Okanagan College Calendar

2015-16

Okanagan College
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Okanagan College transforms lives and communities. We educate, train and support our students to excel in the workplace, to succeed in further education and to become lifelong learners.

Contents

.....1

OKANAGAN COLLEGE.....9

REGIONS.....10

IMPORTANT DATES.....11

ADMISSIONS.....13

ENGLISH and alternatives.....19

ENGLISH 12 with minimum 70% and alternatives.....19

ENGLISH 12 with minimum 67% and alternatives.....21

ENGLISH 12 with minimum 60% and alternatives.....22

ENGLISH 12 with minimum 50% and alternatives.....24

ENGLISH 11 with minimum 67% and alternatives.....26

ENGLISH 11 with minimum 60% and alternatives.....27

ENGLISH 11 with minimum 50% and alternatives.....29

ENGLISH 10 with minimum 50% and alternatives.....30

REGISTRATION.....31

FEES.....33

CO-OPERATIVE EDUCATION.....38

INTERNATIONAL EDUCATION.....39

International Student Admission.....39

English as a Second Language Programs.....40

Part-Time English Language Development Program.....40

English as a Second Language Certificate Program.....41

English for Academic Purposes Certificate.....41

English for Specific Purposes.....42

Diploma/Degree/Certificate Programs.....42

Important Information for International Applicants.....43

International Student Fees.....44

PROGRAMS.....45

University Studies.....45

University Studies - Arts.....45

Associate of Arts Degree.....45

Diploma in General Studies.....49

Diploma in Criminal and Social Justice.....50

Diploma in Environmental Studies.....51

International Development Diploma53

Diploma in Journalism Studies.....55

Diploma in Media and Cultural Studies.....57

Diploma in Writing and Publishing (English).....58

Advanced Certificate in Communication.....59

Concentration in Communication.....60

University Studies - Science.....60

Associate of Science Degree.....60

Diploma in General Studies.....63

Analytical Chemistry Technology Diploma.....64

Applied Ecology and Conservation Diploma.....65

Applied Science (Engineering Program) 67
Bachelor of Science in Wood Products Processing (UBC transfer program) 67
Human Kinetics Diploma (see Health & Social Development) 68
Honours Bachelor of Science - Oenology and Viticulture (Brock University transfer program) 68
Bachelor of Computer Information Systems Degree 69
Computer Information Systems Diploma 72
Concentration in Communications (see Associate of Arts) 73
Engineering Technologies 73
Civil Engineering Technology Diploma 74
Electronic Engineering Technology Diploma 76
Mechanical Engineering Technology Diploma 77
Network and Telecommunications Engineering Technology Diploma ... 78
Sustainable Construction Management Technology Diploma . 80
Water Engineering Technology Diploma 82
Okanagan College to UBC-Okanagan Civil Engineering Bridge 84
Okanagan College Electronic Engineering Technology Bridge to UBC Okanagan Electrical Engineering 84
Okanagan College to UBC-Okanagan Mechanical Engineering Bridge 85
Business Administration 85
Bachelor of Business Administration 86
Bachelor of Business Administration - Accounting Specialty 87
Bachelor of Business Administration - Finance Specialty 89
Bachelor of Business Administration - Tourism and Hospitality Management Specialty 91
Bachelor of Business Administration - Human Resources Management Specialty 93
Bachelor of Business Administration - Management Specialty 94
Bachelor of Business Administration - Marketing Specialty 96
Bachelor of Business Administration Honours Program 98
Bridging Programs & Pathways into the BBA 98
Bridging Program into the BBA - Technology and CIS Bridge 98
Human Kinetics Diploma Pathway to the BBA 99
Bridging Program into the BBA - Associate of Arts Bridge 100
Business Administration Diploma - Accounting Option 100
Business Administration Diploma - Financial Services Option 102
Business Administration Diploma - General Studies Option 103

Business Administration Diploma - Human Resources Management Option....105
Business Administration Diploma - Management Option....106
Business Administration Diploma - Marketing Option....108
Business Administration Diploma - Tourism and Hospitality Management Option....109
Business Administration Certificate....111
Business Studies Certificate - Accounting....112
Business Studies Certificate - Business Computer Applications....113
Business Studies Certificate - Financial Services....114
Business Studies Certificate - Tourism and Hospitality Management....115
Business Studies Certificate - Human Resources Management....116
Business Studies Certificate - Marketing....117
Business Studies Certificate - Operations Management....118
Business Studies Certificate - Entrepreneurship and Small Business Management....119
Business Studies Certificate for Healthcare Professionals....120
Concentration in Communications (see Associate of Arts)....121
Post-Baccalaureate Diploma in Accounting....121
Post-Diploma Certificate in Business Administration....121
Office Management Certificate....122
Pathway to Professional Accounting....122
Elite Program....123
Transferability of Business Administration Courses....123
Commercial Aviation....125
Commercial Aviation Diploma....125
Office Administration....126
Administrative Assistant Certificate....126
Office Assistant Certificate....128
Administrative Assistant Fundamentals Certificate....129
Legal Administrative Assistant Certificate....130
Accounting Assistant Certificate....131
Medical Administrative Assistant Certificate....132
Food, Wine and Tourism....133
Bachelor of Business Administration - Tourism and Hospitality Management Specialty (see Business)....133
Business Administration Diploma - Tourism and Hospitality Management Option (see Business)....133
Business Studies Certificate - Tourism and Hospitality Management (see Business)....133
Culinary Arts Certificate....133
Culinary Management Diploma....135
Pastry Arts Certificate....136
Viticulture Certificate....137

Wine Sales Certificate 137
Winery Assistant Certificate 137
Health & Social Development 138
Bachelor of Science in Nursing (Years 1 and 2) 138
Certified Dental Assistant Certificate 142
Early Childhood Education 145
Early Childhood Education Diploma 145
Early Childhood Education - Infant Toddler Certificate 147
Health Care Assistant Certificate 148
Human Kinetics Diploma 149
Human Service Work Diploma 152
Pharmacy Technician Certificate 156
Practical Nursing Diploma 157
Therapist Assistant Diploma 159
Trades & Apprenticeship 162
Trades Foundation Programs 162
Apprenticeship Programs 163
Aircraft Maintenance Engineering Department 164
Aircraft Maintenance Engineer (AME) M-License 164
Aircraft Maintenance Engineer Category 'S' (Structures) 165
Automotive Collision Repair Department 166
Automotive Collision Repair/Painting and Refinishing (now offered as Collision Repair Technician Certificate) 166
Automotive Refinishing Prep Technician 167
Collision Repair Technician Certificate 168
Motor Vehicle Trades Department 168
Automotive Service Technician 168
Heavy Mechanical Foundation Certificate 169
Recreation Vehicle Service Technician 170
Construction Trades Department 171
Carpentry/Joinery 171
Residential Construction 171
Carpenter 172
Studio Woodworking Certificate 173
Electrical Building Trades Department 173
Electrician Pre-Apprenticeship 173
Mechanical Building Trades Department 174
Plumbing and Piping Trades Certificate 174
Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship Certificate 175
Sheet Metal Worker Foundation Certificate 176
Welding Department 176
Welder Foundation Certificate 176
Welding Upgrading and Test Procedures 177
Welding Level "A" 178
Welding Level "B" 178
Metal Fabricator (Fitter) Certificate 179
Trades Technology Teacher Education 179

Trades Technology Teacher Education....179
Trades Interprovincial Refresher Certificates....181
Automotive Service Technician Interprovincial Refresher Certificate....181
Cook Training Interprovincial Refresher Certificate....182
International Trades Programs....183
Business and Trades Certificate for International Students....183
Foundational Programs....184
Adult Academic and Career Preparation Programs....184
Adult Basic Education (ABE) Program....185
Adult Basic Education (ABE) Program Outline....185
Transfer Credit for Adult Basic Education Courses....186
Adult Academic and Career Preparation Correspondence Courses....186
Adult Special Education....187
Admission Requirements....187
Basic Skills Certificate - A....187
Basic Skills Certificate - B....189
Advanced Skills Certificate....191
PACE (Preparing for Access to Careers and Education)....192
SAME (Supported Access to Modified Education)....193
Inclusive Post-Secondary Education Certificate....194
English as a Second Language (for Domestic Students)....196
Ministry of Education Development Testing Services (GED)....196
Distance Education....196
Summer Session....197
Bookkeeping Bridging Certificate (Distance)....197
Career Facilitator Certificate (Distance)....197
Community Brain Injury Services Certificate (Distance)....198
Green Building Design and Construction Certificate....198
Leading in a Learner Centred Organization Certificate....199
Learner-Centred Instructor Certificate....199
Pharmacy Technician Certificate (Distance)....200
Service and Support in a Learner-Centred Organization Certificate....200
Continuing Studies....201
Programs and Services....201
Advanced GIS Certificate....201
American Sign Language (ASL) Certificate....202
Audio Engineering and Music Production Certificate....202
Autism Spectrum Certificate....203
AutoCAD Skills Certificate....203
Bartending Certificate....204
Basic Accounting Certificate....204
Bookkeeping Certificate....204

Building Service Worker Certificate 204
Career Facilitator Certificate 205
Computer Basics for Business Certificate 205
Computer Proficiency for Business Certificate 206
Custodial Worker Certificate 206
Dental Office Administrative Assistant Certificate 207
Education Assistant Certificate 207
Esthetician Certificate (now offered as Esthetics and Nail Technology Certificate) 208
Esthetics and Nail Technology Certificate 208
Floral Design Certificate 209
Golf Course Maintenance Certificate 209
Healthcare Services Certificate 209
Hearing Assistant Certificate 209
Home Inspection Certificate 210
Interior Decorating Certificate 211
Introduction to Office Administration Certificate 211
Introductory Silviculture - Nursery Production Certificate 212
Landscape Horticulture Certificate 212
Life Skills Facilitator Certificate 212
Leadership Skills Certificate 213
Medical Device Reprocessing Technician Certificate 213
Medical Laboratory Assistant Certificate 215
Medical Office Assistant Certificate 216
Nail Technician Certificate (now offered as Esthetics and Nail Technology Certificate) 217
Nursing Unit Assistant Certificate . 217
Palliative Care Certificate 218
Production and Inventory Management Certificate 218
Project Management Certificate ... 219
Residential Building Drafting Technician Certificate 220
Simply Accounting Certificate 220
Special Needs Worker Certificate. 221
Staffing Services Clerk Certificate 222
Teaching English as a Second Language Certificate 222
Viticulture Certificate (see Food, Wine and Tourism) 223
Wine Sales Certificate (see Food, Wine and Tourism) 223
Winery Assistant Certificate (see Food, Wine and Tourism) 223
Xeriscape Certificate 223
COURSE DESCRIPTIONS 224
Trades 390
Continuing Studies 413
GENERAL ACADEMIC REGULATIONS AND POLICIES 447
Admission Policies 447
Registration and Courses 451
Attendance 453
Examinations 454
Grading Practices 455

Probation and Termination 460

General Appeals on Academic Standing 464

Academic Requirements for Program Completion and Graduation.....469

Graduation.....472

Academic Offenses.....472

Student Conduct.....475

Freedom of Information and Protection of Privacy 477

Electronic Communication for Students and Applicants 478

OKANAGAN COLLEGE

Okanagan College transforms lives and communities. That's what our mission statement says and so do our students, instructors, alumni and the industry professionals who rely on Okanagan College to produce highly skilled and job-ready graduates to answer the needs of our communities.

With a rich history that dates back more than four decades, Okanagan College is British Columbia's second largest public post-secondary college east of the lower Mainland. Okanagan College offers students a variety of programs at four unique campuses in the interior of the province including: Penticton, Kelowna, Vernon and Salmon Arm.

There are a number of reasons to choose Okanagan College. From the stunning locations of our campuses to the strong ties our college shares with industry -- to program development that meets the needs of a changing economy and personal interaction with professors -- Okanagan College works for students.

REGIONS

The Okanagan College Region is defined as the area consisting of the following school districts:

School District #19 Revelstoke

School District #22 Vernon

School District #23 Central Okanagan

School District #53 Okanagan-Similkameen

School District #58 Nicola Similkameen (excluding Merritt)

School District #67 Okanagan Skaha

School District #83 North Okanagan-Shuswap

Shuswap Revelstoke Region

Salmon Arm Campus

2552 10 Ave NE (Trans Canada Hwy)
Salmon Arm, B.C. V1E 2S4
Tel: (250) 832-2126
Toll free: 1-888-831-0341

Revelstoke Continuing Education Centre

Box 3118
1401 - 1st Street West
Revelstoke, B.C. V0E 2S0
Tel: (250) 837-4235

North Okanagan Region

Kalamalka (Vernon) Campus

7000 College Way
Vernon, B.C. V1B 2N5
Tel: (250) 545-7291
Toll free: 1-800-289-8993

Central Okanagan Region

Kelowna Campus

1000 KLO Road
Kelowna, B.C. V1Y 4X8
Tel: (250) 762-5445
Toll free: 1-877-755-2266

Penno Road Campus

188 Penno Rd.
Kelowna, B.C.

South Okanagan Similkameen Region

Penticton Campus

583 Duncan Ave. West
Penticton, B.C. V2A 8E1
Tel: (250) 492-4305
Toll free: 1-866-510-8899

Oliver Continuing Education Centre

Box 1799
9315-350 Avenue
Oliver, B.C. V0H IT0
Tel: (250) 498-6264

Summerland Continuing Education Centre

Box 1224
13211 Henry Avenue
Summerland, B.C. V0H 1Z0
Tel: (250) 494-1300

IMPORTANT DATES

Semester Schedules, Program Start and End Dates and Campus Closures

The following schedules include start and end dates for all Okanagan College programs excluding trades programs. See the trades section of the Okanagan College website for trades schedules and information: www.okanagan.bc.ca/trades.

2014-15

Academic (updated September 19, 2014 - revised Winter exam dates for Electronic Engineering Technology)

Office Administration

Adult Academic and Career Preparation (Adult Upgrading/ABE)

Vocational Health and Social Development

English as a Second Language (schedule change pending as of September 19)

Adult Special Education

Distance Education

2015-16

Academic (updated September 19, 2014 - revised Winter exam dates for Electronic Engineering Technology)

Office Administration

Adult Academic and Career Preparation (Adult Upgrading/ABE)

Vocational Health and Social Development

English as a Second Language

Adult Special Education

You may also view the schedules and dates by visiting www.okanagan.bc.ca/dates.

Application and Admissions Dates

- Some programs have specific dates or deadlines by which applications must be received (Nursing, Dental and Business). You must submit your application by the date indicated to ensure that you are considered for the first round of admission offers. For applications received after that date, offers of admission will only be issued if space is available.
- On the first business day in November each year Okanagan College begins accepting applications for academic programs (Arts, Science, Engineering Technologies, Computer Information Systems) for the following fall.
- Many other programs also begin accepting applications on the first business day in November for all intakes throughout the subsequent 10 months (Entry-Level Trades Foundation programs, Health programs other than those listed above.)
- You may apply online starting the first business day in November for Continuing Studies certificate programs. Continuing Studies will accept paper applications more than one year in advance of a program start date. Contact the Continuing Studies office directly.

Most programs accept applications up to the program start. Some programs have multiple start dates throughout the year.

All applicants are urged to apply as early as possible.

Response Time
Okanagan College will strive to respond to your application within ten (10) business days. However, during busy times of the year, please allow for up to twenty (20) business days for a response.

Distance Education
Distance Education courses begin in September, November, January, March and May. Distance Education students who plan to take courses by distance in subsequent semesters do not need to reapply for admission provided there is no break in study.

Registration Dates

WEB REGISTERED PROGRAMS:

The following dates apply to all programs that offer web registration. Students are notified in their offer of admission of their ability to web register.

Registration is available online, by appointment only - appointments will be sent to students electronically to their myOkanagan accounts.

** Students are allowed to register in courses for any campus
** Restrictions may apply for some programs

DISTANCE EDUCATION:

Winter 2015:

Open until Mar. classes begin

Summer 2015:

Continuing students: Opens Monday, February 16, 2015
New students: Opens Monday, February 23, 2015

AACP REGISTRATION:

Only Grade 11 and 12 courses are open for web registration, all other AACP courses require in-person registration.

Summer 2015:

Continuing students: Opens Monday, March 2, 2015
New students: Opens Monday, March 9, 2015

ENGLISH AS A SECOND LANGUAGE (ESL):

See the International Date and Fee Schedule for more information.

Fee Payment Deadlines

In general, full fees are due one week before classes begin.

For programs with courses that start at the beginning of a semester, your account must be paid in full by the fee payment deadline above. If you add or change courses after the fee payment deadline resulting in additional charges to your account, you are required to pay all fees at the time of registration.

For programs that do not start at the beginning of the fall or winter semester, fees are due no later than one week before classes begin.

For trades and vocational programs that are 13 weeks or shorter in length, fees are due upon admission to the program.

For distance education and Adult Basic Education (AACP) courses, fees are due at the time of registration.

Summer Session 2015:

Summer Session I: April 22, 2015
Summer Session II: June 17, 2015

Fall 2015:

August 21, 2015

Winter 2016:

December 16, 2015

Please also see: www.okanagan.bc.ca/feepayment.

ADMISSIONS

Early application for all programs is strongly advised.

Okanagan College may cease to accept applications for a given intake or program if the number of applications submitted greatly exceeds enrolment capacity. Notice of these program closures will be posted on the Okanagan College website.

Okanagan College is a multi-campus institution, and many programs are offered at more than one campus. However, not all programs are offered at all campuses.

How to Apply

Use the online application form at www.okanagan.bc.ca/apply. If you are unable to submit an application online, Okanagan College will accept paper applications with the $30 non-refundable application fee. You can apply for up to three programs per application session for your $30 application fee ($100 for International applicants.)

While online submission of your application greatly speeds the processing of the application, how you submit your application is not a factor in determining your admissibility.

You may visit any of the campuses or regional centres of Okanagan College to submit your application. Assistance is available to help you use the online application process.

A returning student will not be assessed an application fee provided the student is continuing in the same program and has not missed more than one semester (summer session is excluded). If you are admitted to more than one program, you will be required to accept only one offer of admission.

When to Apply

Please see Important Dates.

Transcripts

As an applicant, you must ensure that official sealed transcripts are submitted for all institutions attended other than Okanagan College. Transcripts must have been issued within the previous six months. Current and past Okanagan College students and Okanagan University College students are not required to submit Okanagan College or Okanagan University College transcripts. Domestic applicants submitting out-of-province post-secondary transcripts will be required to submit a $30 transcript evaluation fee. International applicants submitting out-of-province post-secondary transcripts will be required to submit a $150 transcript evaluation fee. (This fee is in addition to the application fee.)

Applicants

Applicants must satisfy all general and program-specific admission requirements.

Regular Applicants: Regular applicants have secondary graduation (or equivalent) or are currently enrolled in Grade 12.

Mature Applicants: Mature applicants are at least 19 years of age and have been out of full-time secondary school for at least one year prior to commencement in their program. Grade 12 graduation is not required (unless specified), but the applicant must satisfy all general and program-specific admission requirements.

Transfer Student: The applicant is currently attending or has most recently attended another accredited post-secondary institution in a transferable program. The applicant must satisfy all general and program-specific admission requirements.

Unclassified Student: Courses completed as an Unclassified Student are not intended to lead to a particular degree or diploma. No transfer credit will be awarded by Okanagan College. Enrolment in courses is subject to availability of space, completion of prerequisites or faculty permission. Department permission is required for students enrolling in 300/400 level courses. Admission to the College as an Unclassified Student does not guarantee admission to any subsequent program.

Visiting Student: A Visiting Student at Okanagan College is a student who is currently undertaking a program of degree completion at another accredited post-secondary institution. No transfer credit will be awarded by Okanagan College. Students are admitted based on a Letter of Permission from the home institution and are permitted to register in specific Okanagan College courses as listed in the Letter of Permission.

The Letter of Permission must state the session and year for which it is valid and is valid for one academic year only. If subsequent sessions are required, a new Letter of Permission must be submitted. Registration in courses is subject to availability of space, approval from the home institution, and proof of satisfying all course prerequisites.

General Admission Requirements - All Applicants

Document Requirements

Applicants are required to submit the following documents with their applications:

Provincial Education Number (PEN): All applicants who are currently enrolled in or have completed Grade 12 in British Columbia or Yukon must submit their nine-digit provincial education number.

Transcript: Official (i.e. sealed and unopened) transcripts must be submitted for all secondary and post-secondary schools. These transcripts must have been issued within the past six months.

Applicants from outside Canada, or whose documents are not in English: see our International Student information.

Transcripts and other documents submitted become the property of Okanagan College and will be returned to the student only upon written request. In this event, true copies of non-replaceable documents will be made by Okanagan College and the original documents returned.

Sponsorship Letters: All students who are sponsored must submit a letter outlining what specifically is covered under the sponsorship and authorizing their sponsorship before registration.

Citizenship and Immigration Requirements

Applicants must satisfy one of the following citizenship or immigration requirements for admission:

- be a citizen of Canada, or
- hold status granted by Human Resource Development Canada as a permanent resident (landed immigrant), proof of which must be submitted, or
- hold a valid study permit issued by a Canada Immigration Centre, proof of which must be submitted, or
- hold a valid visitor's permit and intend to study in Canada for six months or less.

Age Requirement

Adult Academic and Career Preparation Programs (Adult Basic Education): Applicants must be at least 19 years of age, or have been out of the public school system for at least 12 months and be at least 18 years of age, or have completed grade 12.

Any applicant not meeting these requirements must be recommended for admission by a Secondary School Principal or Counsellor and be referred to the Adult Academic and Career Preparation Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant, who will be admitted only if approved by the Committee and space is available.

Baccalaureate Degree, Associate Degree, Diploma programs and Health and Social Development Programs: Applicants must be 18 years of age or a British Columbia Secondary School graduate or equivalent. Some programs may set higher age requirements.

Vocational and Trades: Applicants must be at least 16 years of age. Some programs may set higher age requirements. Okanagan College reserves the right to determine whether an underage student will be permitted to enrol.

English Requirements

English is the language of instruction and communication at Okanagan College. All applicants, including Canadian citizens, whose native or primary language is other than English, must demonstrate a command of English sufficient to meet the demands of classroom instruction and written assignments.

See individual program listings for specific English requirements.

Academic Requirements

See individual program listings for detailed requirements.

All applicants must:

- submit proof of having satisfied all admission requirements of the program to which admission is sought, or

- submit proof of enrolment in a course or program of studies which, if successfully completed by June 30th, will satisfy all admission requirements for a program starting in September, or
- for programs with a start date other than September, submit proof of enrolment in a course or program of studies which, if successfully completed by the date specified by the Admissions Office, will satisfy all admission requirements to the program.

Entrance Testing

Testing times and dates are available at the Learning Centre in Kelowna or Regional Campus counselling offices.

Language Proficiency Index (LPI): Students may write the LPI to satisfy the English academic admission requirement for some Okanagan College programs. Please refer to the program listing for specific English requirements.

Information on how to register to write the LPI, and dates and locations for the LPI sittings are available online. Results must be submitted no later than July 31 for admission to programs starting in September.

Applicants outside B.C. can call the LPI office at (604) 822-9144 or visit their website.

English testing for International Students: see Okanagan College International or see below.

ABLE Math and English Diagnostic Test: Satisfactory standing in basic math and reading tests is required for entrance to all Entry Level Training (Trades) programs. Please see individual program listing.

Adult Academic and Career Preparation Skills Assessment: Applicants wishing to enter some Adult Academic and Career Preparation (Adult Basic Education) courses may be required to complete a skills assessment test if they do not meet specific course prerequisites or to determine the level which would best suit their needs. Assessment dates and times are available at the Registrar's Office or campus offices. See Adult Academic and Career Preparation programs for more information.

Mathematics Diagnostic Test: Any person requesting admission to the following programs (see chart below), must demonstrate proficiency in the indicated area of Mathematics. The indicated diagnostic test may be used to satisfy the math admission requirement.

Program Specific Tests and Passing Scores:

Culinary Management Diploma
Math Diagnostic Test
16/25

Associate of Science Degree
Calculus Readiness Test
16/25

Bachelor of Business Administration
Math Diagnostic Test
20/25

Bachelor of Computer Information Systems
Mathematics 11 Proficiency Test
or Mathematics 12 Proficiency Test
70%

Business Administration Diploma
Math Diagnostic Test
16/25

Civil Engineering Technology Diploma
Math 11 Challenge Exam
64%

Commercial Aviation Diploma
Math Diagnostic Test
16/25

Computer Information Systems Diploma
Mathematics 11 Proficiency Test
or Mathematics 12 Proficiency Test
70%

Electronic Engineering Technology Diploma
Math 11 Challenge Exam
64%

Mechanical Engineering Technology Diploma
Math 12 Challenge Exam
64%

Network and Telecommunications Engineering Technology Diploma
Math 11 Challenge Exam
64%

Sustainable Construction Management Technology Diploma
Math 11 Challenge Exam
64%

Trades Technology Teacher Education Diploma
Math 11 Challenge Exam
64%

Water Engineering Technology Diploma

Math 11 Challenge Exam
64%

Applicants Whose First Language Is Not English

Applicants to diploma, degree and certificate programs whose first language is not English must submit documentation of one of the following:

- A TOEFL score of at least 550 (paper-based), 213 (computer-based), or 79 (Internet-based). An overall band score of 6.5 on the academic version of IELTS.
- A score exceeding level 4 on the Okanagan College English Language Assessment (OCELA).
- A minimum grade of 70% in each EAPD 040, EAPW 040 and EAPR 040 for admission to a Bachelor of Business Administration degree.
- A minimum grade of 60% in EAPD 040, EAPW 040 and EAPR 040 for admission to Arts, Science, Business Administration diploma, Commercial Aviation, Advanced Culinary Arts, Computer Information Systems and Engineering Technology programs.
- A minimum grade of 70% in B.C. secondary school English 12 or its equivalent for Business or a minimum grade of 60% for Arts, Science, Engineering technology, and most diploma programs.
- A transcript showing completion of an English literature or composition course at a recognized university or college in Canada with a minimum grade of 50%.
- A minimum score of level 5 on the Language Proficiency Index test (available only in BC) for Business or level 4 for Arts, Science, technology and most diploma programs.

Applicants who have successfully completed a diploma or degree from an accredited institution at which English is the language of instruction may submit their academic transcript for review by Okanagan College. Subject to verification, this diploma or degree may be used to meet the English requirement for admission to Okanagan College.

Documentation of English language proficiency should be sent directly to International Education, Okanagan College.

In addition to English, all students must meet program specific prerequisites.

Admission Procedures

Students continuing their studies from one semester to the next need not apply for readmission. Each semester students must, however, register and pay fees for the courses in which they wish to enrol.

Students changing their program (e.g. from AACP to an Associate of Arts, or from ESL to Business) need to submit a new Application for Admission.

Returning students: Students returning to resume studies in a specific program after an absence of one or more semesters are required to submit an Application for Admission before the beginning of the semester in which they wish to enrol. Applicants are strongly advised to apply early. Applicants must satisfy all program requirements prior to admission.

Aboriginal applicants: Canadian Aboriginal applicants are encouraged to declare that they are of Aboriginal ancestry within the meaning of the Constitution Act of 1982. This information will allow access to activities and services designated for Aboriginal students. Further information may be requested from: Student Services - Aboriginal Programs and Services or call (250) 762-5445.

Offers of Admission

Okanagan College will, for any given program, normally make several rounds of admission offers until the program has been filled. The offer of admission sent to an applicant by the Admissions Office will indicate a response deadline by which the applicant must notify Okanagan College of his or her decision to accept the offer of admission. Acceptance of an offer of admission must be accompanied by payment of a non-refundable admissions deposit. This payment will be fully applied toward payment of the student's assessed tuition fees.

By accepting the offer of admission and paying the non-refundable admissions deposit by the deadline, the applicant will be assured of a seat in the program, and will be block registered into the appropriate courses, or will be given a registration appointment to register in courses, depending on their program. This will ensure that the applicant is able to register in courses deemed core to the program.

Applicants who decide to accept an offer of admission after the response date indicated in their offer of admission will be granted admission to the program subject to the availability of space in the program.

Transfer Credit Requests

Students who have attended other post-secondary institutions may request transfer credit once they have accepted their offer of admission. Students must submit a Transfer Credit Request Form along with an official (signed and sealed) transcript issued within the past six months. The evaluation fee for transcripts from post-secondary institutions outside of BC is as follows: Domestic students: $30 International students: $150.

- Not all courses carry credit in all programs.
- Transfer Credit may be re-assessed upon application to another program.
- The minimum grade considered for transfer credit is 50%.
- Courses to be considered must have been successfully completed at an accredited post-secondary institution.
- Detailed course outlines may be requested.
- Okanagan College reserves the right to deny transfer credit for courses completed 10 or more years before the date of application.
- If you receive transfer credit for a course which duplicates current enrolment, it is your responsibility to withdraw from the course.
- Transcript evaluation services prior to admission is currently not available.

Please note, the deadlines for requesting transfer credit are:

- July 15 for the Fall semester
- November 15 for the Winter semester
- March 15 for the Summer semester

Please submit a Transfer Credit Request in person, by mail or by fax along with an official (signed and sealed) transcript issued within the past six months.

Advanced Placement

Biology
Minimum Grade Required: 4
Transferability: Credit for BIOL 111 and BIOL 121 **or** BIOL 112 and BIOL 122

Chemistry
Minimum Grade Required: 4
Transferability: Credit for CHEM 111 and CHEM 121 **or** CHEM 112 and CHEM 122

Computer Science A
Minimum Grade Required: 4
Transferability: Credit for COSC 111

Microeconomics
Minimum Grade Required: 4
Transferability: Credit for ECON 115

Macroeconomics
Minimum Grade Required: 4
Transferability: Credit for ECON 125

English Language and Composition
Minimum Grade Required: 4
Transferability: Credit for ENGL 100

English Literature and Composition
Minimum Grade Required: 4
Transferability: Credit for ENGL 151

Environmental Science
no credit

French Language
Minimum Grade Required: 4
Transferability: Credit for FREN 112 and FREN 122

History
Minimum Grade Required: 4 on the AP European history course
Transferability: Credit for HIST 116 and HIST 126
Minimum Grade Required: 4 on the AP USA history course
Transferability: Credit for HIST 211 and HIST 221

Mathematics
Minimum Grade Required: 4 in Calculus AB
Transferability: Credit for MATH 112
Minimum Grade Required: 4 in Calculus BC
Transferability: Credit for MATH 112 and MATH 122

Physics
Minimum Grade Required: 4 in Physics B
Transferability: Credit for PHYS 112 and PHYS 122
Minimum Grade Required: 4 in Physics C
Transferability: Credit for PHYS 111 and PHYS 121

Psychology
Minimum Grade Required: 4
Transferability: Credit for PSYC 111 and PSYC 121

International Baccalaureate

Students planning to transfer to a university at a later date should also contact the university of their choice or contact Education Advising for more information.

Biology
Minimum Grade Required: 6
Transferability: Credit for BIOL 111 and BIOL 121 **or** BIOL 112 and BIOL 122
Minimum Grade Required: 5
Transferability: A prerequisite waiver for BIOL 111 and BIOL 121 **or** BIOL 112 and BIOL 122 for entry into second-year courses

Chemistry
Minimum Grade Required: 6
Transferability: Credit for CHEM 111 and CHEM 121 **or** CHEM 112 and CHEM 122

Computer Science
Minimum Grade Required: 5
Transferability: A prerequisite waiver of COSC 111 and COSC 121 for entry into subsequent courses, provided applicants successfully complete a supervised laboratory assignment prepared by the Computer Science Department

English
Minimum Grade Required: 5 in the higher-level IB English examination and an "A" in English 12
Transferability: A prerequisite waiver for first year English for entry into second year

History (Asia or European)
Minimum Grade Required: 5
Transferability: A prerequisite waiver of first-year courses for entry into applicable second year courses

Mathematics
Minimum Grade Required: 5
Transferability: Credit for MATH 112 and/or MATH 112 & MATH 122 depending on the examination taken

Physics
Minimum Grade Required: 6
Transferability: Credit for PHYS 112 and PHYS 122

General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit

Students who have completed GCSE A-Level courses may be granted transfer credit for diploma or degree courses numbered 100 level or higher at Okanagan College.

Transfer credit will be granted for GCSE A-Level courses recognized by Okanagan College, provided that the course grade is at least a "C." General or unassigned credit may be granted, at the discretion of the department, in the event that no equivalent Okanagan College course exists. The granting of credit for a transfer course does not guarantee that it will meet particular program requirements.

Prior Learning Assessment

Prior Learning Assessment (PLA) is assessment carried out by a qualified specialist to determine what has been learned through non-formal education, training, or experience. The purpose of the assessment is to determine what prior learning is worthy of credit in a course or program offered by the accrediting institution.

PLA is available for some courses in the following areas: Administrative Assistant Certificate, Health Care Assistant, Culinary Arts, Business Administration, Continuing Studies, Computer Science and Early Childhood Education.

Please contact the chair of the department to determine which courses are available for PLA.

Students with PLA credit from Okanagan College who are planning to transfer to another institution, should confirm with the other institution the acceptance of the credit.

PLA policy guidelines:

- Learners may receive credit for demonstrated knowledge, skills and attributes that are verifiable, current, and consistent with programs and courses offered at Okanagan College.
- PLA candidates must first be admitted to the program, faculty, or department to which they seek credit in accordance with Okanagan College policies and procedures. General Okanagan College admission requirements will be applied.

- The appropriateness of PLA within individual departments shall be determined by the respective department.
- The appropriate assessment techniques will be determined by the department.
- Determination of acceptance of PLA credits from other institutions will be at the discretion of the department.
- The assessment and assignment of PLA credit will be determined by a content specialist identified by the department.
- The department will have the discretion to assign PLA credit with or without a grade. Assessment of a grade, where assigned, will be determined by the content specialist identified by the department.
- PLA credits and/or grades, as determined and recommended by the content specialist, are subject to appeal by the student in accordance with Okanagan College policies and procedures.
- Fees for PLA will be based on the services to be performed.
- The maximum number of credits awarded through PLA will be 50% of the credits or work required for a given degree, associate degree, diploma or certificate.
- Student transcripts shall identify credits granted through the process of PLA.

Student fees for Prior Learning Assessment:

Challenge Exam: 50% of the regular course fee

Portfolio Assessment:

- Without a workplace-based assessment: 75% of the regular course fee
- With a workplace-based assessment: 100% of the regular course fee

Workplace-based Assessment: 100% of the regular course fee

Note: *Students will not be charged additional fees for prior learning assessment(s) if they are required to enrol and pay for a complete program and if they wish to use prior learning assessment for one or more courses/modules within the program.*

ENGLISH and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

ENGLISH 12 with minimum 70% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	**Minimum:**
English 12[1]	70%
English Literature 12	70%
English 12 First Peoples[1]	70%
Provincial Level Adult Basic Education English course equivalent	70%

Note: Communications 12 is not accepted

Secondary School Level Courses Canada and Other	**Minimum:**
Alberta, Northwest Territories, Nunavut: English Language Arts 30-1 or English 30	70%
Saskatchewan: English 621A +	70%

Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged)	
Manitoba: ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC	70%
Ontario: English 12 (ENG4U or ENG4M)	70%
Quebec: 2 English Literature courses in 601 series	70%
New Brunswick: English 121 or English 122 or Anglais 126B	70%
Prince Edward Island: English 611 or English 621	70%
Nova Scotia: English 441 or English 442 or English 541 or English 12	70%
Newfoundland & Labrador: English 3201	70%
International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	5
Advanced Placement (AP) English Language & Composition or English Literature & Composition	4

Okanagan College Courses and Tests	**Minimum:**
Okanagan College Adult Basic Education ENGL 012	70%
Okanagan College 100-level ENGL course	50%
OCELA (Okanagan College English Language Assessment) Not accepted as a means to meet the English admissions requirement for: Bachelor of Science in Nursing Year 1 and 2 Practical Nursing Diploma	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4) Not accepted as a means to meet the English admissions requirement for: Bachelor of Science in Nursing Year 1 and 2	70% in each

Language Tests	**Minimum:**
International English Language Testing System (IELTS - academic version)	Overall band score of 6.5
Language Proficiency Index (LPI) â€“ Essay Score The indicated LPI score is only accepted in combination with an ENGL 12 grade between 50 and 69%.	30/40 - Level 5
Test of English as a Foreign Language (TOEFL)[2] Not accepted as a means to meet the English admissions requirement for: Bachelor of Science in Nursing Year 1 and 2 Practical Nursing Diploma	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Canadian Academic English Language (CAEL)	Overall score 60

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	**Minimum:**
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[3] where English is the principal	Graduation

language	
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

[2] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[3] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 12 with minimum 67% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	**Minimum:**
English 12[1]	67%
English Literature 12	67%
English 12 First Peoples[1]	67%
Provincial Level Adult Basic Education English course equivalent	67%

Note: Communications 12 is not accepted

Secondary School Level Courses Canada and Other	**Minimum:**
Alberta, Northwest Territories, Nunavut: English Language Arts 30-1 or English 30	67%
Saskatchewan: English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged))	67%
Manitoba: ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC	67%
Ontario: English 12 (ENG4U or ENG4M	67%
Quebec: 2 English Literature courses in 601 series	67%
New Brunswick: English 121 or English 122 or Anglais 126B	67%
Prince Edward Island: English 611 or English 621	67%
Nova Scotia: English 441 or English 442 or English 541 or English 12	67%
Newfoundland & Labrador: English 3201	67%
International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	4
Advanced Placement (AP) English Language & Composition or English Literature & Composition	4

Okanagan College Courses and	**Minimum:**

Tests	
Okanagan College Adult Basic Education ENGL 012	67%
Okanagan College 100-level ENGL course	50%
OCELA (Okanagan College English Language Assessment)	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)	67% in each

Language Tests	Minimum:
International English Language Testing System (IELTS - academic version) Note: Pharmacy Technician Certificate requires an overall band score of 6.5 on the academic version	Overall band score of 6.0
Language Proficiency Index (LPI) â€“ Essay Score	26/40 - Level 4
Test of English as a Foreign Language (TOEFL)[2] Note: Pharmacy Technician Certificate requires a score of at least 91 (Internet-based)	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Canadian Academic English Language (CAEL)	Overall score 67

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	Minimum:
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[3] where English is the principal language	Graduation
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

[2] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[3] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 12 with minimum 60% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	Minimum:
English 12[1]	60%
English Literature 12	60%
English 12 First Peoples[1]	60%
Provincial Level Adult Basic Education English course equivalent	60%

Note: Communications 12 is not accepted

Secondary School Level Courses Canada and Other	Minimum:
Alberta, Northwest Territories, Nunavut: English Language Arts 30-1 or English 30	60%
Saskatchewan: English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged)	60%
Manitoba: ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC	60%
Ontario: English 12 (ENG4U or ENG4M)	60%
Quebec: 2 English Literature courses in 601 series	60%
New Brunswick: English 121 or English 122 or Anglais 126B	60%
Prince Edward Island: English 611 or English 621	60%
Nova Scotia: English 441 or English 442 or English 541 or English 12	60%
Newfoundland & Labrador: English 3201	60%
International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	4
Advanced Placement (AP) English Language & Composition or English Literature & Composition	3

Okanagan College Courses and Tests	Minimum:
Okanagan College Adult Basic Education ENGL 012	60%
Okanagan College 100-level ENGL course	50%
OCELA (Okanagan College English Language Assessment)	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)	60% in each

Language Tests	Minimum:
International English Language Testing System (IELTS - academic version)	Overall band score of 6.0
Language Proficiency Index (LPI) â€“ Essay Score	24/40 - Level 4
Test of English as a Foreign Language (TOEFL)[2] Not accepted as a means to meet the English admissions requirement for: Bachelor of Science in Nursing Year 1 and 2 Practical Nursing Diploma	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Canadian Academic English Language (CAEL)	Overall score 60

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	Minimum:
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[3] where English is the principal language	Graduation
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

[2] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[3] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 12 with minimum 50% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	Minimum:
English 12[1]	50%
English Literature 12	50%
English 12 First Peoples[1]	50%
Provincial Level Adult Basic Education English course equivalent	50%

Note: Communications 12 is not accepted

Secondary School Level Courses Canada and Other	Minimum:
Alberta, NWT, Nunavut: English Language Arts 30-1 or English 30	50%
Saskatchewan: English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged)	50%
Manitoba: ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC	50%
Ontario: English 12 (ENG4U or ENG4M)	50%
Quebec: 2 English Literature courses in 601 series	50%
New Brunswick: English 121 or English 122 or Anglais 126B	50%

Prince Edward Island: English 611 or English 621	50%
Nova Scotia: English 441 or English 442 or English 541 or English 12	50%
Newfoundland & Labrador: English 3201	50%
International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	4
Advanced Placement (AP) English Language & Composition or English Literature & Composition	3

Okanagan College Courses and Tests	Minimum:
Okanagan College Adult Basic Education ENGL 012	60%
Okanagan College 100-level ENGL course	50%
OCELA (Okanagan College English Language Assessment)	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)	60% in each
Trades ABLE reading comprehension Note: The ABLE test can only be used to satisfy the English admission requirement for Trades programs.	88%

Language Tests	Minimum:
International English Language Testing System (IELTS - academic version)	Overall band score 6.0
Language Proficiency Index (LPI) â€“ Essay Score	24/40 - Level 4
Test of English as a Foreign Language (TOEFL)[2]	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Canadian Academic English Language (CAEL)	Overall score 50

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	Minimum:
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[3] where English is the principal language	Graduation
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

[2] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[3] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius,

Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 11 with minimum 67% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	Minimum:
English 11	67%
English Literature 11	67%
English 11 First Peoples	67%
Communications 11 Note: accepted as a means to meet the English admissions requirement for Trades programs	67%
Advanced Level Adult Basic Education English course equivalent	67%

Secondary School Level Courses Canada and Other	Minimum:
Alberta, Northwest Territories, Nunavut: English Language Arts 20-1 or English 20	67%
Saskatchewan: English 20	67%
Manitoba: Please inquire	67%
Ontario: ENG3U	67%
Quebec: 1 English Literature courses in 500 series	67%
New Brunswick: English 112	67%
Prince Edward Island: English 521A	67%
Nova Scotia: Please inquire	67%
Newfoundland & Labrador: Please inquire	67%
International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	3
Advanced Placement (AP) English Language & Composition or English Literature & Composition	3

Okanagan College Courses and Tests	Minimum:
Okanagan College Adult Basic Education ENGL 011 or ENGL 080 or both ENGL 081 and 082	67%
OCELA (Okanagan College English Language Assessment)	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)	60% in each

Language Tests	Minimum:
International English Language Testing System (IELTS - academic version)	Overall band score of 6.0
Language Proficiency Index (LPI) â€“ Essay Score	24/40 - Level 4
Test of English as a Foreign Language (TOEFL)[1] Note: Pharmacy Technician Certificate requires a score of at	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)

least 91 (Internet-based)

Canadian Academic English Language (CAEL)	Overall score 50

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	**Minimum:**
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[2] where English is the principal language	Graduation
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[2] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 11 with minimum 60% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	**Minimum:**
English 11	60%
English Literature 11	60%
English 11 First Peoples	60%
Advanced Level Adult Basic Education English course equivalent	60%

Secondary School Level Courses Canada and Other	**Minimum:**
Alberta, Northwest Territories, Nunavut: English Language Arts 20-1 or English 20	60%
Saskatchewan: English 20	60%
Manitoba: Please inquire	60%
Ontario: ENG3U	60%
Quebec: 1 English Literature courses in 500 series	60%
New Brunswick: English 112	60%
Prince Edward Island: English 521A	60%
Nova Scotia: Please inquire	60%
Newfoundland & Labrador: Please inquire	60%

International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	3
Advanced Placement (AP) English Language & Composition or English Literature & Composition	3

Okanagan College Courses and Tests	**Minimum:**
Okanagan College Adult Basic Education ENGL 011 or ENGL 080 or both ENGL 081 and 082	60%
OCELA (Okanagan College English Language Assessment)	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)	60% in each

Language Tests	**Minimum:**
International English Language Testing System (IELTS - academic version) Note: Health Care Assistant Certificate requires an overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing	Overall band score of 6.0
Language Proficiency Index (LPI) â€“ Essay Score	24/40 - Level 4
Test of English as a Foreign Language (TOEFL)[1] Note: Health Care Assistant Certificate requires an Internet-based test with an overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Canadian Academic English Language (CAEL)	Overall score 50
Canadian Language Benchmark Placement Test (CLB PT) Note: Only accepted for the Health Care Assistant Certificate. Must have been completed in last six months.	Listening 7, Speaking 7, Reading 6, and Writing 6

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	**Minimum:**
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[2] where English is the principal language	Graduation
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[2] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 11 with minimum 50% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	Minimum:
English 11	50%
English Literature 11	50%
English 11 First Peoples	50%
Communications 11 Note: only accepted as a means to meet the English admissions requirement for Trades programs	50%
Advanced Level Adult Basic Education English course equivalent	50%

Secondary School Level Courses Canada and Other	Minimum:
Alberta, Northwest Territories, Nunavut: English Language Arts 20-1 or English 20	50%
Saskatchewan: English 20	50%
Manitoba: Please inquire	50%
Ontario: ENG3U	50%
Quebec: 1 English Literature courses in 500 series	50%
New Brunswick: English 112	50%
Prince Edward Island: English 521A	50%
Nova Scotia: Please inquire	50%
Newfoundland & Labrador: Please inquire	50%
International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)	3
Advanced Placement (AP) English Language & Composition or English Literature & Composition	3

Okanagan College Courses and Tests	Minimum:
Okanagan College Adult Basic Education ENGL 011 or ENGL 080 or both ENGL 081 and 082	50%
Okanagan College 100-level ENGL course	50%
OCELA (Okanagan College English Language Assessment)	75 in each: Writing, Reading & Discussion
Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)	60% in each
Trades ABLE reading comprehension Note: The ABLE test can only be used to satisfy the English admission requirement for Trades programs.	77%

Language Tests	Minimum:
International English Language Testing System (IELTS - academic version)	Overall band score of 6.0
Language Proficiency Index (LPI) â€“ Essay Score	24/40 - Level 4
Test of English as a Foreign Language (TOEFL)[1]	79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Canadian Academic English	Overall score 50

Language (CAEL)

Note: We will accept test results taken no more than two years before you apply to Okanagan College

University Level Courses & Credentials	Minimum:
English literature or composition course at an accredited university or college in Canada	50%
Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country	50%
Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country[2] where English is the principal language	Graduation
O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course	C

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.[1] Okanagan Collegeâ€™s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

[2] Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 10 with minimum 50% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon	Minimum:
English 10	50%
English 10 First Peoples	50%
Intermediate Level Adult Basic Education English course equivalent	50%

Okanagan College Courses and Tests	Minimum:
Okanagan College Adult Basic Education ENGL 070 or both ENGL 071 and 072	50%
Trades ABLE reading comprehension Note: The ABLE test can only be used to satisfy the English admission requirement for Trades programs.	77%

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.

REGISTRATION

- All students must apply for formal admission and receive an offer of admission before registration.
- Okanagan College reserves the right to manage its individual course waitlists.
- Students must be registered before attending classes.
- Registration is not complete until tuition and associated fees are paid in full.
- Students will be issued final grades only for those courses in which they are officially registered.

Office of the Registrar

www.okanagan.bc.ca/registrar

The Office of the Registrar is responsible for student education records, admission and registration procedures for all students (excluding Continuing Studies), monitoring and enforcing academic policies, regulations and standards.

All student records are processed and discharged through the Office of the Registrar including: applications for admission, registration for courses, tuition fees, course additions and withdrawals, grades, transcripts, transfer credit, articulation with other institutions, degrees, diplomas and certificates, change in name, and change in address or telephone number.

Any questions on records, procedures or policies should be directed to the Office of the Registrar by calling (250) 762-5445, or by visiting your local Okanagan College regional campus.

Registration Dates 2014/15

Please see: www.okanagan.bc.ca/dates

Registration Procedures

Programs Offering Web Registration

Business programs, Associate Degree programs and University Studies programs (Arts and Science diplomas), and some of the Technology programs.

The student's offer of admission letter will specify if a student is eligible to web register. The web registration system is located at myokanagan.bc.ca. A student may see their registration appointment time in their myOkanagan account (Student tab > Registration > Registration Status).

Programs Not Offering Web Registration

Health and Social Development certificates and diplomas, Trades programs, all Office Administration programs, and some of the Technology programs.

Find out more about registration in our Become a Student microsite.

Students who have been granted admission must accept their offer online in their myOkanagan student account. To be assured of a reserved place in a program, students must pay the admission deposit. Payments can be made online through the student's myOkanagan account (or by mail or in person).

Students who fail to pay their non-refundable deposit by the deadline stated in their offer of admission will have their names placed at the bottom of the program waitlist which will be used to fill the program in accordance with Okanagan College's Program Waitlist Policy.

Once the deposit is received, the student will be registered automatically in the appropriate classes by the Office of the Registrar (block registration).

Sponsored Students

Sponsored students must provide a letter from the sponsor stating that Okanagan College may bill the sponsor. The letter should also detail what the sponsor will pay for including, if applicable, the non-refundable tuition deposit, tuition fees, books, material fees or any other billing items. Information will not be released to sponsors without an information release form signed by the student.

Okanagan College Employees

Continuing (Regular) employees of Okanagan College wishing to register for one or more courses in academic, career and technology, developmental, vocational or continuing studies programs can request a tuition waiver for themselves subject to the prerequisites and admission policies specific to the program as well as the general policies of the College. Tuition and application fees will be waived provided the employee registers in a non-cost recovery course and submits a tuition waiver form with their registration form. For a cost-recovery course registration, tuition and application fees will be waived

provided the employee registration does not displace a fee-paying student, additional instruction costs are not incurred, and the registration and tuition waiver forms are received in the Registrar's Office no earlier than the last business day before the class starts. The Commercial Aviation program is not available for employee tuition waiver.

Waiver of Prerequisite and Corequisite Courses

Under special circumstances, course prerequisite or corequisite waivers may be granted by the appropriate department.

If a student has satisfactorily completed the equivalent of a prerequisite or corequisite course at another institution, prerequisite or corequisite waivers may be granted by the department chairperson or designate.

If a student demonstrates sufficient background or ability to ensure a reasonable probability of success in a course, prerequisite and corequisite waivers may be granted by the department chairperson or designate.

In the event of a student having failed a course which serves as a prerequisite or has otherwise failed to achieve the minimum passing grade specific to a course which serves as a prerequisite, the waiver will be allowed only if approved in writing by the dean of the appropriate faculty.

Course Waitlist Procedure

Students are encouraged on a regular basis to login to myOkanagan and check the status of their waitlisted courses.

Students who are waitlisted for a course will not be officially registered in the course until a seat is offered to them and the tuition is paid.

Arts/Science students should only register and/or waitlist in a combined total of courses not exceeding 18 credits.

Waitlist dates will be set by the Registrar's Office and are part of the academic calendar.

Further information can be found in the Course Waitlist Policy section of the calendar.

Okanagan College Transcripts

Transcripts have to be ordered online through the student's myOkanagan account.

Upon receipt of the student's online request, official transcripts are sent to employers, educational institutions, government ministries, other agencies or to the student. Transcripts will not be issued if a student has any outstanding fees or debt to Okanagan College.

FEES

Okanagan College does not accept credit cards for domestic tuition and several other fees and services. You will be able to pay through online banking, debit card in person, cash and cheque. For more information visit www.okanagan.bc.ca/creditcardchanges.

You may pay fees by electronic funds transfer (through online banking), Interac, cheque, money order, or cash. Make cheques and money orders payable to Okanagan College. **Post-dated cheques will not be accepted.** Cheques that are returned due to insufficient funds (NSF) will result in cancellation of enrolment and an NSF penalty being charged.

Fees are generally due at least three weeks before classes begin. Students with financial difficulties should discuss their situation in advance with the Financial Aid and Awards Office, Student Services, Kelowna campus. Visit www.okanagan.bc.ca/feepayment for more information on fee deadlines and payment methods.

International Students: Because international students may not have the same banking options as domestic students, they are permitted to pay by credit card. Additionally, international student tuition and fees are significantly higher than domestic tuition and fees, and these amounts are well beyond the limit set by most banks for individual withdrawals from debit accounts.

Tuition Fees 2014-15

Visit www.okanagan.bc.ca/tuition or the individual program pages in the Calendar to see approximate tuition fees and other costs associated with Okanagan College programs.

Foundational Programs

Adult Basic Education, Adult Special Education and English as a Second Language (Domestic):

Tuition will be waived for all courses within this category. However, mandatory fees, other than tuition, will be applied to all students.

Distance Education

Regular tuition fees (based on the same per-billing credit fees as charged for on-campus delivery) plus course materials fee and distance delivery charges will apply. A non-refundable administration fee of $26 plus GST is included in each course fee.

International Students

See International Student Fees.

Senior Citizens (60 years of age or older)

Degree, Diploma, Associate Degree, and Technology Programs: $84.46 per semester for any combination of credit or audit courses.

Vocational and Trades Programs: $20.26 per month (with a $67.57 overall minimum)

The Senior rate is only available as of the first day of classes up until the final day of registration if space is available. There will be no senior citizen reduction for any Continuing Studies, Distance Education, or cost-recovery programming.

