phase through relations with the Canadian state, and the environmental consequences of colonialism. Methodologically, students are introduced to ethnohistorical resources and approaches, and thematically examine Aboriginal experiences from a post-colonial perspective.

**Prerequisites:** There are no prerequisites for the course, but HIST 1220, HIST 1221, HIST 1120, HIST 1121 are recommended.

*Note: Students cannot get credit for more than one of FNST 2019 Canadian Aboriginal Peoples' Perspectives on History (SFU).*

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**HIST 3721**

3 credits

**History of Terrorism**

Through a study of terrorism from the French Revolution to the present, students examine terrorism within the context of individual and state-initiated acts of political and social violence, and through themes such as the evolution of democracy, social and political alienation, rising national, ethnic, and religious consciousness, and cultural and economic globalization. Students advance their understanding of the root causes for terrorism in the modern world through their interpretation and analysis of historical resources.

**Prerequisites:** There are no prerequisites for the course, but completion of 6 credits of lower-level History courses is recommended.

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**HIST 3731**

3 credits

**A Cultural History of Crime and Justice**

Students consider North American cultural history through the lens of crime and the legal system. With a focus on 19th to 21st century Canadian society, students examine the English legal history and North American adaptations. Overall themes include how crime and justice have been and are socially constructed, reflecting and perpetuating racial and gender relations, and the tension between formal and informal justice - in the past and today with Indigenous communities and, in recent decades, with the growth in ethnic minority communities.

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**HIST 3741**

3 credits

**The Automobile**

Students consider the invention of the automobile as a vehicle for understanding North American cultural and economic history. By exploring the revolutionary impact of the automobile, students examine the context and status of its invention, its relationship to

environmental and socioeconomic factors, and the current trends and priorities in auto-mobility, urban planning, and production.

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**HIST 3751**

3 credits

**Science and Religion**

Students consider the popular contemporary belief that science and religion are necessarily hostile towards each other and discover a nuanced dynamic between the two endeavours. From its roots in Ancient Greece through to the Twentieth Century, science has advanced in the milieu of Western European religious beliefs and organizations, and students study this evolving relationship in order to develop a richer understanding of the relationship between these overlapping fields of knowledge. Students explore specific instances of perceived conflicts between science and religion, such as the Galileo Affair and the Scopes Monkey Trial. Whilst infamous, students examine that more common are cases of scientists like Newton, Faraday and others whose religious faith were crucial to their scientific discoveries.

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**HIST 3991**

3 credits

**Environmental History**

In this online seminar, students examine the reciprocal relations between humans and non-human nature through a historiographic perspective. The course addresses the changing impact of human populations, their technology and their ideas on the physical environment, as well as how climate, topography, plants, and animals have enabled, constrained, and altered the path of human societies. A North American context is emphasized.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

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**HIST 4991**

3 credits

**Directed Studies**

This course is a requirement for completion of the Bachelor of Arts, history major and may be taken to complete the Post-Baccalaureate Certificate in Liberal Arts. Students are required to review the literature, both original and interpretative, in their particular area of study, offer critical assessment of that literature, and submit a major research paper based on the reading list prepared for the course.

**Prerequisites:** General education and lower-level requirements of the Bachelor of Arts, History Major degree and a minimum of 15 upper-level credits in History. As registration procedures differ for Directed Studies courses, students are required to consult with their program advisor before registering.

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**HLTH 1001**

2 credits

**Lifestyles and Choices**

Students are introduced to a holistic concept of health and the components of a health-enhancing lifestyle. Students are invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students are introduced to a model that is applied to understanding the multi-faceted aspects of health and healing.

**Prerequisite:** Admission to the Health Care Assistant Program.

*Note: Students cannot get credit for more than one of HLTH 1403, HEAL 1000.*

## HLTH 1011

3 credits

### Health and Healing: Concepts for Practice

Developing a theoretical framework for practice, students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a Health Care Assistant (HCA). This course focuses on concepts of caring and person-centred care, basic human needs and human development, and family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice.

**Prerequisite(s):** Admission to the Health Care Assistant Certificate program. HLTH 1001 with a minimum B- Grade, HLTH 1051 with a minimum B- Grade, HLTH 1101 with a minimum B- Grade, HLTH 1153 with a minimum B- Grade, HLTH 1201 with a minimum B- Grade, HLTH 1351 with a minimum B- Grade. These can also be a co-requisites.

*Note: Students cannot get credit for more than one of HLTH 1405, HEAL 1010, HEAL 1011.*

## HLTH 1021

3 credits

### 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 credits

### Health 1: Interpersonal Communications

This course focuses on the development of self-awareness, increased understanding of others, and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. Participants develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills.

**Prerequisite:** Admission to the Health Care Assistant program.

*Note: Students cannot get credit for more than one of HEAL 1050, HLTH 1401.*

## HLTH 1061

3 credits

### Medical English

Participants develop and strengthen their understanding of medical terminology as it is used in a Canadian health care context. Language development will be facilitated through the use of case scenarios, dialogues and discussions related to body systems, medications, and medication administration as well as health care contexts. Through the use of reading for general meaning, word expansions and vocabulary building, internationally-educated health care providers are able to acquire career-specific language development. Prerequisites: Previous health care education.

**Prerequisites:** There are no prerequisites for the course, but previous health care education is recommended.

## HLTH 1101

2 credits

### Health Care Assistant: Introduction to Practice

This course provides an introduction to the role of the Health Care Assistant within BC health care system. Students are introduced to the health care team and the roles and functions of Health Care Assistants within the system. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

**Prerequisite:** Admission to the Health Care Assistant Certificate program.

*Note: Students cannot get credit for more than one of HEAL 1100.*

## HLTH 1121

3 credits

### 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.

*Note: Students cannot get credit for more than one of HLTH 1120.*

## HLTH 1141

3 credits

### Introduction to Electrocardiography

This course is designed specifically for health care practitioners interested in gaining the knowledge required to perform 12-lead electrocardiograms (ECGs). Information on the anatomy and physiology of the heart, lead theory, ECG equipment, troubleshooting, and dealing with a variety of patient situations are also reviewed. Emphasis is placed on the 12-lead ECG, recognition of arrhythmias that require immediate response, and the properties that comprise an accurate ECG tracing.

**Prerequisites:** There are no prerequisites for the course, but HLTH 1981 is recommended.

## HLTH 1153

3 credits

### Personal Care & Assistance Theory

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course will assist the student to integrate theory from other courses and develop a theoretical understanding of care-giver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

**Prerequisites:** Admission to the Health Care Assistant program.

## HLTH 1155

3 credits

### Personal Care and Assistance - Lab

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.

**Prerequisite:** HLTH 1051 with a score of at least a B- grade, HLTH 1001, HLTH 1011 with a score of at least a B- grade, HLTH 1101 with a score of at least a B- grade, HLTH 1153 with a score of at least a B- grade, HLTH 1201 with a score of at least a B- grade, HLTH 1351 with a score of at least a B- grade.

## HLTH 1201

4 credits

### 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. Students are introduced to common challenges to health and healing in relation to each body system. Students are encouraged to explore person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

**Prerequisites:** Admission to the Health Care Assistant Certificate program.

*Note: Students cannot get credit for more than one of HEAL 1200 and HLTH 1201.*

## HLTH 1251

3 credits

### Practice Experience in Home Support, Assisted Living, and/or Group Setting

This course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunities are provided for students to become more familiar with the role of the Health Care Assistant within a Home Support Agency, Assisted Living Facility and/or Group Home, and gain abilities that prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence.

**Prerequisites:** HLTH 1051, HLTH 1001, HLTH 1011, HLTH 1201, HLTH 1351, HLTH 1153, HLTH 1155, HLTH 1301, HLTH 1101

## HLTH 1301

7 credits

### 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.

**Prerequisites:** HLTH 1051, HLTH 1001, HLTH 1011, HLTH 1101, HLTH 1153, HLTH 1155, HLTH 1201, HLTH 1351

*Note: Students cannot get credit for more than one of HEAL 1300 and HLTH 1301.*

## HLTH 1351

3 credits

### Caring for Individuals Experiencing Cognitive or Mental Challenges

This course builds on content from other courses to assist students in exploring concepts and care giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on supporting clients with dementia, recognizing behaviours and identifying person-centered intervention strategies.

**Prerequisite:** Admission to the Health Care Assistant Certificate program.

*Note: Students cannot get credit for more than one of HEAL 1350 and HLTH 1351.*



## HLTH 1981

3 credits

### Medical Terminology

This course uses a systematic approach to teach medical terminology to those who plan to be involved in or are already engaged in the medical, dental, nursing, veterinary, or allied health fields. Students gain a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.

**Prerequisites:** There are no prerequisites for the course.

## HLTH 2121

3 credits

### Pharmacology Principles and Applications

Students explore basic concepts of pharmacology required to safely administer medications to a diversity of clients across the lifespan, in a variety of health care contexts. This course provides students with a working knowledge of drug therapy, in preparation for using a comprehensive, systematic, and evidence-based approach to drug therapy when treating patients with various health challenges. Drug therapy is present within a framework of body systems, using client care situations to enhance the integration of content learned in human anatomy and physiology. The major drug classes are discussed using prototype drugs.

**Prerequisites:** There are no prerequisites for the course.

## HLTH 2501

4 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but completion of 6 credits of anatomy and physiology is recommended.

## HLTH 2511

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but a minimum of a two-year health care diploma program and a sound knowledge of human anatomy and physiology and pathophysiology are recommended.

## HLTH 2573

3 credits

### Arterial Blood Gases

This in-depth course examines the basic principles of chemistry and physics related to blood gases and the physiology of respiration. The interpretation, collection, and sampling of blood gases, and non-invasive measurements, are examined with particular emphasis on clinical applications.

**Prerequisites:** There are no prerequisites for the course, but a minimum of a two-year health care diploma program and a sound knowledge of human anatomy and physiology and pathophysiology are recommended.

## HLTH 2707

1 credit

### Seniors Living Observational Practicum

Students explore the roles and skills required for employment in the seniors living industry and develop an understanding of the seniors' living environment. This course should be completed early in the certificate program.

**Prerequisites:** There are no prerequisites for the course.

## HLTH 2911

3 credits

### Perinatal Nursing: Foundational Concepts

Participants gain a solid foundation in the basic knowledge required in perinatal practice. The course focuses on facilitating participants' understanding of key concepts related to antepartum, intrapartum and postpartum nursing care, including the assessment and care of the newborn. Learning activities are designed to foster participants' understanding of social, ethical, and cultural influences on the childbearing family, the health care resources available to support families, and of the entry-level nursing competencies and standards of care required in perinatal practice.

**Prerequisites:** Second year standing in nursing program. A letter of assessment or recommendation of the British Columbia College of Registered Nursing Professions (BCCNP) or Permission of the Associate Dean or delegate. Evidence of having met the BCCNP English requirements is essential when English is a second language.

