**Glossary**

New processes will generate a new glossary. This area is under development as of January 2010.

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| 399 Courses | Upper-level critical analysis and research courses, requiring a large amount of independent work, reading, web research, and conference-based discussions. They are courses available solely on the web.  |
| ABE | Adult Basic Education |
| BCCOL | BC Centre For Open Learning, the name of our building on the Kamloops campus. |
| Blackboard | The Learning Management System currently used by Open Learning.  |
| BOM | Bill of Materials, the items listed on the Pack Slip, have costs; BOM is the cost of a course package. (The BOM is the response given by Product Support after processing the Pack Slip. The BOM specifies both the internal cost and the cost incurred by the student. |
| CAC | Campus Activity Centre; it has a cafeteria, pub, and meeting and conference facilities.  |
| CE | Course Editor/Copy Editor |
| CIS | Course Information Sheet |
| Copy Editing | The work that an editor does to improve the formatting, style, consistency, tone, and accuracy (but, usually, not the content) of course materials |
| Course Outline | The Course Outline is a formal document that represents the contract between TRU (or TRU-OL) and the student. The information contained in the course outline is included in both the TRU and TRU-OL calendars and the web registration system to provide students with the information they need to make an informed enrolment decision. The content of the course outline is governed by university policy. |
| CRN  | Course Reference Number. Every course has a CRN to identify it; each course version (print or web) has its own CRN.  |
| Directed Studies(499 Courses) | A directed studies course is the last course that program students take before they graduate. Open only to programs students, approved by students’ Advisors before registration. Determined on an individual basis and has general guidelines but no course package. |
| DSO | Development Support Officers (work in Curriculum Services/Production).  |
| Dynamic Web | A course modality that is delivered to a student over the web. The complete course content is developed in advance, but the tutor is expected to add to the content of the course during the course’s delivery. |
| ID | Instructional Designers (design new courses). |

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| Item Numbers | Identify each course component that goes into a print course package.1XX… are externally published materials (texts or publishers’ custom prints)2XX… are Course Manuals/Overviews, Course Units, Course Bulletins3XX… are audio (CDs) materials4XX… are Assignments5XX… are free items (e.g., government publications)6XX… are video (DVDs) materials 7XX… are supplementary readings files, or in-house reprints of texts |
| Fix-My-Course | A database that receives course issues to be addressed. PAs usually deal with and/or forward the problem to the appropriate department.  |
| Licensed Course | The contents of a course purchased for delivery through TRU-OL from another institution. |
| Major Revision | Major revisions involve substantive changes to a course’s content. A new text, out-dated materials, or changes in evaluation methods are common reasons for a major revision.  |
| Minor Revision | Minor revisions refresh an existing course: error corrections, assignment revisions, new exams, reading list updates, and/or course package modifications to reflect a new edition of the course text are all reasons for a minor revision.  |
| NIRF | New Item Request Form; used to request a particular item to be assigned an inventory number. The Warehouse tracks all items for inventory purposes and is responsible for ensuring the accuracy of a course package. Each item within the package (including the box) is assigned a unique identifying inventory number.  |
| PA | Project Assistants (work in Curriculum Services). |
| Packing Grid | The packing grid is the final list that the course items are ordered from. It contains all the items in the course package.  |
| PLAR | Prior Learning Assessment and Recognition |
| SME | A course SME, sometimes known as a course writer, is a specialist in the course content and responsible for the creation of the course content, reporting to the Instructional Designer. The Course SME can be a contractor, an existing tutor (TRUOLFA), or an existing faculty member (TRUFA). |
| TMA | Tutor Marked Assignment [form]. |