Other fees (see below) will be charged in addition to the above amounts.

Audit Fees

$67.56 per billing credit. Audit fees do not apply to laboratory, studio, Continuing Education, Distance Education or cost-recovery courses. Students can only audit courses if there is sufficient space. Audit rates do not apply to international students.

Other fees (see below) will be charged in addition to the above amounts.

Refugee Status

Applicants who have been granted refugee status by Citizenship and Immigration Canada, and who are authorized to study at Okanagan College by Citizenship and Immigration Canada, will be assessed tuition fees as domestic students.

Other Fees 2014-15

Application Fee (non-refundable)

Domestic Applicants: $30
International Applicants: $100

Assessment Fee

B.C. Applicants: Applicants requesting transfer credit for courses successfully completed at a recognized

BC university or college will not be levied an assessment fee.

Out-of-Province Applicants: An applicant requesting transfer credit for courses successfully completed at a recognized Canadian post-secondary institution outside British Columbia will be levied an assessment fee of $30.

International Applicants: An international applicant requesting transfer credit for courses completed at a post-secondary institute outside of B.C. will be levied an assessment fee of $150. In the event that transcripts and other documents are not in English, the student will be responsible for submission of an official English translation of all required documents.

Grade Appeal Fee

$30 per course grade appeal. The fee is returned if the appeal is successful.

Transcript Fee

$10 per transcript (Okanagan College), $20 for the first transcript and $10 for additional transcripts (Okanagan University College).

Degree, Diploma, Certificate Replacement Fee

$25 plus postage and $5 handling fee.

Okanagan College Development Fee (OCDF)

Degree, Diploma & Technology Programs: The assessed OCDF for a given degree, diploma and technology course will be $3.37 per billing credit

Vocational Programs (Regular & Apprenticeship): The assessed OCDF for a given vocational program will be $2.24 per week or part thereof.

Foundational Programs: $.45 per billing credit.

Educational Technology Fee (ETF)

Degree, Diploma & Technology Programs: The assessed ETF for a given degree, diploma and technology course will be $5.62 per billing credit.

Vocational Programs (Regular & Apprenticeship): The assessed ETF for a vocational program will be $4.22 per week or part thereof.

Foundational Programs: $.91 per billing credit.

Student Activity Fee

Degree, Diploma, Career and Technology, and Vocational and Trades Programs: 5.2% of assessed tuition to a maximum of $36.04 per semester. Technology Programs will pay 5.2% of assessed tuition to a maximum of $36.04 per semester. Trades and Vocational will pay $5.39/week ($36.04 for program less than 16 weeks; $72.08 for more or equal to 16 weeks.)

Adult Academic and Career Preparation Education: $4.50 per course.

Distance Education: no charge.

Co-operative Education Programs

Students will pay a $84.46 non-refundable application fee to register as a co-op student. A $281.53 work term fee is charged for each four-month work term. The co-op application fee shall not be deducted from the first work term fee.

Student Association Fees - Mandatory Fee for all Students

- Student association fees will be assessed as a percentage of tuition fees payable.
- The fees are added to the student assessment at the time of registration, as with other students' association fees.
- Students in vocational or trades programs must be enrolled in a program of at least 16 weeks duration.

Health and Dental

You may opt out of the Extended Health and Dental plan if you already have coverage through another provider. Proof of such coverage must be provided to the student union or association before their deadline. Visit www.okanagan.bc.ca/forms for opt-out forms and more information. Opt-out forms need to be received by the deadline indicated in the information. Arrangements to waive the fees may only be made through the plan office.

Health and Dental Plan fees may increase up to 3% per annum to cover premium and administrative cost adjustments.

Vernon

Please visit the Vernon Students' Association Okanagan College website at vsaoc.ca for information

on Student Association Fees as well as the Extended Health and Dental plan and associated fees.

Kelowna, Penticton, and Salmon Arm

All Kelowna, Penticton and Salmon Arm students who are registered in a degree/diploma program and who are not part-time or co-op students will be automatically enrolled in the Okanagan College Students' Union (OCSU) Extended Health and Dental Plan.

Full details of the plan, including payment deadlines, are available from the Student Extended Health and Dental Plan office in the OCSU office at the Kelowna campus (room H125 or call 250-862-5483.) You may also visit an OCSU office in Penticton or Salmon Arm, or visit the website at www.ocsu.ca.

Refund of Student Association Fees

Requests for a refund of student association fees must be made directly to the respective student association.

The Student Associations shall refund to the student that portion of any paid membership fees in excess of a four-month assessment, provided an official withdrawal is submitted to the Registrar's Office or campus office during the first four months of the program. The student must submit a written request, enclosing proof of withdrawal.

Requests for a refund of extended health and dental premiums must be made directly to the plan administrator at the Health and Dental Plan office. Students enrolled in degree and diploma courses will be eligible for a refund upon withdrawal of courses until the end of the second week of classes.

Generic Fee Payment Schedule for Students

Admission Deposit

A non-refundable admission deposit is required from any student who is:

- attending Okanagan College for the first time, or
- starting a new program of study, or
- returning to resume studies in the same program after an absence of one or more semesters.

If you have been offered admission, payment of the non-refundable admission deposit will secure your seat in the program and allow registration. The amount of the non-refundable admission deposit is as follows:

Domestic Students

(a) Practical Nursing, Bachelor of Science in Nursing, Aircraft Maintenance Engineer ('M' and 'S'): $500.00

(b) Foundational Programs: No deposit required.

Foundational programs include the following: AACP: Adult Academic and Career Preparation (Adult Basic Education), ESL: English as a Second Language (Domestic), ASE: Adult Special Education

(c) All other programs: $200.00

International Students

All programs: $500

The non-refundable admission deposit will be fully applied toward payment of the student's assessed tuition fees.

The deposit is non-refundable except in the event of a student being unable to attend the program due to unforeseen circumstances beyond the student's control. The student will be required to submit confirmation of the circumstances to the Registrar.

The non-refundable admission deposit can be transferred to a subsequent intake of the same or a different program provided the intake date of the program to which the non-refundable admission deposit is transferred falls within the same academic year. The non-refundable admission deposit can only be transferred from one academic year to another in exceptional circumstances and on approval by the Registrar. The academic year for Okanagan College is defined to be from August 1 to July 31, inclusive.

Payment of the non-refundable admission deposit cannot be deferred. Sponsorship letters, including "Passport to Education", cannot be accepted in lieu of payment unless clearly stating that the non-refundable deposit will be paid by the sponsoring agency if the applicant subsequently chooses not to attend.

Students offered admission must pay the non-refundable admission deposit before the deadline specified in their offer of admission. If the non-refundable admission deposit is not paid by the deadline, the seat in the program will be

offered to the next applicant. Non-refundable admissions deposits received after the deadline will be accepted subject to space availability in the program.

Payment of Balance of Fees

Fees are generally due three weeks before classes begin. Please refer to www.okanagan.bc.ca/feepayment for full details on fee payment deadlines, deferrals, and payment methods.

Financial Hold

Okanagan College reserves the right to place a student on financial hold. When a student has been placed on financial hold, no subsequent registration activity will be allowed, no statement of grades or transcripts of academic record will be issued and the student will not be allowed to graduate. The Financial Aid and Awards office and the library will be notified and use of the library may be restricted. The student will not be eligible to register in any future courses until the financial hold is removed. The financial hold will be removed when the outstanding balance, including all interest penalties, is paid in full. In respect of any other indebtedness to Okanagan College, subsequent registration may be denied until these accounts are fully paid.

Tuition Refund Policy

Subject to the stipulations below, students withdrawing from a course or courses may be entitled to receive a tuition refund. All tuition refunds are under the authority of the Registrar.

- For continuing students the tuition refund will be applied through a transfer of funds to the studentsâ€™ next semester or term.
- For students who are not returning to Okanagan College, a refund cheque will be issued to the student or, where a formal sponsorship agreement is on file with Okanagan College, to the sponsor. Refund cheques will not be issued for amounts less than $10.

Students must complete and sign all required withdrawal or course add/drop forms.

The non-refundable admission deposit will be applied against the tuition refund where applicable. See Non-Refundable Admission Deposit policy for details.

Academic Programs

1. Fall and Winter semester courses
   Students are entitled to a full tuition refund, less the $200 non-refundable admission deposit, if they withdraw from a course or courses during the period up to and including the last day of the late registration period. Students who withdraw after the last day of the late registration period will receive no tuition refund.*
2. Summer Session and Special Short Term Courses
   Students are entitled to a full tuition refund, less the $200 non-refundable admission deposit, if they withdraw from a course or courses before the session start date. *
3. Distance Education Courses
   The Okanagan College tuition refund policies above apply to Distance Education courses. As well, a non-refundable administration fee of $26 is included in each course fee. A refund on course materials will be given, contingent upon their return, in original condition, to Okanagan College on or before the date posted on the Distance Education Important Date Schedule.*

Vocational Programs

Students registered in a vocational program which is longer than 16 weeks and who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the 16th week will receive no tuition refund.*

*After the deadlines stated above, no tuition refunds for any course or program withdrawal or termination (including those due to lack of attendance and/or performance) will be granted except when the Registrar approves a withdrawal arising from unforeseen circumstances. The student will be required to submit a completed Request for Withdrawal for Medical or Compassionate Reasons form. In such cases a refund may be granted on a pro rata basis.

International students who withdraw from their program due to unforeseen circumstances beyond their control, may request pro-rated rebates of tuition less any costs incurred by Okanagan College. Students must submit the Request for Withdrawal for Medical or Compassionate Reasons form and any supporting documents to the Registrar.

Apprenticeship Programs

Withdrawals prior to the start of class

1. Apprenticeship students who withdraw from an apprenticeship program prior to the start date of the class may apply:
   a) for a full refund of their tuition (minus a $150.00 administrative fee) or
   b) have their full tuition transferred to a future intake of the program.
2. Apprenticeship students who are deemed by Okanagan College to be unable to attend the program will receive a full tuition refund.

Withdrawals after the class start date:

1. Apprenticeship students who withdraw or are terminated from a program due to absenteeism or academic performance will not receive a refund.
2. Apprenticeship students who withdraw after the class start date due to medical or extenuating reasons may apply for a full refund of their tuition or have their tuition transferred to a future intake of the program. Okanagan College, upon receiving submission of a completed Request for Withdrawal for Medical or Compassionate Reasons form with a medical note from a Doctor, will consider such requests.
3. Apprenticeship students who are deemed by Okanagan College to be unable to continue in a program will receive a full refund.

Okanagan College cancels a class:

When Okanagan College cancels an apprenticeship program or changes a program schedule, the apprenticeship student may apply for a full refund of his/her tuition or to have his/her tuition transferred to a future intake of the program.

Note: All refunds, whether prior to the start of class or after, are processed and paid to the Apprenticeship student unless there is a â€œsponsorshipâ€• letter on file.

CO-OPERATIVE EDUCATION

The co-operative education option is offered in the following programs:

- Bachelor of Business Administration
- Bachelor of Computer Information Systems
- Business Administration Diploma (all options)
- Civil Engineering Technology
- Computer Information Systems
- Electronic Engineering Technology
- Mechanical Engineering Technology
- Network and Telecommunications Engineering Technology
- Water Engineering Technology

Co-operative education is a system which integrates classroom study with paid on-the-job work experience. Entry into the co-operative education mode is the student's choice and is subject to an academic requirement. Students enrolled in the co-operative education option alternate periods of paid employment with college study. These periods are four months (one work term), eight months (two consecutive work terms) or twelve months (three consecutive work terms) in duration.

For additional information on co-operative education work term eligibility criteria, contact the Co-operative Education and Student Employment Centre, Kelowna Campus at (250) 862-5412 or toll-free 1-877-873-2452 or email coop@okanagan.bc.ca.

Co-op programs are offered in accordance with the following criteria:

- each work situation is developed and/or approved by Okanagan College as a suitable learning experience;
- the student is engaged in productive work rather than merely observing;
- the student receives remuneration for work performed;
- the student's progress on the job is monitored by Okanagan College;
- the student's performance on the job is monitored and evaluated by both the employer and Okanagan College;
- the total co-operative work experience is normally 30 to 50% of the time spent in academic study.

Co-operative education work term eligibility criteria:

Students must meet the following criteria to participate in co-op work terms:

- Complete and submit a Co-op Work Term Application Form to the Co-operative Education office. A $84.46 non-refundable fee must accompany the application.
- Be registered in a full-time program. Program courses successfully completed prior to registration in the program, will be recognized as part of a full program and need not be repeated.
- Successfully complete all required courses or receive equivalent transfer credit.
- Attain a minimum grade average as established by Okanagan College as follows:
  - A minimum grade average of 65% in Business Administration Diploma or Degree, Computer Information Systems Diploma or Degree;
  - A minimum grade average of 60% in Civil Engineering Technology, Electronic Engineering Technology, Mechanical Engineering Technology, Network and Telecommunications Engineering Technology, Water EngineeringTechnology;

Students may participate in work terms based on previous work term experience.

Fees 2014-15: Students pay a co-operative education fee of $281.53 for each four-month work term.

INTERNATIONAL EDUCATION

The International Education department at Okanagan College provides a wide variety of programs and services designed to promote an international perspective in the teaching, research, and service functions of Okanagan College.

To promote a global perspective in Okanagan College's classrooms and a multicultural environment on Okanagan College's campuses, International Education recruits students from abroad, and helps them to adjust to life in Canada and to their studies at Okanagan College.

International Education offers a variety of short-term opportunities for international groups who come to Okanagan College for custom-designed programs of study combined with cultural and recreational activities.

International Education coordinates international activities for Canadian students who wish to engage in international learning opportunities as part of their college experience. Participation in international student exchanges, international internships, credit recognition for studies abroad, and international field schools are coordinated by International Education.

To build on Okanagan College's international reputation and to create international learning and research opportunities for Okanagan College students and faculty, International Education establishes and maintains collaborative relationships with colleges and universities in a variety of countries. International Education collaborates with the Canadian International Development Agency (CIDA) on projects which increase the capacity, efficiency and effectiveness of partner colleges and universities in the developing world. International projects provide Okanagan College faculty and staff with opportunities to apply their expertise in developing countries and help to build Okanagan College's profile both in Canada and abroad.

International Student Admission

Who Can Apply?

Applicants must be at least 18 years of age or turn 18 during their first semester at Okanagan College or have completed the equivalent of British Columbia grade 12.

Applicants who are 17 years of age may be admitted to the Spring and Summer sessions of the English for Academic Purposes program and to any of the Intensive English Communication program sessions.

International students holding temporary Canadian resident status may study in Canada for up to six months. Those intending to study in Canada for more than six months must hold a valid study permit issued by Citizenship and Immigration Canada. For more information contact your nearest Canadian Embassy or Consulate or visit the Citizenship and Immigration Canada website.

When to Apply

Applications are accepted beginning on the first business day of November at 8:30 a.m. for entry into programs beginning the following September. Applicants are encouraged to apply as early as possible and before **May 15** for the best selection of programs and courses. **March 15** is the deadline to apply to any limited entry programs including Early Childhood Education, Human Service Worker, Therapist Assistant, Human Kinetics and all of the Engineering Technology diplomas.

For international applicants to the Associate of Arts degree, Associate of Science degree, Bachelor of Business Administration degree, Business Administration diploma, Computer Information Systems diploma, Bachelor of Computer Information Systems degree and all Arts and Science diplomas, the final deadline for applications is June 30. Official transcripts, proof of English proficiency, program admission requirements, payment of the admissions deposit and any other conditions noted in the admission letter must be satisfied by July 15 for the September semester.

For academic students wishing to begin their studies in the January semester, the application deadline is October 31. Official transcripts, proof of English proficiency, program admission requirements, payment of the admissions deposit and any other conditions noted in the admission letter must be satisfied before November 15 for the January semester.

Academic students wishing to begin their studies in the May/July summer sessions, the application deadline is February 28. Official transcripts, proof of English proficiency, program admission requirements, payment of the admissions deposit and any other conditions noted in the admission letter must be satisfied by March 31 for the summer sessions.

Please note: failure to submit documentation by the deadline date will result in cancellation of your application.

International students registered in Okanagan Collegeâ€™s ESL summer program may apply to degree and diploma programs after July 15, by permission of the Registrar.

How to Apply

New and Continuing Students

Students may apply online on the Okanagan College website or by downloading the international student application. Complete the application and fax to 250-862-5470, email to inted@okanagan.bc.ca or mail to International Education, Okanagan College, 1000 KLO Rd, Kelowna, B.C. V1Y 4X8, Canada.

Returning Students Only

Students returning to resume studies after an absence of one or more semesters (not including summer) must submit a new application for admission before the beginning of the semester in which they wish to enrol.

Application Fee Payment

A $100 (Canadian) non-refundable application fee is required with your application.

Students are admitted to only one program and one intake. Students who wish to change their start date or program must submit a new application.

Applicants to the English as a Second Language (ESL) program who plan to continue in degree or diploma programs must apply for admission to these programs separately.

Students may pay by:

- VISA or MasterCard
- cheque or money order to Okanagan College, International Education, 1000 KLO Road, Kelowna, BC, Canada V1Y 4X8.
- bank transfer - make arrangements with your bank to transfer funds directly to Okanagan College's bank account. Students are responsible for any associated costs

Okanagan College's bank is:

TD Canada Trust
1633 Ellis Street
Kelowna, BC, Canada V1Y 2A8

Transit #02770
Bank #0004
Acct 07891 5213102
Swift Code: TDOMCATTTOR

English as a Second Language Programs

These programs help students whose first language is not English. They provide the language skills for academic, vocational or personal needs. While the whole-language approach integrates listening, speaking, reading and writing, emphasis on a particular skill and actual content may vary according to the particular goals of the student. The following programs are offered.

Not all centres offer all courses and courses may vary each semester.

Part-Time English Language Development Program

This program is not offered every year.

Directed Studies in ESL (Oliver, Penticton, Kelowna, Vernon, Salmon Arm and other centres according to demand)

This course is not offered every year. Students will work with an instructor to set personal language-learning goals. Study plans will be prepared and materials will be provided for students to achieve their objectives. Studies may emphasize work in any or all of the areas of listening, speaking, reading and writing. Goals and programs of study may focus on:

- general English for participation in the Canadian community;
- English for employment and the workplace;
- English for career development or advancement;
- English language preparation for further training or education;
- and other focuses that match the learner's goals and the program's resources.

Prerequisite: Applicants studying in Canada under an international student visa are permitted to enrol in this program only if space permits.

Starting Dates: monthly as space permits.

ESLD 020 - Directed Studies in ESL

English as a Second Language Certificate Program

Okanagan College offers English as a Second Language students an opportunity to improve their general English skills. The English as a Second Language Program (ESL) Certificate is a two-level program. The goal of this program is to develop general language skills in listening, speaking, reading and writing.

Students can take up to 20 hours of classes per week. There are classes that focus on listening and speaking for 10 hours per week (ESLE) and classes that focus on writing for five hours per week (ESLW) and reading for five hours per week (ESLR) or a combined reading and writing class for 10 hours per week (ELRW).

Admission Requirements

The department will place students depending on their OCELA score.

Program Outline

Semester 1
ESLE 010 - ESL Listening and Speaking Level I
ESLW 011 - Introduction to Writing
ESLR 012 - Introduction to Reading - Academic
ELRW 014 - ESL Reading and Writing Level 1
Semester 2
ESLE 020 - ESL Listening and Speaking Level 2
ESLW 021 - Writing Improvement
ESLR 022 - Reading Improvement
ELRW 024 - ESL Reading and Writing Level 2

English for Academic Purposes Certificate

Okanagan College offers students an opportunity to improve their English for college and university. The English for Academic Purposes Program (EAP) is a four-level program whose goal is to prepare students for academic studies.

In Levels 1 and 2, students attend EAP classes for up to 20 hours of classes per week. In Levels 3 and 4, students attend EAP classes for up to 15 hours of classes per week. At Levels 3 and 4, students may also take one or more academic courses.

The program has three areas: academic writing (EAPW), academic reading (EAPR), and academic discussion (EAPD). Level 4 EAPW and EAPR together are equivalent to high school English 12 which is a requirement for many academic programs.

In addition to the above courses, option courses are also available. These include grammar and pronunciation.

Admission Requirements

- All general age and study permit prerequisites apply - see Admissions and Important Information for International Applicants.

New students register in the EAP Program after taking an English assessment, the OCELA (Okanagan College English Language Assessment). Students will be placed in the program according to their OCELA score.

Students are not normally permitted to take the OCELA more than once during a 12-month period.

A minimum OCELA score of 199, or completion of the ESL program with a minimum grade of 65% in both ELRW 024 and ESLE 020, or a minimum grade of 65% in ESLW 021, ESLR 022, and ESLE 020.

Graduation Requirements

Successful completion of EAPD 040, EAPW 041 and EAPR 042 with a minimum grade of 65 per cent in each course.

Program Outline

Semester 1
EAPD 010 - Academic Discussion Skills 1
EAPW 010 - Academic Writing Skills 1
EAPR 010 - Academic Reading Skills 1
Semester 2
EAPD 020 - Academic Discussion Skills 2
EAPW 020 - Academic Writing Skills 2
EAPR 020 - Academic Reading Skills 2

Semester 3
EAPD 030 - Academic Discussion Skills 3
EAPW 030 - Academic Writing Skills 3
EAPR 030 - Academic Reading Skills 3
Semester 4
EAPD 040 - Academic Discussion Skills 4
EAPW 040 - Academic Writing Skills 4
EAPR 040 - Academic Reading Skills 4

English for Specific Purposes

Okanagan College offers students an opportunity to improve their English while focusing on a specific subject area. The areas of focus come from requests from institutions or groups.

Specific purposes for ESL include English for the workplace, English for tourism, English for business, English for academic placement such as IELTS or TOEFL, and English for educators.

English for Specific Purposes (ESP) courses are for international institutions, businesses and government agencies and also for Canadian or Canadian immigrant groups. The length of the course varies with the specific need of each group.

ESP courses are available for both professionals and non-professionals alike.

Course length, course schedule, and field work meet the request of the group.

Please contact the ESL department, ESLChair@okanagan.bc.ca or International Education, inted@okanagan.bc.ca for further details.

Admission Requirements

An agreement between the client group and Okanagan College will be signed before offering the specific course.

Graduation Requirements

Successful completion of the specific course requirements which vary according to the contract.

One or more of:
ESP 010 -
ESP 040 -
ESP 080 -
ESLD 020 - Directed Studies in ESL

Diploma/Degree/Certificate Programs

Okanagan College offers a wide variety of certificate, diploma and degree programs. Details of these can be found in the Okanagan College Calendar under Programs.

Applicants whose first language is not English

Applicants to diploma, degree and certificate programs whose first language is not English must submit documentation of one of the following:

- A TOEFL score of at least 550 (paper-based), 213 (computer-based), or 79 (Internet-based).
- An overall band score of 6.5 on the academic version of IELTS.
- A score exceeding level 6 on the Okanagan College English Language Assessment (OCELA).
- A minimum grade of 70% in each of EAPD 040, EAPW 041 and EAPR 042 for admission to a Bachelor of Business Administration degree, Business Administration diploma, Commercial Aviation diploma or Advanced Culinary Arts diploma.
- A minimum grade of 60% in EAPD 040, EAPW 041 and EAPR 042 for admission to Arts, Science, Computer Information Systems and Engineering Technology programs.
- A minimum grade of 70% in B.C. secondary school English 12 or its equivalent for Business or a minimum grade of 60% for Arts, Science, Engineering technology, and most diploma programs.
- A transcript showing completion of an English literature or composition course at a recognized university or college in Canada with a minimum grade of 50%.
- A minimum score of level 5 on the Language Proficiency Index test (available only in BC) for Business or level 4 for Arts, Science, technology and most diploma programs.

Applicants who have successfully completed a diploma or degree from an accredited institution at which English is the language of instruction may submit their academic transcript for review by Okanagan College. Subject to verification, this diploma or degree may be used to meet the English requirement for admission to Okanagan College.

Documentation of English language proficiency should be sent directly to International Education, Okanagan College.

In addition to English, all students must meet program specific prerequisites.

Transcripts

Applicants who are less than 19 years of age must submit official, sealed, secondary school transcripts clearly indicating that they have completed requirements for secondary school graduation. Transcripts must be submitted in English. Check admission requirements by country. If the official transcript is not in English, the student must arrange a translation from an additional transcript and both must be signed by a translation agency representative or school official.

Students who wish to receive Okanagan College credits for courses completed at other colleges or universities, must send official, sealed transcripts and complete course outlines to International Education, Okanagan College. All documents must be translated into English and signed by a translation agency representative or school offical. Post-secondary transcripts will not be returned to the student. The evaluation fee for transcripts from post-secondary institutions outside of BC is $150 for International Students. See Transfer Credit Requests for more information.

When to Apply

Courses for degree and diploma programs begin on the first or second Wednesday in September. Applications are accepted on or after the first working day in November, for entry into a program starting the following September. **For the best selection of programs and courses, applicants are encouraged to apply before May 15 for September admission.** Applicants may apply between May 15 and June 30, but some programs may be filled by May 15.

Applicants are admitted in chronological order of receipt of their application. Admission requirements (official transcripts, proof of English proficiency and program prerequisites) must be satisfied by the deadlines indicated in the letter of admission (usually eight weeks following the submission of an application) for September admission.

For program intakes other than September, applicants are advised to apply at least three months before the start date.

Please also see International Student Admission or refer to the Okanagan College website or the Okanagan College International Education application package for further information.

Important Information for International Applicants

Study Permits

If all documents are in order, Okanagan College will issue an admission letter that will allow the applicant to apply for a study permit through the nearest Canadian Embassy or Consulate.

International students are advised to check with their nearest Canadian Embassy or Consulate to determine other document requirements and the length of time required to obtain a study permit.

Programs less than six months duration do not require a study permit. It is advisable for students to obtain a study permit if they wish to study for more than one semester as it is not possible to obtain a study permit from within Canada.

Medical Insurance

Okanagan College administers a medical insurance plan that offers students comprehensive coverage at a reasonable rate ($2 CAD per day.) It is mandatory that International students register with this plan and Okanagan College automatically enrols them as part of the registration process. After three months, students are eligible for the British Columbia Medical Plan at a rate of $64.00 per month. All rates are subject to change.

Extended Health and Dental Plan

International students registered in three or more courses in a degree, diploma or certificate program, or 18 hours per week in a vocational program longer than 40 weeks, are automatically enrolled in the Okanagan College Student Union's Health and Dental Plan. Visit www.oscu.com (Kelowna, Salmon Arm, Penticton) or www.kcsa.bc.ca (Vernon) for more information.

Accommodation

Homestay: Okanagan College staff will find families in the community who can provide accommodation for students. The cost, including room and meals, is $750 per month. For more information on Homestay, go to: http://www.okanagan.bc.ca/departments/International_Education/Accommodation/Homestay.html or contact:

Mame McCrea Silva, Program Coordinator, Homestay
1000 KLO Road
Kelowna, BC V1Y 4X8
250-762-5445 Ext. 4670
msilva@okanagan.bc.ca

Off-Campus: From September to April, nearby motels rent their units to students. Selection varies from bed-sitting rooms to small apartments, with rates ranging from $900 to $1,300 per month. A selection of apartment accommodation is also available in the community, but students must pursue this on their own.

Dormitory: Dormitory accommodation with single, twin and pod rooms are available with costs between $1,900 and $2,400 per semester (16 weeks). Students must apply directly to the Student Residence office for dormitory accommodation.

For more information check the website at www.okanagan.bc.ca/housing or contact:

Student Housing, Okanagan College
#100-860 KLO Road
Kelowna, BC V1Y 9K9
Telephone: (250) 862-5422
Toll free: 1-800-608-3124
Fax: (250) 862-5423

International Student Fees

Tuition Fees as of September 2014

Okanagan College tuition fees are subject to change. Students should refer to the International Education website for the most current information.

Trades and Vocational courses: $375 per week

Engineering Technologies: Contact the International Education department

Degree/Diploma courses: $1,188 per course

English for Academic Purposes Certificate - Kelowna Campus

$1,188 per course (80 hour course/4 month semester)

$2,376 per course (160 hour course /4 month semester)

International students are also required to pay student association fees, health and dental insurance, and activity fees.

In addition to classroom studies, Okanagan College offers:

- Recreational and cultural activities.
- An academic and language support centre to help with your learning needs.

Tuition Fee Payment Deadlines

All programs beginning in September require a $500 non-refundable deposit to be paid by the date indicated in the letter of admission.

Full fees are normally due two weeks before classes begin.

Please refer to the Fee Payment section on the Okanagan College website for fee payment deadlines and further information.

Tuition Fee Refunds

Please refer to the Tuition Credit and Refund Policy for International Students.

PROGRAMS

University Studies

Okanagan College offers first- and second-year courses in Arts and Science. Most courses have transfer credit at universities in British Columbia and will transfer to other universities within Canada.

With appropriate course selection, students may complete an Associate of Arts Degree, an Associate of Science Degree, Diplomas in General Studies, Criminal and Social Justice, Environmental Studies, International Development, Journalism Studies, Media and Cultural Studies, Writing and Publishing, and an Advanced Certificate in Communication. Students may also transfer to advanced study at another post-secondary institution.

An associate degree consists of two years of undergraduate university-level study. Specific courses and credits are provincially-approved to qualify students for degree completion. This credential enables students to transfer into the third year of an undergraduate university degree. Block transfer is also available at many universities in B.C.. Please consult an Education Advisor for more information: www.okanagan.bc.ca/advising.

University Studies - Arts

Associate of Arts Degree

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
    - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Transfer Students: Students who transfer to Okanagan College may be eligible for transfer credits towards an Okanagan College Associate of Arts degree, Associate of Science degree or a General Studies diploma for work successfully completed at another recognized institution.

Requirements for the Associate of Arts Degree

The Associate of Arts Degree is granted upon completion of 60 credits of prescribed study (below). Students with an Associate of Arts Degree if admitted to BC universities are guaranteed full transfer credit (60 credits) for the work done for their Associate Degree.

In two B.C. universities (SFU and UNBC), students with an Associate of Arts Degree will be offered priority admission to the Faculty of Arts (subject to a minimum GPA determined by the university). Check the BC Council on Admissions and Transfers website for updated information on BC Associate degrees at http://www.bctransferguide.ca.

Courses used to complete the Okanagan College Associate of Arts Degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

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

The Associate of Arts Degree is granted upon completion of the following course requirements with a minimum grade average of 60% for all courses counting towards the degree.

Six (6) first-year English Literature credits from:
ENGL 100, ENGL 150, ENGL 151, or ENGL 153 (or ENGL 199**)
** Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)
Nine (9) Science credits including three (3) credits of MATH, COSC or STAT and three (3) credits in a lab science course. Of the three (3) credits of lab science and for purposes of the Associate of Arts Degree, students select from the following non-exclusive list, and should be mindful in their program development that not all courses will be offered at every campus in every academic year:
ASTR 110, ASTR 111, ASTR 120, ASTR 121
BIOL 111, BIOL 112, BIOL 121, BIOL 122, BIOL 131, BIOL 133
CHEM 111, CHEM 112
CHEM 117, CHEM 121, CHEM 122
EESC 101, EESC 111, EESC 121
GEOG 111, GEOG 121, GEOG 205/EESC 205, GEOG 212/EESC 212, GEOG 222/EESC 222
PHYS 111, PHYS 112, PHYS 121, PHYS 122
Of the three (3) credits of MATH, COSC or STAT and for purposes of the Associate of Arts Degree, students must select from the following:
MATH 111, MATH 112, MATH 120*, MATH 122, MATH 160*, STAT 121, STAT 124, COSC 111, COSC 121, COSC 122, COSC 180, SOCI 271*, PSYC 270*
Students should consult the BCCAT transfer guide and the calendar of their destination institution to determine whether the courses indicated with a * will be granted transfer credit and will be accepted for credit toward a Bachelor of Arts degree.
Thirty-six (36) credits in Arts including six (6) credits in the Social Sciences and six (6) credits in the Humanities.
Humanities include English, Fine Arts (excluding FINA 201 and 202), French, German, History, Japanese, Mandarin, Philosophy and Spanish. Social Sciences include Anthropology, Communications, Criminology, Economics, Political Science, Psychology, Sociology, Women's Studies, and Geography courses that are not lab science courses.
Nine (9) credits in Arts, Science or other university-transferable courses.
Note: Of the thirty-six (36) credits in Arts required for the Associate of Arts Degree, eighteen (18) must be from 200-level courses and from two or more subject areas.

Associate of Arts Degree: Discipline Emphasis

In meeting the above requirements, the Associate of Arts Degree can be structured by students to reflect emphasis on a particular discipline from options outlined below. Students are advised to verify with the appropriate Department Chair that the specific course offerings will be offered within a two-year cycle if students intend to complete the Associate Degree in two years.

The following emphases are available at Okanagan College.

Communications Emphasis

As a means of satisfying all of the requirements outlined above for an Associate Arts Degree, students must complete specific Communications courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
CMNS 100 - Introduction to Communications
CMNS 110 - Introduction to Mass Communication
And twelve (12) credits of 200-level Communications

Crosscultural Studies Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Anthropology, Geography, English and Modern Language courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
ANTH 121 - Introduction to Cultural Anthropology
ANTH 170 - Introduction to Linguistic Anthropology
ANTH 213 - Women in Cross-cultural Perspective
ANTH 270 - Phonology
GEOG 117 - Introduction to Human Geography I

GEOG 127 - Introduction to Human Geography II
ENGL 222 - Studies in International Literature in English
And six (6) credits of Modern Languages (French, German, Spanish or Japanese)

Economics Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Economics courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
And twelve (12) credits of 100/200-level Economics

English Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific English courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
Six (6) second-year English credits in Contemporary Literature (any two of):
ENGL 203 - Studies in Composition
ENGL 210 - Women in Literature
ENGL 212 - Studies in Children's Literature
ENGL 213 - Studies in British Literature
ENGL 215 - Studies in Reading Film
ENGL 222 - Studies in International Literature in English
ENGL 223 - Studies in Canadian Literature
ENGL 225 - Studies in Drama
ENGL 230 - Topics in Women's Literature
ENGL 231 - Studies in Popular Narrative
ENGL 233 - Studies in American Literature
ENGL 236 - Studies in Indigenous Literature in Canada
ENGL 237 - Studies in Nature Writing
Twelve (12) English credits in Creative Writing:
ENGL 116 - Introduction to Creative Writing I
and
ENGL 126 - Introduction to Creative Writing II
plus any two of:
ENGL 216 - Intermediate Workshop in Creative Writing - Poetry
ENGL 217 - Intermediate Workshop in Creative Writing - Fiction
ENGL 218 - Intermediate Workshop in Creative Writing - Drama
ENGL 219 - Intermediate Workshop in Creative Writing - Creative Non-Fiction
ENGL 220 - Studies in the Theory and Practice of Creative Writing

Environmental Studies Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Geography and Earth and Environmental Science courses and a breadth of 200-level arts courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
Six (6) credits of introductory Physical Geography or Earth and Environmental Science (one of the following pairs):
GEOG 111 - Introduction to Physical Geography: Climate & Vegetation
GEOG 121 - Introduction to Physical Geography: Water & Landscapes
or
EESC 111 - Earth and Environmental Science
EESC 121 - Natural History of the Earth
Six (6) credits of introductory Human Geography (one of the following pairs):
GEOG 128 - Human Geography: Space, Place and Community
GEOG 129 - Human Geography: Resources, Development and Society
or
GEOG 117 - Introduction to Human Geography I
GEOG 127 - Introduction to Human Geography II
Twelve (12) credits of 200-level courses chosen from the following list:
ANTH 245 - Culture and the Environment
ECON 271 - Environmental and Natural Resource Economics
ENGL 232 - International Language in English Literature II
ENGL 237 - Studies in Nature Writing
INDG 202 - Okanagan Concepts and Frameworks
GEOG 205 - Geographical Hydrology
GEOG 210 - Introduction to Environmental Issues
GEOG 217 - Regional Geography of British Columbia
GEOG 222 - Geomorphology
GEOG 224 - The Canadian Landscape
GEOG 250 - Introduction to Urban Geography
GEOG 272 - Introduction to Cartography, GIS and Remote Sensing
WMST 222 - Eco-Feminism

History Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in History, students must complete specific History courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
Eighteen (18) credits of History, including a minimum of six credits of 200-level History

Modern Language Emphasis - French

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in French, students must complete specific courses in French. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

ANTH 170 - Introduction to Linguistic Anthropology
FREN 112 - French Language and Literature I
FREN 122 - French Language and Literature II
FREN 211 - Advanced French Language and Literature I
FREN 221 - Advanced French Language and Literature II

And six credits in French chosen from:

FREN 210 - Introduction to French Literature I: Before 1800
FREN 215 - Second Year Oral French Practice I
FREN 220 - Introduction to French Literature II: Since 1800
FREN 225 - Second-Year Oral French Practice II

Modern Language Emphasis - German

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in German, students must complete specific courses in German. Specifically, as part of the Associate of Arts Degree requirements, students must complete the following courses:

ANTH 170 - Introduction to Linguistic Anthropology
GERM 111 - Introductory German I
GERM 121 - Introductory German II
GERM 201 - Oral Expression III
GERM 202 - Oral Expression IV
GERM 211 - Intermediate German I
GERM 221 - Intermediate German II

Modern Language Emphasis - Spanish

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in Spanish, students must complete specific courses in Spanish. Specifically, as part of the Associate of Arts Degree requirements, students must complete the following courses:

ANTH 170 - Introduction to Linguistic Anthropology
SPAN 111 - Spanish I
SPAN 121 - Spanish II
SPAN 211 - Spanish III
SPAN 221 - Spanish IV
SPAN 203 - Oral Expression I
SPAN 204 - Oral Expression II

Philosophy Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Philosophy courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

PHIL 111 - Introduction to Philosophy I
PHIL 114 - Introduction to Logic and Critical Thinking I
PHIL 121 - Introduction to Philosophy II
PHIL 124 - Introduction to Logic and Critical Thinking II

And six (6) credits of 200-level Philosophy from:

PHIL 211 - Ethics
PHIL 222 - Knowledge and Reality
PHIL 240 - Social and Political Philosophy

Women's Studies Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Women's Studies courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

Six (6) credits of Women's Studies, and
Twelve (12) credits of 200-level Women's Studies

Philosophy, Politics and Economics (PPE) Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Philosophy, Political Science and Economics courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

Six (6) credits of 100/200-level Economics
Six (6) credits of 100/200-level Philosophy
Six (6) credits of 100/200-level Political Science

Political Science Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Political Science courses. Specifically, as part of the Associate of Arts

Degree requirements, students must complete:
POLI 101 - Introduction to Politics
POLI 111 - The Government of Canada
And twelve (12) credits of Political Science at the 200-level or higher

Psychology Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Psychology courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
PSYC 111 - Introduction to Psychology: Basic Processes
PSYC 121 - Introduction to Psychology: Personal Functioning
And twelve (12) credits of 200-level Psychology

Sociology Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Sociology courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
SOCI 111 - Introduction to Sociology I
SOCI 121 - Introduction to Sociology II
And twelve (12) credits of 200-level Sociology

Diploma in General Studies

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary school graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12(Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
    - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Transfer Students: Students who transfer to Okanagan College may be eligible for transfer credits towards an Okanagan College Associate of Arts degree, Associate of Science degree or a General Studies diploma for work successfully completed at another recognized institution.

Requirements for the Diploma in General Studies

The Diploma in General Studies may be granted for the successful completion of 60 credits of Okanagan College courses including at least eighteen credits of 200-level courses. Only thirty credits of courses can be from a single discipline.

Diploma in Criminal and Social Justice

The Criminal and Social Justice program, based at Okanagan College's Penticton campus, will provide students with an Arts-based criminal and social justice education. It is a two-year, four-semester program in which students will take a variety of criminal and social justice related courses in Sociology, Psychology, Political Science and Criminology, as well as elective Arts courses of personal interest. Some fields of inquiry may include indigenous studies, gender studies, race and ethnicity, globalization and poverty.

Students will graduate from this two-year program with a Diploma in Criminal and Social Justice and transfer into degree opportunities at other institutions in British Columbia and elsewhere, or they can move directly into the workforce, as there is growing labour demand in the field of criminal and social justice.

Students exit the program with a solid, practical understanding of criminal and social justice issues in Canada and the world, as well as the academic skills of analytical reasoning, critical thinking, communication, and information retrieval that will be applied to their future profession and academic pursuits.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary school graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
    - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Graduation Requirements

The Diploma in Criminal and Social Justice may be granted upon the successful completion of 60 credit hours of Okanagan College courses as outlined in the program outline below.

Program Outline

Year One
Semester I
PSYC 111 - Introduction to Psychology: Basic Processes
SOCI 111 - Introduction to Sociology I
ENGL 100 - University Writing
CRIM 111 - Introduction to Criminology
POLI 101 - Introduction to Politics
Semester II
PSYC 121 - Introduction to Psychology: Personal Functioning
SOCI 121 - Introduction to Sociology II
CRIM 121 - Introduction to the Criminal Justice

System
WMST 100 - Introduction to Women's Studies
Electives (3 credits)*

Year Two

Semester III
CRIM 235 - Canadian Law and Legal Institutions
CRIM 260 - Social Science Research Methods
SOCI 270 - Deviance and Social Control
One of:
CRIM 240 - Applied Ethics for Criminal and Social Justice Professions
PHIL 250 - Applied Ethics for Criminal and Social Justice Professions
And one of:
PSYC 250 - Interpersonal Relations
PSYC 231 - Drugs and Behaviour
PSYC 242 - Abnormal Psychology
PSYC 255 - Introduction to Psychology and Law
PSYC 230 - The Biopsychology of Behaviour

Semester IV
CRIM 210 - Law, Youth and Young Offenders
CRIM 230 - Criminal Law
CRIM 203 - Psychological Perspectives on Crime and Deviance
And one of:
SOCI 271 - Statistical Analysis in Sociology I
PSYC 270 - Statistics and Data Analysis
Electives (3 credits)*

Diploma in Environmental Studies

The Diploma in Environmental Studies offers an interdisciplinary opportunity to understand the physical principles governing the environment and the social and cultural aspects that influence human behaviour towards the environment. Students will gain a holistic knowledge of the environment through courses from the sciences, social sciences and humanities. The interdisciplinary model will equip students with the critical and analytical skills to think through the many complex factors that influence our understanding of the environment.

The diploma has three options: interdisciplinary environmental arts, environmental management and environmental science. Courses have university transfer credit providing students with the option of further study in either environmental studies or other disciplines. Students can also move directly into the workplace for there is a growing demand for labour in the environmental sector.

Prospective students should ensure that they have the prerequisites for the courses in the option that they wish to pursue.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
    - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the

commencement of classes for the semester to which admission is sought - either fall or winter.

Graduation Requirements

The Diploma in Environmental Studies will be granted upon the successful completion of 60 prescribed credits, including at least eighteen (18) credits of 200-level courses as outlined below.

Program Outline

Required Courses all options Year One
- EESC 101 - Environmental Science
- ENGL 100 - University Writing

One of:
- ENGL 150 - Critical Writing and Reading: Poetry and Drama
- ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
- ENGL 153 - Critical Writing and Reading: Narrative

One of:
- EESC 111 - Earth and Environmental Science
- GEOG 111 - Introduction to Physical Geography: Climate & Vegetation
- GEOG 121 - Introduction to Physical Geography: Water & Landscapes

Required Courses all options Year Two
- ENGL 235 - Professional Writing and Communications
- GEOG 272 - Introduction to Cartography, GIS and Remote Sensing

And one of:
- INDG 202 - Okanagan Concepts and Frameworks
- INDG 204 - Indigenous Concepts and Frameworks

Interdisciplinary Environmental Arts Option Required Courses:

Year One
- INDG 100 - Introduction to Indigenous Studies
- ANTH 121 - Introduction to Cultural Anthropology
- GEOG 128 - Human Geography: Space, Place and Community
- GEOG 129 - Human Geography: Resources, Development and Society
- SOCI 111 - Introduction to Sociology I
- SOCI 121 - Introduction to Sociology II

Year Two
- ANTH 245 - Culture and the Environment
- ECON 271 - Environmental and Natural Resource Economics
- PHIL 251 - Environmental Ethics
- POLI 204 - Canadian Environmental Policy
- WMST 222 - Eco-Feminism

One of:
- GEOG 270 - Geographic Data Analysis
- SOCI 271 - Statistical Analysis in Sociology I

Plus one of:
- ANTH 260 - Ethnobotany: Plants and People
- ENGL 237 - Studies in Nature Writing
- GEOG 210 - Introduction to Environmental Issues
- GEOG 250 - Introduction to Urban Geography
- GEOG 298 - Directed Studies in Geography
- POLI 219 - Canadian Public Administration
- SOCI 217 - Consumer Society
- SOCI 295 - Current Topics in Sociology
- EESC 205 - Geographical Hydrology (or GEOG 205 - Geographical Hydrology)
- EESC 212 - Weather and Climate (or GEOG 212 - Weather and Climate)
- EESC 222 - Geomorphology (or GEOG 222 - Geomorphology)
- GEOG 201 - Food and Society

Environmental Management Option Required Courses:

Year One
- INDG 100 - Introduction to Indigenous Studies
- BUAD 123 - Management Principles
- GEOG 129 - Human Geography: Resources, Development and Society

One of:
- MATH 111 - Essential Mathematics for Arts
- MATH 112 - Calculus I
- STAT 121 - Elementary Statistics

One of:
- BIOL 111 - Biology for Science Majors I
- BIOL 112 - Evolution and Ecology

One of:
- BIOL 121 - Biology for Science Majors II
- BIOL 122 - Physiology of Multicellular Organisms

Year Two
- ECON 271 - Environmental and Natural Resource Economics
- EESC 205 - Geographical Hydrology (or GEOG 205 - Geographical Hydrology)
- EESC 213 - Introductory Forest Science and Management
- GEOG 270 - Geographic Data Analysis
- PHIL 251 - Environmental Ethics
- POLI 204 - Canadian Environmental Policy

Plus one of:
- ANTH 245 - Culture and the Environment
- ANTH 260 - Ethnobotany: Plants and People
- BIOL 203 - Introduction to Ecology
- BIOL 275 - Freshwater Plants and Animals
- EESC 212 - Weather and Climate (or GEOG 212 - Weather and Climate)
- EESC 222 - Geomorphology (or GEOG 222 - Geomorphology)
- GEOG 210 - Introduction to Environmental Issues
- GEOG 217 - Regional Geography of British Columbia
- GEOG 224 - The Canadian Landscape
- GEOG 250 - Introduction to Urban Geography
- GEOG 298 - Directed Studies in Geography
- POLI 219 - Canadian Public Administration
- GEOG 201 - Food and Society

Environmental Science Option Required Courses:
Year One:
MATH 112 - Calculus I
BIOL 111 - Biology for Science Majors I
BIOL 121 - Biology for Science Majors II
One of:
CHEM 111 - Principles of Chemistry I
CHEM 112 - Introductory Chemistry I
One of:
CHEM 121 - Principles of Chemistry II
CHEM 122 - Introductory Chemistry II
One of:
PHYS 111 - Calculus-Based Physics I
PHYS 112 - Introductory Physics I
Year Two:
BIOL 203 - Introduction to Ecology
EESC 222 - Geomorphology (or GEOG 222 - Geomorphology)
One of:
GEOG 270 - Geographic Data Analysis
STAT 230 - Elementary Applied Statistics
Three of:
EESC 212 - Weather and Climate (or GEOG 212 - Weather and Climate)
EESC 213 - Introductory Forest Science and Management
EESC 205 - Geographical Hydrology (or GEOG 205 - Geographical Hydrology)
BIOL 275 - Freshwater Plants and Animals
BIOL 279 - Limnological Methods
GEOG 298 - Directed Studies in Geography
CHEM 162 - Environmental Chemistry
One of:
POLI 204 - Canadian Environmental Policy
PHIL 251 - Environmental Ethics
ECON 271 - Environmental and Natural Resource Economics

International Development Diploma

The International Development Diploma is designed for students who are interested in working with organizations involved in development projects across the globe. The program provides students with an opportunity to engage with current global issues such as poverty; environmental degradation; racial and gender discrimination; corruption and lack of economic and financial transparency; and political deficiency. Upon successful completion of this program, students will acquire a multidisciplinary understanding of the current issues in international development and learn to apply appropriate techniques to analyze the issues and problems of development in the global context.

The diploma has two options:
I. International Development Governance. In this option, students will have a choice of further emphases in:
a. Women and Development;
b. Environment and Development;

II. International Development Management, a joint Diploma Program between Arts and Business.

All Arts courses in this Diploma program have university studies credits, providing students with the option of further study in either international development or other related disciplines. Business courses are transferred on a course-by-course basis.

Students should refer to the most recent BC transfer guide at http://www.bctransferguide.ca/.

Admission Requirements

Regular Applicants:
A regular applicant will have secondary school graduation (or equivalent) or will complete the requirements for senior secondary graduation (or its equivalent) not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable. Students with a passing grade of less than 60% in English 12, English 12 First Peoples, TPC 12, or an equivalent Provincial level Adult Basic Education English course will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:
    1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
    2. Successful completion of the English entrance requirements within the first year of studies. This

may be done in one of the following ways:

- Successful completion of English 12, English 12 First Peoples TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
- Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants:
A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year. Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Graduation Requirements

Graduation of the International Development Diploma will require the completion of 60 prescribed compulsory and elective credits as outlined below.

Program Outline

I. Required Courses (all options)
BUAD 201 - Conflict Resolution and Negotiation
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
ECON 261 - Economics of Developing Countries
POLI 101 - Introduction to Politics
POLI 220 - The Politics of Human Rights
POLI 221 - Global Politics
POLI 222 - Global Political Economy

II. International Development Governance Option
All of the following:
ANTH 121 - Introduction to Cultural Anthropology
HIST 115 - Contemporary World from 1900 to World War II
HIST 125 - Contemporary World from World War II to the Present

POLI and ECON Electives:
One from the following:
ECON 210 - Women and the Economy (or WMST 211)*
ECON 260 - Poverty and Inequality
ECON 271 - Environmental and Natural Resource Economics

Plus one of the following:
POLI 202 - Women and Politics (or WMST 202)*
POLI 211 - Comparative Government
POLI 240 - Contemporary Political Ideologies
* Students in Women and Development Emphasis cannot take ECON 210/WMST 211 or POLI 202/WMST 202 as their POLI and ECON electives in the International Governance Option.

English Electives:
Two from the following:
ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative
ENGL 199 - Arts Studies in English
** Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)

Arts Electives (unless students wish to gain an emphasis. See below list of Arts electives for emphasis):
Five from the following:
ANTH 180 - Communicating Across Cultures
ANTH 213 - Women in Cross-cultural Perspective (or WMST 213)
ANTH 245 - Culture and the Environment
CMNS 100 - Introduction to Communications
CMNS 230 - Communication and Culture
GEOG 129 - Human Geography: Resources, Development and Society
ENGL 222 - Studies in International Literature in English
HIST 241 - Late Imperial China
HIST 250 - Post-Independence Latin American History
HIST 251 - The Chinese Republics
PHIL 241 - Contemporary Moral Issues
PHIL 251 - Environmental Ethics
PSYC 121 - Introduction to Psychology: Personal Functioning
SOCI 111 - Introduction to Sociology I
SOCI 121 - Introduction to Sociology II
SOCI 202 - Introduction to Social Problems
WMST 100 - Introduction to Women's Studies

Emphasis in Women and Development
Students must choose their Arts electives from the following courses to gain the emphasis in Women and Development:
Five from the following:
ANTH 213 - Women in Cross-cultural Perspective
ECON 210 - Women and the Economy (or WMST 211)
POLI 202 - Women and Politics (or WMST 202)
WMST 100 - Introduction to Women's Studies
WMST 215 - Women and Popular Culture

WMST 222 - Eco-Feminism

Emphasis in Environment and Development

Students must choose their Arts electives from the folowing courses to gain the emphasis in Environment and Development:

Five from the following:

ANTH 245 - Culture and the Environment
ANTH 260 - Ethnobotany: Plants and People
ECON 271 - Environmental and Natural Resource Economics
EESC 101 - Environmental Science
GEOG 129 - Human Geography: Resources, Development and Society
PHIL 251 - Environmental Ethics

III. International Development Management Option

All of the following:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 269 - Human Resources Management

POLI and ECON electives:

One of the following:

ECON 205 - Managerial Economics
ECON 210 - Women and the Economy (or WMST 211)
ECON 260 - Poverty and Inequality
ECON 271 - Environmental and Natural Resource Economics

One of the following:

POLI 202 - Women and Politics (or WMST 202)
POLI 240 - Contemporary Political Ideologies
POLI 211 - Comparative Government
POLI 210 - Canada and the United States

Communication or English electives:

CMNS 112 - Professional Writing I
CMNS 122 - Professional Writing II*
* With permission of the Business Administration department other CMNS or ENGL courses mayb be substituted.