## HLTH 2931

3 credits

### Psychiatric Mental Health Nursing

This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional, and cultural aspects of psychiatric-mental health care. Students enhance their therapeutic relational-communication skills, assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within interprofessional and intersectoral psychiatric-mental health practice.

**Prerequisites:** Second year standing in a nursing program, or, a letter of assessment or recommendation of the British Columbia College of Registered Nursing Professions (BCCNP), or permission of the Associate Dean or delegate.



## HLTH 3101

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but graduation with a Health Care diploma, experience in a health care setting and recent upper-level coursework are recommended.

## HLTH 3501

3 credits

### Understanding Research in Health Sciences

This course is for undergraduate students in health and human service professions (also called health sciences). Students acquire knowledge and skills about the research process and prepare to use these in their professional practice. Students locate, analyze, and critique peer-reviewed qualitative and quantitative research articles in their own disciplines, and determine whether they can adopt particular current published research for use in their clinical practice. To this end, students use due diligence and established standards for generalizing research findings to other settings and population groups. With the research knowledge and skills from this course, students can provide their clients with evidence-based care, which is a requirement for professional practice in all the health and human service professions.

**Prerequisites:** There are no prerequisites for the course

## HLTH 3611

3 credits

### 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.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program, or current CRNBC Registration, or permission of Associate Dean or designate.

*This course is only available for registration to students residing in Canada*

## HLTH 3621

3 credits

### Relational Practice

This course is designed to advance the relational knowledge and skill of health professionals. It emphasizes concepts such as communication, leadership, interprofessional practice, teaching and learning, diversity, power, and the client as a person, family and community.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program, or current CRNBC Registration, or permission of Associate Dean or designate.

*This course is only available for registration to students residing in Canada*

## HLTH 3631

3 credits

### Clinical Decision Making

This course is designed to enhance the professional health practitioner's clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-

making framework, participants are supported to explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

**Prerequisites:** Admission to the Return to Registered Nurse Practice Program or current CRNBC Registration, or permission of Academic Director or appropriate designate.

## HLTH 3707

2 credits

### Seniors Living Project Practicum

This course, to be completed near the end of the certificate, provides an opportunity for students to consolidate learning throughout the program with the completion of an on-site project.

**Prerequisites:** There are no prerequisites for the course.

## HLTH 3711

3 credits

### Healthy Aging: A Contemporary Perspective

This course provides a contemporary perspective of healthy 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.

**Prerequisites:** There are no prerequisites for the course.

### HLTH 3713

5 credits

#### Seniors Residential Site Operations

Students develop an understanding of the scope of managerial oversight in seniors' residences. Students explore the responsibilities and accountabilities of the manager including managing changing populations within varied segments of the industry (e.g. independent living, assisted living, etc.), sales and marketing, risk management, labor relations in the workplace, staff development and residential services.

**Prerequisites:** There are no prerequisites for the course, but MNGT 1211, MNGT 2131, HRMN 2821, HLTH 3711, HLTH 1021 are recommended.

### HLTH 4001

3 credits

#### 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.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

### HLTH 4011

3 credits

#### Issues in Health Care

This course explores current issues in health care, and the Canadian health care system. Students review issues from a range of perspectives, such as those of an individual, family member, health care professional, lobby group, health care administrator, or politician. Critical thinking skills and knowledge of health determinants in global and Canadian contexts are developed in small groups. Issue analysis touches on legal and ethical frameworks, and students build on their understanding of the code of ethics and the scope of practice for their health care profession.

**Prerequisites:** There are no prerequisites for the course, but familiarity with health care issues in Canada and fourth-year standing are recommended.

### HLTH 4021

3 credits

#### Health Policy

This seminar course introduces students to policy analysis processes, concepts and outcomes of public policy-making, with an emphasis on health. Students use their foundational knowledge on public policy analysis and apply this knowledge to Canadian health policy issues. Students determine how their knowledge of policy analysis might apply in the health care workplace. Students utilize critical thinking, research, and critiquing skills to develop their knowledge of Canada's evolving health care system in response to economic, cultural, technological, political, ideological, and globalization factors and forces. Students experience the whole public policy process as they apply their knowledge on public policy-making to a current major health policy issue in their province or territory, and participate in a simulated policy community.

**Prerequisites:** HLTH 4011

### HLTH 4411

3 credits

#### 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:** Undergraduate students 3rd year standing or permission of the Associate Dean or designate.

*Note: Students cannot get credit for more than one of HLTH 4410.*

### HLTH 4421

3 credits

#### 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 credits

#### 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

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**HLTH 4511**

3 credits

**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:** 4th year standing or permission from the School of Nursing or School of Social Work.

*Note: Students cannot get credit for more than one of HLTH 4510, HLTH 4511.*

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**HLTH 4521**

3 credits

**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

*Note: Students cannot get credit for more than one of HLTH 4520, HLTH 4521.*

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**HLTH 4531**

3 credits

**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 HLTH 4521

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**HLTH 4541**

3 credits

**Population Based Prevention and Intervention**

Learners are 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 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

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**HLTH 4551**

3 credits

**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.

**Prerequisite:** HLTH 4411, or HLTH 4511, HLTH 4421, or HLTH 4521, HLTH 4531, HLTH 4541, or HLTH 4441

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**HRMN 2821**

3 credits

**Human Resources Management**

Students are introduced to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures. Current Canadian issues and practices are examined. Topics include the need for human resources management and its growing professionalism; human resource planning including job design and analysis; recruitment and selection; compensation; employee development; workplace health and safety; and employee relations.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1291, or CMNS 1290 and ORGB 2811, or ORGB 2810 are recommended.

*Note: Students cannot get credit for more than one of HRMN 2820, HRMN 2821, TMGT 1140, TMGT 1140, HRMN 3820.*



### HRMN 3831

3 credits

#### 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.

**Prerequisites:** There are no prerequisites for the course, but HRMN 2821 is recommended.

*Note: Students cannot get credit for more than one of HRMN 3830, HRMN 3831.*

### HRMN 3841

3 credits

#### 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.

**Prerequisites:** There are no prerequisites for the course, but HRMN 2821 is recommended.

*Note: Students cannot get credit for more than one of HRMN 3840, HRMN 3841.*

### HRMN 4831

3 credits

#### 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.

**Prerequisites:** There are no prerequisites for the course, but HRMN 2821, or HRMN 2820, or HRMN 3820 are recommended.

*Note: Students cannot get credit for more than one of HRMN 4830, HRMN 4831.*

### HRMN 4841

3 credits

#### Organizational Learning, Training and Development

Students examine the educational activities provided by organizations to enhance the current performance of individuals or groups of employees and instill a commitment to continuous improvement and advancement. They study how organizations can become more adaptive by learning from their experiences and reacting more quickly to environmental change. Topics include organization learning; training and development; learning and motivation; needs analysis; training design, methods, and delivery; transfer of training; training evaluation; and cost and benefits of training programs.

**Prerequisites:** There are no prerequisites for the course, but HRMN 2821 is recommended.

*Note: Students cannot get credit for more than one of HRMN 4840, HRMN 4841.*

### HRMN 4891

3 credits

#### Human Resource Strategy and Professional Practice

Students combine their knowledge of human resource management focusing on its alignment with organizational strategy and measurement. Human resource management systems that are aligned with strategic objectives are more capable of attracting, deploying, developing and retaining human capital and are key contributors to organizational competitiveness and success. The topics include employees and teams, talent management, performance management, human resource outsourcing, occupational health and safety, creating a healthy work environment, strategic role of human resource management, and human resource metrics and measurement.

**Prerequisites:** There are no prerequisites for the course, but HRMN 3831, or HRMN 3830 and HRMN 3841, or HRMN 3840 are recommended.

*Note: Students cannot get credit for more than one of HRMN 4890, HRMN 4891.*

### HUMN 3011

3 credits

#### 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?

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 Diploma or equivalent and University-level studies in history, science, or social sciences are recommended.

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#### HUMN 3981

3 credits

##### **Issues In Latin American Studies**

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?

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

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#### HUMN 3991

3 credits

##### **Issues in Science and Society**

This course examines the effect of science on society through the use of sample readings and websites, and by encouraging students to discover their own collection of resources on science in modern society.

The course begins with a summary of the historical development of scientific ideas; then examines the advances, functions, and implications of science in society. The discussion includes social forces that can lead to misuse of science and/or science fraud and focuses on current and future controversies in life sciences and technological innovation as examples of the influence of

science on daily life. The powerful presence of science in society raises a number of questions that the course explores: What is science? Is science truly objective and autonomous? How does—and how should—society use science?

This upper-level course requires a significant amount of reading, Web research, independent work, and conference-based discussion. This course is suitable for students completing degrees in disciplines such as science, engineering, humanities, fine arts, social science, education, business, and general studies.

**Prerequisites:** There are no prerequisites for the course, but previous university-level courses in history, science, or social science and completion of 60 credits are recommended.

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#### HUMS 1091

4 credits

##### **Introductory Counseling**

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 demonstrate 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.

**Prerequisites:** This course will be accepted in the Social Service Program until the replacement courses are available. The

replacement courses will be HUMS 1541 and HUMS 1611. Check the SSWP webpage for updates.

**Corequisite:** HUMS 1101

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#### HUMS 1101

1 credit

##### **Introductory Counseling Skills**

This course is designed to give students the opportunity to practice and receive feedback on their core communication, interview, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. The purpose of this course is to: allow the opportunity for role-play interventions in case simulations; clarify the basic communication concepts for social service practitioners; discuss areas of concern and prepare follow-through plans to further your professional growth.

This course was previously known as SSWP 110.

**Prerequisites:** HUMS 1091 (previously SSWP 109) including the completion of three HUMS 1091 (previously SSWP 109) course assignments or approval of the program area. Note: This course is offered through distance. If the student is attending the in-person course, travel costs to attend the weekend workshop are the student's responsibility. Enrolment may be limited in the workshop. This course will be accepted in the Social Service Program until the replacement course is available. The replacement course will be HUMS 1611 (previously HUMS 161). Check the SSWP webpage for updates.

*This course is only available for registration to students residing in Canada*



## HUMS 1541

3 credits

### 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.

**Prerequisites:** Admission to the Social Service Worker Certificate or Program Coordinator permission, or admission to the Human Service Diploma Program or Program Coordinator Permission.

*Note: Students cannot get credit for more than one of HUMS 1540, HUMS 1541, ECED 1340, EDCS 1540.*

## HUMS 1561

3 credits

### Introduction to the Family in Human Service Practice

Students examine multiple family structures in Canadian society providing the groundwork for beginning practice with families in human service work. Personal values and perceptions related to traditional and non-traditional family types are explored. Topics include the current and historical social, political, cultural, and economic influences on today's families, family of origin and intergenerational trauma issues, family systems theory, and family communication patterns.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of HUMS 1560, HUMS 1561.*

## HUMS 1581

3 credits

### 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, team work, and self-care.

**Prerequisites:** Admission to the Human Service Diploma Program or permission of the Program Coordinator, or admission to the Social Service Certificate Program or permission of the program coordinator.