Or two of the following acceptable ENGL courses:

ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative
ENGL 199 - Arts Studies in English**
** Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)

Diploma in Journalism Studies

This two-year diploma introduces students to journalism and media criticism and to the contemporary social and cultural context within which journalists work. The program combines writing intensive courses in Communications and English with courses in Philosophy, Political Science, Economics, and Canadian History.

While students may proceed directly to potential entry-level careers in journalism, especially in small markets and independent digital environments, completion of this program is intended primarily to provide students with the liberal arts education necessary to further study in journalism.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary school graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a

minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
- Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Transfer Students: Students who transfer to Okanagan College may be eligible for transfer credits towards an Okanagan College Associate of Arts degree, Associate of Science degree or a General Studies diploma for work successfully completed at another recognized institution.

Graduation Requirements

The Diploma in Journalism Studies will be granted upon the successful completion of 60 prescribed credits, including 15-18 credits in Communications, 9-12 credits of English, 3 credits of History, 6 credits of Political Science, 3 credits of Economics, 3 credits of Philosophy, 9 credits of Arts electives (6 of which must be at the second-year level), and 9 credits of Science (including a minimum of 3 credits of Mathematics, Computer Science, or Statistics and a minimum three credits of lab science.)

Program Outline

All of:
- CMNS 100 - Introduction to Communications
- CMNS 110 - Introduction to Mass Communication
- CMNS 120 - Introduction to Journalism Studies
- ECON 125 - Principles of Macroeconomics
- ENGL 219 - Intermediate Workshop in Creative Writing - Creative Non-Fiction
- HIST 122 - Canada Since 1867
- PHIL 114 - Introduction to Logic and Critical Thinking I
- POLI 101 - Introduction to Politics
- POLI 111 - The Government of Canada

One of:
- CMNS 235 - Professional Writing and Communications
- ENGL 235 - Professional Writing and Communications

Two of:
- ENGL 100 - University Writing
- ENGL 150 - Critical Writing and Reading: Poetry and Drama
- ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
- ENGL 153 - Critical Writing and Reading: Narrative
- ENGL 199 - Arts Studies in English

But not including both ENGL 100 and ENGL 199

Two of:
- CMNS 200 - Communications in the Everyday
- CMNS 240 - The Culture of Television
- CMNS 250 - Cultural Industries in Canada
- CMNS 260 - Topics in Communications
- CMNS 270 - New Media
- CMNS 280 - Applied Communication

Plus:
- Nine Arts credits (six of which must be at the second-year level or higher)
- Nine Science credits (including a minimum three credits of MATH, COSC or STAT. STAT 121 is recommended. And a minimum three credits lab science)

Example Course Sequence (Full-time Student)

Year One: Fall Semester
- CMNS 100 - Introduction to Communications
- CMNS 120 - Introduction to Journalism Studies
- ENGL 100 - University Writing
- POLI 101 - Introduction to Politics
- 1st Year Arts elective

Year One: Winter Semester
- CMNS 110 - Introduction to Mass Communication
- ENGL 153 - Critical Writing and Reading: Narrative
- HIST 122 - Canada Since 1867
- POLI 111 - The Government of Canada
- 3 credits Science

Year Two: Fall Semester
- CMNS 270 - New Media
- ENGL 235 - Professional Writing and Communications
- PHIL 114 - Introduction to Logic and Critical Thinking I
- 2nd Year Arts elective
- 3 credits Science

Year Two: Winter Semester
- CMNS 280 - Applied Communication
- ECON 125 - Principles of Macroeconomics
- ENGL 219 - Intermediate Workshop in Creative Writing - Creative Non-Fiction
- 2nd Year Arts elective
- 3 credits Science

Diploma in Media and Cultural Studies

This two-year interdisciplinary diploma program offers students a range of courses from a number of departments, including Anthropology, Communications, English, Geography, Sociology, and Women's Studies. Students will examine the rich interrelationship between media and culture in contemporary society and will explore how culture is produced, commodified, communicated, regulated, and consumed.

Completion of this diploma can lead to advanced study in Arts, Communications, or Media at universities in BC or other provinces, or it can act as a foundation for the workplace and for potential careers in public relations, marketing, journalism, advertising, research, writing, publishing, consulting, or communications.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
    - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Graduation Requirements

The Diploma in Media and Cultural Studies will be granted upon the successful completion of 60 prescribed credits, including eighteen credits in Communications, twelve credits in English, twelve credits in Sociology, nine credits in Women's Studies, six credits in Geography, and three credits in Anthropology.

Program Outline

Year One

ANTH 121 - Introduction to Cultural Anthropology
CMNS 100 - Introduction to Communications
CMNS 110 - Introduction to Mass Communication
ENGL 153 - Critical Writing and Reading: Narrative
SOCI 111 - Introduction to Sociology I
SOCI 121 - Introduction to Sociology II
WMST 100 - Introduction to Women's Studies

Plus one of:

ENGL 100 - University Writing
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 199 - Arts Studies in English

Plus one of:

CMNS 160 - Introduction to Film Studies
GEOG 117 - Introduction to Human Geography I
GEOG 128 - Human Geography: Space, Place and Community

Plus one of:

GEOG 127 - Introduction to Human Geography II
GEOG 129 - Human Geography: Resources, Development and Society

Year Two

ENGL 215 - Studies in Reading Film
ENGL 231 - Studies in Popular Narrative
SOCI 216 - Media and Society
SOCI 217 - Consumer Society
WMST 215 - Women and Popular Culture
WMST 216 - Feminism and Film

Plus four of:

CMNS 200 - Communications in the Everyday
CMNS 230 - Communication and Culture
CMNS 240 - The Culture of Television
CMNS 250 - Cultural Industries in Canada
CMNS 260 - Topics in Communications
CMNS 270 - New Media
CMNS 280 - Applied Communication
CMNS 290 - Introduction to Video Game Studies

Diploma in Writing and Publishing (English)

At a time of great change in the publishing industry, it is essential that students adopt an entrepreneurial attitude to their own success. This two-year diploma provides students with a solid grounding in creative and literary writing, publishing, communications and business. In addition to widely-transferable academic courses, students will receive applied training in areas such as print and web-based publishing, management, accounting and marketing, not to mention creative, cultural and professional communications.

During the program, students can take advantage of unique opportunities to put their skills into practice. Okanagan College features a working letterpress print shop, not to mention other in-house elements such as Kalamalka Press and *Ryga: A Journal of Provocations*. A portfolio system ensures that students are able to demonstrate to prospective employers how lessons learned in the classroom contribute to the broad skill set of a qualified professional.

Graduates of publishing programs may pursue careers in book, magazine, newspaper or internet publishing. Depending on the program, they are usually familiar with the structure of the industry, principles of editing, and the technical aspects of traditional and computer-based publishing, and so are well-suited to pursue such avenues. A few select institutions in Canada and North America offer graduate degrees in publishing; other graduates may choose further study (or work) in journalism, creative writing, business administration, marketing, media studies or graphic design, among other possibilities. http://www.canadian-universities.net/Universities/Programs/Publishing-Careers.html.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
    - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
    - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the

commencement of classes for the semester to which admission is sought - either fall or winter.

Graduation Requirements

The Diploma in Writing and Publishing may be granted for the successful completion of 60 credits of Okanagan College courses including at least 30 credits of 200-level courses as outlined. Only 30 credits of courses can be from a single discipline.

Program Outline

First Year (Required):
- CMNS 100 - Introduction to Communications
- ENGL 116 - Introduction to Creative Writing I
- ENGL 126 - Introduction to Creative Writing II

Plus one of:
- CMNS 110 - Introduction to Mass Communication
- CMNS 120 - Introduction to Journalism Studies

Plus two of:
- ENGL 150 - Critical Writing and Reading: Poetry and Drama
- ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
- ENGL 153 - Critical Writing and Reading: Narrative

Plus four of:
- BUAD 111 - Financial Accounting I
- BUAD 116 - Marketing
- BUAD 123 - Management Principles
- BUAD 195 - Financial Management
- FINA 120 - Introduction to the Creative Process
- FINA 170 - Applied Publishing Skills

Second Year (Required):
- CMNS 200 - Communications in the Everyday
- ENGL 204 - Applied English Studies I
- ENGL 205 - Applied English Studies II
- ENGL 206 - Publishing: Best Practices and Copy Editing
- FINA 201 - Introduction to Publication Design
- FINA 202 - Advanced Publication Design

Plus one of:
- ENGL 207 - Web Development for Publishing
- ENGL 208 - History of the Book

Plus one of:
- ENGL 209 - Studies in Professional Editing
- ENGL 235 - Professional Writing and Communications

Plus one of:
- ENGL 216 - Intermediate Workshop in Creative Writing - Poetry
- ENGL 217 - Intermediate Workshop in Creative Writing - Fiction
- ENGL 218 - Intermediate Workshop in Creative Writing - Drama
- ENGL 219 - Intermediate Workshop in Creative Writing - Creative Non-Fiction
- ENGL 220 - Studies in the Theory and Practice of Creative Writing

Plus one of:
- CMNS 230 - Communication and Culture
- CMNS 250 - Cultural Industries in Canada

Advanced Certificate in Communication

The Advanced Certificate in Communication provides students with skills in applied communications. Students develop competence in areas such as professional writing, public relations theory and practice, management communications, marketing writing, and visual communication. Completion of the program will provide students with a valuable skill-set, applicable to every potential career. The certificate will be of interest to students who are looking to complement their previous post-secondary experience by focusing on an applied, career-related field.

The certificate features flexible completion of required courses, allowing students to complete the requirements as part-time and/or evening study. In addition, students can apply six credits of first-year Communications or English earned in previous post-secondary study toward the Advanced Certificate in Communication.

Admissions Requirements

Successful completion of 60 credits of post-secondary study from Arts, Science, or Business or an Engineering Technology diploma.

Graduation Requirements

The Advanced Certificate in Communication will be granted upon the successful completion of 18 credits, including six credits of first-year CMNS or ENGL, and 12 additional credits of CMNS, of which at least nine credits must come from courses numbered 300 or higher. Students may apply six credits of first-year CMNS or ENGL earned in previous post-secondary study toward the Advanced Certificate.

Program Outline

The program allows for flexible completion and for student choice. Students can choose to register in whichever of the available Communications and English course are most of interest to them and satisfy the graduation requirements.

Currently available first-year Communications or English courses:
- CMNS 100 - Introduction to Communications
- CMNS 110 - Introduction to Mass Communication

CMNS 112 - Professional Writing I
CMNS 113 - Technical Communication for Information Technology
CMNS 120 - Introduction to Journalism Studies
CMNS 122 - Professional Writing II
CMNS 123 - Analysis and Reporting for Information Technology
CMNS 132 - Technical Communication I for Engineering Technology
CMNS 133 - Technical Writing and Communications I
CMNS 142 - Technical Communication II for Engineering Technology
CMNS 143 - Technical Writing and Communications II
CMNS 144 - Technical Writing and Communications for Mechanical Engineering
CMNS 152 - Writing in Health and Human Services
ENGL 100 - University Writing
ENGL 116 - Introduction to Creative Writing I
ENGL 126 - Introduction to Creative Writing II
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative

Currently available second-year Communications courses:

CMNS 200 - Communications in the Everyday
CMNS 230 - Communication and Culture
CMNS 240 - The Culture of Television
CMNS 250 - Cultural Industries in Canada
CMNS 260 - Topics in Communications
CMNS 270 - New Media
CMNS 280 - Applied Communication
CMNS 295 - Directed Studies in Communications

Currently available third-year Communications courses:

CMNS 300 - Rhetoric and Persuasion
CMNS 310 - Contemporary Visual Culture
CMNS 320 - Creative Communication
CMNS 330 - Public Relations
CMNS 340 - Media in Action
CMNS 390 - Advanced Communication Issues

Currently available fourth-year Communications courses:

CMNS 495 - Directed Studies in Communications

Concentration in Communication

The Concentration in Communication provides students with skills in applied communications. Students develop competence in areas such as professional writing, public relations theory and practice, management communications, marketing writing, and visual communication. Completion of the Concentration will provide students with a valuable skill-set, applicable to every potential career.

The Concentration will be of interest to degree students who are looking to strengthen their principal credential. Students enrolled in a four-year degree program at Okanagan College (i.e. the Bachelor of Business Administration or Bachelor of Computer Information Systems) can apply credits earned in the completion of electives in these programs toward a transcript notation awarding them a Concentration in Communication. These students may also apply six credits of first-year Communications or English earned in the completion of their principal credential toward the Concentration notation.

Program Outline

The program allows for flexible completion and for student choice. Students can choose to register in whichever of the available Communications and English courses are of most interest to them.

Completion Requirements

1. The Concentration in Communication will be granted upon the successful completion of 18 credits, including six credits of first-year Communications or English, and 12 additional credits of Communications, of which at least nine credits must be from courses numbered 300 or higher.
2. Students may apply six credits of first-year Communications or English earned in the completion of their principal credential toward the Concentration notation.

University Studies - Science

Associate of Science Degree

The Associate of Science degree is a provincial credential offered by many institutions in the BC Transfer System. The associate degree provides an educational experience that prepares students for life as an educated person, and lays a solid foundation for further study.

The associate degree curriculum consists of two years of university-level study in a variety of academic areas. Students are required to complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to complete the

required prerequisites for upper-level course work in their intended major. Students will be exposed to a program of study that seeks to develop:

- an interest in and curiosity about the world around them
- an understanding of the global context in which they live and work
- an appreciation of intellectual thought and human creativity
- an openness to a variety of viewpoints
- a capacity for and interest in self-directed life-long learning
- an acceptance of the social responsibilities that come with the benefits of advanced learning.

In addition, the program of study should develop and improve those skills essential for academic success at an advanced intellectual level. They include but are not limited to:

- advanced reading comprehension
- effective written and oral communications
- mathematical and scientific reasoning
- computer and technological literacy
- research and evaluative skills
- analysis, synthesis, and integration of knowledge
- critical thinking and problem solving
- application of theoretical understanding to practice
- working collaboratively.

Admission Requirements

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Entrance Requirement:

A minimum grade of 60% in English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course, or an equivalent course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students who do not satisfy the English entrance requirement will be admissible to the first year of the Associate of Science program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Students must successfully complete the English entrance requirement, as stated above, within their first year of studies.

Math Entrance Requirement:

Students graduating from secondary school in or prior to 2012: Principles of Mathematics 12, or an equivalent Provincial Level Adult Basic Education Mathematics course, or an equivalent course. Applications of Mathematics 12 is not acceptable.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 50% in Pre-calculus Grade 12, or the equivalent Provincial Level Adult Basic Education Mathematics course, or an equivalent course.

Students who do not satisfy the Mathematics entrance requirement will be admissible to the first year of the Associate of Science program, subject to the following conditions:

- Registration is restricted to courses for which the student satisfies the prerequisites. Registration in CHEM 111, COSC 111, MATH 112, and PHYS 111 is therefore, prohibited.
- Students who do not satisfy the Mathematics entrance requirement are strongly advised to register in MATH 120 (Pre Calculus). Successful completion of this course will satisfy the Mathematics entrance requirement.
- Students must successfully complete the Mathematics entrance requirement, as stated above, within their first year of studies.

Secondary School Calculus: Students enrolling for the first time at Okanagan College who have completed or are registered in a secondary-school calculus course are eligible to write the UBC-SFU-UVic-UNBC Calculus Examination. Students who pass this examination with a grade of 50% or better will be given the option of receiving credit for MATH 112 with a grade equal to the grade obtained on the examination or taking MATH 112 for credit.

There is an $88 non-refundable fee for the Calculus Examination. It must be paid to the sponsoring institution. It is the responsibility of the student to contact the sponsoring institution regarding the dates and locations of the examination, since these will change depending on the sponsoring institution. It is

also the responsibility of the student to obtain a letter from the sponsoring institution stating the grade achieved on the examination. This letter is the document that Okanagan College will use to administer the policy.

This policy applies to students who are enrolling at Okanagan College for the first time. A student who opts to take MATH 112 for credit cannot, at a later date, request that their grade on the Calculus Examination be used in place of the grade they received in MATH 112, even if the student withdraws.

Graduation Requirements

The Associate of Science Degree is granted upon completion of 60 credits of prescribed study (below). A student with an Associate of Science Degree if admitted to B.C. universities is guaranteed full transfer credit (60 credits) for the work done for their Associate Degree.

In two B.C. universities (SFU and UNBC), a student with an Associate of Science Degree will be offered priority admission to the Faculty of Science (subject to a minimum GPA determined by the university). Check the B.C. Council on Admissions and Transfers website for updated information on B.C. Associate degrees at http://www.bctransferguide.ca.

Courses used to complete the Okanagan College Associate of Science Degree must have transfer credit to at least one B.C. research university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

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

The Associate of Science Degree is granted upon the successful completion of the following courses:

- Two of the following: ENGL 100, ENGL 150, ENGL 151, ENGL 153 or ENGL 154.
- MATH 112 and at least one other three-credit course in Mathematics. MATH 120 (Pre-Calculus) can be used for the second mathematics course, however, the student should be aware that some institutions will not accept this course for credit toward a science degree.
- At least 12 credits (4 courses) from:
    - BIOL 111 and BIOL 121
    - CHEM 111 and CHEM 121 or CHEM 112 and CHEM 122
    - PHYS 111 and PHYS 121 or PHYS 112 and PHYS 122
- At least 24 other credits in Science, which shall include at least one course in a laboratory science and a minimum of six courses (18 credits) in Science at the second-year level taken in two or more subject areas.
- At least two three-credit courses in Arts other than English.
- At least two three-credit courses in Arts, Science or other areas.

A total of 60 credits (at least 20 courses) of first- and second-year courses with a minimum average of 60% calculated from all courses counting towards the Associate of Science degree.

Program Outline

Students who plan on transferring to complete a BSc degree should ensure that they complete the following requirements:

Six 100-Level English Credits

Students should complete two of the following:

ENGL 100, ENGL 150, ENGL 151, ENGL 153 or ENGL 154

Recommended 100-Level Science credits

MATH 112 and MATH 122 (total of 6 credits)
CHEM 111 and CHEM 121, or CHEM 112 and CHEM 122 (total of 6 credits)
PHYS 111 and PHYS 121, or PHYS 112 and PHYS 122 (total of 6 credits)

Six elective Arts or Science credits

The following Science elective courses are recommended:

ASTR 110 and ASTR 120
ASTR 111 and ASTR 121
BIOL 111 and BIOL 121
COSC 111 and COSC 121
COSC 122
EESC 111 and EESC 121
GEOG 111 and GEOG 121

Second-Year Requirements

Specific second-year courses are required for some majors. Students planning to transfer after second year, should consult the calendar of the university they plan to transfer to for second-year course requirements.

Courses with Laboratories

In many science courses that include both a lecture component and a laboratory component, students are required to complete and pass each part independently in order to pass the course. Students should be aware of all the requirements that must be met to attain a passing grade in any course.

Associate of Science Degree: Discipline Emphasis

In meeting the above requirements, the Associate of Science Degree can be structured by the student to reflect emphasis on a particular discipline from the options outlined below. The student is advised to verify with the appropriate Department Chair that the specific courses will be offered within a two-year cycle if the student intends to complete the Associate Degree in two years.

Biology Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Biology Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:
BIOL 111 - Biology for Science Majors I
BIOL 121 - Biology for Science Majors II
CHEM 111 and CHEM 121 or CHEM 112 and CHEM 122
CHEM 212 and CHEM 222
PHYS 111 and PHYS 121 or PHYS 112 and PHYS 122
Six of:
BIOL 202 - Elementary Applied Statistics
BIOL 203 - Introduction to Ecology
BIOL 211 - Cell Biology
BIOL 220 - Introductory Biochemistry
BIOL 224 - Principles of Genetics
BIOL 228 - Introductory Microbiology
BIOL 251 - Vascular Plants
BIOL 254 - Vertebrate Biology
The choice from these second year BIOL courses should be made based on the requirements of the university to which the student wishes to transfer.

Chemistry Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Chemistry Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:
CHEM 111 and CHEM 121
CHEM 211 - Physical Chemistry
CHEM 212 and CHEM 222
CHEM 221 - Inorganic Chemistry
CHEM 226 - Introduction to Analytical Chemistry
MATH 122 - Calculus II
MATH 212 - Calculus III
MATH 221 - Introduction to Linear Algebra

Computer Science Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Computer Science Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:
COSC 111 and COSC 121
COSC 211 - Machine Architecture
COSC 221 or MATH 251
COSC 222 - Computer Data Structures
COSC 231 - Principles of Computer Science
MATH 122 - Calculus II
MATH 212 - Calculus III
MATH 221 - Introduction to Linear Algebra

Mathematics and Statistics Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Mathematics and Statistics Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:
COSC 111 and COSC 121 - Computer Programming II
MATH 122 - Calculus II
MATH 201 - Mathematical Structures and Proofs
MATH 212 - Calculus III
MATH 221 - Introduction to Linear Algebra
One of: COSC 221 , MATH 225 , MATH 251 , STAT 230
PHYS 200

Diploma in General Studies

Admission Requirements

Please see Associate of Science Degree.

Graduation Requirements

The Diploma in General Studies may be granted for the successful completion of 60 credits of Okanagan College courses including at least 18 credits of 200-level courses. Only 30 credits of courses can be from a single discipline.

Analytical Chemistry Technology Diploma

This program is subject to government funding and will not be offered in 2010-11. The implementation date will be announced. Please watch for further updates.

The Diploma in Analytical Chemistry Technology (ACT) trains students as chemical technologists in industry-relevant and employment-ready instrumental analysis skills. The ACT program is a two-year, four-semester program that requires the completion of 70 credits of coursework. The program provides graduates with a solid understanding of the protocols common to analytical laboratories including sampling and sample preparation, quality assurance, quality control, quality assessment, instrumental analysis and calibration, data processing and interpretation, and reporting. In particular, this program involves thorough integration of statistical analysis and quality assurance / quality control (QA/QC) within its curriculum while stressing effective and relevant report writing and communication skills. Students will also receive extensive experience with a variety of the modern instruments they will encounter in future work environments, will be trained in safe and environmentally sound laboratory practices, will develop technical writing and public presentation skills, and will gain experience in the team-work approach to problem solving. Graduates of the ACT program will acquire instrumental analysis skills that will enable them to readily enter laboratories, becoming productive employees with a minimum of specific job orientation and training.

Graduates can seek employment as trained chemical analysts in a wide variety of laboratories in industry, government, and institutions. These could include academic, environmental, chemical, mining and smelting, pulp and paper, petrochemical, food, beverage, brewer and vintner, and health laboratories. Graduates of the ACT program may have the option of pursuing Bachelor of Technology programs at other institutions in British Columbia and across Canada, or other Bachelor degrees that have completion of a two-year diploma level program as the admission requirement. The College is currently seeking national accreditation for this program by the Canadian Technology Accreditation Board (CTAB) which would allow graduates to be eligible for professional registration as an Applied Science Technologist (A.Sc.T.) after two years of related work experience.

Admission Requirements

Grade 12 graduation or equivalent; and

- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the Language Proficiency Index.
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 67% in Principles of Mathematics 11 or equivalent Advanced Level ABE Mathematics course or a minimum grade of 60% in Principles of Mathematics 12 or equivalent Provincial Level ABE Mathematics course or Applications of Mathematics 12; or a minimum grade of 60% in Okanagan College's MATH 120. Students without this requirement may write a Math 11 challenge exam administered by Okanagan College and must receive a minimum grade of 64%. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 67% in Pre-calculus Grade 11 or the equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 60% in Pre-calculus Grade 12 or the equivalent Provincial Level Adult Basic Education mathematics course, or a minimum of 50% in Foundations of Mathematics Grade 12, or a minimum of 60% in Okanagan College MATH 120. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%.
- A minimum grade of 67% in Chemistry 11 or equivalent Advanced Level ABE Chemistry course; Chemistry 12 or equivalent Provincial Level ABE Chemistry course is strongly recommended.
- A valid Occupational First Aid Level 1 Certificate obtained within 12 months of admission to the ACT program and a WHMIS certificate.

The Analytical Chemistry Technology program stresses the use of computers in all courses. The successful completion of an introductory course in computers, keyboarding skills of 20 wpm, or computer experience is strongly recommended.

Graduation Requirements

Graduation from the Diploma in Analytical Chemistry Technology requires the completion of 70 required credits.

Residency Requirements

Completion of a minimum of 35 credits of study at Okanagan College.

Program Outline

Semester I
- CHEM 112 - Introductory Chemistry I
- CMNS 113 - Technical Communication for Information Technology
- COSC 171 - Computer Applications for Analytical Chemistry Technology
- MATH 136 - Mathematics for Analytical Chemistry Technology
- PHYS 117 - Physics for Analytical Chemistry Technology
- STAT 121 - Elementary Statistics

Semester II
- CHEM 122 - Introductory Chemistry II
- CHEM 226 - Introduction to Analytical Chemistry
- PHYS 227 - Instrumentation Physics for Analytical Chemistry Technology(ACT)
- CHEM 161 - Industrial Chemical Processes I
- CHEM 162 - Environmental Chemistry
- CHEM 163 - Analysis Quality Assurance and Quality Control

Semester III
- CHEM 251 - Industrial Chemical Process II
- CHEM 252 - Chromatographic Analysis I
- CHEM 253 - Physical Chemical Processes
- CHEM 254 - Spectroscopic Analysis
- CHEM 255 - Applied Organic Chemistry
- CMNS 143 - Technical Writing and Communications II

Semester IV
- CHEM 261 - Laboratory Instrumentation
- CHEM 262 - Chromatographic Analysis II
- CHEM 263 - Applied Biochemistry
- CHEM 264 - Mineral Processing and Assaying
- CHEM 265 - Petroleum Chemistry
- CHEM 266 - Laboratory Management

Applied Ecology and Conservation Diploma

The Applied Ecology and Conservation (AEC) program provides students with the employment skills needed for work as conservation field technicians The program is based on a core of university studies courses that allow students the option of exiting with a Certificate after completion of one year, continuing to the two-year Diploma or transferring into a Bachelor of Technology or Bachelor degree program in Biology, Environmental Science, and Geography at other post-secondary institutions in British Columbia and elsewhere.

The Applied Ecology and Conservation program is unique in providing students with an understanding of both western science and First Nation ecological knowledge systems. Both knowledge systems are integral components of conservation research and regulation. Instruction is provided by both Okanagan College and the Okanagan Nation Indigenous educational institution, the Enâ€™owkin Centre. The Enâ€™owkin Centre provides expertise for the Traditional and Aboriginal Ecological Knowledge (TEK and ATK) components of the program. Skills are applicable to a variety of ecosystems. Field experiences are taught within the context of one of the most threatened ecosystems in Canada, the south Okanagan, an area with the highest biodiversity and the most species at risk in Canada.

The program provides a solid foundation of conservation and best-practices protocols common to field studies. Students learn principles and theories of biology, applied ecology, conservation, geology, geography, TEK and ATK for a variety of ecosystems. The program covers plant and animal species identification, sampling, data processing and interpretation, safe and environmentally sound field practices, effective report and technical writing, public presentation skills and familiarity with Canadaâ€™s Species At Risk Act (SARA). Graduates of the AEC program will be prepared for field technician jobs in environmental assessment, forestry, fisheries, mining, and petrochemical fields with First Nations agencies, industry, and non-governmental organizations. Graduates may also choose to continue their academic studies by transferring to programs other post-secondary institutions.

Certificate: The one-year Certificate requires successful completion of 30 credits of prescribed courses from semesters 0, 1, 2, (if necessary) 3.

Diploma: The two-year Diploma requires successful completion of 60 credits of prescribed courses.

Part-time study: Students may also choose to pursue part-time studies and complete the program over a longer period of time.

Following approval and implementation of the program Okanagan College will seek industry accreditation for AEC certificate graduates from the Canadian Council of Technicians and Technologists

(CCTT). Additionally, Diploma students may apply, upon completion of their Diploma, to gain the following two credentials: EPts (Environmental Professionals-in-training) from ECO Canada and R.B. Tech. (Registered Biology Technologist in Training) from the College of Applied Biology of British Columbia. External agencies may require students to complete additional written examinations and/or practical competency evaluations and pay additional fees.

Admission Requirements

Regular Applicants:
A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- BC secondary graduation, or equivalent.
- *English Entrance Requirement:*
  - A minimum grade of 60% in one of English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course, or an equivalent course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
  - Students who do not satisfy the English entrance requirement will be admissible to the Applied Ecology and Conservation program, subject to the following condition:
    - Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
- *Mathematics Entrance Requirement:*
  - Students graduating from secondary school in or prior to 2012: Applications of Mathematics 11, Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education Mathematics course, or an equivalent course.
  - Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: Foundations of Mathematics Grade 11, Pre-Calculus Grade 11, or an equivalent Advanced Level Adult Basic Education Mathematics course, or an equivalent course.
  - Note that students wishing to proceed beyond the diploma to a degree may need additional mathematics to transfer to the degree program. Students must check with the institution where they plan to continue their study for complete details.
  - Students who do not satisfy the Mathematics entrance requirement will be admissible to the Applied Ecology and Conservation program, subject to the following condition:
    - Students must satisfy the Mathematics entrance requirement within one year of starting the program.

Mature Applicants:
Mature applicants are at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year. Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Certificate and Diploma Graduation Requirements

The **Applied Ecology and Conservation Certificate** is granted upon completion of thirty (30) credits of prescribed study with a minimum grade of 50% for all courses counting towards the certificate.

The **Applied Ecology and Conservation Diploma** is granted upon completion of sixty (60) credits of prescribed study with a graduating grade average of 60%.

Fall - Year 1
ECCO 151 -
BIOL 151 -
EESC 111 - Earth and Environmental Science
Plus one of:
ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama

ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative
Winter - Year 1
ECCO 152 -
BIOL 152 -
BIOL 153 -
GEOG 210 - Introduction to Environmental Issues
Plus one of (but not the same course as the previous semester):
ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative
Summer - Year 1
ECCO 150 -
BIOL 150 - Natural History of the Okanagan
Fall - Year 2
ECCO 280 -
BIOL 280 -
BIOL 281 -
GEOG 270 - Geographic Data Analysis
BIOL 203 - Introduction to Ecology
Winter - Year 2
ECCO 281 -
BIOL 283 -
BUAD 100 - Introduction to Business
GEOG 272 - Introduction to Cartography, GIS and Remote Sensing
Plus one of:
ECCO 282 -
BIOL 282 -

Applied Science (Engineering Program)

Okanagan College offers one year of science course credit towards the completion of a degree in engineering (applied science) at three of the provincial universities: the University of British Columbia, the University of Victoria and Simon Fraser University.

Students interested in completing an Engineering degree at these universities must apply for admission to the **Associate of Science Degree** program (see Associate of Science degree admission requirements.) For further details on engineering requirements, contact any of the Okanagan College Engineering Technology department offices or the respective university.

Program Outline

The following is a recommended program outline.
Fall Semester
CHEM 111 - Principles of Chemistry I
COSC 111 - Computer Programming I
ENGL 100 - University Writing
MATH 112 - Calculus I
PHYS 111 - Calculus-Based Physics I
Winter Semester
CHEM 121 - Principles of Chemistry II
COSC 121 - Computer Programming II
MATH 122 - Calculus II
MATH 221 - Introduction to Linear Algebra
PHYS 121 - Calculus-Based Physics II
PHYS 202 - Engineering Mechanics I

Bachelor of Science in Wood Products Processing (UBC transfer program)

Okanagan College offers a university transfer program enabling students to enter into year two of UBC's five-year BSc program in Wood Product Processing. This program has been modelled after similar programs which have been successful in Europe. It is designed to provide technically-capable graduates for entry-level positions in the management of wood products manufacturing companies. Wood, a renewable resource, is a critical component of Canada's economy. Graduates with a sound technological and management background are needed to guide this industry into the future.

The UBC program has strong industry support in the form of scholarships and guaranteed employment. The co-operative education format of the program is recommended, as it includes five paid work terms in the industry and provides students with valuable experience.

Program Outline

Students in the Okanagan College transfer program must attain a minimum grade of 60% in all courses attempted.
Wood Products Processing - Transfer program (if taken at Okanagan College)
(a) 21 credits consisting of:
MATH 112 (UBC: MATH 100)
MATH 122 (UBC: MATH 101)
PHYS 111* (UBC: PHYS 101)
PHYS 121* (UBC: PHYS 102)
CHEM 111/CHEM 121 or CHEM 112/CHEM 122 (UBC: CHEM 121/123 or CHEM 111/113)
ENGL 100 (UBC: ENGL 112)
(b) nine additional general elective credits which are transferable to UBC. Suitable general elective credits include (but are not limited to):
ECON 115 (UBC: ECON 101)

COSC 111 or COSC 122 (UBC: CPSC 1st year)
Students wishing to select other general electives are advised to visit the online transfer guide at www.bctransferguide.ca to determine equivalent UBC credit.

* The Okanagan College PHYS 112/122 stream is not sufficient to meet the physics requirement of the Wood Processing degree program.

Human Kinetics Diploma (see Health & Social Development)

Please see Human Kinetics Diploma.

Honours Bachelor of Science - Oenology and Viticulture (Brock University transfer program)

This university transfer program enables students to enter directly into year two or three of the Honours Bachelor of Science program in Oenology and Viticulture at Brock University in St. Catharines, Ontario. This undergraduate degree program in oenology and viticulture is the only one of its kind in Canada. The program provides students with a comprehensive scientific education and practical skills related to oenology and viticulture, as well as exposure to marketing and tourism. Graduates may choose to work in a vineyard or winery, pursue graduate studies, become researchers or owners and operators of a vineyard or winery.

The Oenology and Viticulture program considers industry experience to be an essential part of the students' preparation. In order to gain that experience, all students must complete three co-op work terms. Each student is required to do one work-term.

These work terms will be paid positions within the grape and wine industry. Most work terms are within Canada, however, suitable international work terms may be used to meet the program requirements. In addition to the current fees for courses and materials, co-op students are assessed administration fees. For more information on co-op education programs at Brock, please contact Brock University Co-op Programs Office at: http://www.brocku.ca/co-op.

Students who have satisfactorily completed all or most of the courses listed below will be admitted directly to the Brock University Oenology and Viticulture BSc program. Students in the Okanagan College transfer program must attain a minimum grade of 70% in all courses to be transferred.

Admission Requirements

- Apply for admission to the Associate of Science Degree program.
- Apply for admission to the Wine 21 and VIT 22 courses through Continuing Studies at the Penticton campus.

Program Outline

Year One

WINE 21 (1) (Brock: OEVI 1P20: Introduction to Wines)
BIOL 111 and BIOL 121 (Brock: BIOL 1F90: Concepts in Biology)
CHEM 111 and CHEM 121 (Brock: CHEM 1P92: Chemical Principles and Properties)
MATH 112 (Brock: MATH 1P97: Differential & Integral Methods)
PHYS 112 (Brock: PHYS 1P23: Fluid, Heat and Light)
STAT 121 (Brock: MATH IP98: Basic Statistical Methods)
Year 1 Humanities transferable for 1.0 University Credit (2) (Brock: Humanities Context Requirement)

Year Two

VIT 22 and VIT 23 (3) (Brock: Unspecified year-2 science elective, may be used to satisfy "take one of" requirements in years 3 &4 or as an unspecified elective.)
BIOL 251 (Brock: BIOL 2P94: Plant Biology: Growth and Development (used in year 3))
BIOL 228 (Brock: BIOL 2P98: Principles of Microbiology (used in year 3))
CHEM 211 (Brock: unspecified elective)
CHEM 212 (Brock University Course: CHEM 2P20: Organic Chemistry I)
CHEM 222 (Brock: CHEM 2P21: Organic Chemistry II)
CHEM 226 (Brock: CHEM 2P42: Analytical Chemistry)
Year-1 Social science transferable for 1.0 University credit (2) (Brock: Social Sciences Context Requirement)
Any course transferable for 0.5 University credit (2) (Brock: must be transferable to Brock University)
(1) No transfer credit if taken by distance education.
(2) Consult with your program advisor and the Brock OEVI program advisor.
(3) Both VIT 22 and VIT 23 must have been successfully completed or no transfer credit will be granted.

Years Three and Four (at Brock University)

Students who have completed the courses listed in years one and two apply directly to Brock University for admission as a transfer student. Contact Brock

University for entrance requirements. Application to Okanagan College is not necessary.

Courses to be completed at Okanagan College are listed above. Note that Wine 21 and VIT 22 are offered at the Penticton campus. First-year science courses are offered at Okanagan College campuses in Penticton, Kelowna, Vernon and Salmon Arm. Some second-year science courses are offered at the Kelowna campus and some may be offered at the Vernon campus. BIOL 241 and BIOL 311 are not offered at Okanagan College.

The Cool Climate Oenology and Viticulture Institute at Brock University also offers a Certificate in Grape and Wine Technology. This certificate program is intended for those students with a science degree or appropriate grape and wine industry experience who want to improve their academic background in this field. Contact Brock University for more information.

Brock University
Cool Climate Oenology & Viticulture Institute
St. Catharines, Ontario L2S 3A1
Telephone: 905-688-5550, ext. 4652
E-mail: CCOVI@brocku.ca
Web: http://www.brocku.ca/ccovi

Bachelor of Computer Information Systems Degree

The Bachelor of Computer Information Systems degree is a four-year program which includes a broad selection of computing, mathematics, business, and communications courses so graduates can function successfully in a variety of roles in the Information Technology field upon graduation.

The courses are grouped into required courses (which all students take), courses from one or more options (an option is a collection of courses dealing with a specific area of computing), and elective courses. This allows students to concentrate on areas of computing (Software Design and Development, Computer Systems, or Database Systems) which interest them, while ensuring all graduates have a broad knowledge of computing. With further independent study, graduates may earn industrial certification from companies such as Sun Microsystems, Oracle, IBM, Cisco or Microsoft. The program is available as a co-op program. Taking co-op work terms may lengthen the program by one year or more.

Students who have completed Okanagan College's Computer Information Systems diploma or the Network and Telecommunications Engineering Technology diploma, or a similar program of studies may enter at year three. Other students enter at year one.

Admission Requirements

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Requirements: A minimum grade of 60% in one of: English 12, English 12 First Peoples, TPC 12 (Technical & Professional Communications 12) or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Math Requirements:

Students graduating from secondary school in or prior to 2012: A minimum grade of 67% in Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course or a minimum of 60% in either Principles of Mathematics 12 or Applications of Math 12 or an equivalent Provincial Level Adult Basic Education mathematics course, or a minimum of 60% in Okanagan College's MATH 120, or a minimum of 64% on the Mathematics 11 Challenge Exam administered by Okanagan College.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 67% in Pre-calculus Grade 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 60% in either Pre-calculus Grade 12 or Foundations of Mathematics Grade 12 or the equivalent Provincial Level Adult Basic Education mathematics course, or a minimum of 60% in Okanagan College MATH 120. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%.

For those applying to the September 2015 intake:

A minimum of 67% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- An Advanced Level Adult Basic Education Mathematics course
- Foundations of Mathematics Grade 12

- Applications of Mathematics 12

or a minimum of 60% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- A Provincial Level Adult Basic Education Mathematics course
- Okanagan College MATH 120

or a minimum of 70% in any of:

- An Okanagan College Mathematics 11 Proficiency Test
- An Okanagan College Mathematics 12 Proficiency Test

Other Requirements: Attendance at a mandatory orientation. Applicants will be notified of dates.

Applicants to third year: Students who have completed Okanagan College's Computer Information Systems diploma, Network and Telecommunications Engineering Technology diploma, or a similar program of studies from another institution may enter at year three.

Keyboarding Skills: Keyboarding skills of at least 20 wpm are strongly recommended.

Access to a Personal Computer: Students entering this program are strongly advised to have access to a personal computer at home with Internet access, both with adequate resources for this level of study. Students may consult the Computer Science Department for hardware and software recommendations.

Personal Suitability: Prospective applicants should consider assessing their suitability for the program by researching Computer Information Systems.

Graduation Requirements

Students must complete a minimum of 120 credits of required and elective courses as listed with a minimum graduating average of 60%.

Program Outline

Courses required by all students - 78 credits

BUAD elective
(Consider choosing from BUAD 111, 113, 116, 123, 128, 176, or 209. Other BUAD courses may be acceptable with the permission of the Computer Science department chair. BUAD 107 is not acceptable.)

One of:
COSC 109 - Technical Aspects of Operating Systems
NTEN 219 - Linux Server Management

One of:
COSC 118 - Networks and Telecommunications I
NTEN 117 - Networks and Telecommunications I

One of:
COSC 111 - Computer Programming I
NTEN 112 - Computer Programming I
NTEN 124 - Desktop Applications Programming

Both:
COSC 121 - Computer Programming II
COSC 126 - Systems Analysis and Design

One of:
COSC 131 - Visual Programming
NTEN 227 - Carrier Telecommunications

One of:
COSC 150 - Basic Digital Circuits and Microprocessors
COSC 213 - Web development with LAMP
PHYS 219 - Methods of Measurement I
NTEN 126 - Basic Digital Circuits and Microprocessors
ELEN 115 - Computer Components and Peripherals

One of:
COSC 224 - Projects in Computer Science
NTEN 299 - Network Project

One of:
COSC 304 - Introduction to Database Management Systems
NTEN 217 - Routing and Switching II

One of:
COSC 315 - Introduction to Operating Systems
NTEN 225 - Internetwork Security I

One of these combinations:
CMNS 112 - Professional Writing I and
CMNS 122 - Professional Writing II

Or
CMNS 113 - Technical Communication for Information Technology and
CMNS 123 - Analysis and Reporting for Information Technology

Or two of:
ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative
ENGL 199 - Arts Studies in English
But not both ENGL 100 and ENGL 199.
Other courses may be acceptable; please contact the Computer Science department chair. CMNS courses are preferred.

And one of these combinations:

Combination 1:
MATH 139 - Mathematics for Information

Technology
and one of:
COSC 221 - Introduction to Discrete Structures
MATH 251 - Introduction to Discrete Structures
MATH 231 - Introduction to Cryptography
Combination 2:
MATH 112 - Calculus I
and one of:
MATH 122 - Calculus II
MATH 221 - Introduction to Linear Algebra
Combination 3:
One of:
MATH 127 - Math for Network & Telecom Engineering Tech I
MATH 137 - Mathematics for Electronic Engineering Technology I
MATH 147 - Mathematics for Electronic Engineering Technology II
MATH 149 - Math for Nerwork & Telecom Engineering Tech II
and one of:
MATH 221 - Introduction to Linear Algebra
MATH 251 - Introduction to Discrete Structures
Combination 4:
Both:
MATH 111 - Essential Mathematics for Arts
STAT 121 - Elementary Statistics
and one of:
COSC 221 - Introduction to Discrete Structures
MATH 251 - Introduction to Discrete Structures
(See Computer Science department if you make this choice.)
Other courses may be acceptable; please contact the Computer Science department chair.
Both:
COSC 211 - Machine Architecture
COSC 222 - Computer Data Structures
One of:
COSC 236 - Object-Oriented Systems Analysis and Design
NTEN 317 - Routing and Switching III
One of:
COSC 305 - Project Management
BUAD 231 - Project Management in an Information Technology Environment
One of:
COSC 470 - Software Engineering
NTEN 357 - Advanced Telecommunications II
One of:
COSC 318 - Network Programming
COSC 328 - Linux Networking
One of:
COSC 471 - Software Engineering Project
NTEN 499 -
One of:
COSC 416 - Topics in Database
COSC 417 - Topics in Computer Networks
COSC 419 - Topics in Computer Science
COSC 448 - Directed Studies in Computer Science
And:
PHIL 331 - Ethics of Computer Usage
Two other three-credit COSC or NTEN courses (One only if you chose Combination 4 above)

Third- and Fourth-Year courses for the Software Design and Development Option
One of:
COSC 341 - User Experience
Another upper-level COSC or NTEN course not already taken
One of:
COSC 331 - Middleware Development
COSC 360 - Server-Side Web Systems
Two of:
COSC 404 - Advanced Database Management Systems
COSC 416 - Topics in Database
COSC 434 - Database Administration
Recommended courses - 6 credits
COSC 331 - Middleware Development (if not already chosen)
COSC 360 - Server-Side Web Systems (if not already chosen)
Any other relevant upper-level COSC or NTEN course
Two other three-credit COSC or NTEN courses (One only if you chose Combination 4 above).
COSC 115, COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the department chair.

Third- and Fourth-Year courses for the Computer Systems Option
Required courses - 12 credits from the following list:
One of:
COSC 328 - Linux Networking (if not already taken)
NTEN 317 - Routing and Switching III
And all of the following:
NTEN 327 - Local Area Network Management II
NTEN 218 - Client and Server Security
COSC 417 - Topics in Computer Networks
Recommended courses - 6 credits
COSC 250 - Digital System Design
COSC 350 - Microprocessor Programming and Control
NTEN 317 - Routing and Switching III (if not already taken)
COSC 417 - Topics in Computer Networks
Any other relevant upper-level COSC or NTEN course

Third- and Fourth-Year courses for the Database Systems Option
Required courses - 12 credits
One of:
BUAD 335 - Electronic Commerce
COSC 331 - Middleware Development
COSC 360 - Server-Side Web Systems
COSC 341 - User Experience

And all of the following:
COSC 404 - Advanced Database Management Systems
COSC 416 - Topics in Database
COSC 434 - Database Administration
Recommended courses - 6 credits
One of (if not chosen above):
BUAD 335 - Electronic Commerce
COSC 360 - Server-Side Web Systems
COSC 341 - User Experience
One of:
COSC 328 - Linux Networking
COSC 417 - Topics in Computer Networks
NTEN 218 - Client and Server Security

Electives for all students - 24 credits
Electives must be chosen to ensure the following credit requirements are met. See group definitions below.

Total credits: at least 120

Group 1: at least 78 credits
Group 2: at least 15 credits
Group 3: at least 6 credits
Upper-level (courses numbered 300 or higher): at least 42 credits
Upper-level group 1: at least 36 credits
Group 1: courses in Computer Science and other subjects which lead to an Associate of Science Degree, plus Network and Telecommunications Engineering Technology, and Electronic Engineering Technology.
Group 2: refers to all courses in Communications and courses in other subjects which lead to an Associate of Arts Degree.
Group 3: Business Administration courses.

Computer Information Systems Diploma

The Computer Information Systems diploma is a two-year program which includes a broad selection of computing, mathematics, business, and communications courses so graduates can function successfully in a variety of roles in a business organization, high-technology company, or government department. These roles include entry-level positions as computer programmer, programmer/analyst, business systems designer/developer/analyst, web designer/developer and database architect/administrator.

The courses in the diploma are grouped into required courses and elective courses.

The program is available as a co-op program. The department recommends participating in co-op between the third and fourth academic semesters if possible. Taking co-op work terms will lengthen the program to approximately three years.

Graduates of this program may proceed directly to the Bachelor of Computer Information Systems degree or, after completing some extra courses, to a Bachelor of Business Administration degree.

Admission Requirements

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Requirements: A minimum grade of 60% in one of: English 12, English 12 First Peoples, TPC 12 (Technical & Professional Communications 12) or an equivalent Provincial Level Adult Basic Education English, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Math Requirements:

A minimum of 67% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- An Advanced Level Adult Basic Education Mathematics course
- Foundations of Mathematics Grade 12
- Applications of Mathematics 12

or a minimum of 60% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- A Provincial Level Adult Basic Education Mathematics course
- Okanagan College MATH 120

or a minimum of 70% in any of:

- An Okanagan College Mathematics 11 Proficiency Test
- An Okanagan College Mathematics 12 Proficiency Test

Other Requirements: Attendance at a mandatory orientation. Applicants will be notified of dates.

Keyboarding Skills: Keyboarding skills of at least 20 wpm are strongly recommended.

Access to a Personal Computer: Students entering this program are strongly advised to have access to a personal computer at home with Internet access, both with adequate resources for this level of study. Students may consult the Computer Science Department for hardware and software recommendations.

Personal Suitability: Prospective applicants should consider assessing their suitability for the program by researching Computer Information Systems.

Graduation Requirements

Students must complete 60 credits of required and elective courses as listed with a minimum graduating grade average of 60%.

Program Outline

First Year
Semester I
- COSC 109 - Technical Aspects of Operating Systems
- COSC 111 - Computer Programming I
- CMNS 113 - Technical Communication for Information Technology
- MATH 139 - Mathematics for Information Technology
- NTEN 117 - Networks and Telecommunications I

Plus:
- Co-op Education Employment Seminar

Semester II
- COSC 121 - Computer Programming II
- COSC 126 - Systems Analysis and Design
- COSC 221 - Introduction to Discrete Structures
- CMNS 123 - Analysis and Reporting for Information Technology
- COSC 131 - Visual Programming

Plus:
- Co-op Education Employment Seminar

May to August
- COSC 101 (Co-op Work Term I): 4 months

Second Year: Software Development option
Semester III
- COSC 213 - Web development with LAMP
- COSC 222 - Computer Data Structures
- COSC 236 - Object-Oriented Systems Analysis and Design
- COSC 304 - Introduction to Database Management Systems
- Electives

January to December
- COSC 102 (Co-op Work Term II): 4 months January - April
- COSC 103 (Co-op Work Term III): 4 months May - August
- COSC 104 (Co-op Work Term IV): 4 months September - December

Semester IV
- COSC 219 - Client-side Web Systems
- COSC 224 - Projects in Computer Science
- COSC 305 - Project Management
- COSC 315 - Introduction to Operating Systems
- Elective

Students may choose electives from COSC or NTEN courses. COSC 115, COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the department chair.

Concentration in Communications (see Associate of Arts)

Please see Associate of Arts.

Engineering Technologies

The College also offers a degree and diploma program in Computer Information Systems which is described in more detail in the Science section of this calendar. These programs are of an applied nature and are career-oriented, preparing students for direct entry into the workforce. Careers in engineering technology are challenging and diverse, with many opportunities for employment throughout Canada.

These two-year co-operative education programs are offered in Kelowna. Co-operative education integrates classroom study with paid on-the-job work experience, where students alternate periods of paid employment with academic study.

Sustainable Construction Management Technology is a three-year program offered in Penticton.

Students and graduates are eligible for registration with the Applied Science Technologists and Technicians of British Columbia (ASTTBC). While attending Okanagan College, students may register with ASTTBC as Student Members. Graduates are eligible for registration as an Applied Science Technologist (AScT) after two years of related work experience.

Water Engineering Technology students may also register with the British Columbia Certification Board where accreditation on graduation includes six months of work experience and opportunity to write the B.C. Certification Board's Level I examinations.

All of these programs allow students to ladder into degree programs including Okanagan College's Business Administration degree. Graduates of Civil Engineering Technology, Electronic Engineering Technology and Mechanical Engineering Technology may apply to:

- the Bridging program at Camosun College, which allows entry into the third year of the engineering degree programs at UVic or UBC;
- Lakehead University Post-Diploma Engineering program leading to a Bachelor of Engineering degree.

Graduates of the Network and Telecommunications Engineering Technology diploma program may continue their studies at Okanagan College by entering third year of the Computer Systems option in the Bachelor of Computer Information Systems degree. As well, several Canadian institutions offer graduates the opportunity to bridge into their degree programs. For more details, please contact the Network and Telecommunications Engineering Technology department.

Water Engineering Technology graduates may apply to:

- Royal Roads University's Bachelor of Environmental Science degree program (requires completion of one year to earn a degree);
- Athabasca University Science degree program (45 transfer credits are awarded).

Civil Engineering Technology Diploma

The civil engineering technologist is involved in the design and construction of buildings, bridges, highways, streets, parks, subdivisions, dams, drainage and irrigation systems, water supply and sewer systems, and plants. Aspects of civil engineering and urbanization in Canada are studied throughout this program. A diverse and stimulating program, Civil Engineering Technology incorporates field trips to reinforce theoretical background, and to develop appropriate methods of approach and solution. Graduates will possess the following knowledge and skills:

- a knowledge of mathematics, applied science, surveying principles, graphical language and oral and written communication techniques;
- a grounding in applied civil engineering technology as related to highway surveying, road design and construction, municipal construction, bridge construction, municipal water and sewage works, irrigation and drainage, and heavy construction;
- skills in drafting, detailing, computing, surveying, laboratory testing (soil mechanics, concrete and asphalt paving), construction inspection, writing technical reports and correspondence, preparation of specifications and costs, basic structural design in steel, reinforced concrete, design of water distribution and sewage collection systems, heating and air conditioning and other building services, and engineering law.

Employment Opportunities

Graduates of this program can seek employment in the following types of positions:

- engineering assistants in highway construction, communications and power development projects; draftsperson; estimators, detailers and assistant designers;
- technologists in concrete, asphalt and soil testing labs; construction inspectors in municipal water development and structural projects; technologists in hydrographic surveys, waste resources studies, irrigation and hydraulic laboratories;
- town works superintendents and building inspectors; concrete plant supervisors; technical sales involving building and construction materials and equipment; and
- project chiefs and instrument persons in field surveys related to pipelines, construction, mining drainage, irrigation, highways and roads, etc.

National Accreditation: The Civil Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB). While attending Okanagan College, students may register with the Applied Science Technologists and Technicians of British Columbia (ASTTBC). Graduates are eligible for registration as an applied science technologist after two years of related work experience.

Admission Requirements

- B.C. secondary school graduation (or equivalent).
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Adult Basic Education English course; or a score of 24/40 (level 4) or better on the LPI.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 67% in Principles of Mathematics 11, or a minimum of 60% in Principles of Mathematics 12 or Applications of Mathematics 12, or an equivalent Advanced Level Adult Basic Education Mathematics course, or a minimum of 60% in Okanagan College's MATH 120. Principles of Mathematics 12 or Applications of Mathematics 12 are recommended. Students without this requirement may write a Math 11 challenge exam administered by Okanagan College and must receive 64% or better. The mathematics requirement must be successfully completed no more than seven years prior to enrolment in the program. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 67% in Pre-calculus Grade 11, or a minimum of 60% in either Pre-calculus Grade 12 or Foundations of Mathematics Grade 12, or a minimum of 60% in Okanagan College MATH 120. One of the Grade 12 mathematics courses is recommended. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%. The mathematics requirement must be satisfied no more than seven years prior to enrolment in the program.
- The Civil Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of Word, Excel and PowerPoint. Computer Science 11 or 12, an introductory course in computers, key boarding skills of 20 wpm, or computer experience is strongly recommended.
- A minimum grade of 60% in Physics 11, or a minimum grade of 50% in Physics 12 or Applied Physics 12.

Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

The mathematics requirement will not be waived for mature students.

Program Outline

First Year
Semester One
CIEN 131 - Drafting I
CIEN 139 - Construction Surveying 1
CIEN 133 - Concrete Technology
CIEN 134 - Statics and Strength of Materials I
CIEN 136 - Applications for Engineering Principles
COSC 115 - Microcomputer Orientation
CMNS 133 - Technical Writing and Communications I
MATH 113 - Mathematics for Civil Engineering Technology I
Co-op Education/Employment Seminar
Semester Two
CIEN 141 - Drafting II
CIEN 149 - Construction Surveying 2
CIEN 143 - Highway Material Testing I
CIEN 144 - Statics and Strength of Materials II
CIEN 145 - Elementary Hydraulics
CIEN 147 - Software Applications for Engineering Technology
CIEN 148 - Structural Design
MATH 123 - Mathematics for Civil Engineering Technology II
CIEN 101 Co-op Work Term I (May - August) 4 months
CIEN 102 Co-op Work Term II (September - December) 4 months
Second Year
Semester Three
CIEN 231 - Watershed Management
CIEN 232 - Construction Estimating
CIEN 233 - Engineering Soils
CIEN 234 - Structural Design in Wood (1)
CIEN 235 - Municipal Design (1)
CIEN 236 - Highway Materials Testing II (1)
CIEN 237 - Design of Urban Road Systems
CMNS 143 - Technical Writing and Communications II
CIEN 103 Co-op Work Term III (May - August) 4 months
Semester Four
CIEN 240 - Project
CIEN 241 - Project Management
CIEN 242 - Steel Detailing and Estimating
CIEN 244 - Structural Design in Concrete (1)
CIEN 245 - Municipal Engineering (1)
CIEN 246 - Pavements (1)
CIEN 248 - Construction Law
CIEN 249 - Computer Applications for Civil Engineering

(1) Students may replace, with approval from the Civil

Engineering Technology department, two of the following CIEN courses with the Okanagan College courses listed below or equivalents of equal credit (six credits maximum). Students may replace one structural course (CIEN 234 or CIEN 244), and/or one materials course (CIEN 236 or CIEN 246) and/or one municipal course (CIEN 235 or CIEN 245).

Suggested Okanagan College Electives:
CHEM 111 - Principles of Chemistry I
CHEM 112 - Introductory Chemistry I
EESC 111 - Earth and Environmental Science
MATH 112 - Calculus I
PHYS 111 - Calculus-Based Physics I

Electronic Engineering Technology Diploma

This diploma program provides training in analog and digital electronic systems and equipment. Emphasis is placed on a thorough understanding of circuit and system concepts as well as proper techniques for measurement and calibration.

Graduates find employment in the areas of communications, microcomputer applications and system control. Most jobs relate to the installation, operation, maintenance and sales of complex electrical and electronic equipment for government agencies, educational institutions and private companies. Some graduates may be employed as assistants to scientists and engineers on research and development projects. With the increasing use of automatic and computerized control in industry, there is a growing demand for technologists with a knowledge of both analog and digital techniques and computer systems.

National Accreditation: The Electronic Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB) with recognized program strengths in Computer Systems, Microcontrollers, Automated Control Systems, Communications Systems, Troubleshooting, and Technology Reports. While attending Okanagan College, students may register with the Applied Science Technologists and Technicians of B.C. (ASTTBC).

Admission Requirements

Regular Students

- B.C. secondary school graduation or equivalent.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Provincial Level ABE English course; or a score of 24/40 (level 4) or better on the LPI.
- A grade of 60% or better in Physics 11. Physics 12 or Applied Physics 12 is recommended.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 67% in Principles of Mathematics 11, or a minimum of 60% in either Principles of Mathematics 12 or Applications of Mathematics 12, or an equivalent Advanced Level Adult Basic Education Mathematics course, or a minimum 60% in Okanagan College's MATH 120. Principles of Mathematics 12 or Applications of Mathematics 12 are recommended. Students without the mathematics requirement may write a Mathematics 11 Challenge Exam administered by Okanagan College and must receive 64% or better.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Pre-calculus Grade 12, or a minimum of 67% in Pre-calculus Grade 11, or a minimum of 60% in Okanagan College MATH 120. Pre-calculus 12 is recommended. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%.
- The Electronic Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have some familiarity with computers. Computer Science 11 or 12, an introductory course in computers, key boarding skills of 20 wpm, or computer experience is strongly recommended.

Mature Students

Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Program Outline

First Year
Semester One (16 weeks)
ELEN 115 - Computer Components and Peripherals
ELEN 116 - Programming and Interfacing

ELEN 130 - Electrical Circuits
ELEN 132 - Fabrication I
ELEN 136 - Introduction to Electronics
MATH 137 - Mathematics for Electronic Engineering Technology I

Semester Two (20 weeks)

ELEN 126 - Digital Techniques
ELEN 140 - Electrical Circuits II
ELEN 142 - Fabrication II
ELEN 145 - Communication I
ELEN 146 - Electronic Circuits
MATH 147 - Mathematics for Electronic Engineering Technology II

Second Year

Semester Three (16 weeks)

ELEN 215 - Computer Systems II
ELEN 216 - Microcontroller Technology
ELEN 254 - Analog and Digital Systems I
ELEN 256 - Analog and Digital Signal Processing
MATH 257 - Mathematics for Electronic Engineering Technology III
CMNS 132 - Technical Communication I for Engineering Technology
Co-op Education Employment Seminar

Semester Four (20 weeks)

PHYS 125 - Physics for Electronic Engineering Technology
ELEN 226 - Embedded Systems
ELEN 227 - Project and Report
ELEN 263 - Control Systems
ELEN 264 - Analog and Digital Systems II
ELEN 265 - Communications II

Co-op Group

ELEN 101 Co-op Work Term I (January - April) 4 months
ELEN 102 Co-op Work Term II (May - August) 4 months
ELEN 103 Co-op Work Term III (September - December) 4 months

Mechanical Engineering Technology Diploma

The mechanical engineering technologist is involved in the design, manufacture, testing, installation, operation and maintenance of a wide variety of machines and mechanical equipment. Through the Mechanical Engineering Technology program at Okanagan College, students are trained in fundamental engineering principles and practice. Students will gain a working knowledge in the fundamentals of materials, structures, fluids, power, machine design, manufacturing, thermodynamics, HVAC, quality, and instrumentation and control. The use of current computer software is emphasized throughout the program.

A diverse and stimulating program, Mechanical Engineering Technology incorporates labs and field trips to reinforce theoretical background, and to develop appropriate methods of approach and solution of engineering problems.

Graduates may be employed by a very broad range of industrial organizations. Opportunities include product design, specification, installation and maintenance of equipment, cost estimating, technical sales, quality management, inspection, production planning, automation, CAD/CAM, robotics, and research and development. Mechanical engineering technologists are in demand due to the tremendous diversity of the discipline.

National Accreditation: The Mechanical Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB) with recognized major competency areas of Mechanical Machine Design, Tool and Fixture Design, Automation, Production Management, Quality Assurance, HVAC, and Applied Research. While attending college, students may register with ASTTBC. Graduates are eligible for registration as an Applied Science Technologist after two years of related work experience.

Admission Requirements

Regular Students

- B.C. secondary school graduation or equivalent
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Adult Basic Education Provincial Level English course; or a score of 24/40 (level 4) or better on the LPI.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 60% in either Principles of Mathematics 12 or Applications of Mathematics 12, or an equivalent Provincial Level Adult Basic Education Mathematics course, or a minimum 60% in Okanagan College's MATH 120. Students without this requirement may write a Math 12 Challenge Exam administered by Okanagan College and must receive 64% grade or better.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Pre-calculus Grade 12, or a minimum of 60% in Okanagan College MATH 120. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 12 Challenge Exam and must receive a minimum of 64%.

- Physics 11 (Physics 12 is recommended) is required. Chemistry 11 or Chemistry 12 is strongly recommended.

The Mechanical Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have some familiarity with computers. Computer Science 11 or 12, an introductory course in computers, key boarding skills of 20 wpm or computer experience is strongly recommended.

Mature Students

Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complet specific entrance requirements that apply to regular applicants.

Mature students without the required 60% grade in Mathematics 12 will be permitted to write a Mathematics 12 challenge exam. Exemption from these admission requirements for mature students is based upon a department interview, work experience, educational background and the results of a Mathematics 12 challenge exam.

Program Outline

First Year
Semester One
MECH 131 - Drafting I
MECH 133 - Materials Technology
MECH 134 - Statics
MECH 136 - Application of Engineering Principles
MECH 139 - Mechanical Fabrication
CMNS 133 - Technical Writing and Communications I
MATH 135 - Mathematics for Mechanical Engineering Technology I
Co-operative Education Employment Seminar
Semester Two
MECH 142 - Drafting II
MECH 144 - Dynamics
MECH 146 - Fluid Mechanics
MECH 147 - Strength of Materials
MECH 148 - Manufacturing Processes
MECH 149 - Manufacturing Applications
MATH 145 - Mathematics for Mechanical Engineering Technology II
MECH 152 - Welding*
MECH 101 Co-op Work Term I (May - August) 4 months
MECH 102 Co-op Work Term II (September - December) 4 months
*offered over a one-week period

Second Year
Semester Three
MECH 232 - Machine Design
MECH 233 - Technology Management and Quality
MECH 234 - Thermodynamics
MECH 235 - Hydraulics and Pneumatics
MECH 237 - Computer Applications I
MECH 239 - Automation
ELEN 236 - Electronic Technology I
MECH 257 - Solid Modeling Applications*
MECH 103 Co-op Work Term III (May - August) 4 months
*offered over a one-week period
Semester Four
MECH 240 - Project
CMNS 144 - Technical Writing and Communications for Mechanical Engineering
MECH 243 - Operations Management
MECH 244 - Applied Thermodynamics and HVAC
MECH 247 - Computer Applications II
MECH 249 - Robotics and CIM
ELEN 246 - Electronic Technology II

Network and Telecommunications Engineering Technology Diploma

This diploma program produces graduates who possess the skill set, attitude and knowledge to establish careers as certified technologists in the fields of local-area and wide-area voice, video and integrated data communications. Coursework stresses messaging principles and provides insight into wired, wireless and fibre-optic signal propagation.

The rapid development and enrichment of global communications has produced a worldwide reliance on IP networks and the convergence of data and telecommunications has stimulated the need for larger and more integrated network implementations. Network and Telecommunications engineering technologists are trained to design, configure and support this telecommunications infrastructure. They are employed as network support specialists, network operations and telecommunications analysts, communications integrators, network administrators and consultants.

National Accreditation: The Network and Telecommunications Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB) with recognized major competency areas of Data Communications Systems, Internet and Intranet Technologies, Computer Network Design and

Configuration, Network Management and Administration, Telephony Systems and Applied Research. While attending Okanagan College, students may register with the Applied Science Technologists and Technicians of BC (ASTTBC). Graduates are eligible for registration as an applied science technologist after two years of related work experience.

Graduates will possess the:

- skill sets, attitude and knowledge to establish careers and work efficiently as certified technologists in the fields of network and telecommunications engineering;
- understanding of how organizations function to provide effective integration of company operations and the networked corporate systems required today and in the future;
- necessary communication skills and knowledge of business operations required by corporate managerial roles or start their own business as independent entrepreneurs;
- knowledge and practical experience to confidently challenge exams that form part of current industry certifications; and
- general theoretical skills required to pursue life-long learning and/or continue their education.

Admission Requirements

- B.C. secondary school graduation or equivalent.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Adult Basic Education Provincial Level English course; or a score of 24/40 (level 4) or better on the LPI.
- This program assumes the student is comfortable with the fundamental concepts and basic configuration of computer operating systems as well as word processing and spreadsheet applications. Any student new to the computing environment is recommended to find an introductory class or follow a self-study learning guide on operating systems, word processing or spreadsheet applications before entering the program. Click here to see Okanagan College course offerings in introductory computing.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 67% in Principles of Mathematics 11, or a minimum of 60% in either Principles of Mathematics 12 or Applications of Mathematics 12, or an equivalent Advanced Level Adult Basic Education Mathematics course, or a minimum of 60% in Okanagan College's MATH 120. Applications of Mathematics 12 or Principles of Mathematics 12 is recommended. Students without the mathematics requirement may write a Mathematics 11 Challenge Exam administered by Okanagan College and must receive a minimum 64%.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 67% in Pre-calculus Grade 11, or the equivalent Advanced Level Adult Basic Education Mathematics course, or a minimum of 60% in either Pre-calculus Grade 12 or Foundations of Mathematics Grade 12 or the equivalent Provincial Level Adult Basic Education Mathematics course, or a minimum of 60% in Okanagan College's MATH 120. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%.
- Physics 11 or 12 is recommended.

Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Program Outline

First Year
Semester One
NTEN 111 - Computer Components and Peripherals
NTEN 113 - Voice and Data Communications Infrastructure
CMNS 113 - Technical Communication for Information Technology
NTEN 117 - Networks and Telecommunications I
NTEN 112 - Computer Programming I (or COSC 111 Computer Programming I)
MATH 127 - Math for Network & Telecom Engineering Tech I
Semester Two
CMNS 123 - Analysis and Reporting for Information Technology
NTEN 126 - Basic Digital Circuits and Microprocessors
NTEN 127 - Local Area Network Management
NTEN 137 - Routing and Switching I
MATH 149 - Math for Nerwork & Telecom Engineering Tech II
One elective (3 credits)
Extended Semester (3 weeks)

NTEN 199 - Topics in Internetworking

Second Year

Semester Three

NTEN 207 - Enterprise Telecommunications
NTEN 211 - Virtualization for Enterprise System Administrators
NTEN 216 - Data Communications
NTEN 217 - Routing and Switching II
NTEN 219 - Linux Server Management
One elective (3 credits)

Semester Four

NTEN 225 - Internetwork Security I
NTEN 227 - Carrier Telecommunications
NTEN 228 - Scripting for Network and System Administrators
NTEN 299 - Network Project
BUAD 231 - Project Management in an Information Technology Environment
One elective (3 credits)

Co-op Group

NTEN 101 Co-op Work Term I (January - April) 4 months
NTEN 102 Co-op Work Term II (May - August) 4 months
NTEN 103 Co-op Work Term III (September - December) 4 months

In NTEN classes, approximately one half of the time is devoted to hands-on laboratory work. Course work will include field trips to local industry.

Technical, Business Administration and Communication Electives

9 credits of electives are included in the program 6 of these credits must be approved Information Technology courses, or Electronics courses, or Computer Science courses eligible for credit towards the Bachelor of Computer Information Systems (BCIS) program, or Math courses eligible for credit towards the BCIS program. COSC 109, COSC 115, COSC 122 and COSC 127 or any course offering similar content to an existing course in the NTEN program are not eligible for credit towards the NTEN diploma. Any student considering a course that may offer similar content should consult with the chair prior to registration. 3 of these credits must be either Business Administration (BUAD) courses eligible for credit towards the Bachelor of Business Administration (BBA) program or Communication (CMNS) courses.

Sustainable Construction Management Technology Diploma

This program is not currently accepting applications. If you are interested in Sustainable Construction Management Technology, please contact the Chair of the program Amy Vaillancourt by email: AVaillancourt@okanagan.bc.ca or by phone 1-866-510-8899 ext. 3321.

The Sustainable Construction Management Technology program is a three-year diploma program, based at the Centre of Excellence at Okanagan College's Penticton campus.

The goals of the program are to educate, train and equip students so they are able to play a leading role in the construction industry - both in Canada and Internationally - to deliver projects that achieve high sustainability performance.

The program will provide students with the technical, business and interpersonal skills required to effectively manage construction projects of varying size and complexity, emphasizing sustainable design principles. Students will develop the technical knowledge and skills required to construct large infrastructure projects - from planning through to completion. Students will also learn to estimate material requirements and costs, schedule and manage construction projects, do field surveying for building layout and create structural designs of simple buildings. Students use computers for coursework, which will be available at the College, however, it may be advantageous for students to provide their own laptop computer, with Windows compatibility for use with specialist software.

The program follows the Problem-Based Learning (PBL) approach to influence, shape and guide the emerging generation of construction professionals. The learning objectives of the program will follow a problem-based approach, so that students are empowered to learn how to influence the sustainable potential and performance of projects in the industry in which many graduates will find themselves working.

Students will have an opportunity to gain work experience by participating in paid co-op work with a construction-related company. Such experience increases students' employment opportunities and their value to their employers upon graduation.

The format of the program follows five main themes that address the different aspects of sustainable construction management technology (SCMT). The five themes are as follows:

1. Commercial Studies;
2. Building Studies;
3. Sustainability Studies;
4. Core Studies;
5. Projects.

The content of these themes has been developed through consultation with industry-experienced people - both internal and external.

The first two themes address the core study areas of construction management from commercial and building aspects. These include quantity surveying, estimating, procurement, planning, processes and construction. The sustainability theme educates potential construction managers and site superintendents about the ideals of sustainability and then, how to deliver sustainable developments practically. The core studies theme includes courses on business management, math, communications, law, engineering and human resources. The projects consist of practical laboratories that may take place in the college or elsewhere in the local community or further afield.

On graduation, there will be a wide choice of career opportunities as a site superintendent, general contractor, subcontractor, material supplier, field coordinator, quantity surveyor, estimator, inspector, project manager, scheduler or contract manager. The business elements of the program may also offer opportunities to establish a new construction company - one which specializes in sustainable development and construction.

The program intends to obtain certification with the Applied Science Technologist and Technicians of British Columbia (ASTTBC) and the Canadian Technology Accreditation Board (CTAB).

Admission Requirements

- BC secondary school graduation, or 19 years of age and out of secondary school for one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples, Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course. Applicants with a passing grade of less than 60% will be required to write the Language Proficiency Index test and obtain a minimum score of level 4. (Note: Communications 12 is not acceptable.)
- *Students graduating from secondary school in or prior to 2012:* A minimum of 67% in Principles of Mathematics 11, or a minimum of 60% in Principles of Mathematics 12 or Applications of Mathematics 12, or an equivalent Advanced Level Adult Basic Education Mathematics course, or a minimum of 60% in Okanagan College's MATH 120. Principles of Mathematics 12 or Applications of Mathematics 12 are recommended. Students without this requirement may write a Math 11 challenge exam administered by Okanagan College and must receive 64% or better. The mathematics requirement must be successfully completed no more than seven years prior to enrolment in the program.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 67% in Pre-calculus Grade 11, or a minimum of 60% in either Pre-calculus Grade 12 or Foundations of Mathematics Grade 12, or a minimum of 60% in Okanagan College MATH 120. One of the Grade 12 mathematics courses is recommended. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%.
  The mathematics requirement must be satisfied no more than seven years prior to enrolment in the program.

Graduation Requirements

Students must complete the 95 credits of prescribed study with a minimum graduating grade average of 60% for all courses counting towards the diploma.

Program Outline

Fall Year 1
SCMT 111 - Procurement Process I
SCMT 112 - Introduction to Quantity Surveying
SCMT 121 -
SCMT 122 -
SCMT 131 -
MATH 134 - Mathematics for SCMT
Winter Year 1
SCMT 113 - Introduction to Estimating
SCMT 123 - Construction Managament - Scheduling
SCMT 124 - Sustainable Construction
SCMT 132 - Sustainability Assessment
CMNS 133 - Technical Writing and Communications I
SCMT 151 -
Fall Year 2
SCMT 211 -
SCMT 221 - Construction Management - Cost Control
SCMT 222 - Sustainable Construction Technologies
SCMT 231 - Sustainable Infrastructure

Assessments
CIEN 134 - Statics and Strength of Materials I
BUAD 128 - Computer Applications I

Winter Year 2

SCMT 212 - Advanced Quantity Surveying and Estimating
SCMT 223 - Sustainable Construction Design & Practice
SCMT 232 -
CIEN 248 - Construction Law
BUAD 123 - Management Principles

Fall Year 3

SCMT 311 - Procurement Process II
SCMT 321 - Construction Management - Conflicts
SCMT 331 - Sustainable Design and Development
CMNS 143 - Technical Writing and Communications II
SCMT 351 - Project: Planning

Winter Year 3

SCMT 312 -
SCMT 322 - Construction Management - Leadership
SCMT 332 -
BUAD 269 - Human Resources Management
SCMT 352 - Project: Delivery

Water Engineering Technology Diploma

This Program is a unique blend of traditional chemical and civil engineering technology combined with innovative water-focused environmental studies. The goals of the program are to educate, train and equip students so they are able to play a leading role in the water industry - both in Canada and internationally - to monitor, assess and protect both public health and water in the environment.

All students complete a common first year curriculum during which they receive a strong foundation of hydrology, hydraulics, water quality, water and wastewater treatment, along with water-focused biology and chemistry. During the second year students can choose between two options: Environmental Monitoring (EM) and Water and Wastewater Technology (WWT).

- The EM option focuses on natural waters with training provided in surface and groundwater hydrology, limnology, statistics and freshwater biology.
- The WWT option focuses on domestic water treatment, municipal and industrial wastewater treatment, hydraulics, and industrial computer control.

Both options also provide further training in water microbiology along with environmental and analytical chemistry. All students are expected to complete a capstone technology project where emphasis will be on application of theoretical and practical experience gained in the program.

Graduates will receive a diploma in Water Engineering Technology in one of the options listed above.

On graduation, there will be a wide choice of career opportunities which include: laboratory technologist, provincial or federal monitoring technologist, municipal water quality technologist, environmental engineering technologist and water or wastewater treatment plant operator.

The Program is nationally accredited by the Canadian Technology Accreditation Board (CTAB) and is recognized by both the Applied Science Technologists and Technicians of British Columbia and the College of Applied Biology of British Columbia. Graduates are eligible for registration as an Applied Science Technologist (AScT) and/or a Registered Biology Technologist (RBTech) after two years of related work experience.

Graduates are also eligible to write certification exams administered by the Environmental Operators Certificate Program (EOCP) of B.C. Based on the practical hands on experience obtained in the WET Program, graduates are awarded six months credit towards the required work experience necessary to be eligible to write one of the EOCP Level I Examinations.

After graduating with a Diploma in Water Engineering Technology, students who wish to obtain a Bachelor Degree can continue with their education. The following list summarizes the Universities which offer degree programs where Water Engineering Technology graduates receive credit for two years of undergraduate training:

- Athabasca University Bachelor of Science in a variety of disciplines www2.athabascau.ca
- Royal Roads University - Bachelor of Science in either Environmental Science or Environmental Management www.royalroads.ca
- Thompson Rivers University - Bachelor of Technology in Trades & Technology Leadership www.tru.ca
- British Columbia Institute of Technology - Bachelor of Technology in Environmental Engineering Technology www.bcit.ca

In addition to the above Universities, the UBCO Freshwater Sciences program recognizes up to approximately 50 credits from the WET program which is equivalent to almost two years' worth of university courses.

Admission Requirements

- B.C. secondary school graduation or equivalent.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Adult Basic Education Provincial Level English course; or a score of 24/40 (level 4) or better on the LPI.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 67% in Principles of Mathematics 11, or a minimum of 60% in Principles of Mathematics 12 or Applications of Mathematics 12, or an equivalent Advanced Level Adult Basic Education Mathematics course, or a minimum 60% grade in Okanagan College's MATH 120. Students without this requirement may write a Mathematics 11 Challenge Exam administered by Okanagan College and must receive a minimum 64%. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 67% in Pre-calculus Grade 11, or a minimum of 60% in Pre-calculus Grade 12, or a minimum of 60% in Okanagan College MATH 120. Applicants who do not satisfy any of these requirements may write the Okanagan College Mathematics 11 Challenge Exam and must receive a minimum of 64%.
- Chemistry 11 with a grade of 67% or better.
- The Water Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of Word, Excel and Power Point. Computer Science 11 or 12, an introductory course in computers, keyboarding skills of 20 wpm, or computer experience is strongly recommended.

Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Program Outline

Students entering the program prior to 2012, please consult the department for a list of required courses by email at wetchair@okanagan.bc.ca.

First Year - All Options

Semester One

CHEM 118 - Introductory Chemistry for Water Engineering Technology
CMNS 133 - Technical Writing and Communications I
MATH 128 - Mathematics for Water Engineering Technology
WET 111 - Hydrology
WET 112 - Water Quality and Treatment Processes
WET 115 - Basic Instrumentation

Semester Two

BIOL 175 - Environmental Biology
CHEM 128 - Water Chemistry
WET 121 - Introduction to Water and Wastewater Management
WET 122 - Hydraulics
WET 123 - Instrumentation
WET 125 - Operations, Planning and Maintenance for WET
WET 100 - Surveying
WET 120 - Chlorination
WET 101 Co-op Work Term I (May - August) 4 months
WET 102 Co-op Work Term II (September - December) 4 months

Second Year - Water and Wastewater Technology Option

Semester Three

BIOL 278 - Microbiology of Water and Wastewater
WET 215 - Applied Process Analysis for WET
CHEM 218 - Applications of Environmental Chemistry
WET 219 - Applied Water Law
WET 211 - Wastewater Treatment
WET 214 - Water Treatment
WET 103 Co-op Work Term III (May - August) 4 months

Semester Four

WET 202 - Wet Capstone Project
WET 222 - Water Distribution and Wastewater Collection
WET 225 - Computer Applications for WET
WET 227 - Process Control for WET
WET 226 - Advanced Wastewater Treatment
CHEM 226 - Introduction to Analytical Chemistry

Second Year - Environmental Monitoring Option

Semester Three

BIOL 278 - Microbiology of Water and Wastewater

CHEM 218 - Applications of Environmental Chemistry
STAT 121 - Elementary Statistics
WET 201 - Applied Environmental Hydrogeology
WET 219 - Applied Water Law
GEOG 205 - Geographical Hydrology
WET 103 Co-op Work Term III (May - August) 4 months

Semester Four

BIOL 275 - Freshwater Plants and Animals
BIOL 279 - Limnological Methods
CHEM 226 - Introduction to Analytical Chemistry
WET 202 - Wet Capstone Project
WET 225 - Computer Applications for WET

Plus one elective from the following list of courses:

MATH 112 - Calculus I
GEOG 212 - Weather and Climate
WET 240 - Directed Studies in WET

Okanagan College to UBC-Okanagan Civil Engineering Bridge

This program allows graduates of Okanagan College's Civil Engineering Technology program to bridge into the second year Civil Engineering at UBC's Okanagan campus.

Admission Requirements

Completion of Okanagan College's Civil Engineering Technology program with a minimum graduating grade average of 80, and a minimum of 60 in MATH 122 Calculus II, and a minimum of 60 in Chemistry 12, (or an equivalent Adult Basic Education Provincial Level Chemistry course) or a minimum of 75 in Chemistry 11 (or equivalent Adult Basic Education Provincial Level Chemistry course) and Chemistry Department approval.

Completion Requirements

Students must achieve a minimum of 60% in each bridge program course and a minimum combined average of 70% in all courses other than English 100 to be accepted into UBC's Okanagan Campus engineering degree program.

Program Outline

CHEM 111 - Principles of Chemistry I
MATH 212 - Calculus III
PHYS 215 - Thermodynamics
COSC 111 - Computer Programming I
ENGL 100 - University Writing

Okanagan College Electronic Engineering Technology Bridge to UBC Okanagan Electrical Engineering

Upon completion of this program, graduates of Okanagan Collegeâ€™s Electronic Engineering Technology program will be able to bridge into second year, second semester of Electrical Engineering at UBC Okanagan.

The program consists of courses intended to broaden and deepen the studentâ€™s knowledge to allow them to succeed in the Electrical Engineering degree program at UBC-O. It has been developed in cooperation with UBC-O. The program uses existing courses offered by Okanagan College and can be taken part-time. Some courses may be taken through Distance Education (ENGL 100, some Arts/Humanities). The program will take one semester full-time, or longer if taken part-time.

Admission Requirements

Completion of Okanagan Collegeâ€™s Electronic Engineering Technology diploma program with a minimum graduating grade average of 80%.

Completion Requirements

Students must achieve a minimum of 60% in each bridge course and achieve a combined grade average of a minimum of 70% in CHEM 111, MECH 134, MATH 212, and PHYS 215 to be eligible for admissions to the UBCO Electrical Engineering program.

Program Outline

ENGL 100 - University Writing
CHEM 111 - Principles of Chemistry I
MECH 134 - Statics
MECH 133 - Materials Technology
MATH 212 - Calculus III
PHYS 215 - Thermodynamics

Okanagan College to UBC-Okanagan Mechanical Engineering Bridge

Upon completion of this program, students from the Okanagan College's Mechanical Engineering Bridge program will be able to bridge into second year, second semester of the Mechanical Engineering Degree program at UBC's-Okanagan Campus.

Admission Requirements

Completion of Okanagan College's Mechanical Engineering Technology program with a minimum graduating grade average of 80, and a minimum of 60 in MATH 122 Calculus II, and a minimum of 60 in Chemistry 12, (or an equivalent Adult Basic Education Provincial Level Chemistry course) or a minimum of 75 in Chemistry 11 (or equivalent Adult Basic Education Provincial Level Chemistry course) and Chemistry Department approval.

Completion Requirements

Students must achieve a minimum of 60% in each bridge program course and a minimum combined average of 70% in all courses other than English 100 to be accepted into UBC's Okanagan Campus engineering degree program.

Program Outline

ENGL 100 - University Writing
CHEM 111 - Principles of Chemistry I
MATH 212 - Calculus III
MATH 257 - Mathematics for Electronic Engineering Technology III

Business Administration

The Okanagan School of Business offers students practical and applied business education to prepare them for employment in the workplace. The School has three departments: Business Administration, Office Administration and Commercial Aviation.

The Business Administration department offers a four-year Bachelor of Business Administration (BBA) degree focused on business in the Canadian and international context; a two-year Diploma in Business Administration with options in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management, Marketing, and General Studies; and various certificate programs to serve the needs of part-time students who wish to obtain training and certification in specific areas of business.

Business Administration diploma and degree programs have a co-operative education component, which provides students with the opportunity for work-related experiences to enhance their education. The co-op work terms also ensure that the programs continue to meet workplace requirements.

The Okanagan School of Business believes in life-long learning and strives for laddering opportunities for all learners. Course offerings are available to full-time and part-time students on campus or by distance delivery. Prior learning assessment (PLA) is available for those with previous education, training or work experience. Bridging opportunities exist for students from Office Administration and other departments to move into the Business Administration program. Graduates of the Business Administration program benefit from extensive transferability to various professional associations.

All professors and instructors in the faculty are dedicated to student success and ensuring that the program meets the needs of students and employers. Faculty members set a high standard on expected performance - both for their students and for themselves. They remain current in their field through professional development activities and various research activities. All faculty members have work experience that qualifies them to be the experts in the field in which they are teaching.

Office Administration Program: Graduates of Office Administration programs have excellent communication skills, are proficient in a variety of software programs and possess a good knowledge of the business environment. Office Administration graduates are key members of business organizations, have up-to-date skills, are able to solve problems and exercise good judgement. Students can choose from entry-level programs to specialty programs. This program ladders from one certificate to another as well as to other programs within Okanagan College and other institutions.

Commercial Aviation Program: Okanagan College offers a Commercial Aviation diploma with Southern Interior Flight Centre - Kelowna. This program is designed for men and women who are interested in pursuing a career in aviation. The program provides students with academic experience in conjunction with the aviation training required by Transport Canada. In addition to receiving aviation experience, graduates are prepared to enter into the field of commercial

aviation. Careers include piloting for charter companies, regional carriers and private corporations, and may lead to job opportunities with major airline companies.

Bachelor of Business Administration

This unique four-year degree program focuses on business in the Canadian and international context. Year one of the program provides a solid foundation in general business. In subsequent years, specializations are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management, and Marketing. A General Studies specialization is also available to those who want to take elective courses from a variety of specialities. Business and non-business electives are also part of the program.

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course. Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I**
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Bachelor of Business Administration - Accounting Specialty

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course. Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Accounting must meet the specialty requirements listed below under *Accounting Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I**
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at

the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.

**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Students who entered a business program prior to 2003 should check the Okanagan College School of Business website at www.okanagan.bc.ca/business.

Accounting Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Accounting.

Required courses:

BUAD 121 - Financial Accounting II
BUAD 208 - Canadian Income Tax I
BUAD 263 - Intermediate Accounting I
BUAD 273 - Intermediate Accounting II

Plus four of:

BUAD 359 - Accounting Theory
BUAD 462 - Advanced Financial Accounting
BUAD 364 - Internal Control and Audit
BUAD 365 - Cost Accounting
BUAD 466 - Advanced Managerial Accounting
BUAD 367 - Fraud Examination
BUAD 368 - Selected Topics: Advanced Accounting
BUAD 369 - Canadian Income Tax II
BUAD 420 - Audit Practice Set

Bachelor of Business Administration - Finance Specialty

Admission Requirements

Entry into first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course. Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course

entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Financial Services must meet the specialty requirements listed below under *Finance Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I**
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Finance Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Finance.

Eight courses from the following:

BUAD 208 - Canadian Income Tax I
BUAD 234 - Risk and Retirement Planning: Comprehensive Practices
BUAD 235 - Wealth Management and Estate Planning
BUAD 250 - Canadian Securities
BUAD 251 - Personal Financial Planning

BUAD 296 - Long-term Capital Management
BUAD 350 - Capital Markets
BUAD 353 - Derivative Securities
BUAD 356 - Contemporary Practices in Financial Planning
BUAD 360 - Canadian Financial Institutions
BUAD 361 - Selected Topics: Financial Services
BUAD 369 - Canadian Income Tax II
BUAD 450 - Investment Management
BUAD 461 - Applied Corporate Finance

Bachelor of Business Administration - Tourism and Hospitality Management Specialty

The degree specialty provides students with an understanding of business and management practices within the global tourism and hospitality sector as well as a foundation in general business. The first year of the program provides a solid foundation in general business and the business of tourism. The second year provides experiential learning in the Okanagan wine and culinary tourism and hospitality sectors. The third and fourth years further develop the student's analytical and critical thinking skills needed to succeed in the tourism and hospitality sectors. Graduates are prepared for a career path leading to management positions within the tourism and hospitality sector.

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course. Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an

Associate Degree in Arts or Science with a minimum grade average of 67%.

- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Hospitality and Tourism Management must meet the specialty requirements listed below under *Hospitality and Tourism Management Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I**
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.
Students who entered a business program prior to 2003 should check the Okanagan College School of Business website at www.okanagan.bc.ca/business.

Tourism and Hospitality Management Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Tourism and Hospitality Management:

BUAD 206 - The Business of Tourism
BUAD 215 - Restaurant Management
BUAD 220 - Hotel Management
BUAD 230 - Wine and Culinary Tourism

Plus four of:

BUAD 308 - Multicultural Management
BUAD 332 - Selected Topics: Hospitality and Tourism Management
BUAD 351 - Tourism Planning and Development
BUAD 358 - Global Trends in Tourism and Hospitality
BUAD 449 - Sustainable Tourism and Stewardship

Consider the following courses when selecting additional electives:

BUAD 309 - Social Entrepreneurship
BUAD 335 - Electronic Commerce
BUAD 392 - Adventure & Eco Tourism

BUAD 334 - Sports and Events Marketing
BUAD 336 - Services Marketing
BUAD 345 - Consumer Behaviour
BUAD 370 - Leadership
BUAD 390 - Properties Management
BUAD 470 - Customer Relationship Management

Bachelor of Business Administration - Human Resources Management Specialty

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course. Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam.

Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Human Resources Management must meet the specialty requirements listed *Human Resources Management Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I**
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note
*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Human Resources Management Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:

BUAD 201 - Conflict Resolution and Negotiation
BUAD 246 - Recruitment and Selection
BUAD 247 - Training and Development
BUAD 248 - Occupational Health and Safety
BUAD 375 - Strategic Human Resource Planning
BUAD 376 - Compensation and Benefits

Plus two courses from the following list, with at least one at the 400 level.

BUAD 279 - Industrial Relations
BUAD 374 - Employment Law
BUAD 379 - Selected Topics: Human Resources
BUAD 410 - Organization Change and Development
BUAD 412 - Strategic Performance Management

Bachelor of Business Administration - Management Specialty

Admission Requirements

Entry into first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course.

Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.

- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Management must meet the requirements listed below under *Management Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management

BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I **
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Management Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Management:

BUAD 176 - Professional Selling
BUAD 298 - Small Business Management
BUAD 370 - Leadership
BUAD 382 - Operations Management

Plus 4 of:

BUAD 283 - Management Information Systems
BUAD 289 - Purchasing and Materials Management
BUAD 305 - Logistics and Supply Chain Management
BUAD 306 - Managing Professional Service Firms
BUAD 307 - Managing for Innovation
BUAD 308 - Multicultural Management
BUAD 309 - Social Entrepreneurship
BUAD 331 - Project Management
BUAD 339 - Selected Topics: Management
BUAD 341 - Introduction to Non-Profit Management
BUAD 346 - Environmentally Sustainable Enterprise
BUAD 410 - Organization Change and Development
BUAD 412 - Strategic Performance Management
BUAD 415 - New Product Development
BUAD 440 - Advanced Business Strategy
BUAD 480 - Strategic Management II

Bachelor of Business Administration - Marketing Specialty

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- A minimum of 70% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course. Applicants with a passing grade of less than 70% will be required to write the LPI (Language Proficiency Index) test and obtain a minimum score of level 5. Note Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Marketing must meet the requirements listed below under *Marketing Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

CMNS 112 - Professional Writing I**
CMNS 122 - Professional Writing II**
MATH 114 - Business Mathematics*
STAT 124 - Business Statistics*
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
PHIL 350 - Business Ethics
21 credits of Business electives at the 300 level or higher

15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Marketing Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:

BUAD 176 - Professional Selling
BUAD 210 - Introduction to Marketing Research*
BUAD 266 - Advertising and Sales Promotion*
BUAD 344 - Applied Marketing Research

Plus four of:

BUAD 278 - Marketing Management
BUAD 297 - Retailing
BUAD 305 - Logistics and Supply Chain Management
BUAD 333 - Internet Marketing
BUAD 334 - Sports and Events Marketing
BUAD 335 - Electronic Commerce
BUAD 336 - Services Marketing
BUAD 338 - Selected Topics: Marketing
BUAD 345 - Consumer Behaviour
BUAD 415 - New Product Development
BUAD 470 - Customer Relationship Management

Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.

Bachelor of Business Administration Honours Program

The Bachelor of Business Administration with Honours is designed to provide students with the opportunity to undertake applied business research. Students who complete this program will learn to work independently with a high standard of competency in the business environment. The Honours program requires the student to acquire sophisticated analytical and communication skills.

Program Outline

To qualify for the honours degree students must complete BUAD 492 with a minimum grade of 76% and graduate from the BBA program with a minimum graduating grade average of 76%.

Bridging Programs & Pathways into the BBA

The Business Administration department offers various pathways into the BBA degree program:

1. the Technology and CIS Bridge for graduates of Civil Engineering Technology, Water Quality and Environmental Engineering Technology, Electronic Engineering Technology, Mechanical Engineering Technology, and Computer Information Systems,
2. the Associate of Arts Bridge for students who have completed a B.C. Associate of Arts Degree, and
3. the Human Kinetics Diploma Pathway for students who have completed the requirements for a Human Kinetics Diploma.

Bridging Program into the BBA - Technology and CIS Bridge

Admission Requirements

A minimum graduating grade average of 67% in one of the following programs: Civil Engineering Technology, Water Quality and Environmental Engineering Technology, Electronic Engineering Technology, Mechanical Engineering Technology, or Computer Information Systems or equivalent.

Program Outline

Exceptions from the department: Eight courses towards the BBA for the previously completed diploma in the programs listed above, consisting of five business electives, one business or non-business elective, two business or non-business electives at the 300 or 400 level.

Required Courses

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Plus:

ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
MATH 114 - Business Mathematics
STAT 124 - Business Statistics
CMNS 112 - Professional Writing I
CMNS 122 - Professional Writing II*
PHIL 350 - Business Ethics

Elective Courses

Nine credits of non-business electives with English or Communications recommended for three credits. Technology courses will not count as credit toward this requirement.
Six credits of non-business or business electives at 300 or 400 level.
Twenty-one credits of business electives at 300 or 400 level.
* With permission of the department, students may substitute another English or Communications course for CMNS 122; CMNS 122 is strongly recommended.
Total: 96 credits

Human Kinetics Diploma Pathway to the BBA

Admission Requirements

A minimum graduating grade average of 67% in the Human Kinetics Diploma program or equivalent.

Graduation Requirements

Graduation from the Bachelor of Business Administration Degree program requires successful completion of the courses in the Human Kinetics Diploma Pathway Program with a minimum graduating grade average of 60%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as a prerequisite for subsequent courses.

Program Outline

Required Courses (19 courses, 57 credits)

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I
CMNS 112 - Professional Writing I
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
MATH 114 - Business Mathematics
PHIL 350 - Business Ethics

And one of:

STAT 121 - Elementary Statistics
STAT 124 - Business Statistics

And one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Elective Courses (7 courses, 21 credits)

21 credits of Business electives numbered 300 or higher.
Recommended:

BUAD 308 - Multicultural Management
BUAD 334 - Sports and Events Marketing
BUAD 341 - Introduction to Non-Profit Management
BUAD 370 - Leadership
BUAD 392 - Adventure & Eco Tourism

Total Courses: 26 courses, 78 credits

Notes:

1. Students may apply up to 18 credits from the list of required courses towards elective requirements for the Human Kinetics Diploma. Students who have taken more than 18 credits from the list of required courses must substitute BUAD electives

numbered 300 or higher to reach a total of 120 credits completed for the BBA degree.
2. Students who have completed six credits ENGL as part of their Human Kinetics Diploma may apply for the CMNS 112 requirement to be waived.
3. Students who have completed three credits of MATH (excluding MATH 111, MATH 120 and MATH 160), as part of their Human Kinetics diploma may apply for the MATH 114 requirement to be waived.
4. Students who have completed three credits COSC (excluding COSC 122) as part of their Human Kinetics diploma may apply for the BUAD 128 requirement to be waived.

Bridging Program into the BBA - Associate of Arts Bridge

Admission Requirements

A minimum graduating grade average of 67% in the Associate of Arts degree.

Graduation Requirements

Graduation from the Bachelor of Business Administration Degree program requires successful completion of the courses in the Associate of Arts Degree Bridge program outline with a minimum graduating grade average of 60%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as prerequisites for subsequent courses.

Program Outline

Exceptions from the department: Eight courses towards the BBA for the previously completed diploma in the programs listed above, consisting of five business electives, one business or non-business elective, two business or non-business elective at the 300- or 400-level.

Required Courses

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 315 - Management Science
BUAD 425 - Business and Canadian Government Policy
BUAD 340 - Strategic Management I
PHIL 350 - Business Ethics

and one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship

Elective Courses

Three credits of business electives numbered 100 or higher.
Eighteen credits of business electives numbered 300 or higher.
Total: 60 credits

Students who have taken any of the above courses as part of their Associate Degree of Arts must substitute Business electives numbered 300 or higher to reach a total of 60 credits completed in this bridging program.
Students are expected to have taken the following courses as part of their Associate Degree of Arts: Microeconomics, Macroeconomics, six credits of Communications or English, and three credits each of Statistics, Computer Science and Mathematics.
Students who need to complete one or more of the above seven courses will not be required to complete the three credits of business electives numbered 100 or higher.
If students have not successfully completed Microeconomics they must successfully complete ECON 115.
If students have not successfully completed Macroeconomics they must successfully complete ECON 125.
If students have only three credits of Communications or English they must take an additional three credits of Communications or English courses.
If students have not taken six credits of Communications or English they must complete CMNS 112 and CMNS 122.
If students have not taken three credits of Statistics they must complete STAT 124 or STAT 121.
If students have not taken three credits of Computer Science they must complete BUAD 128.
If students have not taken three credits of Mathematics they must complete MATH 114.

Business Administration Diploma - Accounting Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available

to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
CMNS 112 - Professional Writing I
MATH 114 - Business Mathematics

And either:
BUAD 113 - Canadian Business(1)
or both:
ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
Six (6) credits of Electives (non-business or business)

Second Year
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
Plus one of:
BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship
12 credits of specific option electives (see below)
Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Accounting Option
Offered at all campuses
BUAD 121 - Financial Accounting II
BUAD 263 - Intermediate Accounting I
Plus two of:
BUAD 208 - Canadian Income Tax I
BUAD 236 - Accounting Computer Applications
BUAD 273 - Intermediate Accounting II
BUAD 283 - Management Information Systems
BUAD 296 - Long-term Capital Management
BUAD 365 - Cost Accounting
BUAD 369 - Canadian Income Tax II

Business Administration Diploma - Financial Services Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year
- BUAD 111 - Financial Accounting I
- BUAD 116 - Marketing
- BUAD 123 - Management Principles
- BUAD 128 - Computer Applications I
- BUAD 195 - Financial Management
- CMNS 112 - Professional Writing I
- MATH 114 - Business Mathematics

And either:
- BUAD 113 - Canadian Business(1)

or both:
- ECON 115 - Principles of Microeconomics
- ECON 125 - Principles of Macroeconomics
- Six (6) credits of Electives (non-business or business)

Second Year
- BUAD 209 - Business Law
- BUAD 262 - Organizational Behaviour
- BUAD 264 - Management Accounting

Plus one of:
- BUAD 272 - Business Simulation
- BUAD 293 - Entrepreneurship
- 12 credits of specific option electives (see below)
- Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Financial Services Option

Offered in Kelowna
- BUAD 235 - Wealth Management and Estate Planning
- BUAD 251 - Personal Financial Planning

Plus Two of:
- BUAD 176 - Professional Selling
- BUAD 208 - Canadian Income Tax I
- BUAD 233 - Financial Planning Fundamentals
- BUAD 234 - Risk and Retirement Planning: Comprehensive Practices
- BUAD 250 - Canadian Securities
- BUAD 296 - Long-term Capital Management
- BUAD 356 - Contemporary Practices in Financial Planning
- BUAD 369 - Canadian Income Tax II

Business Administration Diploma - General Studies Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
CMNS 112 - Professional Writing I
MATH 114 - Business Mathematics
And either:
BUAD 113 - Canadian Business(1)
or both:
ECON 115 - Principles of Microeconomics

ECON 125 - Principles of Macroeconomics
Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting

Plus one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship
12 credits of specific option electives (see below)
Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

General Studies Option

Offered at all campuses

12 credits of BUAD and HOSP courses with at least nine credits at the 200 level or higher.

Business Administration Diploma - Human Resources Management Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course

entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year
- BUAD 111 - Financial Accounting I
- BUAD 116 - Marketing
- BUAD 123 - Management Principles
- BUAD 128 - Computer Applications I
- BUAD 195 - Financial Management
- CMNS 112 - Professional Writing I
- MATH 114 - Business Mathematics

And either:
- BUAD 113 - Canadian Business(1)

or both:
- ECON 115 - Principles of Microeconomics
- ECON 125 - Principles of Macroeconomics
- Six (6) credits of Electives (non-business or business)

Second Year
- BUAD 209 - Business Law
- BUAD 262 - Organizational Behaviour
- BUAD 264 - Management Accounting

Plus one of:
- BUAD 272 - Business Simulation
- BUAD 293 - Entrepreneurship
- 12 credits of specific option electives (see below)
- Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Human Resources Management Option

Offered in Kelowna
- BUAD 269 - Human Resources Management

Plus three of:
- BUAD 201 - Conflict Resolution and Negotiation
- BUAD 246 - Recruitment and Selection
- BUAD 247 - Training and Development
- BUAD 248 - Occupational Health and Safety
- BUAD 279 - Industrial Relations

Business Administration Diploma - Management Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 111, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an

equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
CMNS 112 - Professional Writing I
MATH 114 - Business Mathematics

And either:

BUAD 113 - Canadian Business(1)

or both:

ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting

Plus one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship
12 credits of specific option electives (see below)
Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Management Option

Offered in Kelowna and Vernon

BUAD 176 - Professional Selling

BUAD 269 - Human Resources Management
Plus two of:
BUAD 207 - (or HOSP 220 - Hotel Management)
BUAD 220 - Hotel Management (or HOSP 238 - Restaurant Cost Controls)
BUAD 279 - Industrial Relations
BUAD 283 - Management Information Systems
BUAD 289 - Purchasing and Materials Management
BUAD 293 - Entrepreneurship
BUAD 298 - Small Business Management
BUAD 382 - Operations Management (or BUAD 282 - Operations Management)

Business Administration Diploma - Marketing Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
CMNS 112 - Professional Writing I
MATH 114 - Business Mathematics

And either:

BUAD 113 - Canadian Business(1)

or both:

ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting

Plus one of:

BUAD 272 - Business Simulation
BUAD 293 - Entrepreneurship
12 credits of specific option electives (see below)
Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Marketing Option

Offered at all campuses

BUAD 176 - Professional Selling
BUAD 210 - Introduction to Marketing Research

Plus two of:

BUAD 266 - Advertising and Sales Promotion
BUAD 278 - Marketing Management
BUAD 290 - Introduction to Merchandising
BUAD 291 - Designing the Retail Environment
BUAD 292 - Merchandise Display Strategy
BUAD 293 - Entrepreneurship
BUAD 297 - Retailing
BUAD 298 - Small Business Management
BUAD 336 - Services Marketing

Business Administration Diploma - Tourism and Hospitality Management Option

The diploma option provides students with an understanding of business and management practices within the tourism and hospitality sector as well as a foundation in general business. Year one of the program provides a solid foundation in general business and the business of tourism. The second year provides experiential learning in the Okanagan wine and culinary tourism and hospitality sectors. Graduates are ideally positioned for a career path leading to supervisory positions within the tourism and hospitality sector.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

First Year

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 128 - Computer Applications I
CMNS 112 - Professional Writing I
MATH 114 - Business Mathematics
BUAD 195 - Financial Management
BUAD 123 - Management Principles

And either:

BUAD 113 - Canadian Business(1)

or both:

ECON 115 - Principles of Microeconomics
ECON 125 - Principles of Macroeconomics
And
BUAD 269 - Human Resources Management
Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 293 - Entrepreneurship
12 credits of specific option electives (see below)
Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

While satisfying all the requirements outlined above for the Business Administration diploma, students must include the following courses in their elective choices to specialize in Tourism and Hospitality Management:

BUAD 206 - The Business of Tourism
BUAD 215 - Restaurant Management
BUAD 230 - Wine and Culinary Tourism
BUAD 220 - Hotel Management

Consider the following courses when selecting additional electives:

BUAD 176 - Professional Selling
BUAD 266 - Advertising and Sales Promotion
BUAD 269 - Human Resources Management

BUAD 293 - Entrepreneurship
BUAD 299 - Conventions Management
BUAD 332 - Selected Topics: Hospitality and Tourism Management
BUAD 336 - Services Marketing

Business Administration Certificate

The Business Administration Certificate program provides students with the opportunity to study areas of business such as Accounting, Financial Services, Human Resources Management, Hospitality and Tourism Management, Management and Marketing. Students completing the Business Administration Certificate are able to apply their completed course work towards the Business Administration Diploma and/or the Bachelor of Business Administration Degree. Some courses are available by distance education.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Graduation from the Business Administration Certificate program requires successful completion of the courses in the program outline with a minimum graduating grade average of 60%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as prerequisites for subsequent courses.

Program Outline

12 credits of Business courses at any level

12 credits of Business courses numbered 200 or higher
Six (6) credits of Business or non-Business courses numbered 100 or higher
Business courses include all BUAD courses except BUAD 100 and BUAD 107 which cannot be used for credit in this program.
Non-Business courses must be from a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used in this program.

Note: Students admitted to other Business Administration programs who decide to meet the requirements for the Business Administration Certificate instead, must request a program change before completing 18 credits.