*Note: Students cannot get credit for more than one of HUMS 1580, HUMS 1581, EDCS 1580.*

## HUMS 1601

3 credits

### Human Service Field Education - Year 1

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:** HUMS 1540 with grade of C or better, or HUMS 1541 with grade of C or better, or EDCS 1540 with grade of C or better, and HUMS 1580 with grade of C or better, or HUMS 1581 with grade of C or better, or EDCS 1580 with grade of C or better. This course is only available to students who have been admitted to the Social Service Worker Certificate Program.

*Note: Students cannot get credit for more than one of HUMS 1600, HUMS 1601, EDCS 1680.*

## HUMS 1611

3 credits

### 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.

**Prerequisites:** None

## HUMS 1771

3 credits

### Introduction to First Nations Studies and Human Service Practice

Students examine the historical and continuing process of colonization in Canada, and the resulting societal, political, linguistic, spiritual, and cultural impacts that are challenging Indigenous people today. The development of cultural understanding and the beginning of culturally competent practice occur in this course. Additional topics include self-government, cultural healing and empowerment, and human service practice in Indigenous communities.

**Prerequisites:** Admission to the Human Service Diploma Program or permission of the Program Coordinator.

*Note: Students cannot get credit for more than one of HUMS 1770, HUMS 1771.*



## HUMS 2221

3 credits

### Theoretical Foundations in Human Service Practice

Students are introduced to various theories for human service practice. By examining a range of theories appropriate to professional practice, the link between theory and practice is established. Participants integrate theories into their practice framework and investigate the suitability of various theories in practice with individuals, families, groups, and communities.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of HUMS 2220, HUMS 2221.*

## HUMS 2231

3 credits

### Introduction to Working with People who Use Substances

Students examine their self-knowledge and self-awareness related to working with people who use substances. The focus of the course is primarily on harmful use of substances but will also touch on the concept of addictions generally. Topics include knowledge of various drugs and their effects, the etiology and prevalence of substance use in Canada, different models for understanding substance use, key foundational concepts in the prevention, screening, assessment and treatment of substance use, harm reduction policies and strategies.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of HUMS 2230, HUMS 2231.*

## HUMS 2601

3 credits

### Human Service Field Education - Year 2

Students participate in a 190-hour supervised practicum at an agency, which delivers community-based services to children and youth, families and others in the community. The focus is on students demonstrating professional and ethical practice, appropriate and accountable professional decision-making; and reflexive practice. Students will explore the social justice factors affecting the service user population in the agency.

**Prerequisite:** Admission to the Human Service Diploma Program and HUMS 1600 with a grade of C or better, or HUMS 1601 with a grade of C or better, or EDCS 1680 with a grade of C or better.

*Note: Students cannot get credit for more than one of HUMS 2600, HUMS 2601.*

## HUMS 3531

3 credits

### Advanced Communication Skills to Facilitate Change

Students build on their basic communication skills through the purposeful and conscious application of multiple frameworks and practice theories. The focus is to integrate problem solving and planned change theory with core communication skills to build effective helping relationships with individuals. Students develop the ability to utilize professional theories and frameworks to understand and facilitate change in their work.

**Prerequisite:** HUMS 2531 with a grade of C or better, or HUMS 2530 with a grade of C or higher.

*Note: Students cannot get credit for more than one of HUMS 3530, HUMS 3531, SOCW 3530.*

## IBUS 3511

3 credits

### International Business

Students examine globalization and the steps managers take to establish or expand their operations in international markets. Students explore the influence of forces such as culture, economics, politics and geography on management decision making. Topics include the business and economic impact of globalization; the economic, geographical, social, cultural, political, and legal influences on global business; international business opportunities and modes of entry; the risks associated with global business; human resource needs for international operations; financing international ventures; international marketing issues, including customer benefits, promotions, pricing, product or service branding and targeting strategies; international production and distribution; and planning an international business venture.

**Prerequisites:** There are no prerequisites for the course, but ECON 1951 or equivalent with a minimum C, MKTG 2431 or equivalent with a minimum C are recommended.

*Note: Students cannot get credit for more than one of IBUS 3510, IBUS 3511.*

## JOUR 2061

3 credits

### Introduction to Multimedia

Students connect journalistic storytelling with the multi-media and social media tools used by professionals to reach a wide range of audiences. Coursework includes social media; storytelling with audio and video; and the use and critical evaluation of blogs as sources and sites for news.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot get credit for more than one of JOUR 2060, JOUR 2061.*

## LEAD 4901

3 credits

### Strategic Thinking for Leadership

LEAD 4901: Strategic Thinking for Leadership is a capstone 4th level course that brings together all of your leadership course work and experience to date. The course will focus on both strategic leadership and strategic management, including critical thinking, through the development and assessment of a strategic plan. You will also consider your organizational context and create a personal development plan to work on throughout the course. This course will help you to fine tune your strategic thinking skills to enable you to achieve superior results as leaders within an organization.

**Prerequisites:** Students should have fourth-year standing in the TRU-OL Bachelor of Technology (Trades and Technology Leadership) degree program.

## MATH 0101

### Practical Mathematics

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

**Prerequisites:** There are no prerequisites for the course, but Mathematics Self-Assessment Tests are available from Student Services and are recommended.

*Note: Students cannot get credit for more than one of MATH 0300.*

## MATH 0401

### Intermediate Mathematics

This ABE intermediate-level math course is equivalent to Grade 10 Algebra. Upon completion of this course, students are well-prepared for the ABE advanced-level course, MATH 0523: Advanced Mathematics, or Algebra 11. This course is also good preparation for studies in a variety of technical, business, and scientific fields requiring an understanding of intermediate-level mathematics.

**Prerequisites:** There are no prerequisites for the course, but Grade 9 Math is recommended. Mathematics Self-Assessment Tests are available from Student Services and are recommended.

*Note: Students cannot get credit for more than one of MATH 0400.*

## MATH 0523

### Advanced Mathematics

This advanced-level algebra course is equivalent to Grade 11 Algebra. The course offers an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

**Prerequisites:** MATH 0401 or Grade 10 Algebra, or equivalent. Mathematics Self-Assessment Tests are available online at <http://www.tru.ca/distance/services/advising.html#assessments>.

*Note: Students cannot get credit for more than one of MATH 0510.*

## MATH 0633

### 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 fulfils the requirement for Provincial Level Math.

**Prerequisite:** MATH 0523, or Grade 11 Mathematics or equivalent. Some basic algebra is required.

## MATH 1001

3 credits

### Pre-Calculus Mathematics

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, students are instructed in equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12, Pre-calculus 12, MATH 0633, a completed Mathematics Assessment are recommended.

*Note: Students cannot get credit for more than one of MATH 1157, MATH 1171, MATH 1141, MATH 0610, MATH 1000, MATH 1001.*

## MATH 1071

3 credits

### Fundamentals of Mathematics for Business and Economics

This course is designed for Business and Economic students. Topics include the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, difference equations, and mathematics of finance (including simple and compound interest: discrete and continuous, annuities, mortgages, loans).

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12 within the last two years, MATH 1001 within the last two years are recommended.

*Note: Students cannot get credit for more than one of MATH 1091, MATH 1070, MATH 1071, MATH 1100, MATH 1101.*

## MATH 1091

3 credits

### Business Mathematics

Students are introduced to mathematics of management, which includes such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. This course assumes no prior knowledge of the mathematics of finance, as each of the topics is presented in a step-by-step manner, with examples provided.

**Prerequisites:** Test MA11 - Pre-calculus 11, Pre-calculus 11, Test MF12 - Foundations of Math 12, MATH 0523

*Note: Students cannot get credit for more than one of MATH 1070, MATH 1071.*

*Note: This course is NOT the equivalent of TRU's MATH 1070 or MATH 1071. Normally, students in business programs offered through TRU-OL take only one of MATH 1091 and 1071. This course does not meet the mathematics/science requirement for arts and science degree programs offered through TRU-OL*

## MATH 1101

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but Test MA11 - Pre-calculus 11, Pre-calculus 11, Test MF1+ - Foundations of Math 11, MATH 0523 are recommended.

*Note: Students cannot get credit for more than one of MATH 1100, MATH 1101.*

## MATH 1141

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12, or Pre-calculus 12, or MATH 0633, or equivalent skills as established by the math placement test are recommended.

*Note: Students cannot get credit for more than one of MATH 1157, MATH 1171, MATH 1140, MATH 1141, MATH 1130, MATH 1170, MATH 1171, MATH 1150.*

## MATH 1157

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12, or Pre-calculus 12, or MATH 1001, or MATH 0633 are recommended.

*Note: Students cannot get credit for more than one of MATH 1150, MATH 1130, MATH 1141, MATH 1140, MATH 1170.*

## MATH 1171

3 credits

### Calculus for Business Management Sciences

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. Students begin with a brief review of algebra in order to ensure the necessary mathematical skills to succeed in the course. Students are then introduced to limits and continuity, and progress to differential and integral calculus for polynomial, exponential and logarithmic functions and their applications to curve sketching, maxima, and minima.

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12, or Pre-calculus 12, or MATH 1001, or MATH 0633 are recommended.

*Note: Students cannot get credit for more than one of MATH 1157, MATH 1141, MATH 1170, MATH 1171.*

## MATH 1241

3 credits

### Calculus II

This course is intended for students who have already completed a Calculus I course in differential and integral calculus, and need to further develop their skills in this subject.

**Prerequisites:** There are no prerequisites for the course, but MATH 1141 is recommended.

*Note: Students cannot get credit for more than one of MATH 1240, MATH 1250.*

## MATH 1651

3 credits

### Mathematics for Computing Science

This course introduces further mathematical concepts used in Computing Science. Topics include vectors and matrices; geometry; sets, relations, and functions; logic, circuits, and number systems; counting and probability; random variables; and decision analysis.

**Prerequisites:** There are no prerequisites for the course, but one of Pre-calculus 12 or Foundations of Math 12 (or equivalent) with a minimum grade of C+; within the last two years is recommended.

*Note: Students cannot get credit for more than one of MATH 1650, MATH 1651, MATH 1380, COMP 1380.*

## MATH 1701

3 credits

### Discrete Mathematics

Students are introduced to the foundation of modern mathematics including basic set theory; counting; solutions to recurrence relations; logic and quantifiers; properties of integers; mathematical induction; asymptotic notation; introduction of graphs and trees; finite state machines and formal languages; Boolean algebra.

**Prerequisite:** One of Pre-calculus 12 or Foundations of Math 12 (or equivalent) with a minimum grade of C+; within the last two years.

*Note: Students who already have credit for MATH 1380 and MATH 1390 may not take MATH 1701 for further credit. Cannot have credit for both Math 1700 and Math 1701.*

## MATH 1901

3 credits

### Principles of Mathematics for Teachers

This course is primarily for students who wish to enter an Elementary Teaching program. The course emphasizes conceptual understanding of elementary mathematical methods and ideas. Topics include numbers, operations, proportional reasoning, number theory, algebra, geometry, measurement, data analysis and probability.