Business Studies Certificate - Accounting

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or an equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 111 - Financial Accounting I
BUAD 121 - Financial Accounting II
Plus 4 of:
BUAD 195 - Financial Management
BUAD 208 - Canadian Income Tax I
BUAD 236 - Accounting Computer Applications
BUAD 263 - Intermediate Accounting I
BUAD 264 - Management Accounting
BUAD 273 - Intermediate Accounting II
BUAD 283 - Management Information Systems
BUAD 296 - Long-term Capital Management
BUAD 365 - Cost Accounting
BUAD 369 - Canadian Income Tax II
MATH 114 - Business Mathematics

Business Studies Certificate - Business Computer Applications

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course

entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 128 - Computer Applications I
BUAD 231 - Project Management in an Information Technology Environment
BUAD 283 - Management Information Systems
BUAD 335 - Electronic Commerce
Plus 2 electives

Business Studies Certificate - Financial Services

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

Six courses selected from:
BUAD 208 - Canadian Income Tax I
BUAD 233 - Financial Planning Fundamentals
BUAD 234 - Risk and Retirement Planning: Comprehensive Practices
BUAD 235 - Wealth Management and Estate Planning
BUAD 236 - Accounting Computer Applications
BUAD 250 - Canadian Securities
BUAD 251 - Personal Financial Planning

Business Studies Certificate - Tourism and Hospitality Management

This one-year certificate program provides a solid foundation in general business and the business of tourism. Graduates are prepared for entry-level positions within the tourism and hospitality sector.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 111 - Financial Accounting I
BUAD 206 - The Business of Tourism
BUAD 215 - Restaurant Management
BUAD 220 - Hotel Management
BUAD 230 - Wine and Culinary Tourism
and one of:
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 209 - Business Law
BUAD 269 - Human Resources Management
BUAD 299 - Conventions Management

Business Studies Certificate - Human Resources Management

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to

completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 269 - Human Resources Management
Plus five of:
BUAD 201 - Conflict Resolution and Negotiation
BUAD 246 - Recruitment and Selection
BUAD 247 - Training and Development
BUAD 248 - Occupational Health and Safety
BUAD 262 - Organizational Behaviour
BUAD 279 - Industrial Relations

Business Studies Certificate - Marketing

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to

completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 116 - Marketing
BUAD 176 - Professional Selling
Plus 4 of:
BUAD 210 - Introduction to Marketing Research
BUAD 266 - Advertising and Sales Promotion
BUAD 278 - Marketing Management
BUAD 289 - Purchasing and Materials Management
BUAD 290 - Introduction to Merchandising
BUAD 291 - Designing the Retail Environment
BUAD 292 - Merchandise Display Strategy
BUAD 297 - Retailing
BUAD 336 - Services Marketing

Business Studies Certificate - Operations Management

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course

entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 282 - Operations Management, or
BUAD 382 - Operations Management
BUAD 289 - Purchasing and Materials Management
STAT 124 - Business Statistics

Business Studies Certificate - Entrepreneurship and Small Business Management

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and

will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 195 - Financial Management
BUAD 293 - Entrepreneurship
BUAD 298 - Small Business Management

Business Studies Certificate for Healthcare Professionals

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 123, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course

entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

Program Outline

The Business Studies Certificate for Healthcare Professionals consists of six courses in Business Administration for graduates of Health and Social Development certificate and/or diploma programs. It is designed to provide basic business administration skills to supplement qualifications to Certified Dental Assisting, Early Childhood Education, Home Support/Resident Care Attendant, Human Service Work; Practical Nursing or Therapist Assistant, or equivalent, for application in the various health and social development fields.

BUAD 111 - Financial Accounting I
BUAD 195 - Financial Management
BUAD 123 - Management Principles
BUAD 269 - Human Resources Management
Plus two of:
CMNS 112 - Professional Writing I
BUAD 116 - Marketing
BUAD 262 - Organizational Behaviour
BUAD 272 - Business Simulation
BUAD 336 - Services Marketing

Concentration in Communications (see Associate of Arts)

Please see Associate of Arts.

Post-Baccalaureate Diploma in Accounting

This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 18 courses required as prerequisites to the CPA Professional Education program and 2 electives to be chosen by the student.

Admission Requirements

Successful completion of a recognized Bachelor Degree in a field other than Business, Commerce or Accounting. It is the responsibility of the student to confirm that their Bachelor Degree satisfies the degree prerequisite of the CPA Professional Education Program.

Graduation Requirements

Completion of 60 credits in the program and a minimum graduating grade average of 60% to be eligible for the Post-Baccalaureate Diploma in Accounting.

Program Outline

Summer Session I and II
BUAD 111 - Financial Accounting I
BUAD 121 - Financial Accounting II
Semester I
BUAD 113 - Canadian Business
BUAD 195 - Financial Management
BUAD 208 - Canadian Income Tax I
BUAD 209 - Business Law
BUAD 263 - Intermediate Accounting I
Semester II
BUAD 273 - Intermediate Accounting II
BUAD 283 - Management Information Systems
BUAD 296 - Long-term Capital Management
BUAD 264 - Management Accounting
BUAD 369 - Canadian Income Tax II
Semester III
BUAD 462 - Advanced Financial Accounting or BUAD 362
BUAD 364 - Internal Control and Audit
STAT 124 - Business Statistics
BUAD elective*
Semester IV
BUAD 340 - Strategic Management I
BUAD 365 - Cost Accounting
BUAD 466 - Advanced Managerial Accounting or BUAD 366
BUAD elective*
* Any Business elective or MATH 114

Post-Diploma Certificate in Business Administration

Graduates with a diploma or degree in Business Administration may receive a post-diploma certificate in Business Administration by completing an additional 18 credits, of which at least 15 credits must

be at the second-year-level or higher. This certificate will be of interest to students who have completed one option and now wish to broaden their studies in a second option. Certificates are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resource Management, Marketing, Management, and General Studies. Please contact the department chair for details.

Office Management Certificate

The Office Management certificate provides graduates of applied business technology and administrative assistant programs with a broad business base that emphasizes managerial aspects of secretarial work. Students will be prepared to write the proficiency exams leading to the Certified Professional Secretary designation. Courses leading to this credential will be offered during the day and evening. Some courses are available by distance education.

Admission Requirements

- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- Successful completion of a ten-month Administrative Assistant program or its equivalent, or permission of the department.

Program Outline

BUAD 113 - Canadian Business
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 264 - Management Accounting
BUAD 269 - Human Resources Management
BUAD 279 - Industrial Relations
BUAD 283 - Management Information Systems

Pathway to Professional Accounting

This program is designed for students planning to pursue a professional accounting designation (Chartered Accountant (CA), Certified General Accountant (CGA) or Certified Management Accountant (CMA)). It will enable students with any undergraduate degree to take the courses required to enter the professional accounting program of their choice at an advanced level. The Pathway to Professional Accounting Certificate consists of 45 credits (15 courses) and can be completed by taking courses in class and by distance delivery, either part-time or full-time.

Admission Requirements

- Completion of any undergraduate degree, and
- BUAD 111 Financial Accounting I and BUAD 121 Financial Accounting II (or their equivalent)

Graduation Requirements

Graduation from the Pathway to Professional Accounting Certificate program requires successful completion of the courses in the program outline with a minimum graduating grade average of 65%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as prerequisites for subsequent courses. Higher course grades may be required by the professional accounting associations for transfer credits to be granted.

Program Outline

BUAD 195 - Financial Management
BUAD 208 - Canadian Income Tax I
BUAD 263 - Intermediate Accounting I
BUAD 264 - Management Accounting
BUAD 273 - Intermediate Accounting II
BUAD 283 - Management Information Systems
BUAD 296 - Long-term Capital Management
BUAD 364 - Internal Control and Audit
BUAD 365 - Cost Accounting
BUAD 369 - Canadian Income Tax II

Electives:

Fifteen credits of Business or non-Business courses numbered 100 or higher*

- Business courses include all BUAD courses except BUAD 100, BUAD 107, BUAD 111 and BUAD 121 which are not acceptable for credit in this program
- Non-Business courses must be from a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 are not acceptable for credit in this program

The 15 credits of electives can be used to meet the prerequisite requirement to courses in this program or to fulfil further requirements for the selected professional accounting program. Students are strongly advised to meet with a Business Education Advisor as individual course sequence and selection of electives will vary depending on the courses taken as part of each student's undergraduate degree and the professional accounting designation chosen as a career goal.

*The five elective courses (15 credits) will be individually selected taking into consideration the courses completed as part of the undergraduate degree and the personal career goal of the individual students. Students may also require more than 45 credits (15 courses) to attain the highest level of exemptions possible with the CA, CGA and CMA professional accounting bodies.

Elite Program

Okanagan College has been approved to offer the business education requirements for the ELITE program sponsored by the Canadian Professional Golfers' Association. Students must complete 90 credits from the business program to qualify. The Business department recommends that students complete the Management diploma and the Marketing post-diploma certificate.

Transferability of Business Administration Courses

Okanagan College business courses are transferable to a number of professional designations and institutes. These articulations are constantly revised and updated. Students should confirm all course transferability with the institute or professional association in which they intend to apply for course credit:

- Canadian Institute of Bookkeeping
- Certified General Accountants (CGA)
- Certified Management Accountants (CMA)
- Credit Union Institute of Canada (CUIC)
- Chartered Accountants (CA)
- Institute of Canadian Bankers (ICB)
- Purchasing Management Association of Canada (PMAC)
- Canadian Securities Institute
- Payroll Management Certificate Program (PMPC)
- Canadian Institute of Financial Planners (CFP)

Canadian Institute of Bookkeeping

CIB 111 Computer Applications I: BUAD 107 or OADM 101
CIB 112 Bookkeeping I: BUAD 111
CIB 113 Bookkeeping II: BUAD 121
CIB 221 Computer Applications II: BUAD 128 or OADM 169
CIB 222 Computerized Bookkeeping I: OADM 152 or BUAD 236 or BACC 241
CIB 223 Computerized Bookkeeping II: BACC 242
CIB 331 Cost Management: BUAD 264
CIB 332 Income Tax: BUAD 208
CIB 333 Payroll Administration: OADM 142 or BACC 243

Certified General Accountants (CGA)

CGA FA1 Accounting Fundamentals: BUAD 111/BUAD 121
CGA EM1 Micro & Macro Economics: ECON 115/ECON 125 or BUAD 113
CGA LW1 Business Law: BUAD 209
CGA FA2 Financial Accounting: Assets: BUAD 263
CGA QUI Business Quantitative Analysis: BUAD 315 and one of STAT 121, STAT 124
CGA MA1 Management Accounting Fundamentals: BUAD 264/BUAD 365
CGA CM1 Business Communications: CMNS 112/CMNS 122 or BBA Degree
CGA FA3 Financial Accounting: Liabilities & Equities: BUAD 273
CGA FN1 Corporate Finance Fundamentals: MATH 114 and BUAD 195/BUAD 296
CGA MS1 Management Information Systems I: BUAD 283
CGA MA2 Advanced Management Accounting: BUAD 365/BUAD 366
CGA TXI Personal & Corporate Taxation: BUAD 208/BUAD 369
CGA AU1 External Auditing: BUAD 364
CGA FA4 Financial Accounting: Consolidations & Advanced Issues: BUAD 362
CGA ATI Accounting Theory & Contemporary Issues: BUAD 359

Certified Management Accountants (CMA)

CMA Introductory Financial Accounting: BUAD 111/BUAD 121
CMA Intermediate Financial Accounting: BUAD 263/BUAD 273
CMA Advanced Financial Accounting; BUAD 362
CMA Introductory Management Accounting BUAD 264
CMA Intermediate Management Accounting: BUAD 365/BUAD 296 orBUAD 274/BUAD 296
CMA Advanced Management Accounting: BUAD 366
CMA Corporate Finance: BUAD 195/BUAD 273/BUAD 296
CMA Operations Management: BUAD 282
CMA Information Technology: BUAD 283
CMA Strategic Management: BUAD 123/BUAD 340
CMA International Business: BUAD 330
CMA Organizational Behaviour (Human Resources): BUAD 162 or BUAD 262
CMA Marketing: BUAD 116
CMA Course Taxation: BUAD 208/BUAD 369 or BUAD 280/BUAD 281
CMA Internal Control and Audit: BUAD 364
CMA Economics: ECON 115/ECON 125 or BUAD 113
CMA Quantitative Methods: STAT 121 or STAT 124

Credit Union Institute of Canada (CUIC)

CUIC 110 Accounting: BUAD 111/BUAD 121
CUIC 120 Communications: CMNS 112/CMNS 122
CUIC 130 Management/ Business Administration: BUAD 123
CUIC 140 Marketing: BUAD 116
CUIC 150 Finance: BUAD 195/BUAD 296
CUIC 160 Organizational Behaviour: BUAD 262
CUIC 170 Economics: ECON 115/ECON 225 or BUAD 113
CUIC 180 Elective: BUAD 209 and BUAD 279
CUIC 320 Human Resources Management: BUAD 269
CUIC 330 Information Systems Management: BUAD 283
CUIC 350 Marketing Management: BUAD 278

Chartered Accountants (CA)

GENERAL BUSINESS CASB Prerequisites:
Communications CMNS 112/CMNS 122
Economics ECON 115/ECON 125 or BUAD 113
Ethics PHIL 350
Marketing BUAD 116
Business Law BUAD 209
Human Resource Management BUAD 269
Strategic Planning/Policy BUAD 340
StatisticsSTAT 121/STAT 124
ASSURANCE CASB Prerequisites:
Introductory BUAD 364
FINANCE CASB Prerequisites:
Introductory Finance BUAD 195/BUAD 296
Intermediate Finance BUAD 350
INFORMATION SYSTEMS CASB Prerequisites:
Introductory BUAD 283
Intermediate BUAD 335
PERFORMANCE MEASUREMENT CASB Prerequisites:
Intermediate Assets and Equities BUAD 263/BUAD 273
Intermediate Mgrl/Cost Accounting BUAD 365
Advanced Financial Accounting BUAD 362
Advanced Managerial/Cost Accounting BUAD 366
Accounting Theory BUAD 359
TAXATION CASB Prerequisites:
Introductory Tax BUAD 208/BUAD 369

Institute of Canadian Bankers (ICB)

ICB Marketing: BUAD 116
ICB Human Resource Management: BUAD 269
ICB Strategic Planning: BUAD 340
ICB Business Administration: BUAD 113/BUAD 123
ICB Fundamentals of Accounting: BUAD 111/BUAD 121
ICB Economics: ECON 115/ECON 125
ICB Management Sciences: BUAD 128 and one of STAT 121, STAT 124

Purchasing Management Association of Canada (PMAC)

PMAC M01 Marketing: BUAD 116
PMAC M02 Organizational Behaviour: BUAD 262
PMAC M03 Management Accounting: BUAD 264
PMAC M04 Financial Management: BUAD 195/BUAD 296
PMAC M05 Operations Management: BUAD 282
PMAC M06 Business Policy: BUAD 272
PMAC M08 Introduction to Management: BUAD 123
PMAC M09 Financial Accounting: BUAD 111/BUAD 121
PMAC M10 Macroeconomics: BUAD 125
PMAC M11 Law: BUAD 209
PMAC B12 Computer Science: BUAD 128
PMAC M13 Microeconomics: ECON 115

Canadian Securities Institute

Canadian Securities Course: BUAD 250

Payroll Management Certificate Program (PMPC)

PMPC A1 Accounting I: BUAD 111
PMPC A1 Accounting I: BUAD 128
PMPC B1 Business Writing: CMNS 112
PMPC B2 Interpersonal Skills: BUAD 262
PMPC B3 Accounting II: BUAD 121
PMPC B3 Supervisory Skills: BUAD 370
PMPC B3 Taxation: BUAD 369
PMPC C1 Managerial Accounting: BUAD 195/BUAD 264
PMPC C2 Management Skills: BUAD 123
PMPC C3 Compensation and Benefits: BUAD 245
PMPC C3 Human Resources Management: BUAD 269/BUAD 375
PMPC C3 Labour Relations: BUAD 279
Note: The above program is being phased out by the Canadian Payroll Association. See www.payroll.ca for details.

Canadian Institute of Financial Planners (CFP)

CFP Personal Financial Planning: BUAD 195, MATH 114, BUAD 251, BUAD 209
CFP Personal Financial Planning: BUAD 208, BUAD 356
CFP Comprehensive Practices in Risk and Retirement Planning: BUAD 234
CFP Wealth Management and Estate Planning: BUAD 235

Commercial Aviation

Commercial Aviation Diploma

The Commercial Aviation Diploma (CAD) program is for men and women who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The business portion of the program is completed at Okanagan College and consists of two, 3-credit academic courses per semester for a total of eight 3-credit courses over a 24-month period. Notwithstanding general policies of Okanagan College, the academic courses must be completed concurrently with the flight training portion of the Commercial Aviation Program. Students must have prior approval from the Dean for any program modifications.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Commercial Aviation Fees: Approximate: subject to change.

Students can expect to pay approximately $27,300 (first year) and approximately $24,400 (second year) for tuition and flight training fees. Tuition fees for the flying portion are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply. Fuel costs will be reimbursed to students at the Kelowna fuel rate set by Southern Interior Flight Centre. Costs above this rate are the student's responsibility.

Student Dress and Survival Equipment: Students will be required to wear the prescribed clothing for commercial pilots and should anticipate the costs of purchasing and maintaining their own appropriate dress (white "pilot" shirt, black pants, socks and dress shoes, and a black tie). Students should anticipate

preparing and maintaining their own personal survival pack to be carried on cross-country flights.

Career Opportunities: include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.

Admission Requirements

- B.C. secondary school graduation (or its equivalent), or mature student status.
- A minimum grade of 60% in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11.
  Students graduating from secondary school in 2012 or later: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11. Mature applicants without Mathematics 11 may write the mathematics diagnostic test (MDT), administered by Okanagan College. A minimum score of 16/25 on the MDT is required.
- Private Pilot License.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.

NOTE: Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

Graduation Requirements

A diploma in Commercial Aviation is awarded to students who successfully complete the 24 credits of required business, communication and math courses listed in the program outline and present a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot License, a Multi-Engine Instrument rating, and the IATRA written exam.

Program Outline

Students in the program are scheduled to take the BUAD courses in combined sections of first- and second-year students.

Semester 1
AVIA 112 - Navigation and Air Regulations I
AVIA 113 - Meteorology I
AVIA 114 - Flight and Aircraft Systems I
AVIA 115 - Flight Lab I
CMNS 112 - Professional Writing I
BUAD 123 - Management Principles

Semester 2
AVIA 122 - Navigation and Air Regulations II
AVIA 123 - Meteorology II
AVIA 124 - Flight and Aircraft Systems II
AVIA 125 - Flight Lab II
BUAD 128 - Computer Applications I
BUAD 262 - Organizational Behaviour

Semester 3
AVIA 212 - Advanced Flight Operations I
AVIA 213 - Instrument Procedures
AVIA 214 - Advanced Avionics
AVIA 215 - Flight Lab III
BUAD 116 - Marketing
MATH 114 - Business Mathematics

Semester 4
AVIA 222 - Advanced Flight Operations II
AVIA 225 - Flight Lab IV
AVIA 226 - Human Factors
AVIA 227 - Aviation Skills
BUAD 111 - Financial Accounting I
BUAD 251 - Personal Financial Planning

Office Administration

Administrative Assistant Certificate

The Administrative Assistant Certificate program is a 10-month certificate program that includes word processing, spreadsheet, database, desktop publishing, computerized accounting, and presentation software. Students will also learn business communications, business math, office procedures, effective job search techniques, accounting, and self-management skills. There is a three-week practicum component to this certificate. Graduates may be employed as receptionists, general clerks, administrative or executive assistants, and other similar careers.

The Administrative Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to

take courses on site on a part-time basis should consult with the department chair. Online students may complete the program part time.

Graduates may continue their education as the Administrative Assistant Certificate program is recognized by other programs such as the Okanagan College Legal Administrative and Medical Administrative Assistant Certificate programs. As well, select courses transfer to the Okanagan College Business Administration, Canadian Institute of Bookkeepers, and the Canadian Payroll Association programs.

Admission Requirements

- Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time secondary school for at least one year prior to commencement of the program).
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.
- A minimum grade of 67% in English 11 or an equivalent Advanced Level Adult Basic Education course; or a minimum score of at least 70% on a basic English comprehension assessment.

Keyboarding speed (20 net wpm) is desirable.

Mature students are encouraged to contact the department for a review of prior learning.

Applicants who have successfully completed Accounting 11 and 12 with a minimum grade of 70% can receive credit for OADM 140.

Challenge tests are available for OADM 110, 130, 135, 136 140, 167, 168, 169 and 181.

Graduation Requirements

Minimum passing grade per course is 70%.

Program Outline

One of:
OADM 110 - Communications I
OADO 110 - Business English
One of:
OADM 111 - Letter Writing
OADO 111 - Busness Communications
One of:
OADM 127 - Simulation
OADO 127 - Integrated Projects - Administrative
One of:
OADM 130 - Business Math and Calculators
OADO 130 - Business Math and Calculators
One of:
OADM 135 - Records Management
OADO 135 - Records Management
One of:
OADM 136 - Office Procedures
OADO 136 - Administrative Procedures
One of:
OADM 140 - Accounting
Both of:
OADO 140 - Accounting I
OADO 141 - Accounting II
One of:
OADM 142 - Payroll Accounting
BACC 243 - Payroll Administration
One of:
OADM 152 - Accounting Software I
OADO 152 - Computerized Accounting
BACC 241 - Computerized Accounting I
One of:
OADM 165 - Presentation Graphics
OADO 165 - Presentation Software
One of:
OADM 167 - Computer Essentials and the Internet
OADO 167 - Introduction to Computers and the Internet
One of:
OADM 168 - Database
OADO 168 - Database
One of:
OADM 169 - Spreadsheets
OADO 169 - Spreadsheets I
One of:
OADM 171 - Desktop Publishing
OADO 171 - Desktop Publishing
One of:
OADM 174 - Keyboarding
Or both:
OADO 173 - Keyboarding I
OADO 174 - Keyboarding II
One of:
OADM 175 - Word Processing
Or both:

OADO 175 - Word Processing I
OADO 176 - Word Processing II
One of:
OADM 180 - Self-Management Skills
OADO 180 - Human Relations
One of:
OADM 181 - Job Search Techniques
OADO 181 - Job Search
One of:
OADM 182 - Office Practicum

Prior Learning Assessment

Prior Learning Assessment (PLA) allows adults with considerable life and work experience to verify that they possess the skills and/or knowledge required in some university/college level courses and receive credit for those courses. PLA is available in the following courses:

OADM 175 - Word Processing
OADM 110 - Communications I
OADM 130 - Business Math and Calculators
OADM 135 - Records Management
OADM 136 - Office Procedures
OADM 140 - Accounting
OADM 167 - Computer Essentials and the Internet
OADM 168 - Database
OADM 169 - Spreadsheets
OADM 181 - Job Search Techniques

For an application, fee schedule or more information about Prior Learning Assessment, contact the Office Administration department at (250) 862-5610 or email oadm@okanagan.bc.ca. Arrangements can be made to write the exams in Vernon, Salmon Arm, Penticton and Kelowna.
Transferability of OC's OADM courses: Students who pass OADM 165, 167, 169 and 175 will be granted credit for BUAD 128 Computer Applications I.
Students who pass OADM 140 and 142 may apply for transfer credit for BUAD 111 Financial Accounting I.
Students who pass OADM 110, 111 and 181 will be granted credit for CMNS 112 Business Communication I.

Transfers with the Canadian Institute of Bookkeeping:

Many of the ADAC courses transfer to the Canadian Institute of Bookkeeping. If interested, please contact the Chair for more information.

Other Program Information

Locations:

Kelowna
Vernon
Salmon Arm

Length: 38 weeks (ten months)

Textbooks: $900 approximately

Program Schedule: September to June

Graduates of the Administrative Assistant program may apply for certified administrative professional rating from the International Association of Administrative Professionals after four years of employment in the field.

Office Assistant Certificate

The Office Assistant Certificate program is an entry-level program for students interested in working in business offices. Students in this program learn essential business skills such as business communications, computer essentials, office procedures, business math, word processing, spreadsheet and database software. Graduates may be employed as receptionists, file clerks, and office assistants. Graduates of this program may also choose to continue their education by enrolling in more advanced Office Administration programs such as the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant Certificate programs.

The Office Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on site on a part-time basis should consult with the department chair. Online students may complete the program part time.

Admission Requirements

- Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time secondary for at least one year prior to commencement of the program);
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of

Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.

- A minimum grade of 67% in English 11 or an equivalent Advanced Level Adult Basic Education course; or a minimum score of at least 70% on a basic English comprehension assessment

Keyboarding speed (20 wpm) is desirable. Mature students are encouraged to contact the department for a review of prior learning.

Graduation Requirements

Graduation from the Office Assistant Certificate program requires successful completion of all courses in the program with a minimum final grade of 70 per cent in each.

Program Outline

One of:
OADM 110 - Communications I
OADO 110 - Business English
One of:
OADM 130 - Business Math and Calculators
OADO 130 - Business Math and Calculators
One of:
OADM 135 - Records Management
OADO 135 - Records Management
One of:
OADM 136 - Office Procedures
OADO 136 - Administrative Procedures
One of:
OADM 165 - Presentation Graphics
OADO 165
One of:
OADM 167 - Computer Essentials and the Internet
OADO 167 - Introduction to Computers and the Internet
One of:
OADM 168 - Database
OADO 168 - Database
One of:
OADM 169 - Spreadsheets
OADO 169 - Spreadsheets I
One of:
OADM 174 - Keyboarding
Or both:
OADO 173 - Keyboarding I
OADO 174 - Keyboarding II
One of:
OADM 175 - Word Processing
Or both:
OADO 175 - Word Processing I
OADO 176 - Word Processing II
One of:
OADM 180 - Self-Management Skills
OADO 180 - Human Relations
One of:
OADM 181 - Job Search Techniques
OADO 181 - Job Search

Administrative Assistant Fundamentals Certificate

The Administrative Assistant Fundamentals Certificate is a preparatory program for students who wish to enrol in upper-level Office Administration specialty programs. In the Administrative Assistant Fundamentals Certificate program, students will learn essential business skills such as business communications, keyboarding, business corrrespondence, computer essentials, internet, office procedures, word processing, presentation software, and business math. Graduates of the Administrative Assistant Fundamentals program will be ready to enter the Litigation Legal Administrative Assistant, Corporate/Conveyancing Legal Administrative Assistant, Accounting Assistant, or Medical Administrative Assistant Certificate programs. Graduates may also choose to continue with the Office Assistant Certificate or Administrative Assistant Certificate programs.

The Administrative Assistant Fundamentals Certificate may be taken on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on site on a part-time basis should consult with the department chair. Online students may complete the program part time.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary for at least one year as of the first day of classes.
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or

the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.
- A minimum grade of 67% in English 11 or an equivalent Advanced Level Adult Basic Education English course; or a minimum score of at least 70% on a basic English comprehension assessment.

Keyboarding speed (20 wpm) is desirable. Mature students are encouraged to contact the department for a review of prior learning.

Graduation Requirements:

Graduation from the Administrative Assistant Fundamentals Certificate program requires successful completion of all courses in the program with a minimum course grade of 70 per cent in each.

Program Outline

One of:
OADM 110 - Communications I
OADO 110 - Business English
One of:
OADM 130 - Business Math and Calculators
OADO 130 - Business Math and Calculators
One of:
OADM 135 - Records Management
OADO 135 - Records Management
One of:
OADM 136 - Office Procedures
OADO 136 - Administrative Procedures
One of:
OADM 165 - Presentation Graphics
OADM 165 - Presentation Graphics
One of:
OADM 167 - Computer Essentials and the Internet
OADO 167 - Introduction to Computers and the Internet
One of:
OADM 174 - Keyboarding
Or both:
OADO 173 - Keyboarding I
OADO 174 - Keyboarding II
One of:
OADM 175 - Word Processing
Or both:
OADO 175 - Word Processing I
OADO 176 - Word Processing II
One of:
OADM 180 - Self-Management Skills
OADO 180 - Human Relations

Legal Administrative Assistant Certificate

There are two separate Legal Administrative Assistant Certificate programs: 1) Litigation, and 2) Corporate/Conveyancing. These two programs are independent and may be completed in any order, allowing students to start their studies in either the fall or winter semesters. Both programs prepare students for employment as legal administrative assistants; however, students who complete both certificate programs will maximize employment and career advancement opportunities.

In addition to learning highly specialized content in two distinct areas of law, students will acquire the legal office work ethic and professionalism expected of legal administrative assistants. Both programs may be completed on campus or online. Students enrolled in on-campus classes normally attend on a full time basis and complete courses in a prearranged schedule. However, students may register for on-campus classes as a part-time student if individual course prerequisites are met. Online students may complete the courses on a full- or part-time basis.

Admission Requirements

- Grade 12 or equivalent (ABE Provincial Level)
- a minimum keyboarding speed of 50 net wpm
- one full year of secretarial experience within the past three years, or successful completion (within the past two years) of the post-secondary level equivalent to Okanagan College's Administrative Assistant Fundamentals Certificate program with a 70% average; or a score of at least 70% on an English, mathematics and computer challenge examination.

Graduation Requirements

Students must pass the practicum and obtain a minimum grade of 70% in each of the remaining courses in the program to graduate.

Program Outline

Legal Administrative Assistant - Litigation
The Legal Administrative Assistant Litigation Certificate program consists of five academic courses including litigation legal office procedures, introductory and advanced litigation, family law, and personal injury. The program also includes a two-week

practicum in a litigation law office. Graduates of this program will receive the Legal Administrative Assistant - Litigation Certificate.

One of:
LSEC 116 - Litigation Legal Office Procedures
Or both:
LAA 116 - Legal Office Procedures
LAA 145 - Introduction to the Canadian Legal System
One of:
LSEC 117 - Introduction to Litigation
LAA 100 - Litigation Procedures I
One of:
LSEC 101 - Advanced Litigation
LAA 101 - Litigation Procedures II
One of:
LSEC 116 - Litigation Legal Office Procedures
LAA 116 - Legal Office Procedures
One of:
LSEC 112 - Family Law
LAA 112 - Family Litigation Procedures
One of:
LSEC 120 - Personal Injury
LAA 120 - Personal Injury
One of:
LSEC 130 - Litigation Law Office Practicum

Legal Administrative Assistant - Corporate/Conveyancing

The Legal Administrative Assistant Corporate/Conveyancing Certificate program consists of five academic courses including introductory and advanced conveyancing, corporate law, wills and estates, and solicitor legal office procedures. The program concludes with a two-week practicum in a solicitor law office. Graduates of the program will receive the Legal Administrative Assistant - Corporate/Conveyancing Certificate.

One of:
LSEC 145 - Solicitor Legal Office Procedures
Or Both:
LAA 116 - Legal Office Procedures
LAA 145 - Introduction to the Canadian Legal System
One of:
LSEC 140 - Introduction to Conveyancing
LAA 140 - Conveyancing Procedures I
One of:
LSEC 141 - Advanced Conveyancing
LAA 141 - Conveyancing Procedures II
One of:
LSEC 152 - Corporate Law
Or Both:
LAA 152 - Corporate Procedures I
LAA 153 - Corporate Procedures II
One of:
LSEC 160 - Wills and Estates
LAA 160 - Wills and Estates
One of:
LSEC 131 - Law Office Practicum

Other Program Information

Location: Kelowna

Length:

- Legal Administrative Assistant - Litigation certificate - 18 weeks
- Legal Administrative Assistant - Corporate/Conveyancing certificate - 20 weeks

Textbooks: $550 approximately for each certificate program

Program Schedule: September to June

Accounting Assistant Certificate

This program is for students who have some prior business education or experience, and who wish to specialize as accounting assistants. During the program, students will complete courses in business math and calculators, spreadsheets, databases, manual accounting, and payroll, as well as two different accounting software programs, a capstone course, and a three-week practicum. Graduates of the program may begin immediate employment as accounting assistants in small, medium and large businesses performing accounts payable, accounts receivable, payroll and general bookkeeping duties. Some graduates of this program may use their accounting skills to establish home-based bookkeeping businesses. The Accounting Assistant Program is offered on campus as well as online.

Students are normally enrolled in this program on a full-time basis if attending on-site courses. Students wishing to take courses on site on a part-time basis must meet individual course prerequisites and may register in selected courses if there is space in the class. Online students may complete the program part time.

Graduates may continue their education as selected courses are recognized by other organizations such as Okanagan College Business Administration, Canadian Institute of Bookkeeping (CIB) and the Canadian Payroll Association (CPA).

Admission Requirements

- Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time secondary for at least one year prior to commencement of the program);
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.
- A minimum grade of 67% in English 11 or an equivalent Advanced Level Adult Basic Education course; or a minimum score of at least 70% on a basic English comprehension assessment

Proof of completion of a computer fundamentals course such as OADM 167 and a word processing course such as OADM 100 or equivalent. Keyboarding speed (20 wpm) is desirable. Mature students are encouraged to contact the department for a review of prior learning.

Graduation Requirements

Graduation from the Accounting Assistant Certificate program requires successful completion of all courses in the program with a minimum grade of 70 per cent in each.

Program Outline

One of:
OADM 130 - Business Math and Calculators
OADO 130 - Business Math and Calculators
One of:
OADM 140 - Accounting
Or both of:
OADO 140 - Accounting I
OADO 141 - Accounting II
One of:
OADM 142 - Payroll Accounting
BACC 243 - Payroll Administration
One of:
OADM 152 - Accounting Software I
OADO 152 - Computerized Accounting
BACC 241 - Computerized Accounting I
One of:
OADM 155 - Accounting Software II
BACC 242 - Computerized Accounting II
One of:
OADM 156 - Accounting Assistant Simulation
OADO 156 - Integrated Project - Accounting
One of:
OADM 168 - Database
OADO 168 - Database
One of:
OADM 169 - Spreadsheets
OADO 169 - Spreadsheets I
One of:
OADM 181 - Job Search Techniques
OADM 181 - Job Search Techniques
One of:
OADM 183 - Practicum - Accounting

Medical Administrative Assistant Certificate

Medical Administrative Assistant (MAA) is a 480-hour online specialty certificate program designed for students with prior office administration experience or training who wish to attain the skills required to work in a medical or allied health office as a medical administrative assistant. Graduates of the Medical Administrative Assistant Certificate program may work as assistants in hospital departments including admitting, diagnostic imaging and outpatient clinics or in medical general practitioner and specialist offices and in medical clinics. Graduates work for allied health professionals in facilities such as physiotherapy offices and clinics, chiropractic offices and clinics and massage therapy and naturopathy offices and clinics. Graduates may also be employed by long-term care facilities and insurance companies.

Applicants who do not meet the entrance requirements for the MAA certificate program may take the Office Assistant Certificate or a similar program to obtain the requirements for entry into the MAA Certificate. See the Office Administration website at www.okanagan.bc.ca/oadm for further details on other Office Administration programs.

Applicants with prior experience and training but no official transcript may meet the MAA Certificate entrance requirements by completing challenge exams in English, math, keyboarding, computer and word processing to prove competence in these areas.

Admission Requirements

- B.C. secondary school graduation or an equivalent or 19 years of age and out of secondary school for one year as of the first day of classes.
- A minimum keyboarding speed of 50 net wpm.
- One full year of administrative experience within the past three years, or successful completion (within the past two years) of an office administration program at the postsecondary level, equivalent to Okanagan College's Administrative Assistant Fundamentals (formerly Legal Access), Office Assistant or Administrative Assistant certificate programs or a score of at least 70% on the department's challenge exams in English, mathematics, keyboarding, computer and word processing.

Graduation Requirements

Students will be awarded a Medical Administrative Assistant certificate upon successful completion of all courses in this program. Students must pass the practicum and attain a minimum grade of 70% or better in each course to successfully complete the program.

Program Outline

MAA 110 - Medical Terminology I
MAA 111 - Medical Terminology II - Anatomy and Physiology
MAA 112 - Medical Terminology III - Pharmacology and Specialties
MAA 120 - Medical Administrative Procedures
MAA 126 - Medical Transcription
MAA 130 - Medical Billing - Manual
MAA 131 - Medical Billing - Computerized
MAA 140 - Clinical Procedures and Practice
MAA 150 - Practicum - Medical
*Practicum - 6 hours per day for 15 days.

Food, Wine and Tourism

Bachelor of Business Administration - Tourism and Hospitality Management Specialty (see Business)

Bachelor of Business Administration - Tourism and Hospitality Management Specialty

Please see Bachelor of Business Administration - Tourism and Hospitality Management Specialty.

Business Administration Diploma - Tourism and Hospitality Management Option (see Business)

Please see Business Administration Diploma - Tourism and Hospitality Management Option.

Business Studies Certificate - Tourism and Hospitality Management (see Business)

Please see Business Studies Certificate - Tourism and Hospitality Management.

Culinary Arts Certificate

Designed for the student with a demonstrated interest in following a career in food preparation and service, this 40-week (1200 hours) program provides the necessary fundamental knowledge for employment as a cook in an institutional, camp or hospitality setting. Emphasis is placed on the practical aspects of food preparation, presentation and service.

Based at the Kelowna campus, the modern kitchens, cafeteria, restaurant and coffee shop provide a realistic training environment. In this program, students learn to work within industry time-frame expectations.

Apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training

Authority upon successful completion of this program. Students will receive credit for FOODSAFE Level 1. Apprenticeship practical training credit may also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of an additional 400 work-based hours and successfully complete all Level 1 program components prior to advancing to Level 2 components of the program. Upon successful completion of Level 1 and 2 requirements, students are eligible to challenge the provincial Professional Cook Certificate of Qualification examinations for Level 1 and 2.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5000 work-based hours and complete Level 3 technical training.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement:**Students graduating from secondary school in or prior to 2012**: Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum**: One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.

Okanagan College reserves the right to request a certificate of health and fitness if deemed necessary.

Graduation Requirements

Completion of all courses in the program with a minimum grade of 70% in each. Students must provide proof of completion of 400 work-based training hours.

Components

Completion of all courses in the program with a minimum grade of 70% in each. Students must provide proof of completion of 400 work-based training hours.

Level I

CA 101 - Lab Kitchen
CA 102 - Cold Kitchen
CA 103 - Hot Kitchen
CA 104 - Bakery
CA 105 - Restaurant
CA 106 - Cook Level 1 Exam

Level II

CA 202 - Cold Kitchen
CA 203 - Hot Kitchen
CA 204 - Bakery
CA 205 - Restaurant
CA 206 - Cook Level II Exam

Location: Kelowna Campus

Length: 10 months (40 weeks)

Other Expenses: Students must provide their own closed-toed leather shoes with non-skid soles. Students are required to launder their own uniforms.

Intakes: September and January

Textbooks and Supplies: Approximately $344.25 plus $300 for uniforms (prices subject to change)

Prior Learning Assessment

Prior Learning Assessment (PLA) allows adults with considerable life and work experience to verify that they possess the skills and/or knowledge required in some university/college level courses and receive credit for those courses.

Applicants to the Culinary Arts Certificate with Foodsafe Basic I and one year professional cooking experience can be assessed through a written exam and practical assessment and if successful, may proceed to the second level of training. It is highly recommended that applicants study the course text before proceeding with their application. For an application, fee schedule and more information on Prior Learning Assessment, please contact Perry Bentley, Culinary Arts Department at (250) 762-5445 (extension 4581) pbentley@okanagan.bc.ca.

Culinary Management Diploma

The Culinary Management Diploma program examines the developing Okanagan region trend toward the combination of wineries and restaurants. Unique features of the program include the analysis of food and wine pairing and the combination of food, wine, and business training that reflects regional industry demand.

The total length of the program is two years, beginning with a semester of academic study, followed by ten months of practical culinary training, and concluding with a semester of academic study. Students graduating with this diploma will receive technical training credit towards their cooking apprenticeship, hours credited toward their apprenticeship and academic credit for the Business Administration courses completed.

Apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Apprenticeship practical training credit may also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of an additional 400 work-based hours* and successfully complete all program components prior to advancing to Level 2 components of the program. Upon successful completion of Level 1 and 2 requirements students are eligible to challenge the respective provincial Provincial Cook Certificate of Qualification examinations.

* Work-based hours must be under the direction or supervision of a qualified tradesperson (Red Seal or equivalent).

Admission Requirements

Regular Applicants:

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11 or equivalent Advanced Level Adult Basic Education mathematics or a minimum of 70% in Introductory Mathematics 11 or a minimum of 60% in Applications of Mathematics 11 or a minimum of 16/25 on the math diagnostic test administered by Okanagan College.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11.
- A minimum grade of 60 in one of English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of level 4 on the Language Proficiency Index (LPI). Communications 12 is not acceptable.

Applicants with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111 Financial Accounting I.

Mature Students:

- Mature students may be exempt from the admission requirements, depending on their work experience and educational background.
- Mature applicants without Mathematics 11 will be required to take the math diagnostic test administered by Okanagan College. A minimum of score of 16/25 is required.
- Mature applicants without English 12 will be required to obtain a minimum score of level 4 on the Language Proficiency Index (LPI).

Applicants may be exempt from some of the admission requirements, depending on their work experience and educational background.

Graduation Requirements

Students must successfully complete all program components and must provide proof of completion of 400 work-based training hours.

Successful completion of Business Administration courses requires a minimum grade of 50% per course and a minimum average grade of 60%. Successful completion of Culinary Arts courses requires a minimum grade of 70% per course and a minimum average grade of 80%. Successful completion of Wine courses requires a minimum grade of 60%.

Components

Semester I

BUAD 111 - Financial Accounting I
BUAD 123 - Management Principles
BUAD 215 - Restaurant Management
BUAD 209 - Business Law
WINE 21 - Introduction to Grapes and Wines

10 Month Culinary Arts Training
CA 101 - Lab Kitchen
CA 102 - Cold Kitchen
CA 103 - Hot Kitchen
CA 104 - Bakery
CA 105 - Restaurant
CA 106 - Cook Level 1 Exam
CA 202 - Cold Kitchen
CA 203 - Hot Kitchen
CA 204 - Bakery
CA 205 - Restaurant
CA 206 - Cook Level II Exam

Semester II
BUAD 195 - Financial Management
BUAD 230 - Wine and Culinary Tourism
BUAD 269 - Human Resources Management
WINE 31 - Understanding Food & Wine Pairing
Three (3) Credits Business Administration Electives

Other Expenses: Students must provide their own leather closed-toed shoes with non-skid soles. Students are required to launder their own uniforms. Textbooks are approximately $344.25, Uniforms are approximately $300 (subject to change.)

Pastry Arts Certificate

This 40-week (1,200 hour) certificate program includes all the craft skills needed to work as a professional Baker/Patissier, as outlined in the National Occupation Analysis for Baker.

The three terms of training begin with workplace safety and organisation, ingredient and finished product knowledge. This is followed by the making of breads, cakes, and pastries in all their various forms from cookies to wedding cakes, pies to artisan sourdough bread, and chocolate souffle to pieces montees.

This program focuses on the wealth of farm-to-table opportunities afforded by the Okanagan region, emphasising the use of local products including premium wines, beers and spirits, both as ingredients and as beverages paired with the finished dessert or baked good. Locally-grown herbs, fruits and vegetables are featured, organically-grown grains and in-house milling are also regional features of the program.

Successful graduates will be ready for employment in any of the various settings where baked goods are required, from care homes and camps, to specialty bakeries, fine dining restaurants, hotels, resorts and cruise ships. Self-employment is also a popular option.

Admission Requirements

- B.C. secondary school graduation or equivalent or 19 years of age and out of secondary school for a minimum of one year as of the first day of class.

- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement:**Students graduating from secondary school in or prior to 2012**: Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum**: One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.

Graduation Requirements

Completion of all the courses in the program with a minimum grade of 70% in each.

Program Outline

Term One
BAKP 101 - Occupational Skills
BAKP 102 - Basic Technique
BAKP 103 - Quick Breads
BAKP 104 - Pastries
BAKP 105 - Creams
BAKP 106 - Cakes
BAKP 107 - Yeast Goods
BAKP 108 - Hot Desserts
BAKP 109 - Buffet Design
BAKP 110 - Practical Exam
BAKP 111 - Theoretical Exam
Term Two
BAKP 201 - Pastries
BAKP 202 - Cakes and Tortes

BAKP 203 - Frozen Desserts
BAKP 204 - Plated Desserts
BAKP 205 - Viennoiserie
BAKP 206 - Regional Breads
BAKP 207 - Centrepieces
BAKP 208 - Buffet Design
BAKP 209 - Practical Exam
BAKP 210 - Theoretical Exam

Term Three

BAKP 301 - Organics and Healthy Goods
BAKP 302 - Farm to Table
BAKP 303 - Beverage Pairing
BAKP 304 - Friandise
BAKP 305 - Celebration Cakes
BAKP 306 - Centrepieces
BAKP 307 - Artisan Breads
BAKP 308 - Buffet Design
BAKP 309 - Practical Exam
BAKP 310 - Theoretical Exam

Viticulture Certificate

The Viticulture program provides individuals with the skills and knowledge to manage a vineyard or seek employment in viticulture. Course work will emphasize the scientific principles underlying grape growing for the purpose of wine production, the various influences on grape quality, terminology, vineyard management including human resource and financial management, vineyard equipment operation and maintenance, and safety. The program consists of 267 hours of classroom instruction and 40 hours of work experience at a vineyard.

Admission Requirements

- Grade 12 or equivalent.
- English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level ABE English course, or a LPI score of Level 4 or better. Note: Communications 12 is not acceptable.
- 19 years or older at the time of admission to the program

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

WINE 21 - Introduction to Grapes and Wines
VIT 22 - Introduction to Grape Growing
VIT 23 - Vineyard Management
VIT 04 - Operation, Management and Safety of Vineyard Equipment
VIT 13 - Practicum

Wine Sales Certificate

This program provides individuals interested in employment in the area of wine sales with an introduction to grape growing and winemaking, an understanding of legal regulations and standards within the industry, marketing and sales strategies, and knowledge of wine shop management and winery promotions. Coursework involves a variety of projects and field trips. The program consists of 147 hours of coursework and practical experience in the industry.

Admission Requirements

- Grade 12 or equivalent.
- Successful completion of English 12, English 12 First Peoples, Technical and Professional Communications 12, or an equivalent Provincial Level ABE English course, or a score of level four on the Language Proficiency Index (LPI)
- 19 years or older at the time of admission to the program
- Serving it Right certificate

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

WINE 21 - Introduction to Grapes and Wines
WS 01 - Introduction to Wine Sales
WS 02 - Retail Sales
WS 03 - Wine Shop and Winery Promotions
WS 04 - Wine Sales Class Project
WS 11 - Wine Sales Work Experience

Winery Assistant Certificate

The Winery Assistant program provides individuals with the skills and knowledge to work in an entry-level

position within the wine industry. Coursework will emphasize the scientific principles underlying grape and wine production, influences on wine quality, terminology, winery equipment operation and maintenance, harvest and crush, sanitation and safety, winery sensory evaluation, marketing and sales practices. The program consists of 258 hours of classroom instruction and 50 hours of work experience in a winery.

Admission Requirements

- Grade 12 or equivalent
- English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level ABE English course, or a LPI score of Level 4 or better
- 19 years or older at the time of admission to the program

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

WINE 21 - Introduction to Grapes and Wines
WINE 22 - Introduction to Winemaking
WINE 23 - Cellar Management
WINE 24 - Quality Control and Public Relations
Students are required to successfully complete the FOODSAFE and Serving it Right certificates before enrolling in WINE 14.
WINE 14 - Practicum

Health & Social Development

The Health and Social Development programs include Certified Dental Assistant, Early Childhood Education, Home Support/Resident Care Attendant, Human Service Work, Practical Nursing and Therapist Assistant. These programs are dedicated to preparing students for successful practice in health and social service disciplines.

These educational programs are delivered in close partnership with professional communities and employers of graduates. An important component of each program is the knowledge and experience gained through student placements in professional practice sites. Most programs involve both faculty-supervised clinical rotations and practicum placements.

The size of the health and social services sector and the close working relationship with professionals in practice ensure an excellent employment rate for graduates from the Health and Social Development programs. The high standards of the health and social development programs offered by Okanagan College are evidenced by accreditation of the Certified Dental Assistant program and the Practical Nursing program by the College of LPNs of B.C., and the province-wide reputation for innovation in all programs of study offered by Okanagan College.

Applicants must have a genuine interest in people and strong oral and written communication skills. They must be flexible, adaptable and able to work well with others in interdisciplinary teams. Applicants must undergo a medical examination and a criminal record check.

Bachelor of Science in Nursing (Years 1 and 2)

Okanagan College (OC), in partnership with the University of British Columbia's Okanagan Campus (UBCO) offers Years 1 and 2 of the four-year Bachelor of Science in Nursing (BSN) program offered at UBCO. The curriculum for this four-year degree program is based on the Collaboration for Academic Education in Nursing (CAEN) curriculum.

OC students who successfully complete all courses in Years 1 and 2, according to the requirements listed below, will be granted admission to the BSN program at UBCO and guaranteed course transfer credits and admission to complete the final two years of the program.

Admission to the Nursing program at UBCO cannot be guaranteed for students who take a leave after completing the first two years of the program at Okanagan College.

Requirements for transfer to UBCO are:

- A minimum grade of 60 in each nursing course;
- A minimum grade of 60 in each non-nursing course taken as part of the BSN program; and,
- An overall (cumulative) grade average of 65 or greater.
- Students completing BSN Years 1 & 2 with no more than one semester where their GPA

is below 65 (but at least 60) and who have satisfactorily completed BSN Year 1 & 2 practice courses will be admitted to UBCO and placed on academic probation for BSN Year 3.

It is important for students to note that the curriculum of the Nursing program at OC and UBCO is different than the curriculum of the nursing program at UBC's Vancouver Campus. The partnership between OC and UBCO does not provide for direct transfer to UBC's Vancouver Campus.

Following successful completion of the four-year BSN program, graduates are eligible to write the National Council Licensure Examination (NCLEX) - RN and to apply for registration as a Registered Nurse with the College of Registered Nurses of British Columbia (CRNBC).

The four-year degree program at UBCO and the first two years of this program at OC are recognized by the CRNBC.

Upon graduation and application to be a registered nurse, graduates are required to meet the Competencies in the Context of Entry-Level Registered Nurse Practice in British Columbia and the Standards of Practice for Registered Nurses in British Columbia. For the student to obtain the Competencies for Entry Level Registered Nursing Practice certain basic skills and abilities are required and it is important that students are aware of these prior to applying for admission to the nursing program. The requirements are called the Requisite Skills and Abilities and can be viewed at https://crnbc.ca/Standards/Lists/StandardResources/464requisiteskillsabilities.pdf

Program Goals

The curriculum ends-in-view are achieved by the interaction among students, clients, faculty, and practice partners in a process of lifelong learning. At completion of the curriculum, graduates will:

1. Practice nursing within a framework of promoting health and healing through the integration of the art and science of nursing within a variety of contexts and with diverse client populations.
2. Be accountable practitioners providing care and making decisions based on relationships with others, nursing knowledge, and different ways of knowing.
3. Influence the current reality and future of nursing practice and health care at the economic, political, social, environmental and professional levels by anticipating and responding to the changing needs of society.
4. Be critically reflective, independent and motivated practitioners with an inquiry approach to lifelong learning.

Overview of the Program

The UBCO and CAEN Bachelor of Science in Nursing degree is a four-year program, the first two years of which are also offered at Okanagan College. Each year has two semesters, during which the student takes classroom and practice courses, followed by a summer semester in both years in which students complete a consolidated practice course. The classroom courses include courses in nursing, physical and social sciences, and English. Practice experiences are an integral part of the Nursing program and may be offered at various sites (e.g. hospitals, extended care facilities, community agencies, and private homes) throughout (and possibly beyond) the Okanagan Valley.

Curriculum review and revision is currently in progress in collaboration with UBCO's School of Nursing. The expected date for implementing the revised nursing curriculum for BSN Year 1 students is September 2015.

A program outline for years one and two is listed below. To view an outline of years three and four of the program, please see the UBCO Calendar. http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,288,848,0

View the OC BSN Student Guide for program and college policies on the College website.

Admission Requirements

Regular Applicants

- B.C. senior secondary graduation or equivalent as of the first day of classes.
- Biology 11 or an equivalent Advanced Level Adult Basic Education Biology course.
- Biology 12 or an equivalent Provincial Level Adult Basic Education Biology course.
- Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course.
- Chemistry 12 or an equivalent Provincial Level Adult Basic Education Chemistry course.

- A minimum grade of 70 in one of English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course. Students who have passed English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course with a grade of less than 70 will be required to write the Language Proficiency Index (LPI) test and obtain a minimum score of Level 5 (equivalent to 70 for English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course for the purpose of admission averaging).
- Students graduating from secondary school in or prior to 2012 require Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education Mathematics course. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum require Pre-calculus Grade 11 or Foundations of Mathematics Grade 12.
- One other approved Grade 12 course (see list of approved courses below).

Approved Grade 12 Courses

The following courses are approved Grade 12 courses:

- All Advanced Placement courses
- All International Baccalaureate courses
- American Sign Language 12
- Arabic 12
- B.C. First Nations Studies 12
- Biology 12
- Calculus 12
- Chemistry 12
- Computer Information Systems 12
- Computer Programming 12
- Croatian 12
- Economics 12
- English Literature 12
- English 12 or English 12 First Peoples
- Francais Langue 12 or French 12 (but not both)
- Geography 12
- Geology 12
- German 12
- Halq'emeylem 12
- Heiltsuk 12
- History 12
- Hul'q'umi'num 12
- Italian 12
- Japanese 12
- Korean 12
- Kwak'wala 12
- Liqwala/Kwakwala 12
- Law 12
- Mandarin 12
- nsiylxcen (Okanagan Language) 12
- Nte?kepmxcin 12
- Nuu-chah-nulth 12
- Physics 12
- Principles of Mathematics 12 or Pre-calculus 12 (but not both)
- Punjabi 12
- Russian 12
- Secwepemctsin (Shuswap Language) 12
- Shashishalhem (Sechelt Language) 12
- Sm'algyax 12
- Sim'algaxhl Nisga'a 12
- Social Justice 12
- Spanish 12
- Sustainable Resources 12
- Tsek'ene 12
- Upper St'at'imcets 12

Courses taught in French can be used for admission, but Francais 12 cannot be used in place of English 12. All courses must be completed by June.

A minimum average of 67 is required in four approved Grade 12 courses. The four approved courses must include:

- English 12 or English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course or the Language Proficiency Index (LPI) text with a minimum score of Level 5 (equivalent to 70 for English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course for the purpose of admission averaging);
- Biology 12 or an equivalent Provincial Level Adult Basic Education Biology course
- Chemistry 12 or an equivalent Provincial Level Adult Basic Education Chemistry course; and
- One other approved Grade 12 course.

Note: Grade 11 courses will not be used in the admission average but are required for admission. Because of enrolment limitations, the academic standing required for admission is higher than the published minimum and not every qualified applicant will be offered admission.

Transfer Applicants

Applicants should present transfer credit in Biology, Chemistry, English, and Mathematics. If an applicant is not able to fulfill these requirements at the post-secondary level, they must be fulfilled at the secondary school level. Regardless of the number of credits earned, students with unsatisfactory standing or who have been required to withdraw from another post-secondary institution may not be considered for admission. Students who have completed course work, transferable to UBCO, at Okanagan College or another accredited post-secondary institution will be considered for admission. A minimum grade average of 65 is required to be considered for admission.

Depending on the amount of transferable courses the student has completed, the admission average is calculated as follows:

- 0-6 credits taken - admission average based on high school average only
- 7-23 credits taken - admission average based on high school average and college GPA (calculated using all transferable credits taken)
- 24-30 credits taken - admission average based on college GPA (calculated using all transferable credits taken)
- More than 30 credits taken - admission average based on the 30 most recently completed transferable credits

Post-secondary courses that were taken more than 10 years ago may be accepted for admission, but will not be used for transfer credits within the BSN program.

Applicants to the OC BSN program, Years 1 & 2, with prior post-secondary education credits (transferable to UBCO), may not be able to apply these credits towards their nursing degree at UBCO due to UBC's residency requirements. Applicants with transfer credit are advised to consult with Academic Advising at UBCO.

Recommended courses at Okanagan College are:

- BIOL 121/122, BIOL 131/133, BIOL 231/235
- one of ENGL 100, ENGL 150, ENGL 151, ENGL 153
- CHEM 112
- MATH 120
- one three-credit university-transferable course

Once the general admission requirements are met, regular applicants and transfer applicants are ranked in separate categories according to grade average in the required courses. Seats are offered to applicants in rank order beginning with those that have the highest average from each category. The class will have the same proportion of regular and transfer students as the applicant pool. All interim grades must be received by Okanagan College by the last Friday in March at 4 p.m. Failure to submit interim grades will result in cancellation of your application.

Because of enrolment limitations, not every qualified applicant will be admitted.

Additional Requirements - All Applicants

Prior to the first day of classes, all admitted students must present:

- Current certification in Occupational First Aid Level I or Standard First Aid.
- Current certification in CPR Level C. This must be maintained throughout the program.
- Signed copy of CRNBC Requisite Skills and Abilities form (the form will be available shortly) indicating the student is aware of and understands the fundamental requirements of the CRNBC requisite skills and abilities of nursing and believes they have the ability to meet the requirements. The full text of the CRNBC Requisite Skills and Abilities document can be found at the following link: https://www.crnbc.ca/Standards/Lists/StandardResources/464requisiteskillsabilities.pdf
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Results of tuberculin testing done no more than six months before the date of application, with evidence of appropriate follow up if the test was positive.
- Up-to-date Immunization Record based on vaccinations listed below. Please provide a photocopy of your completed immunization record; this record will be kept in your

student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.

1. **Tetanus and Diphtheria Toxoid (Td)** - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
2. **Measles Vaccine** - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as Measles Mumps (MMR) vaccine.
3. **Polio Vaccine** - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.
4. **Rubella Vaccine** - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.
5. **Hepatitis B Vaccine** - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
6. **Varicella Vaccine** - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.
7. **Flu Immunization** - Annual Flu immunization is recommended.

- Applicants are strongly advised to have at least a beginnerâ€™s level of competency with computers and word processing before entering the Nursing program.

Program Outline

Semester One
NSGU 111 - Health and Healing I: Living Health
NSGU 112 - Professional Practice I: Intro to the Professions of Nursing
NSGU 113 - Relational Practice I: Self and Others
NSGU 114 - Nursing Practice I: Introduction to Nursing Practice
BIOL 131 - Human Anatomy and Physiology I
English or other three-credit university-transferable elective (see below)

Semester Two
NSGU 121 - Health and Healing II: Health Indicators
NSGU 122 - Professional Practice II: Introduction to the Discipline of Nursing
NSGU 124 - Nursing Practice II: Coming to Know the Client
BIOL 133 - Human Anatomy and Physiology II
English or other three-credit university-transferable elective (see below)
NSGU 130 - Consolidated Practice Experience I
The electives in semesters one and two must be chosen from the following:
ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative
Any three-credit university transferable course
At least one of the two electives must be an English course.

Semester Three
NSGU 211 - Health and Healing III: Health Challenges/Healing Initiatives
NSGU 213 - Relational Practice II: Creating Health-Promoting Relationships
NSGU 214 - Nursing Practice III: Promoting Health and Healing
BIOL 231 - Health Science I

Semester Four
NSGU 221 - Health and Healing IV: Health Challenges/Healing Initiatives
NSGU 224 - Nursing Practice IV: Promoting Health and Healing
BIOL 235 - Health Science II

Consolidated Practice Experience
NSGU 230 - Consolidated Practice Experience II

Certified Dental Assistant Certificate

The Certified Dental Assistant program at Okanagan College provides the education, training and experience required by the College of Dental Surgeons of B.C. for registration and licensure as a Certified Dental Assistant.

Graduates work primarily in dental offices under the personal supervision of a dentist. Duties vary and may include:

- assisting a dentist at chairside with a variety of dental procedures such as fillings,

crown and bridge as well as surgery, including extractions;

- preparing materials for use by the dentist;
- cleaning and sterilizing dental instruments;
- providing education to patients about good dental health; and
- performing preventive procedures such as polishing teeth, applying fluoride and sealants.

Certified Dental Assistants work as team members and require excellent communication skills, commitment to dental health, and must be kind, honest, reliable, positive, conscientious, and respectful of human diversities.

This program is accredited by the Commission on Dental Accreditation of Canada and approved by the College of Dental Surgeons of British Columbia. To be registered as a Certified Dental Assistant (Dental Auxiliary - Level II), a student must provide the College of Dental Surgeons with the following:

- confirmation of grade 12 completion or equivalent;
- confirmation of successful completion of a dental assisting program; and
- confirmation of completion of a B.L.S. certificate, Level C which is recognized by the Canadian Heart and Stroke Foundation, and must be current at time of graduation.
- confirmation of successful completion of the National Dental Assisting Examining Board Exam

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes
- A minimum grade of 60% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12, or an equivalent Provincial Level ABE English course or a minimum score of 24/40 (Level 4) on the LPI (Language Proficiency Index Test). Note: Communications 12 is not acceptable.
- A minimum grade of 60% in Biology 12 or an equivalent Provincial Level ABE Biology course
- A minimum grade of 60% in one of Chemistry 11, Chemistry 12, Physics 11, Physics 12, an equivalent Provincial or Advanced Level ABE Chemistry or Physics course, Applications of Physics 11, or Applications of Physics 12.
- A medical examination confirming good co-ordination, manual dexterity and fine motor skills, the ability to work in a small confined spaces, having the stamina and endurance to maintain an active schedule, good vision, and a healthy back.
- A dental examination confirming healthy teeth and oral tissues.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Evidence of a negative tuberculin test, within six months of the first day of classes or adequate follow-up in the case of a positive test.
- Evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance Standard First Aid and a Basic Life Support, Level C course no more than 12 months before the first day of classes.

Applicants are strongly advised to ensure their immunization status is current. Vaccination for hepatitis B is strongly recommended.

Applicants are advised to attend the annual Certified Dental Assistant Program's orientation session and will be notified of the date. (It is usually held in the

spring.) Please note that this program is popular and early application is strongly recommended.

Okanagan College reserves the right to deny admission to any applicant when, in the opinion of OC, there is significant and substantial evidence, medical or otherwise, to conclude that by granting admission, OC would jeopardize the safety of patients under student care or would otherwise be negligent in providing for the safety and well-being of patients, dental office staff or other students. Applicants are advised that students in this program are expected to engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations.

Selection Criteria

As this program generally receives a large number of applications, the following criteria will be used to select the class. By submitting the selection criteria form(s) a student may be offered a seat in the class prior to another applicant with no points, as applicants with the most points get priority.

- Relevant experience such as 'chairside' dental assisting experience in British Columbia or equivalent, validated by submission of the required reference form* by the actual employer.

Point Value: 2

- Relevant experience as a dental receptionist or dental laboratory technician/assistant validated by submission of the required reference form* by the actual employer.

Point Value: 4 (maximum 2 points per position)

- Completion of Okanagan College's DENT 001 (Introduction to Dental Assisting) or an equivalent course, a Dental Reception program, or full or partial completion of another Dental Assisting program, validated by submission of official transcripts.

Point Value: 2 (maximum 1 point per certificate or DENT 001)

- Demonstration of prior interest in the program, validated by completing the application process the year immediately preceding the current one at OC.

Point Value: 1

Maximum points students can be awarded is 9.

** Selection criteria forms will be mailed from the Admissions Office to applicants once they have met the initial academic requirements.*

Graduation Requirements

A pass in each of the Practicas and a minimum grade of 70 in each other course.

Program Outline

The program consists of three levels. Each level must be successfully completed before students can begin the next level. These levels consist of both theory and clinical classes.

Level I
- CDA 100 - Anatomy, Histology, Embryology & Pathology
- CDA 101 - Infection Prevention and Control
- CDA 102 - Preparation for Clinical Practice
- CDA 104 - Restorative Fundamentals

Level II
- CDA 200 - Dental Radiography
- CDA 201 - Dental Specialties
- CDA 202 - Preventive Dental Procedures
- CDA 203 - Dental Office Practicum

Level III
- CDA 300 - Practical Dental Skills
- CDA 301 - Fixed and Removable Prosthodontics
- CDA 302 - Direct Patient Care
- CDA 303 - Dental Office Practicum

Other Program Information

Program Length:

September to June (one intake, 10 months, no spring or reading break)

Hours:

Classes and clinical hours range between 7:30 am and 9:00 pm, Monday to Thursday and some Friday shifts are required.

Location:

Kelowna Campus

Textbooks and Supplies:

Students should budget approximately $1,550 for books and supplies such as uniforms, duty shoes, name tag, safety glasses, non-latex treatment gloves, face masks and oral health kit.

Other Expenses:

Registration, the College of Dental Surgeons of B.C. license fees, and a National Dental Assisting Examining Board (NDAEB) examination fee will be in addition to the expenses noted, and graduation gown rental, approximately $850.

Practicum and Clinical Experiences:

Practicum and clinical experiences are an integral part of health and social services programs. Locations are throughout, and sometimes outside of, the Okanagan Valley. Students must arrange for their own transportation to and from practicum and clinical sites. In most cases, that means a driver's license and access to a reliable vehicle. Travel expenses are the student's responsibility.

Early Childhood Education

Early Childhood Education Diploma

The Early Childhood Education program prepares students to work with young children in a variety of inclusive early childhood environments. Students will acquire the knowledge, skills and attitudes necessary to work with children, families and the community in planning enriched programs in daycares, preschools, infant/toddler centres and other early childhood initiatives that focus upon healthy early development.

Successful completion of the four-semester Diploma in Early Childhood Education (and the intercession practicum) satisfies the requirements of the Early Childhood Registrar, Ministry of Children and Family Development (MCFD) and the Ministry of Health, Community Care Facilities Licensing Branch (CCFB) for a License to Practice as an Early Childhood Educator, a Special Needs Educator and an Infant/Toddler Educator.

Graduates of a Diploma in Early Childhood Education may also receive block transfer credit for continuation of their studies toward a degree. For further infromation on post-diploma opportunities, please contact the Department of Early Childhood Education.

For further information about mandated training requirements in the Province of B.C., please note the following website:
www.mcf.gov.bc.ca/childcare/ece/index.htm

Admission Requirements

Academic Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- A minimum grade of 67% in English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level ABE English course, a minimum score of 26/40 on the LPI, or a minimum 50% grade in an English university studies course at the 100-level or higher.

General Requirements

- A medical examination confirming good health is required.
- Applicants must provide evidence of successful completion of a first aid course on the list accepted by the Early Childhood Educator Registry no more than twelve months prior to admission. See "The Early Childhood Educator in BC" at http://www.childcarevictoria.org/images/stories/ece_registry_booklet_12_05.pdf. It is recommended that students complete a Childsafe course before admission. (Note: certification must be maintained throughout the program. Current certification in a first aid course approved by the registry is required for licensure.)
- Students will be required to complete a half-day observation in a licensed early childhood setting and complete an observation form provided by the department.
- A scheduled mandatory meeting with Early Childhood Education staff (normally conducted in March), to provide an opportunity for the applicant to discuss their experience in the field, to clarify information submitted by the applicant and to provide counselling on entry into the program. Applicants are requested to attend an orientation session during the year before their scheduled meeting. This orientation session will provide information and answer

any questions students may have about the Early Childhood program.

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

All applicants are strongly advised to ensure their immunization status is current. Vaccination for hepatitis B is recommended.

It is recommended that students complete the following senior secondary courses before entering the program: Human Service 11 and 12, and Family Management 11 and 12.

Students in this program engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

Students entering into the Early Childhood Education program should review Okanagan College policy information on clinical, practicum and external placements.

Failure to submit all required documentation by a specified deadline may result in denial of admission.

Graduation Requirements

Graduation from the Early Childhood Education diploma program requires successful completion of the courses in the program outline.

Minimum passing grade in all components is 70%.

Program Outline

Please note: Course descriptions will appear in the Calendar as of March 2014

Semester I (September - December)
ECDE 111
ECDE 112 - Child Development Conception to 3 years
ECDE 113 - Child Development 3-12 years of Age
ECDE 114 - Planning for Early Childhood Education
ECDE 115 - The Early Childhood Profession
ECDE 116 - Observing and Documenting Children's Development
ECDE 117 - Observing and Documenting Children's Development Practicum

Semester II (January - April)
ECDE 131 -
ECDE 129 - Practicum II
ECDE 121 - Group Process
ECDE 124 - Guiding and Caring
ECDE 123 - Families
ECDE 212 - Advanced Program Planning

Semester III (September - December)
ECDE 219 - Practicum III
ECDE 123 - Families
ECDE 211 - Professionalism
ECDE 214 - Practices in Infant Toddler Care
ECDE 213 - Working with Families and Community

Semester IV (January - April)
ECDE 223 - Administration
ECDE 225 - Inclusive Practice Strategies
ECDE 213 - Working with Families and Community
ECDE 224 - Inclusive Practice Theories
ECDE 222 - Developmentally-Responsive Environments for Under Threes
ECDE 229

Periodically, the department may offer a Supported Child Care Certificate to graduates from other recognized Early Childhood Education programs. For more information contact the department at 250-762-5445.

Other Program Information

Program Length: 16 months, certificate exit 12 months

Location: Kelowna

Other Expenses: $1100 approximately for textbooks. An annual fee of $20 will be required to cover CCFB authorized, childcare centre based criminal record checks. Students are responsible for their own transportation to and from practicum centres.

Practicum Experiences: Practicum experiences are an integral part of health and social services programs. Locations are throughout, and sometimes outside of, the Okanagan Valley. Students must arrange for their own transportation to and from practicum sites. In most cases, that means a driving license and access to a reliable vehicle. Travel expenses are the student's responsibility.

Early Childhood Education - Infant Toddler Certificate

The Early Childhood Education program provides advanced training in ECE competencies in Infant and Toddler Care. This program is for persons who have completed a basic (Level 1) ECE program, or who are registered with the Child Care Facilities Branch as Early Childhood Educators. This program meets the CCFB educational requirements for Under Three Educators.

Admission Requirements

- Satisfactory completion of the ECE Basic program or a current Early Childhood Education License to Practice. Applicants without either prerequisite may be admitted to components of the certificate program with written recommendation by the ECE department chair, if space permits.
- Applicants must provide evidence of certification (current up to and including specialty program completion) in a Red Cross Standard or St. John Ambulance First Aid course or, if the applicant has a current License to Practice, current certification in a first aid course approved by CCFB for licensure.
- Applicants must complete, no more than three months before their date of admission, a criminal record check. Students should only initiate their criminal record check when instructed by the Admissions office. Prospective students who have been convicted of a criminal offense may be denied admission. Please Note: applicants who have a criminal record and are seeking a pardon are advised that this can be a lengthy process and they should initiate the pardon procedure six months prior to date of admission. Failure to submit all required documentation by the specified deadline may result in denial of admission.
- Applicants are advised that students in this program engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

Graduation Requirements

Graduation requires successful completion of the courses in the program outline below.

Minimum passing grade per component is 70%.

Program Outline

Infant and Toddler Speciality
ECED 223 - Administration
ECE 231 - Developmentally-Responsive Environments for Under Threes
ECE 232 - Practices in Infant Toddler Care
ECE 233 - Practicum for Infant Toddler Specialty

Other Program Information

Location: Courses will be offered at the Kelowna campus. Placement for practicum may be located outside the Okanagan Valley, but within the province of B.C.

Dates: January - June (part-time evening study only)

Other Expenses: In addition to tuition fees, students are responsible for their own transportation to and from practicum centres. A fee of $20 will be required to cover a CCFB authorized, childcare-centre-based, criminal record check.

Practicum Experiences: Practicum experiences are an integral part of health and social services programs. Locations are throughout, and sometimes outside of, the Okanagan Valley. Students must arrange for their own transportation to and from practicum sites. In most cases, that means a driving license and access to a reliable vehicle. Travel expenses are the student's responsibility.

Health Care Assistant Certificate

The HCA program is a six-month program designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care-givers and respected members of the health-care team, in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents. Upon successful completion of the program, graduates are prepared to work in any level of continuing care, including: home support, adult day care, assisted living, and complex care (including dementia care units).

Admission Requirements

- B.C. secondary school graduation or equivalent, or
- 19 years of age and out of secondary school for one year as of the first day of classes.

English requirements:

- A minimum grade of 60% in English 11; or a minimum score of 24/40 or Level 4 on the Language Proficiency Index (LPI); or a minimum grade of 50% in English 12 or English 12 First Peoples.

OR

Applicants educated in countries with English language systems/institutions must provide evidence of:

- A completed self-declaration confirming seven years of education in an English-speaking environment OR proof of four consecutive years of education in an English-speaking environment at the secondary or post-secondary level

AND

- A minimum score of 24/40 or Level 4 on the Language Proficiency Index (LPI)

Applicants educated in countries that do not have English language systems/institutions must provide evidence of one of the following:

- Test of English as a Foreign Language (TOEFL) within the past two years; IBT with an overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing;
- Or International English Language Testing System (IELTS) Academic or General within the past two years; with an overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing;
- Or Canadian Language Benchmark Placement Test (CLB PT) within the past six months; with minimum scores of: Listening 7, Speaking 7, Reading 6, and Writing 6.

Other requirements:

- It is recommended that students also complete a Grade 11 Science or ABE Science at the 70 or 80 Level.
- Applicants must provide evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance Standard First Aid that includes Basic Life Support, Level C course no more than 12 months before admission.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- A medical examination confirming good health is required. Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of appropriate follow-up if the test was positive.)
- Applicants must have successfully completed the provincially-approved FOODSAFE training program.

All applicants are strongly advised to ensure their immunization status is current. Vaccination for hepatitis B is strongly recommended. Most agencies which employ

home support attendants require that their employees be bondable.

Attendance at a program orientation day is strongly recommended. Applicants will be notified of the exact date.

Applicants are advised that students in this program engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of OC, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission OC would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

Graduation Requirements

A minimum passing grade (P) for HCA 103 and HCA 107; and a minimum grade of 70% in all other courses in the program outline.

Program Outline

HCA 101 - Interpersonal Communications
HCA 102 - Health: Concepts for Practice
HCA 103 - Personal Care and Assistance
HCA 104 - Healing: Common Health Challenges
HCA 105 - Home Support/Assisted Living
HCA 106 - Cognitive/Mental Health Care
HCA 107 - Clinical Practice

Other Program Information

Location and Dates:

Kelowna Campus - September to February, January to June and May to October

Vernon - November to April

Penticton - November to April

Salmon Arm - May to October

Program Length: 23 weeks

Program Fees:

Tuition - Students may enrol in a part-time program if space is available after all full-time students are enrolled. Fees are assessed by component. Full-time student fees are based on vocational rates.

Textbooks - $350 approximately

Uniforms - $250 approximately

Other Expenses - Students must provide a suitable uniform, transfer belt, duty shoes, name tags and OC badge. Students are responsible for their own transportation.

Practicum, Extern and Clinical Experiences

Practicum, extern and clinical experiences are an integral part of health and social services programs. Locations are throughout the Okanagan Valley. Students must arrange for their own transportation to and from practicum, extern and clinical sites. In most cases, that means a driving license and access to a reliable vehicle is required. Travel expenses are the student's responsibility.

Hours vary from six to nine hours per day during the practicum for a total of 30 hours per week.

Human Kinetics Diploma

The Human Kinetics program provides students with a two-year, four-semester program of study. The program is based on a core of university transfer courses that allow students the option of transferring into Bachelor degree programs in Physical Education, Kinesiology or Human Kinetics at other post-secondary institutions in British Columbia and elsewhere.

The program includes a solid foundation of introductory study in the art and science of human movement. Students will learn principles, theories and practices in the areas of health and wellness, sport sociology, sport psychology, motor learning, biomechanics, exercise physiology, motor development, and human anatomy and physiology. The curriculum will reflect a growing need in society for practitioners skilled at supporting healthy lifestyle choices and/or leading quality sport programs for children and youth.

Integrated throughout the program, students will develop skills for general employability and academic success including information literacy, written and oral communication, numeracy and computer skills, critical

and creative thinking, leadership and interpersonal skills, and professional skills.

To complete the program in two years, students will enrol in fifteen (15) credits for each of four semesters. Students may also choose to pursue part-time studies and complete the program over a longer period of time. Students will plan course selections based on their area of interest and future goals and will register for courses individually. Three streams are outlined below: Health and Fitness; Health and Physical Education; and, Kinesiology and Health Science.

At the completion of the program outlined for the Health and Fitness stream, students will be eligible to apply for industry credentials as a British Columbia Recreation and Parks Association (BCRPA) Registered Personal Trainer and/or a Canadian Society of Exercise Physiology (CSEP) Certified Personal Trainer. This will prepare students to lead fitness activities and provide fitness and lifestyle counselling services to apparently health individuals. Please note that students must apply to external agencies to obtain these industry credentials. External agencies may require students to complete additional written examinations and/or practical competency evaluations and pay additional fees.

Admission Requirements

Regular Applicants: Regular applicants have graduated from a secondary school or equivalent, or are currently enrolled in Grade 12.

- B.C. secondary school graduation, or equivalent.
- A minimum grade of 60 % in one of: English 12, English 12 First Peoples or TPC 12 (Technical & Professional Communications) or an equivalent Provincial Level Adult Basic Education English, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- Chemistry 11 or an equivalent Advanced Level ABE Chemistry.
- One of Biology 11, Biology 12, BIOL 122 or BIOL 124 or equivalent (Biology 12 or BIOL 122 is strongly recommended) or equivalent Advanced or Provincial Level ABE courses are acceptable.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 50% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education Mathematics course.

Mature Applicants: Applicants who do not have secondary school graduation may apply as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year. Mature applicants will be subject to the same course entrance requirements that apply to regular applicants. The above courses may be taken through Okanagan College's Adult Basic Education program, the Ministry of Education Correspondence Branch, or a secondary school studies program.

Additional Admission Requirements

- All applicants must submit an Okanagan College Human Kinetics Verification of Experience Form documenting a minimum of one season of competitive sport participation or 50 hours of participation in regular physical activity, within the last 5 years.
- All applicants must submit an Okanagan College Human Kinetics Medical Clearance Form, documenting medical clearance for participation in unrestricted physical activity or for participation in progressive physical activity with specific limitations or exclusions.

Applicants are advised that students in this program engage in vigorous physical activity as part of their laboratory practice and applied methods courses. Students will act both as physical activity leaders and participants. Students are expected to develop and maintain a good level of physical fitness throughout the program.

Students may be required to travel to off-campus fitness and recreation facilities in the local area, and will require appropriate transportation.

Several computer-based assignments are included throughout the program. It is recommended that students have basic computer skills before entering the program. Students who do not have personal computers will have access to computers in the college computer laboratories and the library.

Graduation Requirements

The Human Kinetics Diploma is granted upon completion of sixty (60) credits of prescribed study with a minimum grade average of 60 percent for all courses counting towards the diploma. The diploma course requirements are outlined below:
Three (3) 100-level English credits:

ENGL 100 - University Writing
Twenty-four (24) Human Kinetics credits:
HKIN 103 - Active Health
HKIN 161 - Physical Activity in Canadian Society
HKIN 230 - Motor Learning and Control
HKIN 231 - Sport and Exercise Psychology
HKIN 275 - Exercise Physiology
HKIN 284 - Growth and Motor Development
One of:
HKIN 173 - Biodynamics of Strength and Conditioning
or:
HKIN 121 - Biomechanics
One of:
HKIN 152 - Personal Wellness and Community Health
or:
HKIN 261 - Health, Policy and Canadian Society
Six (6) Biology credits:
BIOL 131 - Human Anatomy and Physiology I
BIOL 133 - Human Anatomy and Physiology II
Twenty-seven (27) credits of Human Kinetics, Business Administration, Arts or Science electives.

Program Outline

As a means of satisfying all the prescribed graduation requirements for a Human Kinetics Diploma, students may choose course selections in one of the 3 streams outlined below.

- The **Health and Fitness Stream** is designed for students who are interested in employment in the health and fitness industry. Students choosing this stream may become eligible to make application for industry credentials as a Personal Trainer with the British Columbia Recreation and Parks Association (BCRPA) and/or the Canadian Society for Exercise Physiology (CSEP).
- The **Health and Physical Education Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in health and physical education, and, for those who are considering a career in an instructional setting for sport and physical activity, such as a school teacher.
- The **Kinesiology and Health Science Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in kinesiology and health science, and, for those who are interested in a career as a kinesiologist, physiotherapist, occupational therapist, physician or chiropractor.

Students interested in university transfer may also choose to design their own program of study and select courses to meet their own needs. All students will register for courses individually and should consider consulting with an educational advisor or program faculty if they have any questions. Students will find that not all receiving institutions require the recommended courses as outlined below. Students designing their own program of study are advised that not all Human Kinetics courses will be offered in all semesters.

Health and Fitness Stream
Year One - Fall
ENGL 100 - University Writing
BIOL 131 - Human Anatomy and Physiology I
HKIN 103 - Active Health
HKIN 161 - Physical Activity in Canadian Society
3 credits of electives
Year One - Winter
BIOL 133 - Human Anatomy and Physiology II
HKIN 230 - Motor Learning and Control
HKIN 173 - Biodynamics of Strength and Conditioning
HKIN 152 - Personal Wellness and Community Health
3 credits of electives
Year Two - Fall
HKIN 231 - Sport and Exercise Psychology
HKIN 275 - Exercise Physiology
HKIN 273 - Fitness Testing and Exercise Prescription
6 credits of electives
Year Two - Winter
HKIN 284 - Growth and Motor Development
HKIN 241 - Introduction to Athletic Injuries
HKIN 111 - Health and Human Nutrition
6 credits of electives
Health and Physical Education Stream
Year One - Fall
ENGL 100 - University Writing
BIOL 131 - Human Anatomy and Physiology I
HKIN 103 - Active Health
HKIN 161 - Physical Activity in Canadian Society
3 credits of electives
Year One - Winter
BIOL 133 - Human Anatomy and Physiology II
HKIN 230 - Motor Learning and Control
One of:
HKIN 121 - Biomechanics
or:
HKIN 261 - Health, Policy and Canadian Society
Year Two - Fall
HKIN 231 - Sport and Exercise Psychology
HKIN 275 - Exercise Physiology
9 credits of electives
Year Two - Winter
HKIN 284 - Growth and Motor Development
One of:
HKIN 121 - Biomechanics
or:

HKIN 261 - Health, Policy and Canadian Society
9 credits of electives
Students must take at least six (6) credits of Human Kinetics applied methods courses from the following list:
HKIN 291 - Applied Methods: Gymnastics and Dance
HKIN 295 - Applied Methods: Basketball and Soccer
Note: Applied methods courses may be offered in alternating years. Please see Classfinder for details of this year's course offerings.

Kinesiology and Health Science Stream

Year One - Fall
ENGL 100 - University Writing
BIOL 131 - Human Anatomy and Physiology I
HKIN 103 - Active Health
HKIN 161 - Physical Activity in Canadian Society
3 credits of electives

Year One - Winter
BIOL 133 - Human Anatomy and Physiology II
HKIN 230 - Motor Learning and Control
One of:
HKIN 121 - Biomechanics
or:
HKIN 261 - Health, Policy and Canadian Society
6 credits of electives

Year Two - Fall
HKIN 231 - Sport and Exercise Psychology
HKIN 275 - Exercise Physiology
9 credits of electives

Year Two - Winter
HKIN 284 - Growth and Motor Development
One of:
HKIN 121 - Biomechanics
or:
HKIN 261 - Health, Policy and Canadian Society
Students must take at least twelve (12) credits of transferable courses in at least two (2) of the following four (4) areas: 100-level Biology (not 131 or 133) 100-level Chemistry, 100-level Physics, 100-level Mathematics or Statistics

Human Service Work Diploma

The curriculum for the Diploma in Human Service Work reflects the expanding responsibilities and evolving practice standards for graduates from non-degree social service programs. It has been developed with extensive community consultation and learning objectives are guided by provincially identified practice competencies.

The Human Service Work Diploma is a full-time and demanding endeavour. Students are in class approximately 18 hours/week and are expected to read and complete assignments outside of class on a daily basis. Students take responsibility for their own learning as well as being active participants in the classroom. Students graduating from this program will be working with people who are vulnerable and disadvantaged in some way. This generally requires graduates from this program to be client-centered, able to explore and challenge themselves (thoughts, feelings, behaviours) and to be open to change. Students entering into this program must be emotionally, physically, cognitively, and psychologically healthy.

As students progress through the Human Service Work program, they will develop the knowledge, skills and attitudes to be able to:

Relationships

- Develop respectful, positive and ultimately helpful relationships with others. Encourage and assist others to expand their network of supportive relationships.

Communication

- Communicate effectively, both verbally and in writing with individuals and groups. Interact successfully and strategically by applying communication skills best suited to specific contexts.

Professionalism

- Conduct oneself in a reliable, ethical and professional manner by acknowledging personal limitations, fulfilling role responsibilities and embracing professional values.

Community

- Increase inclusion and acceptance of all people in their community while embracing a commitment to principles of social justice. Support access and development of appropriate resources and social support networks.

Advocacy

- Effectively advocate in a collaborative, empowering way while demonstrating knowledge of relevant systemic contexts. Empower others by promoting self advocacy and the acquisition of self advocacy skills.

Team Work

- Contribute to positive team development and functioning by using knowledge of group process and engaging in self assessment, collaborative decision making, problem solving, and conflict resolution.

Problem Solving/Critical Thinking

- Use critical thinking skills in relevant situations.

Self-Awareness

- Self-reflect and solicit feedback to increase awareness of the impact that one's attitude, beliefs, and behaviour have on self and others.

Skillful Practice

- Promote client's quality of life, health and well-being through the application of such skills as assessment, planning, teaching, facilitating, providing emotional support, and action planning.

Life Long Learning

- Continually strive to develop personally and professionally through a variety of learning experiences.

As students develop the above program outcomes, it is expected that they will demonstrate the following in the classroom:

- Professional behaviour
- Ability to engage in self-reflection
- Ability to work as a member of a team
- Ability to accept and integrate feedback as they evolve into a HSW professional
- Ability to embrace change
- Tolerance for diversity

The Diploma program is connected to a number of universities and university colleges throughout B.C. Details about transfer credit are available upon request.

Past graduates of the Human Service Worker Certificate program and graduates with certificates from other colleges will have opportunity to upgrade to a diploma credential. Seats will be awarded based on time and date of application. A limited number of seats will be available for students who wish to enrol on a part-time basis.

Admission Requirements

Academic Admission Requirements

Regular Applicants

A regular applicant will have B.C. senior secondary graduation, or equivalent (Adult Graduation Diploma) or will currently be completing Grade 12.

English Requirement:

- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical & Professional Communications) or Provincial Level ABE English. Note: Communications 12 is not acceptable.
- Applicants with a passing grade of less than 60% will be required to write the LPI (Language Proficiency Index) and obtain a score of at least 24/40 (level 4).

Mature Applicants

- Applicants who do not have senior secondary graduation may apply for admission as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year.
- English 12, English 12 First Peoples or TPC 12 (Technical & Professional Communications), or Provincial Level ABE English or equivalent is required, with a minimum grade of 60%. Communications 12 is not acceptable. Mature applicants who do not meet the grade 12 English requirement must write the LPI (Language Proficiency Index) test and obtain a score of 24/40 (level 4).

Applicants with an OUC Human Service Worker Certificate

- Graduates of the ten-month HSW (Human Service Worker) certificate program offered

by Okanagan University College may apply for advanced standing in the two-year diploma program. Graduates from similar certificate programs offered by other post-secondary institutions may also apply for advanced standing. Course equivalence will be determined on an individual basis in consultation with the Department Chair. Graduates of HSW certificate programs may be admissible to the second year of the diploma program.

Applicants granted advanced standing will be subject to Okanagan College's policy on residence requirements which requires that at least one-half of the course requirements be completed at Okanagan College.

General Admission Requirements

In addition to the minimum academic entrance requirements, the following will also apply to all applicants; regular, mature and graduates of a certificate program:

1. **Attend a mandatory orientation meeting** with the Human Service Work program staff (normally conducted in the spring) which will include foundational information about the program, answer any questions applicants may have and provide an opportunity for applicants to reflect upon their suitability for the Human Service Work program and the professional field.
2. **Medical Examination** - Applicants are required to submit a physician's report confirming good health. The medical exam must be undertaken not more than 12 months prior to enrolment in the program. Applicants must be capable of engaging in physical activities; including but not restricted to lifting , responding to emergency situations or administering emergency restraints.
3. **Tuberculin Test** - Applicants must submit evidence of a negative tuberculin test taken no more than 12 months prior to the start date of the program or evidence of an appropriate follow-up in the event of a positive test result.
4. **Successful Completion of a First Aid Certificate** - All applicants are required to submit proof of having successfully completed a first aid certificate, either Red Cross Standard or St. John Ambulance, no more than 12 months prior to admission.
5. **Criminal Record Check** - A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

All applicants are strongly encouraged to obtain their Class 4 (restricted version) driver's license as many employers request this level for practicum and employment.

Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

Order of Admission

Applicants who satisfy the entrance requirements will be granted admission in chronological order, based on the date of application. Regular and mature applicants will be granted admission in proportion to the number of regular and mature students in the application pool.

Graduation Requirements

Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.

Program Outline

Year One
Semester I
PSYC 111 - Introduction to Psychology: Basic Processes*
HSW 107 - Introduction to Mental Health
HSW 111 - Interpersonal Relationships
HSW 114 - Families
Plus one of:
ENGL 100 - University Writing
ENGL 150 - Critical Writing and Reading: Poetry and Drama
ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 - Critical Writing and Reading: Narrative

Plus one of:
HSW 123 - Foundations of Human Service Work Practice
SOCW 200A - An Introduction to Social Work Practice

Semester II
PSYC 121 - Introduction to Psychology: Personal Functioning*
HSW 102 - Augmentative Communication
HSW 106 - Practicum Preparation I
HSW 108 - Health Care Skills
HSW 122 - Emotional Support
HSW 124 - Supporting Positive Change

Intersession
HSW 130 - Practicum I

Year Two

Semester III
HSW 205 - Groups
HSW 211 - Politics and Perspectives on Disability
One of:
PSYC 220 - Lifespan Development*
SOCW 355 - Human Development
Plus six (6) credits of Arts or Science electives or a combination of the two.**

Semester IV
SOCW 200B - An Introduction to Social Welfare in Canada
HSW 206 - Practicum Preparation II
HSW 210 - Introduction to Child and Youth Mental Health
HSW 220 - Principles of HSW Practice
Plus three (3) credits of Arts electives**

Intersession
HSW 230 - Practicum II

* PSYC 111 and PSYC 121 are prerequisites for PSYC 220
** Students must ensure that their electives are university-transferable

Program Length

Two years: four academic semesters and two eight week full-time block practica (each May/June)

Location

Kelowna, Vernon and Salmon Arm. This program is offered on a rotating basis in Vernon (2011) and Salmon Arm (2012).

Expenses

Approximately $1,700 for textbooks and supplies. Students are responsible for their own transportation to field placements within the Okanagan region.

Employment Opportunities/Practicum Sites

Graduates of the two-year Human Service Work Diploma are prepared for employment in the social service, mental health and developmental disabilities fields. Students develop a theoretical knowledge base, a foundation of professional ethics and values, critical thinking ability, essential support skills, and a process for integrating all of their learning into a functional practice framework. Students apply this practice framework to develop empowering, purposeful relationships that promote increased levels of health and well-being in individuals, families and groups.

Employment opportunities include, but are not limited to:

- support workers in child and youth care services
- community-based support services to people with mental health challenges, brain injuries or developmental disabilities
- support workers in group homes for children, youth, or adults with developmental disabilities, brain injury, behaviour or mental health challenges
- vocational services (sheltered employment, day programming or supported employment) to people with mental health challenges, brain injuries or developmental disabilities
- support workers in residential treatment centers for adults with addictions
- community social service agencies
- support workers in women's emergency shelters
- diversion programs and halfway houses for adults paroled to the community
- leisure and recreational services to children, youth and adults

Practicum Sites

Practicum sites include but are not limited to:

- residential and community-based services for children and youth;
- residential centres for adults with addictions;
- social and recreational programs for children, youth and adults;
- community based and residential programs for persons with a mental illness or a developmental disability;
- community social service agencies;
- elementary, secondary and post-secondary schools;
- independent and shared living homes;
- and supported employment programs.

Students must complete an eight-week practicum in each year of the diploma program. These practica occur from mid-April to mid-June, and require students to attend their placements for approximately 30 hours per week.

Students often wonder where they can take their practicum. Please know that:

- If a student is enrolled in the program in **Kelowna**, the practicum sites occur in communities from Lake Country to Osoyoos.
- If a student is enrolled in the program in **Vernon**, the practicum sites occur in communities from Lake Country to Enderby.
- If a student is enrolled in the program in **Salmon Arm**, the practicum sites occur in communities from Enderby to Revelstoke.

Pharmacy Technician Certificate

The Pharmacy Technician Certificate program prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse's uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Program graduates will have completed the first step to becoming a regulated pharmacy technician. For more information on the regulation process for pharmacy technicians please visit: http://www.bcpharmacists.org/about_us/key_initiatives/index/articles27.php.

The length of the theory and lab practice portion of the program is approximately 20 full-time weeks per year, depending on the Calendar year. The two practica, hospital and community, are 150 and 140 hours respectively. The two practica usually take two months to complete.

Admission Requirements

Regular Applicants:

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- A minimum grade of 60% in BIOL 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent. The Biology course must include a human anatomy and physiology component.
- A minimum grade of 60% in Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course. Chemistry 12 is recommended.
- For applicants whose first language is English: A minimum grade of 60% in one of English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
  For applicants whose first language is not English: A TOEFL score of at least 91 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS.
- A minimum of 60% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011
  - Okanagan College MATH 120.
- Or a minimum of 70% on an Okanagan College Mathematics 11 Proficiency Exam.

- Applicants who have not satisfied this requirement within the last seven years may write the Okanagan College Mathematics 11 Proficiency exam and must receive a minimum grade of 70%.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

- Students must complete and pass PHRM 111 Hospital Practicum and PHRM 112 Community Practicum.
- Students must complete all other courses in the program outline with a minimum grade of 70%.

Program Outline

PHRM 101 - Introduction to Pharmacy Practice
PHRM 102 - Medical Terminology
PHRM 103 - Pharmacy Law
PHRM 104 - Pharmacy Computer Applications
PHRM 105 - Communications and Employment Preparation
PHRM 106 - Pharmacology I
PHRM 107 - Drug Distribution
PHRM 108 - Pharmacology II
PHRM 109 - Product Preparation I
PHRM 110 - Product Preparation II
PHRM 111 - Hospital Practicum
PHRM 112 - Community Practicum

The practica are used to provide the student with practical experience as a Pharmacy Technician.

Practical Nursing Diploma

The practical nursing program is designed to provide learners with the knowledge, skills, judgments, and attitudes to perform the full range of competencies as identified by the College of Licensed Practical Nurses of British Columbia. The program provides a learning experience that is integrated, professional, collaborative and culturally sensitive with an aim to prepare graduates to care for individuals and families at multiple life stages and in a variety of practice settings.

Throughout the program students will engage in learning activities that will further their development as practicing professionals and leaders. The program focuses on person-centered care, advocacy and critical thinking in preparation for a career in healthcare. Students will progress through a combination of courses and clinical placements to prepare them for subsequent work as a Practical Nurse. Upon successful completion of the program graduates will be eligible to write the Canadian Practical Nurse Registration Exam, required for licensure in B.C. Graduates of the program may obtain employment in community, continuing care, residential care or acute care settings.

There will be four program intakes per year: Each January at the Kelowna and Penticton campus and each September at the Kelowna and Vernon/Salmon Arm campus. Vernon and Salmon Arm alternate hosting the program each September. The overall length of the program is 70 weeks including built in program breaks; the length of instruction including preceptorship is 62 weeks.

Admission Requirements

B.C. secondary school graduation, or equivalent (ABE, GED)

English Requirement:

Either:

- A minimum grade of 70% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course.

Or

- A grade between 50% and 69% inclusive in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course, and a minimum score of Level 5 on the Language Proficiency Index (LPI) test.

Mathematics Requirement:

- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 60% in either Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course.

- *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum grade of 67% in either Pre-calculus Grade 11 or Foundations of Mathematics Grade 11 or a minimum grade of 70% in either Introductory Algebra 11 or both Math 084/085.

Biology Requirement:

Both:

- A minimum grade of 67% in a Grade 12 Biology course which includes human anatomy and physiology or an equivalent Provincial level Adult Basic Education Biology course.

- A minimum grade of 70% in Pre-Practical Nursing Anatomy and Physiology (PNUR 113) course. Please note that Biology 12 is a prerequisite for PNUR 113.

Selection Process

Fall Intakes

Applications will be accepted starting at 8:30 a.m. on the first business day in November and ending no later than 4:30 p.m. on the last business day in February. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in February.

The ranking of applications will take place in March and successful applicants will be notified by early April. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Winter Intakes

Applications will be accepted starting at 9 a.m. on the first business day in April and ending no later than 4:30 p.m. on the last business day in July. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in July.

The ranking of applications will take place in August and successful applicants will be notified by early September. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Medical Requirements

- CPR level "C"

- *Either* Red Cross Standard First Aid or St. John Ambulance Standard First Aid.

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

- Current immunization as required by clinical partner sites and recommended by BC Centre for Disease Control (2009): diphtheria

and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella, and influenza.

- Negative TB skin test or chest x-ray no more than 6 months before the date of application or adequate follow-up in the case of a positive test.

- Medical examination confirming good health.

Program Residency Requirements

Students must complete a minimum of 50% of the program hours at Okanagan College.

Graduation Requirements:

A pass in each Consolidated Practice Experience course and Preceptorship and a minimum of 70 in each other course.

Program Outline:

Semester 1
PNSG 111 - Health Promotion I
PNSG 112 - Professional Practice I
PNSG 113 - Variations in Health I
PNSG 114 - Pharmacology I
PNSG 115 - Professional Communication I
PNSG 116 - Integrated Nursing Practice I
PNSG 117 - Consolidated Practice Experience (CPE) I
Semester 2
PNSG 211 - Health Promotion II
PNSG 212 - Professional Practice II
PNSG 213 - Variations in Health II
PNSG 214 - Pharmacology II
PNSG 215 - Professional Communication II
PNSG 216 - Integrated Nursing Practice II
PNSG 217 - Consolidated Practice Experience (CPE) II
Semester 3
PNSG 311 - Health Promotion III
PNSG 312 - Professional Practice III
PNSG 313 - Variations in Health III
PNSG 315 - Professional Communication III
PNSG 316 - Integrated Nursing Practice III
PNSG 317 - Consolidated Practice Experience (CPE) III
Semester 4
PNSG 411 - Health Promotion IV
PNSG 412 - Professional Practice IV
PNSG 413 - Variations in Health IV
PNSG 415 - Professional Communication IV
PNSG 416 - Intergrated Nursing Practice IV
PNSG 417 - Consolidated Practice Experience (CPE) IV
PNSG 511 - Transition to Preceptorship
PNSG 512 - Preceptorship

Therapist Assistant Diploma

The Therapist Assistant Diploma will prepare the graduate to work as an Assistant to Occupational Therapists, Physiotherapists and Recreational Therapists. It is a two-year diploma of full-time study including four semesters of coursework plus 16 weeks of practical experience in clinical settings.

Principles, theory and practice will be taught at the Assistant level in the disciplines of Occupational Therapy, Physiotherapy and Recreation Therapy. Students will obtain an academic and practical foundation in the areas of health and rehabilitation science, and will take introductory-level university courses in English, Biology and Psychology. The Therapist Assistant Diploma curriculum is reflective of the growing and evolving scope of practice for Therapist Assistants. It has been developed in consultation with therapists, therapist assistants, and employers province-wide and is informed by national trends and provincial trends and competencies.

National Accreditation: The Therapist Assistant Diploma program is nationally accredited by the *Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (250) 494-0677, www.otapta.ca.*

Past graduates with a Rehabilitation Assistant certificate may take Therapist Assistant Diploma courses to upgrade to the diploma level.

Admission Requirements

The following apply to all applicants of the Therapist Assistant Diploma:

- Current certification in Red Cross Standard First Aid or St. John Ambulance First Aid.

- Current certification in Basic Life Support, Level C.

- Medical examination and health report.

- Results of tuberculin testing done no more than six months before the date of

application with evidence of appropriate follow up if the test was positive.

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Applicants are strongly advised to ensure that their immunizations are current and to be immunized for Hepatitis B. Failure to submit all required documentation by a specified deadline may result in denial of admission. Applicants are strongly advised to have at least a beginner's level of competency with computers and word processing before entering the Therapist Assistant Diploma.

Academic Admission Requirements

Applicants may meet the academic admission requirements for the Therapist Assistant Diploma by completing either Option One or Option Two listed below:

Option One

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12, or an equivalent Provincial Level ABE English course. A student without the minimum grade in any of those three courses may meet this requirement by attaining a minimum score of 24/40 (Level 4) on the LPI (Language Proficiency Index Test). Note: Communications 12 is not acceptable.
- Chemistry 11 or an equivalent Advanced Level ABE Chemistry course
- At least one of the following: Biology 12 or BIOL 122 or BIOL 124 or an equivalent Provincial Level ABE Biology course. (Biology 12 or BIOL 122 is strongly recommended.)

Option Two

- One of ENGL 100, 150, 151, or 153 or equivalent
- BIOL 131 and 133 or equivalent.
- PSYC 111 and 121 or equivalent.

Note To All Applicants: The Therapist Assistant diploma has a demanding course load. Applicants are advised to consider taking one or more of the following courses before beginning the program: BIOL 131 and 133 (strongly recommended), PSYC 111 and 121, one of ENGL 100, 150, 151, or 153

Applicants with a Rehabilitation Assistant Certificate*

- Applicants who have an OUC Rehabilitation Assistant Certificate will be granted admission with advanced standing.

Academic Admission Requirements for Applicants with a Rehabilitation/Therapist Assistant Certificate**

- A Rehabilitation Assistant Certificate from Okanagan University College* or equivalent**
- One of ENGL 100, 150, 151, or 153
- BIOL 131 and 133
- PSYC 111 and 121
- Applicants must also meet General Admission requirements

Applicants with a Rehabilitation/Therapist Assistant certificate from an educational program other than Okanagan University College will be considered on an individual basis by the department Chair in consultation with the department and the Dean. Due to variation in curricula of Rehabilitation/Therapist Assistant programs across Canada, applicants from programs other than the Okanagan University College Rehabilitation Assistant program may be required to complete additional courses and practica based upon identified gaps in the applicant's educational transcripts.

Graduation Requirements

Students must obtain a minimum grade of 50 in English, Biology and Psychology, a pass in Therapist practica and preceptorships, and a minimum grade of 70 in each other THER course.

Program Outline

Year I
Semester I
- BIOL 131 - Human Anatomy and Physiology I
- PSYC 111 - Introduction to Psychology: Basic Processes
- THER 102 - Communication and Group Process
- THER 103 - Disease and Disability
- THER 140 - Recreation Therapy Assistant: Principles & Practice I

Plus one of:
- ENGL 100 - University Writing
- ENGL 150 - Critical Writing and Reading: Poetry and Drama
- ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel
- ENGL 153 - Critical Writing and Reading: Narrative

Semester II
- BIOL 133 - Human Anatomy and Physiology II
- PSYC 121 - Introduction to Psychology: Personal Functioning
- THER 104 - Client Care Principles & Practice: Introductory
- THER 120 - Occupational Therapist Assistant: Principles & Practice I
- THER 125 - Practicum Preparation
- THER 130 - Physical Therapist Assistant: Principles & Practice I
- THER 141 - Recreation Therapy Assistant: Principles & Practice II

Summer Session - May/June
- THER 150 - Practicum I: Combined OTA/PTA/RTA
- THER 151 - Practicum II: OTA and/or PTA Placement

Year II
Semester III
- THER 201 - Gross Anatomy & Kinesiology
- THER 203 - Psychiatry & Mental Health
- THER 204 - Client Care Principles & Practice: Advanced
- THER 220 - Occupational Therapist Assistant: Principles & Practice II
- THER 230 - Physical Therapist Assistant: Principles & Practice II

Semester IV
- THER 205 - Therapeutic Modalities
- THER 215 - Professional Practice
- THER 221 - Occupational Therapist Assistant: Principles & Practice III
- THER 231 - Physical Therapist Assistant: Principles & Practice III
- THER 260 - Capstone Project

Summer Session - May/June
- THER 250 - Preceptorship I: Occupational or Physical Therapist Assistant
- THER 251 - Preceptorship II: Occupational or Physical Therapist Assistant

Course exemptions for students admitted with an OUC Rehabilitation Assistant certificate: *
- THER 102 - Communication and Group Process
- THER 103 - Disease and Disability
- THER 104 - Client Care Principles & Practice: Introductory
- THER 120 - Occupational Therapist Assistant: Principles & Practice I
- THER 130 - Physical Therapist Assistant: Principles & Practice I
- THER 140 - Recreation Therapy Assistant: Principles & Practice I
- THER 141 - Recreation Therapy Assistant: Principles & Practice II
- THER 150 - Practicum I: Combined OTA/PTA/RTA
- THER 151 - Practicum II: OTA and/or PTA Placement
- THER 250 - Preceptorship I: Occupational or Physical Therapist Assistant

* Students admitted with an Okanagan University College Rehabilitation Assistant Certificate will be required to complete one four-week preceptorship only. The discipline/area of practice of the preceptorship will be determined by the practicum coordinator according to the learning needs of the student based on past work experience, previous practica, and competency needs of the student.
**Students admitted with a Rehabilitation/Therapist Assistant certificate from programs other than OUC may be required to take additional courses and practica based on identified gaps in education and previous work and practicum experience.

Practicum, Extern and Clinical Experiences

Practical experiences are an integral part of the Therapist Assistant program. Practicum sites may be in hospitals, multi-level care facilities, community or private agencies and government institutions. Locations are throughout, and often outside, the Okanagan Valley. Students should be prepared to leave the Okanagan Valley for practica. While every effort will be made to accommodate student's preferences for locations of clinical experiences, Okanagan College reserves the right to determine the appropriateness of any placement. All agencies and institutions serving as practicum sites must be approved by Okanagan College. Okanagan College reserves the right to change a student's practicum

placement. The student has the right to be informed, in writing, of reasons for doing so.

Student Transportation and Accommodation: Students must arrange their own transportation to and from practicum sites. In most cases, a drivers license and access to a reliable vehicle is required. Travel and accommodation expenses are the student's responsibility.