**Prerequisites:** There are no prerequisites for the course, but Test MA11 - Pre-calculus 11, or Pre-calculus 11, or Test MF1+ - Foundations of Math 11, or MATH 0523, or equivalent skills as established by the Math Placement Test are recommended.

*Note: Students cannot get credit for more than one of MATH 1900.*

## MATH 2111

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but a course in differential and integral calculus, such as MATH 1141 and MATH 1241 is recommended. Students should have done well in these courses in order to succeed in this difficult course.

*Note: Students cannot get credit for more than one of MATH 2110, MATH 2111.*

## MATH 2121

3 credits

### Linear Algebra

Students explore the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors and diagonalization.

**Prerequisites:** There are no prerequisites for the course, but Test MA12 - Pre-calculus 12, or MATH 0633, or MATH 1001, or MATH 1141 are recommended.

*Note: Students cannot get credit for more than one of MATH 2120, MATH 2121.*

## MDLB 1221

3 credits

### Professional Practices and Safety in Health Care

This course takes an in-depth look at the basic principles of professional and safety issues related to the position of medical laboratory assistant (MLA). The main objectives are as follows: clarify the role of the MLA in health care; promote the need for professionalism in the position of MLA; convey the importance of good interpersonal and communication skills; and provide important information about workplace safety.

**Prerequisites:** There are no prerequisites for the course, but HLTH 1981, HLTH 1141 are recommended.

### MDLB 1321

3 credits

#### Phlebotomy Procedures and Specimen Preparation

This in-depth course examines the practice of phlebotomy and provides a comprehensive background in the related theory and principles. The course also covers the theory of body fluid analysis, automated instrument loading, slide staining and laboratory information systems. Practitioner safety is emphasized throughout the course.

**Prerequisites:** There are no prerequisites for the course, but HLTH 1981, HLTH 1141, MDLB 1221 are recommended.

### MDLB 1515

#### Phlebotomy Workshop

This practical course allows students to develop and demonstrate the skills learned in MDLB 1311 (previously MLAP 131): Laboratory Procedures and Protocols, to further explore the roles and responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture under the guidance of experienced MLAs.

The schedule for MDLB 0511 is provided on this page: [www.tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop](http://www.tru.ca/distance/programs/health-science/medical-laboratory-assistant/phlebotomy-workshop)

The program administrator will contact you to discuss the date and location of your workshop.

**Prerequisites:** Admission to the Medical Laboratory Assistant Program and completion of all theory courses is required. Exemption may be made for students who have completed at least half of MDLB 1311 (previously MLAP 131). Completion of MDLB 0511 (previously MLAP 051) is required before starting MDLB 1411 (previously MLAP 141), the practicum course. All areas of the province of British Columbia now require that students complete the Workshop (MDLB 0511 (previously MLAP 051)) prior to beginning the practical skills component of the program (MDLB 1411 (previously MLAP 141)).

*This course is only available for registration to students residing in Canada*

### MDLB 1521

3 credits

#### Microbiology Specimen Preparation

Students explore the basic concepts for a Medical Laboratory Assistant working in the Microbiology Laboratory. The course content includes the theory required for the proper collection, preparation and handling of specimens, which is essential to ensuring accurate results for microbiology tests.

**Prerequisites:** HLTH 1981, HLTH 1141, MDLB 1221 and MDLB 1321

### MDLB 1525

30 hours

#### 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 responsibilities of a Medical Laboratory Assistant (MLA), and to gain experience in performing venipuncture and laboratory procedures under the guidance of experienced MLAs.

**Prerequisites:** Admission to the Medical Laboratory Assistant Program and Completion of HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321 and MDLB 1521

### MDLB 1611

3 credits

#### Pre-Analytical Procedures for Histopathology

This course is designed for the working Medical Laboratory Assistant and the basic concepts of pre-analytical histopathology including: anatomic pathology/histology specimens, preparation for cutting, processing and accessioning. It also includes a cytology component covering specimen preparation, processing and accessioning.

**Prerequisites:** Admission to the Medical Laboratory Assistant program. Proof graduation from a

a recognized Medical Laboratory Assistant program. Current employment in a clinical lab. A letter from a qualified employer stating the employer is willing to support the training required for this course.

### MDLB 1721

3 credits

#### Laboratory Practicum Evaluation of Competencies (120P hours)

Laboratory Practicum - Evaluation of Competencies This practicum course is designed to evaluate specific technical and non-technical aspects of the Medical Laboratory Assistant's work, according to criteria and curriculum developed by the British Columbia Society of Medical Laboratory Science (BCSLS), which includes a minimum of 120 hours of practicum training and 200 successful venipunctures. This practicum is a competency based training program held at a laboratory or clinical facility. The specific length and timing of the practicum will vary by facility.

**Prerequisites:** Admission to the Medical Laboratory Assistant program and completion of HLTH 1981, HLTH 1141, MDLB 1221, MDLB 1321, MDLB 1521, MDLB 0521.

### MDLB 1991

4 credits

#### Laboratory Practicum - Evaluation of National Competencies (210P hours)

This practicum course is designed to evaluate specific technical and non-technical aspects of the Medical Laboratory Assistant's work, according to criteria and curriculum developed by the Canadian Society for Medical Laboratory Science (CSMLS). This practicum is a competency-based training program held at a laboratory or clinical facility. The specific length and timing of the practicum will vary by facility.

**Prerequisites:** HLTH 1981, MDLB 1221, MDLB 1321, MDLB 1521, MDLB 1611.

*This course is only available for registration to students residing in Canada*



## MIST 2611

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ENGL 1101 is recommended.

*Note: Students cannot get credit for more than one of COMP 1000, COMP 1350, COMP 1700, COMP 1910, MIST 2610, MIST 2611.*

## MKTG 2431

3 credits

### Marketing

Students receive an overall view of the marketing function, the role of marketing in society and its application within organizations. Topics include marketing value; understanding customer's value needs; creating value; communicating value; and delivering value.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1290, or CMNS 1291 is recommended.

*Note: Students cannot get credit for more than one of ADMN 3651, MKTG 3430, MKTG 3430, MKTG 2430, MKTG 2430, MKTG 2431, TMGT 1150.*

## MKTG 3451

3 credits

### Professional Selling

Students examine an overall analysis of the professional selling function, and gain insight into the role of personal selling in marketing and society and its applications within organizations. Topics include being a professional salesperson; knowing your product; finding customers; presenting successfully; closing sales; and managing and being managed.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of HMG1 2120, MKTG 3450, MKTG 3451, MKTG 3450.*

## MKTG 3471

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of MKTG 3470, MKTG 3471, TMGT 4130.*

## MKTG 3481

3 credits

### Marketing Research

Students gain an understanding of marketing research and its value in analyzing consumers, markets, and the environment. Topics include an overview of market research and research design, exploratory research; descriptive research; scaling; sampling; and data analysis and reporting.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431, ECON 2331 are recommended.

*Note: Students cannot get credit for more than one of MKTG 3480, MKTG 3481.*

## MKTG 4411

3 credits

### Services Marketing

Students examine the important issues facing service providers and the successful implementation of a customer focus in service-based businesses. Topics include an overview of services marketing; understanding the customer in services marketing; standardizing and aligning the delivery of services; the people who deliver and perform services; managing demand and capacity; and promotion and pricing strategies in services marketing.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of MKTG 4410, MKTG 4411.*



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**MKTG 4431**

3 credits

**Retail Marketing**

Students develop an in-depth understanding of retail and services management as well as non-store retailing. Topics include an overview of retail marketing; retail marketing, financial and location strategy; merchandising; pricing and distribution; promotion including communications, store layout, store design, visual merchandising; and customer service.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of MKTG 4430, MKTG 4431.*

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**MKTG 4451**

3 credits

**E-Commerce**

Students examine how the Internet is rapidly becoming one of the primary communication, marketing and commercial medium for businesses in almost every industry, and how managers can effectively use this tool to execute their organization's strategic plans. Topics include an overview of electronic commerce; e-marketplaces including auctions and portals; online marketing and consumer behaviour; business-to-business e-commerce; e-government; e-learning; social networks; search engine maximization; e-commerce security; payment solutions and order fulfillment; e-commerce security; e-commerce strategy and global issues; legal, ethical and tax issues; and launching an e-commerce business.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of MKTG 4450, MKTG 4453.*

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**MKTG 4471**

3 credits

**International Marketing**

Students explore all aspects of marketing from a global perspective to better respond to international opportunities and competitive situations. Topics include an overview of international marketing; social, cultural, political, and legal environments; international market-entry opportunities; planning and managing market entry strategies and products; global distribution and pricing; international promotion, sales, and negotiation; and international market planning.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431, IBUS 3511 are recommended.

*Note: Students cannot get credit for more than one of MKTG 4470, MKTG 4471.*

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**MKTG 4481**

3 credits

**Integrated Marketing Communication**

Students examine the promotional mix including advertising, publicity, personal selling and sales promotion from an integrative perspective. Students create and manage these promotional tools to successfully execute a business' strategic plan. Topics include an overview of integrated marketing communications (IMC) and brand building; basic IMC strategies; creating, sending, and receiving brand messages; IMC functions; social, legal and ethical issues in IMC; international marketing communication; and effectiveness, measurement, and evaluations.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of MKTG 4480, MKTG 4481.*

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**MKTG 4491**

3 credits

**Business-to-Business Marketing**

Students examine the importance and impact of marketing products and services to other businesses and organizations in the economy, the unique nature of business customer's needs, and the different marketing strategies that can be employed to meet those needs. Topics include exploring business markets and business marketing; creating value for business customers; designing product and channel strategies; establishing strong communications; building strong sales and pricing; and managing programs and customers.

**Prerequisites:** There are no prerequisites for the course, but MKTG 2431 is recommended.

*Note: Students cannot get credit for more than one of MKTG 4490, MKTG 4491.*

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**MNGT 1211**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 or mature student status is recommended.



## MNGT 1221

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but MNGT 1211 is recommended.

*Note: Students cannot get credit for more than one of MNGT 1111 Supervision.*

## MNGT 1711

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but English 12/English 12 First Peoples with a minimum of 73% (with the government exam within the last 5 years); or level 5 on the compositions section of the Language Proficiency Index (LPI), with all other categories of the LPI at a minimum of 70% (within the last 2 years); or satisfactory completion

of the TRU English Assessment (ACCUPLACER) at the university entrance level; or completion of ENGL 0600 with a grade of C+ or better; or completion of ESAL 0570 and ESAL 0580 with a grade of C+ or better are recommended.

*Note: Students cannot get credit for more than one of MNGT 1700, MNGT 1710, MNGT 1711, MNGT 1701.*

## MNGT 2131

3 credits

### Motivation and Productivity

Students explore the supervisory aspects of management, with a specific focus on effectively motivating employees as a means of increasing productivity. Topics include motivational obstacles and their causes; job design; leadership; goal setting and management by objectives; rewards; and supervisory communications.

**Prerequisites:** There are no prerequisites for the course, but MNGT 1221, or MNGT 1211 are recommended.

## MNGT 3711

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1291 is recommended.

*Note: Students cannot get credit for more than one of MNGT 3710.*

## MNGT 3731

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1920, ORGB 2811 are recommended.

*Note: Students cannot get credit for more than one of MNGT 3730, MNGT 3731.*

## MNGT 4711

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 2251, ECON 2331, MNGT 3731 are recommended.

*Note: Students cannot get credit for more than one of MNGT 4710, MNGT 4711.*

**MNGT 4751**

6 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but ACCT 2251, ECON 2331, MNGT 3731 are recommended.

*Note: Students cannot get credit for more than one of MNGT 4730, MNGT 4740.*

**MNGT 4781**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but FNCE 2121, MKTG 2431, HRMN 2821, IBUS 3511 are recommended.

*Note: Students cannot receive credit for more than one of MNGT 4781, PADM 4779.*

**NURS 2921**

3 credits

**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 course completed within the last two years. A letter of Assessment from the College of Registered Nurses of British Columbia or another provincial Registered Nurse association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in perinatal practice, or permission of the School of Nursing Associate Dean.

*Note: NURS 2921 must be taken in a Canadian clinical setting.*

**NURS 2941**

3 credits

**Psychiatric/Mental Health Nursing: Developing Competence**

Students apply the theory learned in HLTH 2931 to a clinical setting. This clinical course, along with the theory course, enables students to meet the licensing requirements of the College of Registered Nurses of British Columbia (CRNBC). The essential features of this practice experience are professionalism, skills and competency development, scope of practice for psychiatric and mental health nursing, professional communication skills, and therapeutic use of self. Participants are assigned to work with a Nurse Preceptor on an acute care psychiatric inpatient unit, and under the supervision of a Nurse Educator (Open Learning Faculty Member). The main emphasis in this course is developing clinical competencies in the following areas: therapeutic relationship, admitting and discharging clients, teaching clients, administering medications, group therapies, and common mental health interventions.

**Prerequisites:** HLTH 2931 or equivalent course completed within the last 2 years. A letter of Assessment from the College of Registered Nurses of British Columbia or another provincial Registered Nurse association indicating eligibility for registration in British Columbia or Canada upon completion of a qualifying course in psychiatric/mental health practice, or permission of the School of Nursing Associate Dean or delegate.

*Note: This course must be taken in a Canadian clinical setting.*

## NURS 3641

3 credits

### Principles and Skillfulness: Theory

This course is designed to focus on the theoretical principles underpinning day-to-day technical skills required for safe nursing practice common to diverse practice settings. Participants are required to demonstrate knowledge of the principles of various nursing skills.

**Prerequisites:** Admission to the Return to Registered Nurse-Practice Program, or current registration in the British Columbia College of Registered Nursing Professions (BCCNP), or permission of School of Nursing Associate Dean or appropriate designate.

**Recommended:** Participants in the Return to Registered Nurse Practice Certificate program are strongly advised to complete this course just prior to registering for NURS 3651 and after completing HLTH 3611, 3621 and 3631.

*Note: This course is only available for registration to students residing in Canada*

## NURS 3643

### Principles and Skillfulness: Lab

This laboratory experience is designed for students to develop and demonstrate the day-to-day technical skills required for safe nursing practice introduced in NURS 3641. Participants are required to demonstrate knowledge of the principles of various nursing skills and to demonstrate their ability to perform skills safely. Attendance at a face-to-face laboratory workshop to demonstrate safe nursing practice in a simulated environment is required.

**Prerequisites:** Admission to the Return to Registered Nurse-Practice Program, or current BCCNP Registration, or permission of School of Nursing Associate Dean or appropriate designate.

**Recommended:** Participants in the Return to Registered Nurse-Practice Program are recommended to complete this course just prior to registering for NURS 3651. HLTH 3611, HLTH 3621, HLTH 3631, NURS 3641 are recommended.

*This course is only available for registration to students residing in Canada*

## NURS 3651

5 credits

### Return to Registered Nurse Practice

This course analyzes the participant's previous Registered Nurse work experience, returning them to a position of practice suitable to their level of education and/or experience. This practice course focuses on redeveloping the participant's confidence and competence. In addition, it serves to help establish their ability to resume the responsibilities of a Registered Nurse within a familiar yet evolving, client (individuals, families, groups, or communities) context. The course is designed to support the participant's capacity to practice nursing according to the Health Professions Act. This is facilitated by offering health care that promotes, maintains, or restores health and prevents, treats, or palliates illness or injury through the application of nursing knowledge and skills in the assessment, planning and implementation of nursing interventions and in health service coordination.

**Prerequisites:** Admission to the Return to Registered Nursing Practice program, or current registration in the British Columbia College of Registered Nursing Professions (BCCNP) or if a Return to Registered Nurse Practice student, within two years of commencing NURS 3651, or waived by permission of School of Nursing Associate Dean or designate. HLTH 3621 (If a Return to Registered Nurse Practice student, within two years of commencing NURS 3651, or waived by permission of School of Nursing Associate Dean or designate.) HLTH 3631 (If a Return to

Registered Nurse Practice student, within two years of commencing NURS 3651, or waived by permission of School of Nursing Associate Dean or designate.) NURS 3641 (If a Return to Registered Nurse Practice student, within two years of commencing NURS 3651, or waived by permission of School of Nursing Associate Dean or designate.) Current Criminal Record Check (within one year of registering in NURS 3651), current CPR- Level C Certificate, Workplace Hazardous Material Information System training, up-to-date Immunization Record, HSPnet Consent Form, Health Status Self Declaration.

## NURS 3661

3 credits

### Nursing Knowledge for Practice Transition

This course is designed to facilitate nurses' knowledge preparatory to returning to Registered Nurse practice in an area in which they do not have previous or sufficient experience and require theoretical updating.

*Note: This is a shell course which allows returning RNs to transfer credit from speciality courses acquired at other institutions.*

**Prerequisites:** Admission to the Return to Registered Nurse Practice program, HLTH 3611, HLTH 3621, HLTH 3631, permission of the School of Nursing Associate Dean or appropriate designate.

*Note: This is a shell course which allows returning registered nurses (RNs) to transfer credit from specialty courses acquired at other institutions.*

## OCHS 3511

3 credits

### 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.

**Prerequisites:** Third year standing and previous education or experience in management or supervision is highly recommended.

## ORGB 2811

3 credits

### Organizational Behaviour

Students examine the behavior of individuals and how they interact with each other in different workplace organizations. Topics include an orientation to organizational behavior; individual behavior; individual and behavioural processes; team processes; organizational dynamics; and organizational processes.

**Prerequisites:** There are no prerequisites for the course, but ENGL 1101 is recommended.

*Note: Students cannot receive credit for more than one of TMGT 1160, ORGB 2810, ORGB 2811.*

## ORGB 3811

3 credits

### 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; strategy; organizational

design, and effectiveness; fundamentals of organizational structure; the external environment; inter-organizational relationships; manufacturing and service technologies; organizational culture; innovation and change; decision making; and conflict, power and politics; and designing organizations for international environments.

**Prerequisites:** There are no prerequisites for the course, but CMNS 1290, ORGB 2811 are recommended.

*Note: Students cannot receive credit for more than one of ORGB 3810, ORGB 3811.*

## ORGB 4871

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but ORGB 3811 is recommended.

*Note: Students cannot receive credit for more than one of ORGB 4870, ORGB 4871.*

## PHIL 1011

3 credits

### 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 tools from the basic principles of good argumentation and critical analysis. The models used by philosophers to explore questions about knowledge and reality is introduced through the writings of Bertrand Russell and Paul Edwards. The course also invites students to consider questions in the philosophy of religion by examining The Euthyphro, one of Plato's best-known dialogues, and his view of the relationship between God and goodness.

**Prerequisites:** There are no prerequisites for the course.

## PHIL 1021

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course.

## PHIL 1111

3 credits

### Introduction to Critical Thinking

Students distinguish between good and bad reasoning, through an introduction 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.

*Note: Students cannot receive credit for more than one of PHIL 1110, PHIL 1111.*



## PHIL 2311

3 credits

### Health Care Ethics

Students examine the ethical role of the health care provider within the Canadian health care system. Students critically assess a selection of ethically problematic situations that routinely challenge health care providers. The topical issues considered in this course include the relationship among health care providers; care of the elderly; genetic counselling; resource allocation; care of those diagnosed mentally ill; and the ethics of transplantation. These issues are explored within the context of moral theory, common ethical principles, and methodologies arising from interdisciplinary bioethics.

*Note that students cannot receive credit for both PHIL 2311 and PHIL 2310*

## PHYS 0501

### Introductory Physics

This advanced-level university preparation course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

**Prerequisites:** MATH 0523 or Mathematics 11 (may be taken concurrently)

*Note: Students cannot receive credit for more than one of PHYS 0500, PHYS 0501.*

## PHYS 0601

### Senior Physics

This course is designed to meet the curriculum requirements for ABE 'Provincial Level' physics, and any additional secondary school Physics 12 requirements. The principal topics are kinematics in one and two dimensions; dynamics; energy, momentum, and equilibrium; electricity; magnetism; and quantum physics. Approximately one-third of the course work consists of lab investigations using extensive DVD materials.

**Prerequisites:** PHYS 0501 (or Physics 11), MATH 0633 (or Mathematics 12), MATH 0523 (or Mathematics 11).

**Recommended:** MATH 0633 with at least a "B" average on several assignments may be accepted as a prerequisite.

*Note: Students cannot receive credit for more than one of PHYS 0600, PHYS 0601.*

## PHYS 1011

3 credits

### 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 credits

### 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.

**Prerequisites:** MATH 0633, MATH 1001, Foundations of MATH 12

**Recommended:** Test PH11 - Physics 11, PHYS 0501, MATH 1157, Test PH12 - Physics 12, PHYS 0601, MATH 1171, MATH 1141

*Note: Students cannot receive credit for more than one of PHYS 1100.*

## PHYS 1105

1 credit

### Physics Laboratory I

In this five-day lab course, students perform experiments that illustrate the principles learned in PHYS 1103: General Physics I.

**Prerequisites:** There are no prerequisites for the course, but PHYS 1103 is recommended.

## PHYS 1203

3 credits

### General Physics II

This course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

**Prerequisites:** There are no prerequisites for the course, but PHYS 1103, MATH 1157, MATH 1171, MATH 1141 are recommended.

*Note: Students cannot receive credit for more than one of PHYS 1200.*

## PHYS 1205

1 credit

### Physics Laboratory II

In this five-day lab course, students perform experiments that illustrate the principles learned in PHYS 1203: General Physics II.

**Prerequisites:** There are no prerequisites for the course, but PHYS 1103, or PHYS 1203, or PHYS 1105, or equivalents is recommended.

## POLI 1111

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot receive credit for more than one of SFU's POLI 2219 Introduction to Canadian Government, POLI 1110.*



## **POLI 3991**

3 credits

### **Globalization and Its Discontents: The Politics of Economic Change**

This Web seminar course examines three economic institutions that are central to understanding the processes referred to as "globalization": the World Bank, the International Monetary Fund and the World Trade Organization. The course develops a framework of the key concepts in discussions of globalization before exploring the political origins and current social consequences of these organizations, and examining related issues of global governance, corporate accountability and global justice.