Other Program Information

After Graduation

Graduates will be prepared to work at as entry-level Assistants in the three disciplines of Occupational Therapy, Physiotherapy and Recreation Therapy in a wide variety of healthcare settings throughout B.C. and Canada. There are job opportunities in a wide variety of health care settings including hospitals, rehabilitation centres, multi-level care facilities, community care, community mental health, child development centres, and private practice.

The role of the Therapist Assistant includes the implementation of rehabilitation programs, under the supervision of a therapist, to maintain and enhance functional abilities, independence and quality of life.

When working with clients some examples of duties include:

- Physiotherapist Assistants: joint range of motion, muscle stretching and strengthening, balance and mobility training, and application of thermal modalities such as heat and ice.
- Occupational Therapist Assistant: the use of activities and treatment techniques to develop motor, sensory, cognitive, perceptual and psychosocial skills needed to function as independently as possible.
- Recreational Therapist Assistant: planning and implementation of leisure activity programs to promote physical, social, mental and spiritual well-being.

Assistants are expected to perform support-related duties such as equipment cleaning and maintenance, inventory management, and clerical duties.

Therapist Assistants are expected to demonstrate:

- Effective oral and written communication skills
- Professional behaviours and attitudes reflecting knowledge of the scope of practice and responsibilities
- The ability to listen, comprehend and act, and to show good clinical judgement
- The capacity to critically evaluate one's own skills and abilities, and identify learning needs
- An ability to work with people affected by disability, injury, illness or the affects of aging.

Therapist Assistant students graduate with a broad clinical experience and are flexible members of the interdisciplinary health care team.

Location

Kelowna

Program Length

Four semesters, plus 16 weeks fieldwork; two-year diploma

Textbooks and Supplies

In addition to tuition fees, expect to spend approximately $2,000 for textbooks, a transfer belt, supplies for some assignments, a supportive pair of shoes and two Therapist Assistant golf-shirts (information on purchasing these items will be provided by instructors during the first week of classes). Students are responsible for their own transportation to visit practice settings and for travel to practica and preceptorships.

Trades & Apprenticeship

To find information about Culinary Arts programs, please visit this link.

Trades Foundation Programs

Okanagan College offers the following trades programs: Aircraft Maintenance Engineer, Automotive Collision Repair, Automotive Collision Repair/Painting and Refinishing, Automotive Refinishing, Automotive Service Technician, Carpentry/Joinery, Culinary Arts (certificate and diploma), Heavy Duty and Commercial Transport Mechanic, Recreation Vehicle Service

Technician, Residential Construction, Electrical, Plumbing, Sheet Metal, and Welding. All programs are of an applied nature and prepare students for employment. See the Okanagan College website for more information.

Programs are offered at centres throughout the College region beginning at various times throughout the year. Please see specific programs for more information.

Pre-employment entry-level training programs provide students with the knowledge and skills required for employment in a specific trade. Training courses vary in length according to the demands of the occupation, but are designed to provide new-entry workers with adequate standards of basic skills together with a sound basis of fundamental and related theory. Training programs familiarize students with special occupational requirements in the areas of attitude, safety, work habits, personal and departmental responsibilities. These programs lead to potential apprenticeships.

Students are frequently recruited by business and industry. The instructional staff at Okanagan College together with Human Resources Development Canada (HRDC) assist in suitable student placement (however, the ultimate responsibility for locating employment rests with the student).

Regional Program Offerings: Various trades programs are offered in response to local needs during the year at locations throughout the Okanagan College region. These program offerings are advertised in local newspapers. For more information, see telephone numbers and addresses of Okanagan College centres.

Risks: There are inherent risks associated with these programs and the potential for personal injury that may result from the use of tools and equipment, working in shops, compounds, work sites and participating in work terms and field trips.

Safety Regulations Policy: Students are expected to conform to the safety regulations of the Workers' Compensation Board (this includes the consumption of alcohol and drugs). Failure to observe Workers' Compensation Board safety regulations may result in suspension from the training program. Students in shop courses and other hazardous training areas must purchase boots or shoes with steel toes. Other students should wear shoes with non-skid soles. Students are required to adhere to department policies on the wearing of safety glasses or goggles.

Passing Standards: To conform to the regulations and standards set by outside agencies and licensing boards, some trades programs have specific passing standards which may differ from Okanagan College's standardized grading system. These passing standards or minimum passing grades are clearly stated in each program description.

Entry-Level Training Programs: These programs provide students with basic theoretical and practical knowledge in the various trades listed below and for entry into apprenticeship training. Emphasis is placed on good work habits and safe working practices.

Admission Requirements - Foundation (Pre-Apprenticeship) Training Programs (unless otherwise indicated)

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- Satisfactory standing in basic mathematics and reading tests.

Location: Programs are offered at centres throughout the college region.

Supplies: Students must provide their own steel-toed safety boots, coveralls and/or uniform.

For further information on Foundation (Pre-Apprenticeship) programs visit www.okanagan.bc.ca/trades or contact the Dean's Office at (250) 862-5457 or 1-877-755-2266 ext 5457 or trades@okanagan.bc.ca.

Apprenticeship Programs

B.C.'s apprenticeship system is recognized worldwide for its curriculum and graduates. Okanagan College provides high-quality instruction. Instructors are experts in their trade and continue to follow the provincial curriculum and the National Occupational Analysis for each trade. They combine traditional classroom instruction with practical hands-on experience in well-equipped shops and labs.

Apprenticeship combines paid on-the-job training, work experience and post-secondary classroom instruction. The majority of an apprentice's time (80 percent) is spent learning skills and gaining experience on the job (under the direction of a highly skilled journeyperson.) Approximately 20 percent is spent learning in a classroom setting.

The average apprenticeship program takes four years to complete, but depending on the trade, can range from one to five years in length. Upon completion, an

apprentice is required to write an exam in order to receive his/her Journeyperson designation.

All of the apprenticeship programs taught at Okanagan College lead to Interprovincial (Red Seal) endorsement. This endorsement provides an apprentice with national recognition as a journeyperson in his/her respective trade. For more information on this program visit www.red-seal.ca.

To see programs and start dates, view the Apprenticeship website: www.okanagan.bc.ca/apprenticeship.

How to Apply

To become an apprentice, students must secure employment with an employer and register with the Industry Training Authority (ITA) at 1-866-660-6011 or download an application form from www.itabc.ca. Once registered, apprentices will receive a registration number from ITA. The apprentice can reserve a seat for technical or apprenticeship training at Okanagan College by contacting the Apprenticeship Office. The apprenticeship training programs are offered to registered apprentices as part of the provincial training requirement, which is developed in cooperation with the Ministry of Advanced Education and Labour Market Development and the Industry Training Authority. Inquiries on indentured apprenticeship and programs should be forwarded to the:

Apprenticeship Department: B120E, KLO Campus
Telephone: (250) 762-5445 ext. 4347, 4687 and 4880
Toll-free: 1-800-621-3038
Fax: (250) 862-5469

www.okanagan.bc.ca/apprenticeship

Pat Dandeneau: Manager, Apprenticeship Programs

Tracy Harrison: Assistant to the Manager

Aircraft Maintenance Engineering Department

Aircraft Maintenance Engineer (AME) M-License

This 62-week (approximately 15 months) program is offered in partnership with Northern Lights College (NLC) in Dawson Creek, B.C. The first 48 weeks of training take place at Okanagan College Aerospace Campus in Vernon BC. The final 14 weeks of training take place at Northern Lights College in Dawson Creek. The diploma is conferred by Northern Lights College. All curriculum and entrance requirements at Okanagan College align with the AME program at Northern Lights College.

The program is designed to take a student with little or no previous experience in the aircraft maintenance trade and supply him/her with the necessary skills to seek employment in that industry as an apprentice Aircraft Maintenance Engineer. The curriculum follows Transport Canada's guidelines and upon successful completion of the program, Transport Canada will grant graduates 18 months of experience credits toward the 48-month experience requirement for an Aircraft Maintenance Engineer license. Graduates also receive a diploma in Aircraft Maintenance Engineering from Northern Lights College.

Apprenticeship technical training credit for Levels One through Four will be granted upon successful completion of this program. Apprenticeship practical training credit may also be granted by the employer as a result of prior practical experience.

Training provided is applicable to both rotary wing aircraft (helicopters) and fixed wing aircraft, covering a wide range of subjects with emphasis on practical training. Some of the major subjects taught include aviation law, theory of flight, powerplants (turbine and piston), airframe structures and systems, hydraulics, electrical and avionics systems.

Admission Requirements

The following admission requirements align with the AME admission requirements established by Northern Lights College.

1. Provide British Columbia secondary school transcripts or equivalent with 67 per cent or higher in the following subjects.
    - Grade 11 English or ENGL040;
    - Grade 11 Math (Applications or Principles), or MATH040; and
    - Grade 11 Science (Physics), or equivalent.

2. An applicant who does not have the above academic background is required to write an assessment in Reading Comprehension and Numbers Operations. A minimum grade of

77% is required for Reading Comprehension; 63% is required for Number Operations.

3. Applicants may also use resumes or supporting documentation of other courses completed, or may be required to participate in an assessment interview to determine admissibility. Work experience and transcripts of grades from subjects other than those listed above will also be considered for admission support.

Applicants are advised of the following physical components of the training and should discuss any matters of concern during application:

- apply good study habits due to the 45 per cent theory aspect of the training;
- possess the ability to manipulate small mechanical parts;
- have good vision (colour blindness is not a concern);
- have no serious allergies to petroleum products;
- maintain balance while climbing tall ladders and work stands; and
- be capable of standing on a concrete floor for long periods of time

Program Partnership

For more information on the NLC portion of this partnership program visit Northern Lights College.

Components

Term I: Okanagan College Aerospace campus session, Vernon, B.C.: 48 weeks
Term II: Northern Lights College, Dawson Creek, B.C.: 14 weeks
Theory
AMET 100 - Course Introduction
AMET 101 - Theory of Flight
AMET 102 - Blueprint & Parts
AMET 103 - Aircraft Electricity
AMET 104 - Non-Destructive Inspection
AMET 105 - Tools for Aircraft Maintenance
AMET 106 - Materials & Structures
AMET 107 - Hydraulics
AMET 108 - Regulations & Publications
AMET 109 - Reciprocating Engines
AMET 110 - Reciprocating Engine Components
AMET 111 - Turbine Engines
AMET 112 - Engine Auxiliary Systems
AMET 113 - Propellers
AMET 114 - Aircraft Handling & Inspection
AMET 115 - Aircraft Controls & Rigging
AMET 116 - Fuel & Environmental Systems
AMET 117 - Landing Gear and Dynamic Drive Trains
AMET 118 - Navigation & Communication
AMET 119 - Aircraft Auxiliary Systems
AMET 120 - Troubleshooting & Human Factor
Practical
AMEP 100 - Human Factors in AME Training
AMEP 101 - Practical Use of Hand and Machine Tools
AMEP 102 - Rivet Installation
AMEP 103 - Aluminum Forming, Assembly and Repair
AMEP 104 - Structural Repair
AMEP 105 - Shop Cleanup
AMEP 106A - Electrical Components and Circuits
AMEP 106B - Electrical Installation
AMEP 107 - Engine Maintenance
AMEP 108 - Engine Components
AMEP 109 - Safetying & Hydraulics

Aircraft Maintenance Engineer Category 'S' (Structures)

The program consists of 37 weeks (1110 hours) of full-time studies. Approximately 50 percent of the day is spent on theory discussions in a classroom setting, followed by hands-on practical training in the shops located in OCâ€™s Aerospace Campus at Kelowna International Airport. The program follows a national set of standards and is approved by Transport Canada. Upon successful completion, the graduate will receive an Okanagan College certificate. Transport Canada also grants graduates of this program ten months experience credit towards the 36 month experience requirement. Upon completion of the required total work experience and successful completion of a regulatory exam you will qualify for a Transport Canada AME "S" Licence.

Admission Requirements

- B.C secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- One of: English 11, English 11 First Peoples, an equivalent Advanced Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 83%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent

Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%.
Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics and Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Good colour vision and an interest in mechanics are recommended.

Graduation Requirements

A minimum grade of 70% is required in every course to complete the program.

Attendance:
The attendance policy for the Aircraft Maintenance Engineer Category 'S' (Structures) program differs from other OC programs and is regulated by Transport Canada.
In compliance with Canadian Aviation Regulation Standard 566:
(A) students having missed more than 5 percent of the course through absences, shall not qualify for experience credit from a basic training course;
(C) a student may make up the lost time which is in excess of 5 percent through documented supplementary studies, equivalent to that missed from the original program to qualify for experience credit.

Program Outline

Term 1 (16 weeks)
AMES 100
AMES 101
AMES 102
Term 2 (16 weeks)
AMES 200
AMES 201
AMES 202
Term 3 (5 weeks)
AMES 300

Automotive Collision Repair Department

Automotive Collision Repair/Painting and Refinishing (now offered as Collision Repair Technician Certificate)

Now offered as Collision Repair Technician Certificate.

This 36-week program takes students with little or no previous experience in the automotive collision trade and supplies them with the necessary skills to seek employment in this industry. Instruction in subject matters includes: Automotive Collision Repair, Automotive Refinishing Prep Technician and Automotive Refinishing and Painting Technician, allowing students the opportunity to enter one of three different apprenticeships. The main focus of the program is the development of practical skills. Graduates of this program will receive Industry Training Authority (ITA) credit for Level 1 Apprenticeship technical training for both Auto Collision Repair and Automotive Refinishing Prep Technician. The Automotive Refinishing Prep Technician credential is the prerequisite for the Automotive Refinishing and Paint apprenticeship. Graduates of this program may also be granted practical credit from the Industry Training Authority.

Admissions Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012**: Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathmatics

course or an ABLE mathematics score of at least 50%.

Graduation Requirement

Minimum passing grade per component is 70%.

CLSN 101A - Use Safe Work Practices
CLSN 101B - Use Safe Work Practices
CLSN 102A - Process Technical Information
CLSN 102B - Process Technical Information
CLSN 103A - Tools and Equipment
CLSN 103B - Tools and Equipment
CLSN 104A - Hardware and Trim
CLSN 104B - Hardware and Trim
CLSN 105A - Surface Preparation
CLSN 105B - Surface Preparation
CLSN 106A - Oxy-Acetylene Welding
CLSN 106B - Oxy-Acetylene Welding
CLSN 107A - MIG Welding
CLSN 107B - MIG Welding
CLSN 108A - Sheet Metal Repair
CLSN 108B - Sheet Metal Repair
CLSN 109A - Plastics and Composites
CLSN 109B - Plastics and Components
CLSN 110A - Undercoats
CLSN 110B - Undercoats
CLSN 111A - Topcoats
CLSN 111B - Topcoats
CLSN 112A - Panel Replacement
CLSN 112B - Panel Replacement
CLSN 113A - Mechanical Components
CLSN 113B - Mechanical Components
CLSN 114A - Pre-Delivery
CLSN 114B - Pre-Delivery
CLSN 115A - Preparation for Employment
CLSN 115B - Preparation for Employment

CLSN 116 - Collision Repair Level I Exam
CLSN 117 - Auto Refinishing Prep Lvl I Ex

Program Schedule: September to May and February to October

Textbooks: $300 approximately

Automotive Refinishing Prep Technician

This 22-week entry-level training program has been designed to take a student with little or no previous experience in the automotive refinishing/painting trade and supplies them with the necessary skills to seek employment in this industry. Instruction in all subject matters relating to the Automotive Paint Prep apprenticeship is included. Graduates of this program will receive Industry Training Authority (ITA) credit for Level I Apprenticeship technical training for Automotive Paint Prep Technician. The Automotive Refinishing Prep Technician credential is the prerequisite for the Automotive Refinishing Painter (Automotive Refinishing Technician) apprenticeship. Graduates of this program may also be granted practical credit from the Industry Training Authority.

Admissions Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 10 or an equivalent intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least grade 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum**: One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirement

Minimum passing grade per component is 70%.

AREF 101 - Use Safe Work Practices
AREF 102 - Tools and Equipment
AREF 103 - Surface Preparation
AREF 104 - Sheet Metal Repair
AREF 105 - Plastics and Composites
AREF 106 - Undercoats
AREF 107 - Topcoats
AREF 108 - Spot Repairs
AREF 109 - Pre-Delivery
AREF 110 - Preparation for Employment
AREF 111 - Automotive Refinishing Prep Technician Final Exam

Collision Repair Technician Certificate

This 41-week (1,230 hour) program takes a student with little or no previous experience in the automotive collision repair trade and supplies them with the necessary skills to seek employment in this industry. Instruction in all subject matters relating to Levels 1, 2, and 3 Automotive Collision Repair apprenticeship is included. Graduates of this program will receive Industry Training Authority (ITA) credit for all three levels of Apprenticeship technical training for Automotive Collision Repair. Graduates of this program may also be granted practical credit from the Industry Training Authority. Successful graduates are eligible to write the Inter-Provincial Red-Seal Exam.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: ***Students graduating from secondary school in or prior to 2012:*** Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. ***Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:*** One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics or Pre-Calculus 10, or an equivalent intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirements

Graduates must complete the 38 courses with a minimum passing grade of 70% in each course.

Program Outline

CRTF 101 - Introduction to Collision Repair
CRTF 102 - Safety in the Collision Repair Industry
CRTF 103 - Applied Shop Practices
CRTF 104 - Tools and Equipment
CRTF 105 - Body Structure and Components
CRTF 106 - Fixed and Moveable Glass
CRTF 107 - Cutting and Heating Technologies
CRTF 108 - MIG Welding Steel
CRTF 109 - MIG Welding Aluminum
CRTF 110 - TIG Welding Steel and Aluminum
CRTF 111 - Automotive Sheet Metal Repair Fundamentals
CRTF 112 - Plastic Repair Technologies
CRTF 113 - Composite Plastic Repair Technology
CRTF 114 - Aluminum Repair
CRTF 115 - Aluminum Panel Replacement
CRTF 116 - Surface Preparation
CRTF 117 - Undercoats
CRTF 118 - Topcoats for the Collision Technician
CRTF 119 - Detailing
CRTF 120 - Unibody Panel Replacement and Sectioning
CRTF 121 - Full Frame Replacement and Sectioning
CRTF 122 - Corrosion Protection and NVH Technologies
CRTF 123 - Mechanical Components 1 - Heating/Cooling/HVAC
CRTF 124 - Mechanical Components 2 - Electrical Systems
CRTF 125 - Mechanical Components 3 - Hybrid Vehicle Technology
CRTF 126 - Mechanical Components 4 - Electronic Diagnostics
CRTF 127 - Mechanical Components 5 Restraint Systems
CRTF 128 - Mechanical Components 6 - Braking Systems
CRTF 129 - Mechanical Components 7 - Fuel & Exhaust Systems
CRTF 130 - Mechanical Components 8 - Drivetrain & Mounts
CRTF 131 - Collision Impact Analysis
CRTF 132 - Measuring Collision Damage
CRTF 133 - Anchoring Systems & Principles
CRTF 134 - Structural Pulling and Straightening
CRTF 135 - Advanced Repair & Sectioning Techniques
CRTF 136 - Wheel Alignment & Damage Diagnosis
CRTF 137 - Business Management & Insurance Liasion
CRTF 138 - Preparation for Employment

Motor Vehicle Trades Department

Automotive Service Technician

This seven-month (30-week) program takes students with little or no previous experience in the automotive repair trade and supplies them with the necessary skills to seek employment in this industry as an apprentice mechanic. This program exposes the students to many aspects of servicing and repair in

the automotive repair trade with a focus on developing practical skills. Graduates of this program will receive 450 hours towards Automotive Service Technician Year 1 (AST 1) certification and the opportunity to write the AST 1 Certificate of Qualification exam. The AST 1 Certificate of Qualification and 1500 hours are required to proceed into AST 2.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirement

Minimum passing grade per component is 70%.

Components

ELMC 101A - Describe Safe Work Practices
ELMC 101B - Describe Safe Work Practices
ELMC 102A - Describe Employability Skills
ELMC 102B - Describe Employability Skills
ELMC 103A - Use Tools and Equipment
ELMC 103B - Use Tools and Equipment
ELMC 104A - Demonstrate General Automotive Maintenance
ELMC 104B - Demonstrate General Automotive Maintenance
ELMC 105A - Demonstrate General Automotive Practices
ELMC 105B - Demonstrate General Automotive Practices
ELMC 106A - Service Brakes
ELMC 106B - Service Brakes
ELMC 107A - Service Steering Systems
ELMC 107B - Service Steering Systems
ELMC 108A - Service Suspension Systems
ELMC 108B - Service Suspension Systems
ELMC 109A - Service Electrical/Electronic Systems
ELMC 109B - Service Electrical/Electronic Systems
ELMC 110A - First Level Final Exam

Program Schedule: September to April and February to August (30 weeks)

Textbooks: (subject to change) $369.75 + 5% book tax - approximate

Heavy Mechanical Foundation Certificate

This 38-week (1,140 hours) program provides learners with little or no previous experience in the Heavy Duty Mechanic, Commercial Transport Mechanic, Diesel Engine Mechanic, or Transport Trailer Technician trades with the skills necessary to seek employment in the industry. Instruction in theoretical and practical components of all four trades are included, giving students the opportunity to choose to enter any of the four trades as an apprentice. The program includes a two-week industry work placement. Graduates of this program will receive an Okanagan College program certificate, Level 1 Technical Training credit and 450 work-based training hours towards one of the four trades from the Industry Training Authority.

Admission Requirements

B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.

A minimum of 50% in one of:

- Pre-calculus Grade 11
- Foundations of Mathmatics Grade 11
- Apprenticeship and Workplace Mathematics Grade 11
- Principles of Mathematics 11

- Applications of Mathematics 11
- Essentials of Mathematics 11
- An equivalent Advanced Level Adult Basic Education Mathematics course
- An Okanagan College Grade 11 Mathematics Proficiency Test

Or a minimum of 63% in the ABLE Mathematics test.

Graduation Requirements

HMFP 111 Industry Work Placement students must receive a "Pass" grade. In all other courses minimum passing grade is 70%.

Program Outline

HMFP 101A - Occupational Skills (Theory)
HMFP 101B - Occupational Skills (Practicum)
HMFP 102A - Brakes (Theory)
HMFP 102B - Brakes (Practicum)
HMFP 103A - Hydraulics (Theory)
HMFP 103B - Hydraulics (Practicum)
HMFP 104A - Electrical (Theory)
HMFP 104B - Electrical (Practicum)
HMFP 105A - Frames, Steering, Suspension and Tracks (Theory)
HMFP 105B - Frames, Steering, Suspension and Tracks (Practicum)
HMFP 106A - Trailer (Theory)
HMFP 106B - Trailers (Practicum)
HMFP 107A - Heating, Ventilation and Air Conditioning (Theory)
HMFP 107B - Heating, Ventilation and Air Conditioning (Practicum)
HMFP 108A - Engines and Supporting Systems (Theory)
HMFP 108B - Engines and Supporting Systems (Practicum)
HMFP 109A - Powertrains (Theory)
HMFP 109B - Powertrains (Practicum)
HMFP 110A - Structural Components & Accessories (Theory)
HMFP 110B - Structural Components & Accessories (Practicum)
HMFP 111 - Industry Work Placement
HMFP 112 - Final Exam

Recreation Vehicle Service Technician

This 28-week program has been designed to take a student with little or no previous experience and supply him/her with the necessary skills to seek employment as an apprentice RV Service Technician. The program exposes the student to many aspects of servicing and repair in the RV repair trade with a focus on developing practical skills. Graduates of this program will receive credit for Level 1 Apprenticeship technical training and may also be granted practical credit from the Industry Training Authority.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.

- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirement

Minimum passing grade per component is 70%.

Components

RVTE 101A - TH:Tools & Safety
RVTE 101B - PR:Tools & Safety
RVTE 102A - TH:Exterior Construction
RVTE 102B - PR:Exterior Construction
RVTE 103A - TH:Electrical Systems
RVTE 103B - PR:Electrical Systems
RVTE 104A - TH:Propane Systems
RVTE 104B - PR:Propane Systems
RVTE 105A - TH:Brakes & Undercarriages
RVTE 105B - PR:Brakes & Undercarriages
RVTE 106A - TH:Appliances
RVTE 106B - PR:Appliances
RVTE 107A - TH:Water Systems
RVTE 107B - PR:Water Systems
RVTE 108A - TH:Welding

RVTE 108B - PR:Welding
RVTE 109A - TH:Hitching Systems
RVTE 109B - PR:Hitching Systems
RVTE 110A - TH:Interior Construction
RVTE 110B - PR:Interior Construction
RVTE 111A - TH:Accessories
RVTE 111B - PR:Accessories
RVTE 112A - TH:Computer Skills
RVTE 112B - PR:Computer Skills
RVTE 113A - TH:Hydraulic Systems
RVTE 113B - PR:Hydraulic Systems
RVTE 114A - TH:Leveling Systems
RVTE 114B - PR:Leveling System
RVTE 115A - TH:Slide-out Systems
RVTE 115B - PR:Slide-out systems
RVTE 116A - Prepare for Employment
RVTE 117A - First Level Final Exam

Program Schedule: September to March and February to August (28 weeks)

Material Fees: $150 approximately

Test Fees: $65 approximately

Textbooks and Supplies: Approximately $462.20 plus 5% tax

All prices are subject to change.

Construction Trades Department

Carpentry/Joinery

Students enrolled in the 30-week (900 hours) Carpentry/Joinery program will learn the skills required to seek employment in the trades of carpentry and joinery. They will develop the skills needed to begin working as carpentry or joinery apprentices. Graduates of this program will receive credit for Level 1 Apprenticeship technical training for both Carpentry and Joinery and may also be granted practical credit from the Industry Training Authority.

Admission Requirements

- Graduation from grade 12 (or equivalent) or mature student status (age 19 years of age and out of full-time senior secondary for at least one year prior to the start of classes).
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirement

Minimum passing grade per component is 70%.

Components

ELCJ 101 - Safe Work Practices
ELCJ 102 - Trades Mathematics
ELCJ 103 - Read/Interpret/Sketch/Draw/Specifications
ELCJ 104 - Identify and Use Materials
ELCJ 105 - Use Joinery Tools and Equipment
ELCJ 106 - Construct Cabinets
ELCJ 107 - Use of Carpentry Tools and Equipment
ELCJ 108 - Site Layout, Build Concrete Forms
ELCJ 109 - Frame Floor, Walls and Roof
ELCJ 110 - Joinery First Level Exam
ELCJ 111 - Carpentry First Level Exam

Project Fees: $750 approximately. Students will be expected to pay a material fee for their class project. This fee is approximately $200 to $600.

Residential Construction

This 26-week (900 hours) program provides students with the necessary theoretical and practical knowledge to seek employment as an apprentice carpenter in the construction industry. The program introduces students to all aspects of the trades including the use of hand tools, portable power tools and other equipment used by carpenters. Through the construction of a residential wood-frame project students are given the opportunity to work with a variety of materials used by carpenters including lumber, panel products, concrete, fasteners and hardware. The focus is on developing practical skills

for the construction workplace. Upon successful completion of this program, graduates will receive Level 1 technical training credit and 450 work-based - hours credit towards completion of the Carpenter Level 1 apprenticeship program.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirement

Minimum passing grade per component is 70%.

Components

RCST 01 - Work Safe
RCST 02 - Trades Mathematics
RCST 03 - Drawings & Specifications
RCST 04 - Materials
RCST 05 - Tools and Equipment
RCST 06 - Bldg. Science/Special Const.
RCST 09 - Site Layout, Concrete Forms
RCST 10 - Frame Residential Housing
RCST 11 - Level One Carpentry Final Exam

Program Schedule: February to August (30 weeks)

Textbooks: $680 approximately

Tools: $250 approximately

Carpenter

This 24-week (720 hours) program provides students with the necessary theoretical and practical knowledge to seek entry-level employment as a carpenter apprentice. The main focus on this program is in the development of practical skills. The program introduces students to many aspects of the trade including safety, trades math, material identification, use of tools and equipment, site layout, concrete forms, framing floors, walls and roofs, and interior and exterior details. Graduates of this program will receive Level 1 technical training credit and 450 work-based hours credit toward completion of the Carpenter Level l apprenticeship program from the Industry Training Authority.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirement

Minimum passing grade per component is 70%.

Components

ELCA 101 - Safe Work Practices
ELCA 102 - Trades Mathematics

ELCA 103 - Read/Interpret/Sketch/Draw Specifications
ELCA 104 - Identify and Use Materials
ELCA 105 - Use of Carpentry Tools and Equipment
ELCA 106 - Site Layout, Build Concrete Forms
ELCA 107 - Frame Floors, Walls and Roofs
ELCA 108 - Interior and Exterior Details
ELCA 109 - Carpentry First Level Final Exam

Program Schedule: start times vary (24 weeks)

Studio Woodworking Certificate

The Studio Woodworking Certificate Program is a 35-week (1050 hours) full-time study of woodworking from the craftsperson's perspective. With a primary focus on furniture, the program will offer a range of woodworking skillsets that can be adapted to any of the many disciplines within the Cabinetmaker/Joiner trade. Inasmuch as this program's focus is 'Art' as well as 'Industry', the range of knowledge covered within this program will enable the successful student to acquire meaningful employment in a range of 'studio' or 'custom' environments with confidence, whether self-employed or working for others. Those successful students who wish to continue in a traditional apprenticeship will be granted level one apprenticeship technical training credit in the Cabinetmaker/Joiner trade by the Industry Training Authority in B.C.

The range of topics taught includes a history of the trade, design basics, an understanding of the materials, safe work practices, hand and machine skills, and joinery techniques. They also include more advanced techniques such as design and creating curved parts, veneer, inlay, marquetry and banding. Basic Computer Numeric Control (CNC) machining will be explored. Wood finishing from simple hand rubbed to advanced spray booth techniques will be practiced. Students will also be introduced to portfolio and promotion concepts, including photography of product, and how to interact with clients. Students will design and build a final project from concept to promotion. A public exhibit at the conclusion of the program will spotlight the students' achievements and provide a showcase for their work.

Admission Requirements

- B.C. Secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 10 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirements

Completion of all courses in the program with a minimum grade of 70% in each.

Program Outline

STWW 101 - Safe Work Practices
STWW 102 - Organizational Skills
STWW 103 - Materials
STWW 104 - Hand Tools
STWW 105 - Portable Power Tools
STWW 106 - Woodworking Machines
STWW 107 - Assemble Products
STWW 108 - Apply a Finish
STWW 109 - Specialty Techniques
STWW 110 - Professional Presentation and Portfolio
STWW 111 - Final Exam

Electrical Building Trades Department

Electrician Pre-Apprenticeship

This 24-week program provides students with little or no previous experience in the electrical trade with the necessary skills to seek employment in that industry as an apprentice electrician. The program exposes the student to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the B.C. Ministry of Advanced Education and Labour

Market Development guidelines for the first-year in-class components of the Electrician Apprenticeship, which includes installation procedures in compliance with the Canadian Electrical Code for residential, commercial and industrial systems.

The program may include an additional 12-week co-op work term, however graduation from the program is not contingent on finding work placement and not all sections will be offered with a work term option. Graduates of this program receive credit for Level 1apprenticeship technical training and may also be granted practical credit by the Industry Training Authority.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12, an equivalent Provincial Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 88%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 85%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11 or, Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 85%.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

ELEC 101 - Trades Math
ELEC 102 - Trades Science Concepts
ELEC 103 - Safe Work Practices
ELEC 104 - Rigging & Hoisting Equipment
ELEC 105 - Hand Tools
ELEC 106 - Portable Power Tools
ELEC 107 - Principles of Electricity
ELEC 108 - Electrical Circuits
ELEC 109 - Conductors & Raceways
ELEC 110 - Test Equipment
ELEC 111 - AC Motor Controls
ELEC 112 - Prints & Drawings
ELEC 113 - Canadian Electrical Code
ELEC 114 - Solid State Devices
ELEC 115 - Level One Technical Exam

Location: Kelowna and on a rotating basis in Penticton, Vernon and Salmon Arm

Program Schedule: February to July, February to October, August to January, and September to May (24 weeks)

Textbooks and Supplies: Approximately $691.75 plus 5% book tax, tool kit is approximately $415 (subject to change)

Mechanical Building Trades Department

Plumbing and Piping Trades Certificate

This 25-week (750 hour) program takes a student with little or no previous experience in the piping trades and supplies them with the necessary skills to seek employment in industry as an apprentice Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter or Sprinkler System Installer. The program exposes the students to aspects of residential, commercial and industrial piping systems in these trades with a focus on developing practical skills. The curriculum follows the British Columbia Industry Training Authority guidelines for the first-year in-class components of apprenticeship training for Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter and Sprinkler System Installer, which includes installation, repair and maintenance procedures in compliance with the applicable codes and standards. Upon successful completion of the program, students will receive Level 1 technical training credit toward an apprenticeship in the aforementioned four trades. This gives the successful students the opportunity to experience a number of trades without having to commit to one in particular and, upon completion, have the choice to pursue one or more career paths.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for a minimum of one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirements

Graduates must complete the 5 courses with a minimum passing grade of 70% on each course. Upon successful completion of the program, graduates will receive an OC Certificate of Completion.

PPTF 101 - Use Safe Work Practices
PPTF 102 - Use Tools and Equipment
PPTF 103 - Organize Work
PPTF 104 - Install and Service Piping Systems
PPTF 105 - Technical Exam

Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship Certificate

This 25-week (750 hours) program is designed to take a student with little or no previous experience in the heating, air conditioning and refrigeration industry and supply the student with the necessary skills to seek employment in that industry as an apprentice. It also provides a solid foundation in the fundamentals of installing, servicing, and troubleshooting all aspects of heating, ventilating and airconditioning/refrigeration equipment.

Graduates of this program may receive credit for Level 1 apprenticeship technical training and may also be granted practical credit from the Industry Training Authority. In order to complete the apprenticeship and become a journeyperson, graduates would return to school to complete Level 2 (six weeks), Level 3 (eight weeks) and Level 4 (eight weeks).

The Refrigeration and Air Conditioning Mechanic Apprenticeship program consists of five years of on-the-job experience combined with four levels of in-school technical training in order to be eligible to write the Interprovincial (Red Seal) Examination through the Industry Training Authority.

Good hand/eye coordination and problem solving skills with attention to detail are desirable qualities for individuals pursuing a career in this field.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for a minimum of one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirements

Completion of all courses in the program with a minimum grade of 70% in each.

Components

RACM 100 - Application of Trades Math for the Refrigeration Mechanic Trade
RACM 101 - Safety Techniques
RACM 102 - Welding and Brazing Techniques
RACM 103 - Basic Work Skills
RACM 104 - Application of Drafting Skills
RACM 105 - Use of Tools
RACM 106 - Application of Computers
RACM 107 - Basic Electrical Concepts
RACM 108 - Electrical Wiring Schematics
RACM 109 - Single-Phase Motor Theory
RACM 110 - Piping Practices
RACM 111 - Fundamentals of Refrigeration
RACM 112 - Refrigeration Systems Cycles
RACM 113 - Refrigeration System Components
RACM 114 - Final Exam

Sheet Metal Worker Foundation Certificate

This 20-week (600-hour) program provides students with little or no previous experience in the sheet metal trade with the necessary skills to seek employment in that industry as an apprentice sheet metal worker. Upon successful completion of the program students will receive credit for Level One Technical Training and 350 work-based hours towards completion of Sheet Metal Worker apprenticeship.

The program exposes students to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the Industry Training Authority guidelines for the first-year in-class components of the Sheet Metal Worker Apprenticeship.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

SHMT 110 - Safe Work Practices
SHMT 111 - Tools and Equipment
SHMT 112 - Organize Work
SHMT 113 - Layout and Development Patterns
SHMT 114 - Fabricate Trade-Related Products
SHMT 115 - Install Air Handling Systems
SHMT 116 - Level One Review and Examination

Program Schedule: Start times vary (20 weeks)

Textbooks: $350 approximately

Material Fee: $240

Welding Department

Welder Foundation Certificate

This program prepares the student for employment as a welder in industry. Students will be provided with a thorough knowledge of various metals; a variety of welding processes used in the repair and construction of metal products; a knowledge of blueprint reading, welding symbols and basic sketching; layout and assembly work; oxy-acetylene fusion welding of ferrous and nonferrous metals in all positions, braze welding of ferrous and nonferrous metals, and machine and manual cutting; shielded metal arc welding (SMAW) of plate in all positions, carbon arc cutting and gouging; basic metallurgy - properties of metals, metal identification, heat treatment and the effect of heat on metals; gas metal arc welding (GMAW); flux core arc welding (FCAW); and the operation of wire feed equipment.

Graduates from this program will receive an Industry Training Authority Certificate of Completion, technical training credit for Welder Level 1 and Level 2 and 300 work-based hours once registered as a Welder apprentice.

As welding is a physically demanding trade, students should be physically fit and have good vision, hearing and respiration.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Advanced Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

WELD 100A - TH:Safety (P1)
WELD 100B - PR: Safety (P1)
WELD 101A - TH:Oxy Fuel Cutting (P2)
WELD 101B - PR:Oxy Fuel Cutting (P2)
WELD 102A - TH:Oxy-Acet Weld/Brazing (P3)
WELD 102B - PR:Oxy-Acet Weld/Brazing (P3)
WELD 103A - TH:Shielded Metal Arc Weld(P4)
WELD 103B - PR:Shielded Metal Arc Weld(P4)
WELD 104A - TH:Air Carbon Arc Cutting (P5)
WELD 104B - PR:Air Carbon Arc Cutting (P5)
WELD 105A - TH:Gas Metal Arc Welding (P6)
WELD 105B - PR:Gas Metal Arc Welding (P6)
WELD 106A - TH:Flux Cored Arc Welding (P6)
WELD 106B - PR:Flux Cored Arc Welding (P6)
WELD 107 - RK-1 Material Handling
WELD 108 - RK-2 Blueprint Reading I
WELD 109 - RK-3 Metallurgy I

Program Schedule: New intakes start approximately every seven weeks (28-week duration)

Location: Kelowna and on a rotating basis in Penticton, Vernon and Salmon Arm

Textbooks: Approximately $473. Students must provide their own steel-toed safety boots, welding gloves, helmet, coveralls and additional personal safety equipment Tools are approximately $300. All prices are subject to change.

Welding Upgrading and Test Procedures

These procedures are for those presently or recently employed as welders who wish to improve their techniques, become proficient in special processes, or upgrade existing qualifications under section nine of the code for the American Society of Mechanical Engineers (ASME) and code W-47 under the Canadian Welding Bureau (CWB). Upgraders will be assessed by the Welding department chair who will recommend the length of training. Testing procedures are based on the standards established by the regulatory agencies and will be carried out by the Welding department chair.

Okanagan College is a recognized welder testing agency for the Ministry of Municipal Affairs, Boiler and Pressure Vessel Safety Branch.

Admission Requirements

- Previous welding experience
- Minimum Level "B" welding certification for ASME and PWP tests

Other Program Information

Location: Kelowna

Length: Varies with each individual depending on the time required to achieve desired goals in various welding processes.

Fees: approximately:

SMAW: $250 per week.
GMAW/GTAW/FCAW: $250 per week.

Test Fees: Test fees are subject to change without notice.

- **Challenge test Level "C", "B" or "A":** $150
- **ASME:** $250
- **PWP (Pressure Welding Procedures):** $150
- **Retest:** $50
- **CWB:** $175
- **Each position:** $25
- **Check test:** $25

Additional fees: Booth Rental

How to Apply: applicants must contact the Welding Chairperson at (250) 762-5445 local 4433

Welding Level "A"

This program is designed for registered Level "B" welders. Successful completion of Level "A" with ten months of welding experience will lead to certification as a Level "A" welder.

Admission Requirements

- Level "B" Welding certification.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

WELD 300A - TH:Shield Metal Arc Weld (P11)
WELD 300B - PR:Shield Metal Arc Weld (P11)
WELD 301A - TH:Gas Tungsten Arc Weld (P12)
WELD 301B - PR:Gas Tungsten Arc Weld (P12)
WELD 302 - RK-8 Welding Metallurgy III
WELD 303 - RK-9 Blueprint Reading III

Program Schedule: Various intakes throughout the year. This is a self-paced program and the time required to complete the program may vary for each student (eight (8) weeks approximately).

Location: Kelowna

Textbooks: approximately $30. Students must provide their own steel-toed safety boots, welding gloves, helmets and coveralls.

How to Apply: applicants must contact the Welding Chairperson at (250) 762-5445 ext. 4433.

Welding Level "B"

This program is for registered Level "C" welders. Successful completion of Level "B" with eight months of practical welding experience will lead to certification as a Level "B" welder.

Admission Requirements

- Level "C" Welding certification.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

WELD 200A - TH:Shielded Metal Arc Weld(P7)
WELD 200B - PR:Shielded Metal Arc Weld(P7)
WELD 201A - TH:Gas Metal Arc Welding (P8)
WELD 201B - PR:Gas Metal Arc Welding (P8)
WELD 202A - TH:Fluxed Core Arc Welding(P9)
WELD 202B - PR:Fluxed Core Arc Welding(P9)
WELD 203A - TH:Gas Tungsten Arc Weld (P10)
WELD 203B - PR:Gas Tungsten Arc Weld (p10)
WELD 204 - RK-4 Weld Quality Control and Inspection Procedures
WELD 205 - RK-5 Welding Codes, Standards and Specifications
WELD 206 - RK-6 Blueprint Reading II
WELD 207 - RK-7 Welding MetallurgyII

Program Schedule: Three yearly intakes. This is a self-paced program and the time required to complete the program may vary for each student (16 weeks approximately).

Location: Kelowna

Textbooks: approximately $75. Students must provide their own steel-toed safety boots, welding gloves, helmets and coveralls.

How to Apply: applicants must contact the Welding Chairperson at (250) 762-5445 ext. 4433.

Metal Fabricator (Fitter) Certificate

This 23-week (690-hour) program provides students with the necessary theoretical and practical knowledge for employment opportunities in the metal fabricating and construction industry. Students will learn many aspects of the trade including reading drawings and layout procedures, as well as a variety of fabrication processes required to build products with steel plates and structural steel shapes including shearing, cutting, punching, drilling, forming, fitting and welding. The focus is on developing practical skills for the metal fabrication workplace.

Upon successful completion of the program students will receive Level 1 technical training credit from the Industry Training Authority and 450 work-based hours credit toward completion of the Metal Fabricator (Fitter) apprenticeship program.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Math requirement: **Students graduating from secondary school in or prior to 2012:** Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

MTFB 101A - TH:Safety
MTFB 101B - PR:Safety
MTFB 102 - Trades and Mathematics
MTFB 103A - TH:Hand Tools/Power Equipment
MTFB 103B - PR:Hand Tools/Power Equipment
MTFB 104A - TH:Blueprint Reading/Sketching
MTFB 104B - PR:Blueprint Reading/Sketching
MTFB 105A - TH:Patterns and Templates
MTFB 105B - PR:Patterns and Templates
MTFB 106A - TH:Welding and Cutting
MTFB 106B - PR:Welding and Cutting
MTFB 107A - TH:Material Handling
MTFB 107B - PR:Material Handling
MTFB 108A - TH:Fitting-Plate & Structural
MTFB 108B - PR:Fitting-Plate & Structural
MTFB 109A - TH:Cleaning & Painting
MTFB 109B - PR:Cleaning & Painting
MTFB 110A - TH:Metal Fabrication Projects
MTFB 110B - PR:Metal Fabrication Projects
MTFB 111 - Metal Fabricator (Fitter) Level 1 Apprenticeship Exam

Program Schedule: September to February (23 weeks)

Location: Kelowna

Textbooks: $200 approximately.

Trades Technology Teacher Education

Trades Technology Teacher Education

Okanagan College Trades and Apprenticeship and Engineering Technologies offer a two-year Trades Technology Teacher Education (TTTE) Diploma program. This program trains individuals who are on the path to becoming public school shop teachers. The TTTE program is the first of three components necessary to receive a Bachelor of Education degree and qualify for a BC Professional Teaching Certificate.

The 66-credit TTTE program covers the general applications of trades technology, including health and safety, tools, and shop equipment. In addition, six key trades and technology areas of study are covered: carpentry and joinery, electronics, metal fabrication and machining, industrial design, drafting and design, and automotive technology. These areas correspond with the BC Ministry of Education's Technology Education Integrated Resource Packages (IRPs)

prescribed learning outcomes. The TTTE program also includes six credits of first-year English which is necessary to be eligible for admission to the Secondary Teacher Education program, with a Trades Technology Specialty at UBC Okanagan.

Training Path

The three components in the complete training path to become a Trades Technology Teacher are:

1. Technical studies (66 credits): Completion of this two-year Trades Technology Teacher Education (TTTE) Diploma program at Okanagan College (includes six credits of-first year English courses)
2. Teaching studies (54 credits): Completion of a one-year Secondary Teacher Education program with a Trades Technology Specialty at UBC Okanagan.
3. Academic studies (30 credits): Completion of 30 credits of university courses acceptable to the BC College of Teachers

Students who complete the Technical studies (this TTTE Program) and the Teaching studies (the Secondary Teacher Education program with a Trades Technology Specialty) are eligible for the BC College of Teachers (BCCT) Conditional Teaching Certificate, which allows the student to begin teaching at a public school in the province of B.C. The conditional certificate requires completion of 30 credits of academic studies, within five years, to be eligible for the full BC Professional Teaching Certificate and Bachelor of Education degree.

Admission Requirements

Regular Applicant: A regular applicant will have a B.C. senior secondary graduation or equivalent or will be currently completing grade 12.

- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications) or an equivalent ABE Provincial Level English, or a minimum score 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 60% in one of: Principles of Mathematics 11 or Applications Mathematics 11 or an equivalent Advanced Level ABE Math course.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Apprenticeship and Workplace Mathematics Grade 12, or a minimum of 50% in either Foundations of Mathematics Grade 11 or Pre-calculus Grade 11.

- A minimum grade of 60% in any Science 11 course.

Mature Applicants: Applicants who do not have senior secondary graduation may apply as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year. Mature applicants will be subject to the same academic entrance requirements that apply to regular applicants.

Portfolio

All applicants must submit a portfolio that includes the following:

- a resume

- a letter of intent that outlines the applicant's interest in the TTTE program and explains why he/she should be considered for entry into the program

- a letter of reference addressing the applicant's technical experience and ability

- a letter of reference addressing the applicant's experience and ability working with youth

- an overview of the applicant's practical experience

- transcripts for secondary and/or post-secondary training

Personal Interview

- applicants who meet the academic entrance requirements will be selected on the basis of their portfolio for a personal interview.

- the selection panel members will choose 18 program participants based on the applicant's portfolio and responses to a series of questions in a 20-minute personal interview.

Graduation Requirements

The requirement for receiving the Trades Technology Teacher Education Diploma is completion of 66 credits with a minimum grade average of 65% in the TTTE program.

Program Outline

Semester I
- TTTE 110 - Health and Safety
- TTTE 113 - Hand Tools
- TTTE 114 - Portable Power Tools and Shop Equipment
- TTTE 123 - Stationary Equipment
- TTTE 118 - Drafting
- Three credits of first year English*

Semester II
- TTTE 120 - Life and Work
- TTTE 122 - Basic Electricity and Electronics
- TTTE 115 - Materials Identification and Management
- TTTE 124 - Mechanical Fabrication
- TTTE 126 - Automotive Tires, Brakes and Drivelines
- Three credits of first year English*

Semester III
- TTTE 212 - Advanced Electricity and Electronics
- TTTE 214 - Mechanical Technology and Project Development
- TTTE 216 - Automotive Engine Systems
- TTTE 217 - Oxy-acetylene and Shielded Metal Arc Welding
- TTTE 218 - Robotics

Semester IV
- TTTE 211 - Basic Cabinet Construction
- TTTE 221 - Autobody Basics
- TTTE 222 - Automotive Electronic and Electrical Systems
- TTTE 227 - Gas Metal and Gas Tungsten Arc Welding
- TTTE 228 - Computer Numeric Control Basics

* Two first-year English courses (select from ENGL 100, ENGL 150, ENGL 151, ENGL 153) that are acceptable to the BC College of Teachers are required for a successful completion of this program. A combined average of 65% is required for admission to the Secondary Teacher Education Program at UBC-O.

Credit for PLA (Prior Learning Assessment) may be granted for demonstrated knowledge of skills that are verifiable, current and consistent with programs and courses offered at Okanagan College. Where PLA is granted, it shall be in accordance with Okanagan College policy and procedures.

Trades Interprovincial Refresher Certificates

The Interprovincial Refresher Certificate programs are designed for individuals who have previous work experience in their respective trade and would like to prepare to challenge the Interprovincial exam. Approval from the Industry Training Authority is required prior to admission to these programs. The programs provide both theoretical and hands-on experience along with an on-the-job training component.

Automotive Service Technician Interprovincial Refresher Certificate

This program consists of six months of instruction and a minimum of 300 hours (approximately three months) of on-the-job training and has been designed for automotive service technicians who have trained and worked internationally and wish to upgrade their skills and seek employment in the Canadian automobile service industry. Instruction will focus on subject matter relating to the profession of Automotive Service Technician as set out by the British Columbia Industry Training Authority for all four levels of Apprenticeship. Successful graduates of this program will receive an Automotive Service Technician Interprovincial Refresher Certificate from Okanagan College and will be prepared to write the Interprovincial exam administered by the British Columbia Industry Training Authority.

Admission Requirements

- Applicants must pass an entrance exam that is administered by Okanagan College and be pre-qualified by the British Columbia Industry Training Authority to write the Interprovincial exam that will be offered at the end of the program.
- Applicants must provide written confirmation of pre-qualification from the British Columbia Industry Training Authority.

Graduation Requirements

The Automotive Service Technician Interprovincial Refresher Certificate will be granted upon successful

completion of the 26 program components. Students must receive a pass in their on-the-job training component and complete the other 25 program components with a minimum passing grade of 60% in each component and an overall grade average of 70%.

Components

IPAST 101 - Workplace Safety
IPAST 102 - Employability Skills
IPAST 103 - Tools & Equipment
IPAST 104 - General Automotive Maintenance
IPAST 105 - General Automotive Repair
IPAST 106 - Electrical/Electronic Systems
IPAST 107 - Brake Systems
IPAST 108 - Steering Systems
IPAST 109 - Suspension Systems
IPAST 201 - Electrical Systems
IPAST 202 - Heating, Ventilation and Air Conditioning
IPAST 203 - Gasoline Engines
IPAST 204 - Engine Support Systems
IPAST 205 - Diesel Engine and Fuel Systems
IPAST 301 - Electrical and Electronic Systems
IPAST 302 - Fuel Delivery Systems
IPAST 303 - Electronic Ignition Systems
IPAST 304 - Engine Management Systems
IPAST 305 - Emmission Control Systems
IPAST 401 - Clutch Systems
IPAST 402 - Manual Transmissions
IPAST 403 - Automatic Transmissions
IPAST 404 - Drivelines
IPAST 405 - All-Wheel Drive and Four-Wheel Drive Systems
IPAST 406 - New Driveline Technology
IPAST 500 - On-the-Job Training

Cook Training Interprovincial Refresher Certificate

This eight-month program including a four-month paid work term has been designed for cooks who have trained internationally and wish to upgrade their skills and seek employment in the demanding Canadian food industry. Instruction will focus on subject matter relating to the profession of Cook, as set out by the British Columbia Industry Training Authority, for all three levels of apprenticeship. Successful graduates of this program will receive a Cook Training Interprovincial Refresher Certificate from Okanagan College and will be prepared to write the Interprovincial exam administered by the British Columbia Industry Training Authority.

Admission Requirements

- Applicants must pass an entrance exam that is administered by Okanagan College and be pre-qualified by the British Columbia Industry Training Authority to write the Interprovincial exam that will be offered at the end of the program.
- Applicants must provide written confirmation of pre-qualification from the British Columbia Industry Training Authority.

Graduation Requirements

The Cook Training Interprovincial Refresher Certificate will be granted upon successful completion of the 25 program components. Students must receive a pass in their four-month work term and complete the other 24 program components with a minimum passing grade of 70% in each component.

Components

IPCO 101 - Human Resources Development I
IPCO 102 - Vegetable & Starch Cookery I
IPCO 103 - Meat & Poultry Cookery I
IPCO 104 - Seafood Cookery I
IPCO 105 - Stocks, Soups and Sauces I
IPCO 106 - Meat, Poultry and Seafood Cutting I
IPCO 107 - Garde Manger I
IPCO 108 - Baking, Pastry and Desserts I
IPCO 109 - Basic Food Service and Kitchen Management I
IPCO 110 - Safety, Sanitation and Equipment I
IPCO 111 - Healthcare and Nutrition I
IPCO 112 - Egg & Breakfast Cookery I
IPCO 201 - Human Resource Development II
IPCO 202 - Vegetable & Starch Cookery II
IPCO 203 - Meat & Poultry Cookery II
IPCO 204 - Seafood Cookery II
IPCO 205 - Stocks, Soups and Sauces II
IPCO 206 - Meat, Poultry and Seafood Cutting II
IPCO 207 - Garde Manger II
IPCO 208 - Baking, Pastry and Desserts II
IPCO 209 - Basic Food Service and Kitchen Management II
IPCO 210 - Safety, Sanitation and Equipment II
IPCO 211 - Healthcare and Nutrition II
IPCO 212 - Egg & Breakfast Cookery II
IPCO 300 - Four-month Paid Work Term

International Trades Programs

Business and Trades Certificate for International Students

The Business and Trade Certificate program provides students with the opportunity to develop technical trades skill along with applied business skills and knowledge. This program is designed to broaden employment opportunities including self-employment. As a one-year program, international students will comply with the special provisions for employment related to education. The Business and Trades Certificate will normally take 38-44 weeks to complete depending on the trades certification students choose.