**Prerequisites:** There are no prerequisites for the course but completion of 60 credits is recommended.

## **POLY 3011**

3 credits

### **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.

**Prerequisites:** There are no prerequisites for the course, but a Health professional diploma is recommended.

## **POLY 3021**

3 credits

### **Polysomnography Instrumentation**

This course introduces instrumentation and electrical principles and practices that the polysomnographer must understand. While electrical safety and ancillary equipment encountered in sleep laboratories are covered, the student will also cover the internal workings and calibration of the polygraph. Amplifiers and filters will

be emphasized along with basic tracings and some of the artifacts that may appear and influence ones interpretation of the sleep study. Also, the international "10-20" system of electrode placement will be introduced.

**Prerequisites:** POLY 3011

**Recommended:** A health professional diploma

## **POLY 3031**

3 credits

### **Principles of Polysomnography**

This course is designed to provide the most current information on the technical and clinical aspects of polysomnography, as well as the methodology used by the polysomnographic technologist in the sleep laboratory. This course includes patient interaction and describes the capture of bioelectric activity, overnight recording techniques, the interpretation of data, and data presentation for the compilation of a final report.

**Prerequisites:** POLY 3011, POLY 3021

**Recommended:** A health professional diploma

## **POLY 3041**

3 credits

### **Polysomnography Program Clinical Component**

This clinical course is designed to provide a broad clinical experience. This will include the development of caseload, technical and diagnostic skills. Upon completion, students should be proficient with the necessary educational and technical skills to allow them to practice these in their own clinical environment.

**Prerequisite:** POLY 3011, POLY 3021, POLY 3031, enrolment in the Polysomnography program and a current Basic Cardiac Life Support certification.

## **PSYC 1111**

3 credits

### **Introductory Psychology I**

This companion course to PSYC 1211 introduces students to

the scientific study of human behaviour. Topics include an overview of psychological theories and research methods as well as current information on the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion and motivation.

**Prerequisites:** There are no prerequisites for the course.

## **PSYC 1211**

3 credits

### **Introductory Psychology II**

This companion course to PSYC 1111 introduces students to the scientific study of human behaviour. Topics include an overview of psychological theories and research methods as well as current information on health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity and group behaviour.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot receive credit for more than one of PSYC 1210, PSYC 1211.*

## **PSYC 2101**

3 credits

### **Statistics in the Social Sciences**

This course provides an overview of the basic descriptive and inferential statistical techniques used in the analysis of social science research data. Students become familiar with the organization and analysis of data, communicating research results, translating statistical jargon into meaningful English, and understanding basic theories underlying statistics, such as elementary probability theory.

**Prerequisites:** Test MA11 - Pre-calculus 11, or Applications of Mathematics 12, or MATH 0633, or MATH 1001

**Recommended:** It is recommended that psychology majors take PSYC 2111 before taking PSYC 2101.

## PSYC 2111

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 Diploma or equivalent, PSYC 1111, PSYC 1211 are recommended.

*Note: Students cannot receive credit for more than one of PSYC 2110, PSYC 2111.*

## PSYC 2131

3 credits

### Introduction to Childhood and Adolescence

Students are introduced to developmental psychology: the branch of psychology devoted to the study of human development and change. As change and development are an intrinsic part of the human experience, this course is designed to foster a lifetime interest in the process of human development, as students explore key issues, methods, theories and research findings in this field. The content of the course is organized chronologically—beginning at the point of conception and following the trajectory of human development through to the teen years. The interconnectedness of developmental processes is a major theme, and includes the interrelations between a child's physical, cognitive, social, and emotional development. The intricate relation between children and the contexts that support their development are also emphasized, such as family life, peers, and culture.

**Prerequisites:** There are no prerequisites for the course, but Provincial Grade 12 Diploma or equivalent is recommended.

*Note: Students cannot receive credit for more than one of PSYC 3151, PSYC 3451, PSYC 2130.*

## PSYC 2161

3 credits

### Abnormal Psychology

This course is designed to introduce students to the study of human behavioural disorders. Topics include behaviours ranging from functional to dysfunctional, the principles of psychological assessment, and professionals who might be involved in the assessment process and the methods they use. Psychological, biological, and sociocultural approaches to understanding human behaviour are reviewed and a wide variety of behavioural disorders are described. Case studies are presented and interpreted, and recommended treatments are discussed.

**Prerequisites:** There are no prerequisites for this course, but PSYC 1111, PSYC 1211 are recommended.

*Note: Students cannot receive credit for more than one of PSYC 2160, PSYC 2161.*

## PSYC 3151

3 credits

### Developmental Psychology of Children

Students explore normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, family and cultural factors that influence development in complex ways. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

**Prerequisites:** PSYC 1111, and PSYC 1211, PSYC 2111 or equivalent skills and knowledge is recommended to facilitate understanding of research methodology.

*Note: Students cannot receive credit for more than one of SOCW 3551, PSYC 3150, PSYC 3151.*

## PSYC 3451

3 credits

### 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

**Recommended:** PSYC 2111

*Note: Students cannot receive credit for more than one of SOCW 3551.*

## PSYC 3461

3 credits

### Psychology of Adulthood and Aging

Students are provided an accurate overview of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics include research techniques, theoretical approaches, memory, intelligence, personality, social forces and psychopathology. The course surveys the adult lifespan: young and middle adulthood and old age.

**Prerequisites:** PSYC 1111 and PSYC 1211

**Recommended:** PSYC 2111

Note: Students cannot receive credit for more than one of SOCW 3551, PSYC 2230.

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### PSYC 3611

3 credits

#### **Social Psychology I**

Students are introduced to the field of social psychology, focussing on how we think about and interact with others. Topics include personal perception, social cognition, attitudes, prejudice and interpersonal relations.

**Prerequisites:** PSYC 1111 and PSYC 1211

**Recommended:** PSYC 2111

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### PSYC 3621

3 credits

#### **Social Psychology II**

This course aims to expand students' knowledge of human behaviour and thought in social context. Topics include self-concept, self-esteem, and gender identity - the elements of social identity; conformity, compliance, and obedience - processes that influence social behaviour; altruism; causes and control of aggression; and group performance, including group decision-making and leadership. Before completion of the course, students examine applications of social psychology principles in six areas: population control, health promotion, the environment, law, politics, and the workplace.

**Prerequisites:** PSYC 3611

**Recommended:** PSYC 2111

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### PSYC 3991

3 credits

#### **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. The intense debates and controversies

engendered by these findings and their application to prevention and intervention strategies are explored. As a foundation for engaging with these issues, students develop a framework that includes an introduction to psychology and the research methods used to study human resilience.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

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### PSYC 4991

3 credits

#### **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.

**Prerequisites:** General education and lower-level requirements of the Bachelor of Arts - Psychology Major degree and a minimum of 15 upper-level credits in Psychology. Students must consult with their program advisor before registering.

*Note: Students cannot receive credit for more than one of PSYC 4400.*

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### RESP 1761

3 credits

#### **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. A prerequisite knowledge of basic anatomy is assumed for this course.

**Prerequisites:** There are no prerequisites for the course, but knowledge of human anatomy is recommended.

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### RESP 1781

3 credits

#### **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:** There are no prerequisites for the course, however, 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.

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### RESP 2161

3 credits

#### **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:** There are no prerequisites for the course, but students should have a sound knowledge of human anatomy and physiology of the cardiopulmonary systems, blood gas interpretation, and a background in basic science.

## RSMT 3501

3 credits

### 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 forming their understanding of their work, social, local and global environment.

**Prerequisites:** There are no prerequisites for the course, but 60 credits of coursework and STAT 1201 are recommended.

## SCMN 3321

3 credits

### Supply Chain Management

Students examine the strategic fit of supply chains with organizational goals which lays the foundation for advanced study in the field. Topics include an introduction to supply chain management; supply chain strategy; demand management; inventory management; inventory modeling; supply chain network design and facility location; warehouse management; and transportation management.

**Recommended requisites:** MIST 2611, ACCT 2251, ECON 2331

**Exclusion:** SCMN 3320

## SOCI 1111

3 credits

### Introduction to Sociology I

Together with SOCI 1211: Introduction to Sociology II, this course introduces students to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and located within a social system; we can only achieve an

adequate understanding of ourselves after we have acquired the tools to understand that social system. Students learn to understand our social system and how it shapes and influences us all as individuals. Students discuss basic concepts of the sociological perspective, understand the importance of the transformation of Western society, examine the concepts developed to describe capitalist society, and explore the sociology of Canada.

**Prerequisites:** This course or equivalent is a prerequisite to advanced sociology courses.

*Note: Students cannot receive credit for more than one of SOCI 1110, SOCI 1111. Students with credit for SOCI 1509 may not take this course for further credit.*

## SOCI 1211

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but SOCI 1111 is recommended.

*Note: Students cannot receive credit for more than one of SOCI 1509, SOCI 1210, SOCI 1211.*

## SOCI 2251

3 credits

### Sociological Explanations of Criminal Behaviour

Students critically examine the sociological, socio-cultural, and socio-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, control theories, and symbolic interactionist theories. Some of the specific theories subjected to critical examination

are those concerned with class and group conflict, subcultures, soassociation, labelling and gender.

**Exclusions:** SOCI 2590, SOCI 3680, CRIM 2251.

## SOCI 3821

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course, but CRIM 1011, SOCI 1111, SOCI 1211 are recommended.

*Note: Students cannot receive credit for more than one of CRIM 3821.*

## SOCI 3991

3 credits

### Sociology of Diversity: Issues for Canadians

This course offers an in-depth study of special topics in the sociology of diversity. Students explore the tensions and challenges that arise from multiculturalism, the presence of multiple nations within the state of Canada, and the varied social identities found among communities and groups in Canada's pluralistic society. Topics include: Is Canada really a nation? How is social unity achieved in a multi-nation and multi-ethnic state? Has the role of the citizen been diminished? Does identity politics threaten our ability to act as citizens? Should nations within Canada have special status? This course is suitable for learners completing degrees in a number of discipline areas such as science, engineering, humanities, social science, business or general studies.

**Prerequisites:** 60 Credits.



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**SOCI 4221**

3 credits

**The Social Construction of Crime and Deviance**

Students are provided an in-depth examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict theory, symbolic interactionism, and ethnomethodology. Students review the work and influences of citizens, legislators, police, courts, welfare agencies, schools, and others in the creation of deviance and deviants. Delivered from a distinctly interpretivist point of view, the course is not concerned with the causes of crime or recommendations for reducing crime or deviance. It is grounded in numerous examples of real-life situations, and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences.

**Prerequisites:** SOCI 1111, or SOCI 1211

*Note: Students cannot receive credit for more than one of SOCI 2501.*

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**SOCI 4301**

3 credits

**Family Life in Contemporary Canada**

Students examine the many facets of contemporary family life in Canada, beginning historically and looking cross-culturally within the nation. Sociological concepts, theories, and research methodologies are employed as a means to explain the causes and consequences of transformations of family life over time. These transformations include those that have already occurred and those that continue to take place, including dramatic changes in gender roles and divisions of labour. Emphasis is placed upon diversity within and between families; the increased pressures on families within a consumer society; and the impacts upon families from globalization and a pervasive neoliberal ideological, social, political, and economic context.

**Prerequisites:** SOCI 1111 or SOCI 1211

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**SOCI 4311**

3 credits

**Sociology of Families: Families in a Multicultural World**

Students explore the characteristics of families around the world, especially in non-Western societies, as they experience the forces of globalization and social change. Building on comparative family studies, students first study varied kinship structures and stages in family life. Students then investigate how contemporary families are impacted by global forces, including media, employment, violence, and migration. Students also examine how social inequality, through the relations of gender, race and poverty, further influences family dynamics. In concluding the course, students review the potential of social policy to support the needs of global families in transition.

**Prerequisites:** There are no prerequisites for the course, but completion of 45 credits is recommended.

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**SOCI 4991**

3 credits

**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.

**Prerequisites:** General education and lower-level requirements of the Bachelor of Arts - Sociology Major degree and a minimum of 15 upper-level credits in Sociology. As registration procedures differ for Directed Studies courses, students are required to consult with their program advisor before registering.

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**SOCW 2061**

3 credits

**Introduction to Social Work Practice**

This course introduces students to social work practice through an exploration of the history, philosophical foundation and theoretical perspectives of the profession of social work. This includes a review of the relevant codes of ethics and practice standards that guide practitioners and an overview of the roles in which social workers become involved. The course also examines the social structures influencing people's lives and how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

*Note: Students cannot receive credit for more than one of SOCW 2060, SOCW 2016, HUMS 2060.*

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**SOCW 2121**

3 credits

**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.

**Prerequisites:** There are no prerequisites for the course, but SOCW 2061 is recommended.

*Note: Students cannot receive credit for more than one of SOCW 2120, HUMS 2120.*

## SOCW 3551

3 credits

### Human Development

Students are introduced to the aspects and models of how human behaviour is acquired, maintained and modified in a social environment. A perspective of bio-psycho-social-spiritual human development is used as a knowledge base for practice with individuals, families and groups. Human development and behaviour is examined through the lens of various theoretical perspectives including Aboriginal, feminist and anti-oppressive approaches to practice.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot receive credit for more than one of PSYC 2131, PSYC 3151, PSYC 3451, PSYC 3461, SOCW 3550.*

## SPAN 1001

3 credits

### Introduction to Spanish I

This course is designed for students with little or no knowledge of the language to begin their study of Spanish at the university level. The course emphasizes a communicative approach to acquiring written and oral language skills. A variety of learning activities are included, with emphasis on a creative approach to generating authentic written and oral communication in Spanish. A combination of reading, writing, viewing, listening, and speaking enables students to acquire a basic knowledge of Spanish quickly and effectively. Students are also introduced to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Upon successful completion, students are expected to demonstrate a CEFR A1 level of proficiency.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students who speak Spanish as their first language or have credit for a Spanish 11 or higher course may not take this course for further credit. Students cannot*

*receive credit for more than one of SPAN 1110.*

## SPAN 1011

3 credits

### Introduction to Spanish II

The course emphasizes a communicative approach to acquiring written and oral language skills. A variety of learning activities are included, with emphasis on a creative approach to generating authentic written and oral communication in Spanish. A combination of reading, writing, viewing, listening, and speaking enables students to acquire a basic knowledge of Spanish quickly and effectively. Students are also introduced to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Upon successful completion, students are expected to demonstrate a CEFR A1+ level of proficiency.

**Prerequisites:** There are no prerequisites for the course, but SPAN 1001 is recommended.

*Note: Students who speak Spanish as their first language or have credit for a Spanish 11 or higher course may not take this course for further credit. Students cannot receive credit for more than one of SPAN 1210, SPAN 1039.*

## STAT 1201

3 credits

### Introduction to Probability and Statistics

Students are introduced to the concepts and methods of statistics, including variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based on statistical data; students are taught how to collect, analyze, and interpret data correctly. Students are also shown how to clearly and accurately present data to others.

**Prerequisites:** Although this course does not involve complex mathematics, Principles of Math 11, Pre-calculus 11, Foundations of Math 11, Math 0523 or equivalent skills as established by the math placement test. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. Basic computer literacy.

*Note: Students cannot receive credit for more than one of STAT 1019 - Introduction to Statistics, PSYC 2101, BIOL 3000, BUEC 2320, ECON 2320, PSYC 2100, SOCI 2710, SOCI 3559, STAT 2019, STAT 2039, PSYC 2019, STAT 1200, STAT 1200, STAT 2000, STAT 1209.*

## VISA 1101

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course.

*This course is only available for registration to students residing in Canada*

## VISA 1111

3 credits

### 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.

**Prerequisites:** There are no prerequisites for the course.



*Note: Students cannot receive credit for more than one of VISA 1110, VISA 1111.*

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### VISA 1121

3 credits

#### **A Survey of Western Art II**

A continuation of VISA 1111, this humanities course, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

**Prerequisites:** There are no prerequisites for the course.

*Note: Students cannot receive credit for more than one of VISA 1120, VISA 1121.*

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### VISA 1201

3 credits

#### **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.

**Prerequisites:** There are no prerequisites for the course.

*This course is only available for registration to students residing in Canada*

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### VISA 1301

3 credits

#### **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.

**Prerequisites:** There are no prerequisites for the course.

*This course is only available for registration to students residing in Canada*

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### VISA 3991

3 credits

#### **Cultural Theory and Images**

This interdisciplinary, seminar course offers an in-depth study of special topics in cultural theory and images. Students examine theories of culture that inform the processes and practices of visual production, circulation and reception. Students focus on major cultural theorists, such as Gramsci, Althusser, Foucault, Williams, Hall, and Said, whose work on the intersection/interaction of power and meaning has influenced current research on representation. Students select a research problem, conduct literature research, assess sources of information, and present their findings. Students critically engage with and respond to the thoughts and opinions of others from various backgrounds, and an experienced faculty member. Learning activities are interactive and take advantage of the image-rich environment of the World Wide Web.

**Prerequisites:** There are no prerequisites for the course, but completion of 60 credits is recommended.

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### WTTP 1171

1 credit

#### **Environmental Legislation**

The course provides students with an understanding of the basic principles of law, with an emphasis on statutes, environmental law and the legislative framework under which most water suppliers must legally operate. Students consider concepts of due diligence, standards of care and liability, while reviewing torts and case law.

**Prerequisites:** Industry experience or acceptance into the Water Treatment Technology program.

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### WTTP 1181

1 credit

#### **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 acceptance into the Water Treatment Technology program.

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### WTTP 1191

1 credit

#### **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 acceptance into the Water Treatment Technology program.

## WTTP 1291

1 credit

### Moving Water

Students examine the process and direction of water movement through the treatment facility. Topics include: hydraulic profile; overflow and spill protection; process and instrumentation drawing; and formula calculation. Pump identification, selection and maintenance are also discussed.

**Prerequisites:** There are no prerequisites for the course, but Industry experience or acceptance into the Water Treatment Technology program, WTTP 1731 are recommended.

## WTTP 1301

1 credit

### Major Process Equipment

This course emphasizes different types of equipment used in the treatment of water including: mixing; flocculation; solid separation; filtration; water conditioners; disinfection; and various filter systems. Flow charts and the ability to analyze historical data are also covered.

**Prerequisites:** There are no prerequisites for the course, but Industry experience or acceptance into the Water Treatment Technology program, WTTP 1731, and WTTP 1291 are recommended.

## WTTP 1311

1 credit

### Secondary Process Equipment

This course covers support systems typical in treatment facilities such as high pressure air systems, blowers, compressors, vacuum pumps, pneumatic valve operator systems and process air systems. It is also designed to teach students about chemicals used in water treatment, along with associated hazards. Additional topics such as sludge and residual handling, building mechanical systems, maintenance and associated responsibilities are discussed.

**Prerequisites:** There are no prerequisites for the course, but Industry experience or acceptance into the Water Treatment Technology program, WTTP 1731, WTTP 1291, WTTP 1301 are recommended.

## WTTP 1701

3 credits

### Water Sources

This course provides training in the development of new and existing water sources. Students focus on ground and surface water sources as they relate to the way drinking water is treated and distributed. Areas of study include: basic water supply hydrology; groundwater sources; surface water sources; emergency and alternate water sources; source water conservation; source water quality; and source water protection.

**Prerequisite:** Acceptance into either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

*Note: Students cannot receive credit for more than one of WTTP 1700.*

## WTTP 1711

3 credits

### Water Treatment I

This is a basic water treatment course which focusses on environmental applications and emphasizes past, present and future technologies related to water treatment. Topics explored in this course include: operator responsibilities; water sources; reservoir management; coagulation and flocculation processes; sedimentation; filtration; disinfection; corrosion control; and basic water treatment sampling procedures.

**Prerequisite:** Acceptance into either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

*Note: Students cannot receive credit for more than one of WTTP 1710, WTTP 1711.*

## WTTP 1721

3 credits

### Applied Math and Science

This course covers the essential elements of mathematics and science which enables students to be successful in the program. In mathematics, the concepts of fractions, ratios and proportion, scientific notation, percent, algebra, calculation of areas and volumes, graphs, and the conversion of units are covered. The science component of the course is divided into two areas: hydraulics and chemistry. In hydraulics, the concepts of pressure, hydraulic grade lines, calculation of head loss, pumping and flow rate problems are discussed in detail. In chemistry, the structure of matter, the balancing of chemical equations and the calculation of dosage are studied.

**Prerequisite:** Acceptance into either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

*Note: Students cannot receive credit for more than one of WTTP 1720, WTTP 1721.*

## WTTP 1731

3 credits

### Mechanical Systems I

Students explore the principles of piping, pumps and valves as they apply to the support systems in water treatment facilities. The principles of cross connection control are also addressed. **Prerequisite:** Acceptance into either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

**Prerequisite:** Acceptance into either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

*Note: Students cannot receive credit for more than one of WTTP 1730, WTTP 1731.*

## WTTP 1801

3 credits

### 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:** WTTP 1701, WTTP 1711, WTTP 1721, WTTP 1731, WTTP 1740, WTTP 1760

*Note: Students cannot receive credit for more than one of WTTP 1800.*

## WTTP 1821

3 credits

### Instrumentation I

This course offers an introduction to the instrumentation trade as it applies to the day-to-day operation of water and wastewater treatment plants. Topics discussed include: process control principles; terminology; and trouble shooting techniques. This course is not designed to create tradespersons, but is designed from the viewpoint of plant operators, to develop more awareness of the trades and to enable operators to function more effectively.

**Prerequisites:** WTTP 1701, WTTP 1711, WTTP 1721, WTTP 1731, WTTP 1740, WTTP 1760

*Note: Students cannot receive credit for more than one of WTTP 1820, WTTP 1821.*

## WTTP 1851

3 credits

### Water Treatment II

This course is a continuation of Water Treatment I. 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:** WTTP 1701, WTTP 1711, WTTP 1721, WTTP 1731, WTTP 1740, WTTP 1760

*Note: Students cannot receive credit for more than one of WTTP 1850, WTTP 1851.*

## WTTP 1891

3 credits

### 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 completion of all previous level two courses within the Water Treatment Technology program.

*Note: Students cannot receive credit for more than one of WTTP 1890, WTTP 1891.*

## WTTP 2051

1 credit

### 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, WTTP 1821, WTTP 1830, WTTP 1851, WTTP 1860, WTTP 2760

## WTTP 2061

1 credit

### Inorganic Species in Water

The focus of this course is on the study of inorganic species (metals and non-metals) found in water and wastewater. Topics include identification and removal

techniques of inorganic species in treatment systems. Basic terminology, reactions and equation analysis are also emphasized.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of all courses in level one and two of the Water Treatment Technology program is recommended.

## WTTP 2071

1 credit

### Organic Species in Water

The focus of this course is on the organic content as it applies to the water and wastewater industries. Topics include identification, analysis and treatment techniques related to organic compounds. Students discuss the effects of naturally occurring and human made organics in water.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of level one or two of the Water Treatment Technology program is recommended.

## WTTP 2131

1 credit

### Concepts of Filtration

There are many filtration processes available in the water treatment industry. Each process has its advantages and disadvantages depending on source water and finished water requirements. This course expands on the basic building blocks of filtration as taught in part of WTTP 1711, basic principles of sedimentation and filtration. Topics include: filter design concepts; regulatory standards; filter mechanisms; filter classification; and media selection techniques.

**Prerequisites:** Completion of the Water Treatment Technology program level two, or the equivalent education or field experience as awarded Prior Learning Assessment.

### WTTP 2141

1 credit

#### 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.

**Prerequisites:** There are no prerequisites for the course, but industry experience or acceptance into the Water Treatment Technology program is recommended.

### WTTP 2151

1 credit

#### 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.

**Prerequisites:** There are no prerequisites for the course, but industry experience or acceptance into the Water Treatment Technology program is recommended.

### WTTP 2171

1 credit

#### 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.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of the second level of the program.

### WTTP 2181

1 credit

#### Standard Disinfection Practices

The intent of this course is to analyze in-depth concepts related to the more common forms of water disinfection: chlorination; ozone disinfection; and UV technologies.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of the second level of the program is recommended.

### WTTP 2191

1 credit

#### Advanced Disinfection and Fluoridation Practices

Alternate disinfection practices are a focus of this course, along with fluoridation. Maintenance and calibration procedures used in monitoring equipment for both disinfection and fluoridation are discussed.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of the second level of the program.

### WTTP 2291

1 credit

#### Computers in Industry

Students are introduced to the components of a computerized system. Understanding personal computers enables students to understand other micro processed-based control equipment, and how to use personal computers more effectively. Course topics include: the personal computer hardware; operating systems; and software applications found in industry.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of the third level of the program.

### WTTP 2301

1 credit

#### Advanced Programmable Logic Controllers

This course takes students beyond the entry-level and introduces them to more advanced topics such as: analogues signal handling; increasingly sophisticated instructions apart from timers and counters; and how discrete and analogue values can be passed from one PLC to another. Basic topics such as serial and ethernet communication are included in the course.

**Prerequisites:** There are no prerequisites for the course, but WTTP 2701 (or industry experience) is recommended.

### WTTP 2311

1 credit

#### 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.

**Prerequisites:** There are no prerequisites for the course, but industry experience or completion of the third level of the program is recommended.

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**WTTP 2331**

1 credit

**People Management**

Students explore the foundations for managing people. This course is designed for personnel who have been promoted from within the ranks, or for those who need a reminder of the range of management skills and techniques applied to improve performance. The subject matter ranges from the study of manager roles and responsibilities to disciplining employees.

**Prerequisite:** WTTP 1740, WTTP 1171, WTTP 1181, WTTP 1191, Industry experience of completion of level three of the Water Treatment Technology Program

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**WTTP 2341**

1 credit

**Asset and Operations Management**

The course is designed for personnel who need a basis in plant management for water and wastewater facilities. The subject matter ranges from the fundamentals of management and asset maintenance to record keeping.

**Prerequisite:** WTTP 1740, WTTP 1171, WTTP 1181, WTTP 1191, Industry experience of completion of level three of the Water Treatment Technology Program.

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**WTTP 2351**

1 credit

**Financial Management**

This course is designed to teach students basic financial matters as they apply to utility management in the water industries. Topics covered include forecasting, planning and budgeting. The fundamentals of environmental law are also discussed.

**Prerequisites:** WTTP 1740, WTTP 1171, WTTP 1181, WTTP 1191, Industry experience of completion of level three of the Water Treatment Technology Program.

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**WTTP 2701**

3 credits

**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:** WTTP 1801

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**WTTP 2721**

3 credits

**Advanced Coagulation and Particle Removal**

This course is a continuation of Water Treatment 2 in which coagulation in general terms is introduced. This course takes an in-depth look at coagulation and particle removal. Topics discussed include: the advanced principles of coagulation; emerging technologies; jar testing; and clarification methods and equipment. The course aims to provide operators with information that will improve their ability to assess conditions in the water treatment plant and make decisions to ensure the smooth operation of their treatment process.

**Prerequisites:** WTTP 1851

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**WTTP 2801**

3 credits

**Microbiology and Toxicology**

The goal of this course is to introduce students to unifying concepts of biology, microbiology, and toxicology relating to water, and the most common and significant sources of infectious diseases caused by microbial contamination. Students explore the types of toxicants present in aquatic systems, their routes of exposure and modes of action, as well as their effects on human health and the environment.

**Prerequisites:** WTTP 2701, WTTP 2711, WTTP 2721, WTTP 2731, WTTP 2741

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**WTTP 2891**

3 credits

**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.



# Administration

## **President and Vice-Chancellor**

Brett Fairbairn  
BA (USask); BA (Hons) (Oxford)  
PhD (Oxford U, UK)

## **Provost and Vice-President, Academic**

Christine Bovis-Crossen  
BA (McMaster)  
MA (Laurier)  
PhD (U Hull, UK)

## **Associate Vice-President, Open Learning**

Donald Poirier  
BA, MA, MBA (U of C)

## **Associate Vice-President, Enrolment & University Registrar**

Michael Bluhm  
BSc (Waterloo)  
MEd (UBC)

## **Associate Vice-President, Academic**

Donna Petri  
BScN (Bethel C, US)  
MNS (Deakin, AU)

## **Assistant Registrar, Audit, Articulation and Graduation**

Marjorie Budnikas  
BA, PhD (U of T)  
MA (UBC)

## **Assistant Registrar, Admissions**

Christine Lee  
BA (UBC)  
LLB (Queen's)  
MA (U of C)

## **Manager, Financial Aid and Awards**

Gordon Down  
BA (TWU)

## **Associate Registrar, Systems and Reporting**

Marion Hannaford  
BSc (UBC)  
Prof Teaching Cert (UVic)  
MA, PhD (Washington State U, US)

## **Associate Registrar, Admissions**

Jason Maxwell  
BA and MA (UCCS, Colorado Springs)

## **Associate Director, Program Delivery**

Sarah Langlois  
BA (Hons), MSc, Pg Cert  
(Sheffield Hallam, UK)

## **Manager, Program Delivery**

Matt Dyck  
BA (TRU)  
MA (AU)

## **Associate Director, Curriculum Development**

Naomi Cloutier  
Cert Exec Dev (Sauder)  
MA (RRU)

## **Director, Marketing and Brand**

Jennifer Read  
BA (McGill)

## **Director, Curriculum Development and Delivery**

Paul Martin  
BA (U of A)  
MA (UWO)  
PhD (U of A)

## **Director of Learning Technology and Innovation**

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[Names of post-secondary institutions outside of Canada are followed by the country code for that institution.](#)



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# Notes

Handwriting practice lines for notes. The page contains 20 horizontal dashed lines for writing.



# Notes

Handwriting practice lines consisting of 24 horizontal dashed lines.

# Notes

Handwriting practice lines consisting of 20 sets of three horizontal dashed lines.

# Notes

Handwriting practice area with 20 sets of three horizontal lines (top solid, middle dashed, bottom solid).

# Notes

Handwriting practice area with 20 sets of three horizontal lines (top solid, middle dashed, bottom solid).

# Notes

Handwriting practice area with 20 sets of three horizontal lines (top solid, middle dashed, bottom solid).

# Notes

Handwriting practice area with 20 sets of three horizontal lines (top, middle dashed, bottom).



# Notes

Handwriting practice area with 20 sets of dashed lines on a light blue background.

# Notes

Handwriting practice area with 20 horizontal dashed lines.

# How to Apply to an Open Learning Program

1. Choose a program and confirm its availability.
2. Review the program description and make sure you meet the requirements.
3. Review the completion guidelines and any application deadlines. Check transfer credit and PLAR information.
4. Arrange to have any required documentation sent to OL Admissions.
5. Select an application and payment method and proceed.



## APPLY ONLINE

Apply online through EducationPlannerBC at [www.educationplannerbc.ca](http://www.educationplannerbc.ca) and use a credit card (MasterCard, Visa or American Express).



## APPLY BY FAX OR MAIL

Complete the Program Admission Form at [www.tru.ca/distance/register/admission](http://www.tru.ca/distance/register/admission) and send it, along with a money order or cheque payable to Thompson Rivers University, to:

Fax 1-250-371-5960

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

# How to Register for an Open Learning Course

1. Choose a course and confirm its availability.
2. Review the course description and make sure you meet the requirements.
3. Review the completion guidelines, start and end dates, any registration deadlines and final exam application dates.
4. If required, arrange to have any supporting documentation sent to OL Admissions.
5. Select a registration and payment method and proceed.

*If you have a documented disability and want to request services and/or accommodations, please email Accessibility Services at [as@tru.ca](mailto:as@tru.ca) or Student Services at [student@tru.ca](mailto:student@tru.ca) at least 12 weeks before the start date of your course.*



## REGISTER ONLINE

Apply online at [www.tru.ca/distance/register/registernow](http://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](http://www.tru.ca/distance/register/registernow)), and send 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 at [www.tru.ca/distance/register/registernow](http://www.tru.ca/distance/register/registernow).
2. Complete the Full-Time Fee Deferral Application form at [www.tru.ca/awards/open-learning](http://www.tru.ca/awards/open-learning).
3. Send the scanned or printed forms to:

Email [awards@tru.ca](mailto:awards@tru.ca)

Fax 1-250-371-5668

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

*In 2018, TRU achieved platinum, the highest ranking in the Association for the Advancement of Sustainability in Higher Education's (AASHE) global Sustainability Tracking, Assessment and Rating System (STARS).*



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