Program Outline

Trades Portion: Students must complete one of the following entry-level training programs:

- Carpentry/Joinery Option: Fall & Winter semesters: 30-week Carpentry/Joinery Program from the Construction Trades Department (followed by Summer Session I & II: Business Portion).
- Residential Construction Option: Fall & Winter semesters: 30-week Residential Construction Program from the Construction Trades Department (followed by Summer Session I & II: Business Portion).
- Electrician Pre-Apprenticeship Option: Winter & Summer semesters: 24-week Electrician Pre-Apprenticeship Program from the Electro Mechanical Building Trades Department (followed by Fall Semester: Business Portion).
- Plumbing Pre-Apprenticeship Option: Fall & Winter semesters: 24-week Plumbing Pre-Apprenticeship Program from the Electro Mechanical Building Trades Department (followed by Summer Session I & II: Business Portion).

Business Portion: Students must complete a minimum of twelve (12) credits in Business Administration courses from the following list:

BUAD 111 - Financial Accounting I
BUAD 116 - Marketing
BUAD 123 - Management Principles
BUAD 128 - Computer Applications I
BUAD 195 - Financial Management
BUAD 209 - Business Law
BUAD 262 - Organizational Behaviour
BUAD 269 - Human Resources Management

Admission Requirements

- B.C. Secondary School graduation or equivalent; or mature student status (at least 19 years of age and out of full-time high school for at least one year prior to the start of classes).
- A minimum grade of 70% in one of: English 12, English 12 First Peoples or TPC 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable); or a minimum score of 30/40 (Level five) on the Language Proficiency Index (LPI).
- Satisfactory standing in basic mathematics and reading tests consistent with the Business Administration Diploma program admission requirements.
- Secondary School graduation can be waived for mature applicants (defined as at least 19 years of age and out of full time high school study for at least one year).
- Consistent with Okanagan College International Student Admission policy, applicants whose first language is not English can meet the admission requirement by submitting documentary evidence of a TOEFL score of at least 550 (paper based), 213 (computer based), or 79 (internet based); a band score of 6.5 on the academic version of IELTS, a score exceeding level 6 on the Okanagan College English Language Assessment (OCELA), or by the other procedures outlined in the Okanagan College Calendar.

Graduation Requirements

Students must complete twelve (12) credits of selected Business Administration courses with a minimum graduating grade average of 60% and must complete the selected Trades program with a minimum passing grade per component of 70%.

Foundational Programs

Foundational programs offer adults the opportunity to acquire skills necessary to competently and independently function in a modern society. Competencies in curriculum areas, such as life skills, mathematics, and communication skills including speaking, reading, writing, and listening are provided, in addition to pre-vocational and academic training.

Regularly scheduled programs are offered by the departments of Adult Academic and Career Preparation (AACP) and Adult Special Education (ASE). Programs are offered at several centres including Kalamalka (Vernon), Kelowna, Penticton, Salmon Arm and Revelstoke. Programs are occasionally offered in Armstrong, Oliver/Osoyoos, and Summerland.

English as a Second Language (ESL) programs are available to domestic and International students and are now being administered by the International Education department.

Adult Academic and Career Preparation Programs

The Adult Academic and Career Preparation department offers courses for adult learners with a wide range of backgrounds and needs for educational upgrading. Courses provide students with basic literacy skills, prerequisites for admission to post-secondary programs, and requirements for the B.C. Adult Graduation Diploma. Support services are available for students with disabilities.

Admission Requirements

- Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.
- Age Requirement: Applicants must: be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.
- All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.
- Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be referred to the Adult Academic and Career Preparation Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.

While no specific academic background is required, students entering some Adult Academic and Career Preparation courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

AACP Mathematics Courses:

Students must have completed the prerequisites within the five years prior to the start date of the AACP mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their Math Skills Indicator (MSI) level. The MSI level is determined by a score on the Adult Basic Learning Examination (ABLE), the Penticton Adult Academic and Career Preparation Mathematics Skills Assessment, or the Basic Algebra Skills Test.

AACP English and Science Courses:

Students may gain admission to the AACP English courses and science courses with an English competency requirement based on a score on the Adult Basic Learning Examination (ABLE) and writing assessment. Interviews may also be conducted to help determine the appropriate level.

Hours of Study: Both day and evening classes may be offered, Monday through Friday. Adult Academic and Career Preparation full-time students are those enrolled in three or more courses, or receiving 15 hours or more of instruction per week, or enrolled in a two-month Spring or Summer semester course requiring 96 hours or more of instruction.

Course Advising: Before registration, prospective students are encouraged to discuss course and program plans with an advisor or instructor from the department. Appointments for course advising can be made by contacting the Advising office at each OC campus.

Semester Length: Semesters vary from four to five months, depending on centre. Summer semesters are two months.

Semester Start Dates:

Kelowna
September, January, May and July

Penticton, Salmon Arm and Revelstoke
September and January

Vernon
September, January and May

Financial Assistance: Financial assistance may be available to students from Human Resources and Skills Development Canada, the B.C. Ministry of Employment and Income Assistance, the Adult Basic Education Student Assistance Program and local Indian bands for First Nation students. Contact the Financial Awards Office for more information.

Adult Basic Education (ABE) Program

The AACP department offers four Adult Basic Education certificate programs:

Fundamental Level Certificate

This level is for students wishing to improve their basic skills or to prepare for the Intermediate Level program.

Intermediate Level Certificate

This level prepares students for the Advanced Level program or for entry into post-secondary programs that have an admission requirement of Grade 10 or equivalent.

Advanced Level Certificate

This level prepares students for the Provincial Level and, with completion of English 012, for entry into many post-secondary programs that have an admission requirement of Grade 12 or equivalent.

Provincial Level Diploma

This is the highest level of the Adult Basic Education program and requires rigorous study. The Provincial Level prepares students for admission to post-secondary programs. The student who completes this level is eligible for a British Columbia Adult Graduation Diploma. Students should consult an Educational Advisor and carefully select their courses if they plan further study at the post-secondary level.

Adult Basic Education (ABE) Program Outline

Fundamental Level Certificate:

Level A:
Two subjects required:
ENGL 050 or ENGL 051/ENGL 052
MATH 051/MATH 052
Level B:
Two subjects required:
ENGL 060 or ENGL 061/ENGL 062
MATH 061/MATH 062

ENGL: English
MATH: Mathematics

Intermediate Level Certificate:

Four subjects required:
ENGL 070 or ENGL 071/ENGL 072
MATH 071/MATH 072 or MATH 071/MATH 073
Plus two (2) of the following:
COST 070
EDCP 070 or EDCP 071/EDCP 072/EDCP 073/EDCP 074/EDCP 075
SCIE 070
SOST 070

COST: Computer Studies
EDCP: Education and Career Planning
ENGL: English
MATH: Mathematics
SCIE: Science
SOST: Social Studies

Advanced Level Certificate:

Four subjects required:
ENGL 080
ENGL 081
ENGL 082
plus one from List A, a minimum of one and a maximum of two from List B, and (if needed) a maximum of one from List C:
List A:
IALG 011
MATH 084/MATH 085 or MATH 084/MATH 086 or MATH 084/MATH 087

MATH 011
List B:
BIOL 011
CHEM 011
COST 011
SCIE 080
PHYS 011
List C:
COMP 011
SOST 011
EDCP 080 or EDCP 081/EDCP 082/EDCP 084/EDCP 083/EDCP 085

BIOL: Biology
COMP: Composition
COST: Computer Studies
CHEM: Chemistry
EDCP: Education and Career Planning
ENGL: English
IALG: Introductory Algebra
MATH: Mathematics
PHYS: Physics
SCIE: General Science
SOST: Social Studies

Adult Graduation Diploma:

Five subjects required:
Advanced Level Mathematics or Higher
ENGL 012
Plus three (3) courses from the following:
BIOL 012
CHEM 012
COSC 012
COST 012
ECON 012
GEOG 012
HIST 012
LAW 012
MATH 012
PHYS 012
SOST 011

BIOL: Biology
CHEM: Chemistry
COSC: Computer Science
COST: Computer Studies
ECON: Economics
ENGL: English
GEOG: Geography
HIST: History
LAW: Law
MATH: Mathematics
PHYS: Physics
SOST: Social Studies

Transfer Credit for Adult Basic Education Courses

The following transfer credit guidelines from the B.C. Ministry of Advanced Education apply toward an Adult Basic Education certificate or diploma.

Fundamental Certificate: At the Fundamental Level, transfer credit will not be given for work completed in the public school system. Transfer credit may be given for courses at the Fundamental level with a 50% grade or better from British Columbia colleges.

Intermediate Certificate: Transfer credit may be given for previous study for up to two courses, with a 50% grade or better, at the Intermediate or Grade 10 level or higher.

Advanced Certificate: Transfer credit may be given for previous study for up to two courses, with a 50% grade or better, at the Advanced or Grade 11 level or higher.

Adult Graduation Diploma: Transfer credit may be given for previous study for courses, with a 50% grade or better in each course, at the Provincial or Grade 12 level or higher.

In addition to the courses listed, transfer credit may be approved for courses chosen from (but not limited to) such programs as entry-level occupational trades training; business administration; office administration; university courses; education and career planning; visual, graphic and performing arts; and appropriate Continuing Studies certificate programs.

Adult Academic and Career Preparation Correspondence Courses

Okanagan College does not currently offer AACP (ABE) Distance Education courses. If you are interested in correspondence, one provider in our area that you can contact is the South Central Interior Distance Education School (see below).

South Central Interior Distance Education School
PO Box 4700,
Merritt, BC V1K 1B8
Tel: 1-800-663-3536

Adult Special Education

Okanagan College offers five certificate programs for adults with special learning needs (personal and social development underlie all aspects of these programs). Two semesters, approximately five months long, are offered each year. Programs are currently offered at the Salmon Arm, Vernon, Kelowna and Penticton centres. Offerings vary from centre to centre as student demand warrants and resources permit.

Courses are scheduled from Monday to Friday, between 8:30 am and 4:30 pm.

Application Procedures: To apply or to receive further information contact the Adult Special Education instructor at any Okanagan College centre.

Admission Requirements

Age Requirement

- Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the secondary school system for at least 12 months, or have a school leaving certificate.
- Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend.
- The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available.
- In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.

Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. All students must:

- Have the ability to learn and participate in a group setting, and
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others, and
- Have an identified cognitive disability.

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment
- Records of previous participation in special or supported programs in a public institution or school
- Educationally specific documentation from a physician or medical specialist
- Referral from Community Living BC
- Recommendation from an instructor in Adult Academic and Career Preparation, another college, or senior secondary school

Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Each of the three Independent Living Skills Certificate Programs have specific reading requirements. The PACE and SAME programs have additional requirements.

Basic Skills Certificate - A

The Basic Skills Certificate - A (BSCA) Program supports Level One students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. The program will be

offered full-time or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will be supported by ASE instructors to develop an Individual Learning Plan that will take two to four years to complete. Students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Admission Requirements

Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.

General Requirements: Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. **All students must:**

- Complete a level one reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a level 2 story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction.
- Have the ability to learn and participate in a group setting
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.
- Have a commitment to learning
- Have an identified cognitive disability

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment
- Records of previous participation in special or supported programs in a public institution or school
- Documentation of disability from a physician or medical specialist
- Referral from Community Living B.C.
- Recommendation from an instructor in AACP, another college, or high school
- Referral from a community agency

Prior Learning Assessment: Students who are accepted into the BSCA Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.

Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.

Graduation Requirements

Completion of six core courses and six courses selected in consultation with the student to form an Individualized Learning Plan. Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%.

Program Outline

Students will be supported by ASE instructors and their parents/caregivers to develop an Individual Learning Plan containing six core courses and six courses selected to meet individual interests and needs. Courses within the BSCA Program are not in a required sequence. Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once. Each course of study will take two to four years to complete unless there are special circumstances and approval of the department to extend the program time. Students may attend full-time (three courses per semester) or part-time. On approval from the department, students may add one additional course per semester. Individual, stand-alone courses will still be available.

Special Circumstances: Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include:

- Lengthy illness - supported by medical documentation
- Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace
- Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance.
- Lack of available courses at the centre

BSCA students must complete:

- Two courses of any combination of LSIN 009 Visual and Verbal Literacy for the Real World and LSIN 010 Basic Academic I: Literacy
- Two courses of LSIN 010A Basic Academic I: Math
- One course of LSIN 020 Human Relations
- One course of LSIN 017 Workplace Awareness I: Literacy

The remaining six courses will be an individualized combination of:

LSIN 010 - Basic Academics I
LSIN 009 - Visual and Verbal Literacy for the Real World
LSIN 010A - Basis Academics I:Mathematics
LSIN 020 - Human Relations
LSIN 017 - Workplace Awareness I
LSIN 012A - Basic Computer Skills A
LSIN 015 - Express Yourself
LSIN 022 - Rights and Responsibilities of an Adult
LSIN 023 - Health and Safety
LSIN 026 - Community Awareness
LSIN 027 - Social Communication
LSIN 030 - Cooking
As of January 2015, this course will be added as an additional elective:
LSIN 037 - History of People with Intellectual Disabilities in BC

Basic Skills Certificate - B

The Basic Skills Certificate - B (BSCB) program supports level two and three students to achieve their educational and personal development goals. This program is for students who wish to work on academic skills and independent living skills. Program content includes courses which focus on literacy and math, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

The program will be offered full-time or part-time to accommodate the needs of students for whom part-time participation is most appropriate. Part-time students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Admission Requirements

Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is

available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.

General Requirements: Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. **All students must:**

- Complete the level two reading assessment (Beginner One Reading Tasks) with a 90% or better in accuracy and 75% or better in comprehension.
- Have the ability to learn and participate in a group setting.
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.
- Have a commitment to learning.
- Have an identified cognitive disability.

To enter directly into level three courses, students must complete the level three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment
- Records of previous participation in special or supported programs in a public institution or school
- Documentation of disability from a physician or medical specialist
- Referral from Community Living B.C.
- Recommendation from an instructor in AACP, another college, or high school
- Referral from a community agency

Prior Learning Assessment: Students who are accepted into the BSCB Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.

Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.

Graduation Requirements

Completion of 10 core courses and two electives (12 courses). Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of a minimum of 70%.

Program Outline

Students must apply for admission to the Advanced Skills Certificate program before the beginning to their final semester of this program. Students have a maximum of two years to complete the Advanced Skills Certificate program.

Core Courses
- LSIN 011B - Basic Academics II: Literacy
- LSIN 013 - Basic Academics III: Literacy
- LSIN 018 - Workplace Awareness II
- LSIN 019 - workplace Awareness III
- LSIN 010A - Basis Academics I:Mathematics
- LSIN 011A - Basic Academics II: Mathematics
- LSIN 020 - Human Relations

Core or Elective
- LSIN 012A - Basic Computer Skills A
- LSIN 034 - Banking, Budgeting and Bill Paying

Electives
- LSIN 012A - Basic Computer Skills A
- LSIN 012B - Basic Computer Skills B
- LSIN 015 - Express Yourself
- LSIN 016 - Writing Your Life
- LSIN 022 - Rights and Responsibilities of an Adult
- LSIN 023 - Health and Safety
- LSIN 024 - Safety and Driver Training

LSIN 026 - Community Awareness
LSIN 027 - Social Communication
LSIN 029 - Consumer Awareness
LSIN 030 - Cooking
LSIN 034 - Banking, Budgeting and Bill Paying
As of January 2015, the following elective will be added:
LSIN 037 - History of People with Intellectual Disabilities in BC

Advanced Skills Certificate

This full-time, two-year program is for students who have successfully completed the Basic Skills Certificate - B (BSCB) program, have demonstrate continued growth in their learning, and are committed to full-time attendance. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the OC community. In the Advanced Skills Certificate (ASC) Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

Admission Requirements

- Successful completion of the BSCB certificate.

Graduation Requirements

Completion of nine core courses and three electives (12 courses). Courses must be completed within a maximum of two years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 60% in each course with an overall minimum average of 75%.

Program Outline

Students are required to complete twelve courses, nine core courses and three electives. Courses within the ASC program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at different centres. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once. Students must attend full-time (three courses per semester). With permission from the department, and as courses are available, students may choose up to four additional electives. Students will have a maximum of two years to complete the ASC Program.

Special Circumstances: Under special circumstances students will be allowed to take longer than two years to complete their program. Circumstances may include:

1. Lengthy illness - supported by medical documentation
2. Lack of available courses

ASC Students must complete:

Three courses of any combination of:
LSIN 011B - Basic Academics II: Literacy
LSIN 013 - Basic Academics III: Literacy
LSIN 016 - Writing Your Life
LSIN 018 - Workplace Awareness II
LSIN 019 - workplace Awareness III
One course of either:
LSIN 018 - Workplace Awareness II
LSIN 019 - workplace Awareness III
Four courses of Basic Academics II: Math
LSIN 011A - Basic Academics II: Mathematics
Up to two (2) courses of Math II (may be replaced by two courses of:
LSIN 034 - Banking, Budgeting and Bill Paying
One course of:
LSIN 020 - Human Relations
As of January 2015, the following elective will be added:
LSIN 037 - History of People with Intellectual Disabilities in BC

Optional Electives

Additional electives will be available at some centres. Students may choose to take up to four optional electives on permission of the department. The department will consider the following:

- If there is space, priority will be given to students who require this course to complete their program.
- If the course content is appropriate for the student at this stage of their learning.
- If the course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.

- If addition of this course does not make contact hours exceed 24 hours per week.

PACE Students

PACE students may use the following six LSPM courses as replacements for the following six ASC courses:

ASC Course	PACE Course
One of Workplace Awareness II or III	LSPM Career Exploration
Two Human Relations courses	LSPM 003 Workplace Interpersonal Skills A and LSPM 004 Workplace Interpersonal Skills B
One Basic Academics II or III	LSPM 001 Strategies for Success A
Two Electives	LSPM 022 Strategies for Success B and LSPM 007 Working World A or LSPM 008 Working World B

Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of two years to complete the ASC Program.

PACE (Preparing for Access to Careers and Education)

This certificate program supports students to achieve their own educational, vocational, and personal development goals. The educational focus is on developing student success skills and, if appropriate, choosing a modified and supported specialty within the SAME Program (Supported Access to Modified Education). The vocational focus is on career awareness and the development of appropriate workplace attitudes, values, and behaviours. All students benefit in a personal development sense through participation in course work which develops communication, assertiveness, stress management, and conflict resolution skills. Students will also participate in career exploration and work experience in the community. The program is offered in one or two years.

Successful completion of this program will prepare students for:

- The SAME program, and inclusive, modified form of a regular Okanagan College program, or
- Competitive entry-level employment, or
- Supported employment

Admission Requirements:

Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the secondary school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the student's achievement of specific educational and behavioural standards outlined in an individual performance contract. All students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria.

Students must:

- Have the ability to learn and participate in a group setting
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.
- Have an identified cognitive disability. Students wishing to progress into the SAME Program must have specific documentation of disability which indicates that the student cannot meet the entry criteria for a regular Okanagan College program and/or cannot be successful in an unmodified form of a regular program, even with support.
- Have the ability to make routine decisions independently

- Have basic literacy skills (Grade four reading and/or listening comprehension)
- Have the ability to use public transportation or have alternate transportation
- Have the desire to explore vocational options
- Be motivated to participate in this program

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment
- Participation in special or supported programs in a public institution or school
- Documentation from a physician or medical specialist
- Referral from Community Living B.C. (CLBC)
- Recommendation from an instructor from AACP, another college or high school
- Referral from a community agency.

In addition, PACE applicants must have one letter of reference commenting on the student's suitability for the PACE Program from a work-related source such as an employment counsellor, a work experience coordinator or teacher, or an employer.

Special Circumstances: Students who lack appropriate documentation may be admitted conditionally at the discretion of the department chair upon consultation with the instructor. In cases of conditional admission, continued registration and attendance is dependent on the student's achievement of specific educational and behavioural standards outlined in an individual performance contract.

A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

Program Outline

Participation Standard - overall average of 50%.

Minimum 50% per course with an overall average of a minimum of 70%.

Successful students at each level are eligible for graduation and will receive the PACE certificate with recognition of Participation, PACE, or SAME standard. Students, who wish to ladder into the SAME program, must meet the standard of the SAME program to be eligible for appropriate inclusive programs. With permission of the department, students may repeat a semester to meet standards.

Semester I
- LSPM 001 - Strategies for Success A
- LSPM 031 - PACE Applied Skills I
- LSPM 005 - Career Exploration

Semester II
- LSPM 003 - Workplace Interpersonal Skills A
- LSPM 007 - Working World A
- LSPM 032 - PACE Applied Skills 2

Semester III
- LSPM 004 - Workplace Interpersonal Skills B
- LSPM 008 - Working World B
- LSPM 033 - PACE Applied Skills 3

Semester IV
- LSPM 006 - Job Search Skills
- LSPM 002 - Strategies for Success B
- LSPM 034 - Pace Applied Skills 4

SAME (Supported Access to Modified Education)

This program enables students with cognitive disabilities, who cannot meet entry criteria for regular Okanagan College programs, to access modified versions of those programs. Students will be supported to develop specific vocational skills in a program that has been modified to meet their learning needs. They will also attend a weekly student support class. Successful students will receive an anecdotal grade and a modified certificate.

Admission Requirements

Students who have completed the PACE program

Students may continue into the SAME program based on successful completion of PACE at the SAME standard (80% average) and recommendation of the ASE instructor and the receiving instructor.

Applicants without PACE Completion

Students may enter directly into the SAME program on the recommendation of the ASE instructor and the receiving instructor provided that they meet the PACE Admission Requirements, have an established record of student success behaviours, have a clear and realistic vocational goal based on prior work experience in a field directly related to the chosen SAME Program, and that space is available. Students who are enrolled in or have completed the PACE Program will be given priority access.

Students wishing to enter the SAME program must have specific documentation of disability which indicates that the student cannot meet the entry criteria for a regular Okanagan College program and/or cannot be successful in an unmodified form of a regular program, even with support. Documentation must include one of the following:

- Psycho-educational assessment
- Educationally specific documentation from a physician or medical specialist

Applicants without PACE Completion must also provide two letters of recommendation, one letter from:

- A previous instructor in ABE or ASE, or from a senior secondary teacher. This recommendation must comment on the student's behaviours and attitudes including:
    - Attendance and punctuality
    - Ability to complete work in an accurate and timely manner
    - Response to criticism
    - Interactions with instructors and peers
    - Strategies for coping with stress.
    - Willingness to participate in class activities and group work.

Another letter from:

- An employment-related agency, advocacy group, employer or workplace supervisor. This recommendation must outline related work experience and comment on:
    - The suitability of the student for the chosen SAME Program based on strengths and abilities demonstrated in the workplace over a period of at least eight weeks.
    - Employability skills such as attendance and punctuality, willingness to work, ability to follow instructions, ability to cope with constructive criticism, and teamwork skills.

Students applying for direct admission into second year must apply eight months prior to the start date of their chosen program.

Employment Connection

LSPM 027 - Employment Connection

Employment Connection will provide individualized and small group community access and employment support for Adult Special Education students in their next environment as they bridge the College ASE program and the workplace. The focus will be practical application of skills taught in the PACE program and/or the SAME program. Students will be supported by individualized support to continue their development of the attitudes, values, and behaviours of successful employees. Students may register in this course for a maximum of three semesters.

Prerequisite or corequisite: completion of or registration in either the PACE or SAME program.

Inclusive Post-Secondary Education Certificate

In this one- to four-year certificate program, students with cognitive disabilities will be supported by the ASE department to identify and access an individualized selection of OC courses or an individualized program based on their interests and goals. Students will be admitted to the OC courses/program upon acceptance by the receiving departments and instructors and will be expected to participate to the best of their ability. Students will also participate in the IPSE Inclusion Support course.

An Inclusion Facilitator will support students to set and review academic and social goals, clarify assignment modifications, and identify goals for participation in student life activities. Facilitators will not provide direct instruction. Facilitators will work with the student to connect with a peer support partner and will help them plan and organize study time and assignment completion. Students will be supported to plan and conduct a job search and will be referred to appropriate employment agencies for summer employment and upon graduation. Students will graduate with an Inclusive Post-Secondary Education Certificate.

Admission Requirements

Students must meet the general ASE Admission requirements.

Students will be accepted into the IPSE program on recommendation of the ASE department provided that:

1. They have successfully completed at least one ASE or AACP course.
2. They are motivated to participate in this program.
3. They have a commitment to learning.
4. The receiving instructors are willing to participate.
5. Participation does not present a safety hazard.
6. The number of students per receiving program is limited to a maximum of one.
7. Resources are sufficient to provide the support services required.

Students must participate in a planning interview with the ASE Instructor and Inclusion Facilitator seven months prior to program start (e.g. February of the year preceding a September entry.)

A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

Graduation Requirements

Students must complete a minimum of one course per semester for the length of their program. Students must also complete one section of IPSE Inclusion Support for each semester they attend.

To be successful, IPSE students must demonstrate successful student values, attitudes and behaviours by:

- Attending classes and scheduled meeting regularly,
- Participating in class activities to the best of their ability, and
- Completing assigned work to the best of their ability.

Successful students will graduate with an Inclusive Post-Secondary Education Certificate. Students will be provided with an OC transcript of courses taken and recommendations from instructors where earned.

Program Outline

Individualization means that each IPSE program will be different depending on the strengths, needs, and goals of the student. At a minimum, a student could take one course per semester plus the Inclusion Support course. The maximum would be a full course load plus the Inclusion Support course. Programs will generally be either one or two years to reflect the normal length of an OC program. Some students may choose OC degree options and in that case four years would be normal. Courses may be repeated if desired by the student and recommended by the instructor to reinforce and consolidate learning. The selected academic options will be complemented by individually chosen Student Life Options: clubs, study partner, learning centre, lunch in cafeteria, student society, fitness, library, social activities, work placement on campus, etc.

One Year Program

Minimum Requirements: One OC course plus one section of Inclusion Support per semester
Maximum Possible: Acceptance into a one-year program and participation in some or all of the program requirements plus one section of Inclusion Support per semester or up to five individually chosen courses per semester plus one section of Inclusion Support per semester.
One course per semester may be an ASE course.
Required ASE course:
IPSE 001 - IPSE Inclusion Support

Two Year Program

Minimum Requirements: One OC course plus one section of Inclusion Support per semester.
Maximum Possible: Acceptance into a two-year program and participation in some or all of the program requirements plus one section of Inclusion Support per semester or up to five individually chosen courses per semester plus one section of Inclusion Support per semester.
One course per semester may be an ASE course.
Required ASE course:
IPSE 001 - IPSE Inclusion Support

English as a Second Language (for Domestic Students)

Please see:

- English as a Second Language
- English for Academic Purposes

Ministry of Education Development Testing Services (GED)

The General Educational Development (GED) Tests are five multiple-choice tests in the areas of language arts writing, language arts reading, social studies, science, and mathematics. The language arts writing test also requires the writing of an essay.

The GED is primarily a reading test that is designed to measure the skills that you would have normally gained through twelve years of formal education: the ability to understand and apply information; to evaluate, analyze, and draw conclusions; and to express ideas and opinions in writing. When you have passed the five tests, you will receive a **British Columbia Secondary School Equivalency Certificate**.

By passing the tests, GED certificate holders demonstrate they possess academic abilities that are equivalent to those of senior secondary graduates. It will show that you have the potential of a secondary school graduate to succeed in further study or job situations; however, specific knowledge (mathematical and scientific formulas, specific literary works, etc.) is not tested. Your results on the GED tests will demonstrate how well you have done compared to the performance of recent secondary school graduates.

The British Columbia Secondary School Equivalency Certificate is not the same as secondary school graduation and cannot be considered as a substitute for it.

The GED Testing Service in Washington, D.C. originally developed the tests but the Canadian version has been adapted to Canadian standards.

GED certificates are awarded in all of the Canadian provinces and territories, except Quebec, and all of the American states and its territories.

Why write the GED Tests?

These tests are intended to help adults who did not graduate from secondary school improve their academic or vocational standing. By successfully completing the GED tests, you will indicate that you have the necessary skills, ability, and determination to pursue a high level of achievement. People write the GED tests for many reasons:

- to qualify for a better job;
- to gain promotion within their own organization;
- to apply for admission to educational and training institutions; and
- for personal satisfaction.

Who accepts the GED Certificate?

In some jurisdictions, GED test scores are accepted as being equivalent to secondary school graduation requirements for the purpose of employment, promotion, and licensing. Some post-secondary institutions also accept GED test scores in place of completed secondary school transcripts for admission purposes.

However, if you plan to use the GED certificate for college/university entrance or for a job application, you should first determine that it will be acceptable and meet the necessary standards or specific prerequisites before you apply to write the GED tests.

Distance Education

Okanagan College offers credit courses by distance education, allowing students throughout the Okanagan College region and beyond to complete courses independently. Credits earned may be applied to Okanagan College degree, diploma and certificate programs.

Okanagan College's usual application, registration and refund policies apply to distance education students.

Visit www.okanagan.bc.ca/distance for a complete list of courses and programs offered through distance education.

If you are looking for information on PNUR 113 which is offered through distance education and

is required for entry into the Practical Nursing program, please check here.

Distance Education
Okanagan College
1000 KLO Road
Kelowna, BC V1Y 4X8
Telephone Kelowna: 250-862-5480
Toll Free within B.C.: 1-888-638-0058

Email: distanceed@okanagan.bc.ca

Summer Session

Okanagan College offers a summer session from May to August. Classes for summer session commence approximately two weeks after the end of the winter semester final exam period. All courses offered are listed in ClassFinder, as well as a separate brochure available in the spring from any Okanagan College centre. This brochure offers details on admission, registration policies and procedures, course offerings, timetable and fees. Additional services available to summer session students are included. This information is also posted on the College website at http://www.okanagan.bc.ca/summer.

Summer session courses are offered on a minimum-enrolment basis and may be cancelled due to low enrolment. Please consult www.okanagan.bc.ca/summer for more information.

Bookkeeping Bridging Certificate (Distance)

The Bookkeeping Bridging Certificate program is designed for students who have already acquired some financial accounting knowledge, and who wish to add to their employable accounting skills. In this program, students will learn two computerized accounting software programs, plus Payroll Administration.

Admission Requirements

BUAD 111 or BUAD 131, or OADO 140 and 141, or OADM 140 or BAC 11 and 12, or Accounting 12 with a minimum grade of 73%.

Graduation Requirements

Students must complete each course with a minimum grade of 70% to receive the certificate.

Program Outline

BACC 241* - Computerized Accounting I
BACC 242* - Computerized Accounting II
BACC 243* - Payroll Administration
* available online

Career Facilitator Certificate (Distance)

The goal of the program is to enable participants to gain a skill base in the following areas: knowledge and understanding of career facilitation theories and their vocational implications; career and life assessments; functional program planning, with a focus on job search and career and life planning; effective placement planning; researching and applying labour market information and knowledge of supports needed for effective career planning. The program consists of seven courses totaling 252 hours of instruction, and is targeted to professionals and para-professionals currently employed in the human and social service fields.

Admission Requirements

- A minimum of three years full-time equivalent related work experience.
- Successful completion of Grade 12 or equivalent (including English 12, English 12 First Peoples, TPC 12 or an equivalent Provincial Level ABE course) plus completion of further post-secondary education (certificate, diploma or degree) in related helping, teaching or social service profession.
- Presentation of at least two references identifying personal suitability for the program.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive the certificate.

Components

LSF 01 - Introduction to Interpersonal Communications
CF 01 - Foundations in Career Facilitation
CF 02 - Career Assessment

CF 03 - Group Facilitation
CF 04 - Professional Development & Labour Market Research
CF 05 - Support Development
CF 06 - Placement & Followup

Community Brain Injury Services Certificate (Distance)

The Community Brain Injury Services Certificate is a 108-hour program that educates students to work in a frontline capacity with individuals with brain injury, their families, and other rehabilitation professionals. The program is designed as a post-certificate or post-diploma program for individuals working in or with a desire to work in the field of brain injury. This program will be of interest to those with training in social sciences or health-related fields such as: psychology, sociology, social work, occupational therapy, education, or nursing, or as a Human Service Worker, Therapist Assistant, Home Support Resident Care Attendant, Health Care Assistant or nursing.

The community brain injury services provider is a critical member of the rehabilitation team and works directly with individuals with brain injury under the direct supervision of the clinical case manager or medical team which may include the physiotherapist, occupational therapist; physician, etc. The service provider is responsible for a wide range of services in the post-acute, community re-integration stage of rehabilitation. This course is designed as a part-time program for practitioners with a desire to improve their clinical skills.

Admission Requirements

- B.C secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- A minimum grade of 60 in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- Evidence of a minimum of certificate or diploma training in a health or social science discipline and a minimum two years (equivalent to full-time) work experience in a related field. Individuals who do not have the relevant certificate or diploma but have been working in a related field for a minimum of three years (equivalent to full-time) may be considered.
- Applicants must complete a criminal record check no more than three months before their date of admission. The form will be mailed to the applicants by Continuing Studies in Kelowna. Applicants with a criminal record who are seeking a pardon are advised that this can be a lengthy process; they should initiate the criminal record check procedure at their local police detachment six months prior to date of admission. Prospective students who have been convicted of a criminal offence may be denied admission.

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive the certificate.

Program Outline

CBI 01 - Understanding Brain Injury
CBI 02 - Professionalism in Community Care
CBI 03 - Program Planning and Rehabilitation Strategies

Green Building Design and Construction Certificate

As the economy and population continue to expand, the design, construction and operation community will face increasing challenges to meet the new demands for facilities that are accessible, secure, healthy, and productive while minimizing their impact on the environment. For the design, construction/renovation, operation, and decommissioning of a facility, there is an important relationship between the indoor and outdoor environments - the building connection.

This 360-hour certificate program gives students the skills and hands on experience to design and create building envelopes with a sustainable focus on the main functions of the design and construction of the building envelope, including solar and thermal control, moisture control, indoor air quality, acoustics, aesthetics, construction waste management and cost effectiveness. All phases of facility life cycle are examined, balancing environmental stewardship with mission and function of the facility.

Admission Requirements

- BC Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year on the first day of classes.
- Educational or work experience background in construction, engineering, architecture, or building design.
- Mathematics: *Students graduating from secondary school in or prior to 2012:* A minimum of 60 in one of: Principles of Mathematics 10 or equivalent Adult Basic Education mathematics, Introductory Mathematics 10, Applications of Mathematics 10; or a minimum of 60 on the ABLE mathematics test administered by Okanagan College. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* a minimum of 60 in either Foundations of Mathematics Grade 10, or Apprenticeship and Workplace Mathematics Grade 10; or a minimum of 60 on the ABLE mathematics test administered by Okanagan College.
- A minimum grade of 60 in one of: English 12, English 12 First Peoples, Technical and Communications (TPC) 12 or an equivalent Provincial Level ABE course; or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.

Graduation Requirements

Students must complete the five courses with a minimum passing grade of 60 in each course. Students must complete this program within 2 years (24 months) to receive the certificate.

Program Outline

GBDC 100 - Building Sciences Basics
GBDC 110 - Concepts and Design Principles
GBDC 120 - Building Concepts
GBDC 125 - Existing Buildings
GBDC 130 - Building Envelope Project

Leading in a Learner Centred Organization Certificate

The Leading in a Learner-Centred Organization Certificate (LLCO) is a 60-hour program. It is accessible to educational coordinators, program chairs, program administrators, managers, executives, and any employee in, or interested in, a leadership role in an educational institution.

LLCO provides educational leaders the opportunity to increase their leadership skills while developing a people-centred philosophy of management. An integrated approach which merges practical training with theoretical learning will be used in the program to assist participants in developing practical leadership skills for use in an educational institution. By the end of the program participants will be able to engage in people-centred consultation and communication, develop effective work groups, engender trust and respect, and promote a culture of intrinsic motivation in an institutional setting. Successful graduates of LLCO will receive an Okanagan College Leadership in a Learner-Centred Organization Certificate.

Admission Requirements

Secondary school graduation or equivalent, or 19 years of age and out of school for one year as of the first day of classes.

Applicants must be individuals who are currently working in a leadership role, or individuals who are moving towards a leadership role in an educational institution. Applicants must submit a letter of introduction describing their background, their current role, and their leadership goals.

Graduation Requirements

The Leadership in a Learner-Centred Organization Certificate will be granted upon successful completion of the six courses in the program. Students must receive a minimum passing grade of 60% in each of the six courses.

LLCO 101 - Leading from a People-centred Perspective
LLCO 102 - Using Strengths to Lead
LLCO 103 - Leading through Coaching
LLCO 104 - Leading Dynamc Teams
LLCO 105 - Using Interpersonal Skills to Lead
LLCO 106 - Leading to Inspire

Learner-Centred Instructor Certificate

The Learner-Centred Instructor Certificate Program (LCIC) is a 60-hour program. It is designed to be accessible for instructors who are currently working in

an educational institution, or individuals with an educational focus who have access to a teaching/training position.

The LCIC program provides new instructors the opportunity to increase their teaching skills while developing a learner centred philosophy of instruction. An integrated approach which merges practical training with theoretical learning will be used in the program to assist students in developing practical instructional skills for use in the classroom. By the end of the program participants will be able to create an engaging learner centred environment, and develop and deliver effective learner centred instructional strategies. Successful graduates of the program will receive an Okanagan College Learner Centred Instructor Certificate.

Admission Requirements

Applicants must be instructors who are currently working in an educational institution, or individuals with an educational focus who have access to a teaching/training position. A minimum grade of 50% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course.

Graduation Requirements

The Learner Centred Instructor Program Certificate will be granted upon successful completion of the six courses in the program. Students must receive a minimum passing grade of 60 in each of the six courses.

Program Outline

LCI 101 - Building a Learner Centred Culture
LCI 102 - Instructional Planning
LCI 103 - Teaching Techniques
LCI 104 - Multi Media and Technology
LCI 105 - Learning Assessment and Course Evaluation
LCI 106 - Instructional Evaluation and Development

Pharmacy Technician Certificate (Distance)

Please see Pharmacy Technician Certificate.

Service and Support in a Learner-Centred Organization Certificate

The Service and Support in a Learner-Centred Organization Certificate (SLCO) is a 60-hour program. It is designed to be accessible for educational support and service workers, or any person who finds themselves working in a supporting role in an educational institution.

The SLCO provides educational support and service employees with the opportunity to enhance their work skills while developing a people-centred philosophy of service. An integrated approach which merges practical training with theoretical learning will be used in the program to assist students in developing practical service skills for use in an educational institution. By the end of the program participants will be able to engage in people-centred communication and effectively see people first rather than labels. They will be adept in responding to people's needs and will be experienced in using plain language to explain complex rules. Participants will be able to recognize conflict, its causes and resolutions, as well as find effective ways to deal with barriers and conflicting demands. Successful graduates will receive an Okanagan College Service and Support in a Learner-Centred Organization Certificate.

Admission Requirements

Applicants must be individuals who are currently working as educational support or service workers, or any person working in a supporting role in an educational institution.

Applicants must submit a letter of introduction describing their background, their current role, and their support and service goals.

Graduation Requirements

The Service and Support in a Learner-Centred Organization Certificate will be granted upon successful completion of the six courses in the program. Students must receive a minimum passing grade of 60% in each of the six courses.

SLCO 101 - Know Yourself
SLCO 102 - Know your Organization
SLCO 103 - Know Your Client

SLCO 104 - Know How to Communicate Effectively
SLCO 105 - Know How to Find Solutions
SLCO 106 - Know Your Team

Continuing Studies

Continuing Studies is responsible for creating and administering courses and programs throughout the Okanagan College region. Annually, more than 22,000 students enrol in Continuing Studies courses at Okanagan College. Courses are administered through the campuses and centres. For further information visit our website at www.okanagan.bc.ca/cs.

Semi-annual Continuing Studies brochures are published at most Continuing Studies centres. These brochures contain information on semester offerings, fees and registration. For copies of current brochures see contact information below.

Programs and Services

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Part-time Vocational Certificate Programs: Continuing Studies offers a wide range of job preparation and job upgrading programs leading to certificates. Programs consist of a minimum of 60 hours of instruction and are usually offered at varying Okanagan College centres. For location, start dates and times, consult your local Continuing Studies brochure, call your local Okanagan College campus, or visit our website www.okanagan.bc.ca/cs. Tuition fees are subject to revision without notice.

Minimum passing grade (part-time vocational certificate programs): 60% unless otherwise stated.

Vocational Short Courses: Offered usually in the evenings or on weekends, these courses are tailored to meet local job market and skill needs. Please check the Okanagan College centre in your area.

General Interest Courses: A variety of non-credit courses in leisure, recreation and hobbies. Each Okanaga College centre offers a variety of courses tailored to meet the needs of the local community. These courses are offered on a cost-recovery basis.

Contract Training: Continuing Studies can provide varied programs of vocational, career and professional development training by contract to companies or organizations. These programs are designed to suit the educational needs of employees, employers or organizations.

Inter-institutional Co-operation: Continuing Studies co-operates with other post-secondary institutions to enhance the range of credit and non-credit courses available to Okanagan residents.

Advanced GIS Certificate

This 500-hour program will introduce students to the essentials of using GIS to create maps and edit and manage GIS data. Students will learn the basics of project management. In addition, more advanced topics such as raster analysis, working with 3D data and network datasets will be covered. Students will also learn how to use GPS technologies to gather data, how to perform GIS analysis, complete an in-depth study of relational databases and how databases are used within a GIS. Students will be required to complete two major projects of their design as well as a directed project of the type they would encounter in an employment situation. A blend of theory and practical application ensures the graduates are prepared to work in various employment situation. A blend of theory and practical application ensures the graduates are prepared to work in various employment opportunities in private industry, consulting, government, First Nations and Mining sectors.

Admission Requirements

B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

A minimum of 60% in MSFD 101 - File and Desktop Management or equivalent experience.

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive the certificate.

Components

CGIS 101 - GIS Essentials
CGIS 102 - GIS Data
CGIS 103 - GIS Project #1
CGIS 104 - GPS
CGIS 105 - GIS Analysis & Automation
CGIS 106 - Relational Databases
CGIS 107 - GIS Project #2
CGIS 108 - Raster Analysis
CGIS 109 - 3D Modeling
CGIS 110 - Geometric Networks
CGIS 111 - Linear Referencing
CGIS 112 - Temporal Data & Animation
CGIS 113 - Map Books
CGIS 114 - Directed Project

American Sign Language (ASL) Certificate

Three certificates in American Sign Language at the Preparatory, Basic and Intermediate levels include a total of 360 hours of instruction, or 120 hours per certificate. They are designed so participants can achieve progressively greater understanding of sign language and proficiency in its use. The programs are intended for hearing people who are working with deaf people in such capacities as parents, professionals, relatives, instructors and interpreters.

The three certificates are part of a standardized and articulated provincial training program in ASL. Students are required to pass a provincial mastery examination to determine their readiness to advance to the next level of training. Students who complete the intermediate level have the option of participating in an employment proficiency interview conducted by an evaluation team in the Greater Vancouver area, and may apply for admission to the ASL Instructor Diploma program offered by Douglas College. The three levels of training may not be available at every Okanagan College centre.

Admission Requirements

- Grade 12 or Advanced Level certificate or GED.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Components

Preparatory Certificate
ASL 11 - Preparatory Level I
ASL 12 - Preparatory Level II
ASL 13 - Preparatory Level III
ASL 14 - Preparatory Level IV
Basic Certificate
ASL 21 - Basic Level I
ASL 22 - Basic Level II
ASL 23 - Basic Level III
ASL 24 - Basic Level IV
Preparatory Certificate
ASL 31 - Intermediate Level I
ASL 32 - Intermediate Level II
ASL 33 - Intermediate Level III
ASL 34 - Intermediate Level IV

Audio Engineering and Music Production Certificate

The Audio Engineering and Music Production certificate is a 730-hour program that trains individuals to work in various technical positions such as recording arts, music, theatre, concerts, broadcasting, video and film. The program develops skills required to operate digital and analog audio recording, programming and processing equipment. The course content provides a foundation in the principles of hearing, sound, music, basic electronics, processing, signal flow, microphone techniques, mixing and mastering, live sound engineering, and reviews current industry standards. Students will gain hands-on experience with industry-standard recording and studio systems, and music and audio experience.

Admission Requirements

- Grade 12 or Advanced Level certificate or GED, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

- A minimum grade of 60% in English 12, English 12 First Peoples or TPC 12 or an equivalent Provincial Level ABE English course, or a minimum score of 24/40 (level four) on the LPI (Language Proficiency Index) test. Note Communications 12 is not acceptable.

- *Students graduating from secondary school in or prior to 2012:* Mathematics 10. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 50% in Apprenticeship and Workplace Mathematics Grade 10, or the equivalent Intermediate Level Adult Basic Education Mathematics course.
- Computer Fundamentals or equivalent (challenge Computer Fundamentals test or computer courses completed in school)

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive the certificate.

Components

AEMP 110 - Introduction to Audio Engineering
AEMP 111 - Hearing and Music
AEMP 112 - Audio Electronics
AEMP 113 - Signal Flow and Processing
AEMP 114 - Microphone Techniques
AEMP 115 - Mixing and Mastering
AEMP 116 - AEMP Industry Standards
AEMP 117 - Live Sound Engineering
AEMP 118 - Analog Processing and Recording
AEMP 119 - MIDI Music Programming
AEMP 120 - Digital Audio Recording
AEMP 121 - Applied Audio Engineering and Production

Autism Spectrum Certificate

This 81-hour program is for persons who work, interact and live with persons with Autism Spectrum Disorder (ASD). Courses will provide a thorough overview of ASD focusing on both theory and practical skills that will be useful for professionals, parents and/or caregivers. Multiple strategies, examples and tips, as well as concrete suggestions and in-depth resource listings that can be used to greatly enhance the quality of interactions with persons with autism in home, educational, daycare, social work or caregiver settings will be presented.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, English 12 First Peoples or Technical & Professional Communications (TPC) 12 or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI). Note: Communications 12 is not acceptable.

Graduation Requirements

Students must complete each course in the program with a minimum passing grade of 70% in each course.

Components

AUSP 111 - An Overview of the Spectrum
AUSP 121 - Every Day on the Autism Spectrum
AUSP 131 - How to Information Share and Provide Good Care
AUSP 141 - Education and the Social Side of Life
AUSP 151 - Making Plans and Finding Facts Across a Person's Lifetime

AutoCAD Skills Certificate

This 160-hour certificate program introduces students to the tools and applications of AutoCAD software. Emphasis will be on learning the concepts and practical uses of the program as well as developing acceptable practices for electronic file management. Concentrating on two-dimensional drafting, this program teaches the use of AutoCAD using examples of drawings from various industries. A hands-on approach emphasizing practical working techniques is applied to exercises and assignments. This program is suitable for individuals with previous background within residential construction, carpentry, drafting or manufacturing who are wishing to advance or expand upon their skills into computer-aided design.

Admission Requirements

- Computer Fundamentals or equivalent. Students will be required to take an assessment test and pass with 60% or better if they have not taken Computer Fundamentals previously.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive the certificate.

Components

AD 001 - Introduction to AutoCAD Skills
AD 002 - Applied AutoCAD Skills
MSFD 101 - File and Desktop Management

Bartending Certificate

This program provides 80 hours of training in the knowledge and skills required to work effectively in a bar or lounge. Bartending knowledge and bar management are taught in the classroom, while bartending skills are introduced in a bar setting. The practicum provides for additional on-the-job experience.

Before receiving the Bartending program certificate, students must present certification that they have completed the mandatory "Serving It Right" server's course. This course is offered occasionally at Okanagan College or it may be taken by correspondence.

Admission Requirements

- Nineteen years of age or older

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive the certificate.

Components

BC 10 - Bartending Knowledge
BC 11 - Bartending Skills
BC 12 - Bartending Practicum

Basic Accounting Certificate

This introductory program is designed for persons seeking entry-level employment in accounting, for those wishing to maintain a set of books for a small business, or for those wanting an understanding of basic accounting principles before studying computer-based accounting systems. The two courses in the program total 66 hours of instruction, and are supplemented by individual assignments requiring the application of material presented in class sessions.

Admission Requirements

- No admission requirements

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive the certificate.

Components

BAC 11 - Introduction to Accounting Level I
BAC 12 - Introduction to Accounting Level II

Bookkeeping Certificate

The 123-hour Bookkeeping Certificate provides students with the knowledge and skills of the complete bookkeeping cycle, from how to set up a company through the full year's business cycle for computerized accounting systems. In this certificate, students will learn a computerized accounting program, apply their knowledge to spreadsheets, plus gain an indepth understanding of payroll administration.

Admission Requirements

- BUAD 111 or OADO 140 and 141 or OADM 140 or BAC 11 and 12 or a minimum grade of 73% in Accounting 12 or equivalent.
- A minimum grade of 60% in Okanagan College's Continuing Studies Computer Fundamentals or the Okanagan College's Continuing Studies Computer Fundamentals challenge test.

Graduation Requirements

Students must complete each course with a minimum grade of 70% to receive the certificate.

BOOK 100 - Spreadsheets for Bookkeeping
BOOK 110 - Payroll Administration
BOOK 120 - Computerized Accounting

Building Service Worker Certificate

This 114-hour Building Service Worker Certificate provides students with the knowledge and practical skills for entry into the building service industry in

custodial work, and upgrading for those who are currently employed in the industry. The program includes thory, demonstrations, and practical skills training in the classroom and in appropriate work areas. Topics include: health and safety regulations, work-place professionalism, and basic and specialized cleaning.

Admission Requirements

- BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, and equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at lease 77%.
- Applicants are required to submit a physician's note confirming good health. Applicants must be capable of engaging in physical activities; including but not restricted to lifting. The medical examination must be undertaken not more than 6 months prior to enrolment in the program.

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive a certificate.

Program Outline

CBSW 100 - Developing Professional Skills
CBSW 110 - Chemistry of Cleaning
CBSW 120 - General Cleaning
CBSW 130 - Carpet and Upholstery Cleaning
CBSW 140 - Complete Floor Care
CBSW 150 - Special Area and Project Cleaning
CBSW 160 - Industrial Kitchen Cleaning

Career Facilitator Certificate

The goal of the program is to enable participants to gain a skill base in the following areas: knowledge and understanding of career facilitation theories and their vocational implications; career and life assessments; functional program planning, with a focus on job search and career and life planning; effective placement planning; researching and applying labour market information and knowledge of supports needed for effective career planning. The program consists of seven courses totaling 252 hours of instruction, and is targeted to professionals and para-professionals currently employed in the human and social service fields.

Admission Requirements

- A minimum of three years full-time equivalent related work experience.
- Successful completion of Grade 12 or equivalent (including English 12, English 12 First Peoples, TPC 12 or an equivalent Provincial Level ABE course) plus completion of further post-secondary education (certificate, diploma or degree) in related helping, teaching or social service profession.
- Presentation of at least two references identifying personal suitability for the program.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive the certificate.

Components

LSF 01 - Introduction to Interpersonal Communications
CF 01 - Foundations in Career Facilitation
CF 02 - Career Assessment
CF 03 - Group Facilitation
CF 04 - Professional Development & Labour Market Research
CF 05 - Support Development
CF 06 - Placement & Followup

Computer Basics for Business Certificate

This program introduces participants to common application programs that are essential in today's workforce and at home. Emphasis will be on learning the concepts and practical uses of the programs as well as developing acceptable practices for electronic file management and the use of the Internet. This program is suitable for anyone wishing to develop entry-level skills, and the foundation needed to advance to other IT programs such as the Computer Proficiency for Business certificate. To be successful in this program, students should be prepared to work

on assignments outside the regular classroom schedule.

Admission Requirements

- Grade 12 or Advanced Level certificate or GED.
- Computer Keyboarding Level I and Computer Fundamentals or equivalent.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

MSFD 101 - File and Desktop Management
MSIN 102 - Internet Fundamentals
MSWP 101 - Word Processing Introduction - Word
MSSS 101 - Spreadsheets Introduction - Excel
MSWP 201 - Word Processing Intermediate - Word

Computer Proficiency for Business Certificate

This program builds on the competencies introduced in the Computer Basics for Business program by focusing on more advanced tasks in the application programs. Coursework will include the integrated use of data within applications, the development of basic web pages, and the use of an electronic presentation management program. Emphasis will be placed on improving productivity and effectiveness while increasing the quality of the work produced by students. To be successful in this program, students should be prepared to work on assignments outside the regular classroom schedule.

Admission Requirements

- Grade 12 or equivalent (Advanced Level certificate or GED).
- Computer Basics for Business or equivalent experience, with a minimum grade of 60% in assessment tests.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

MSWP 301 - Word Processing Advanced - Word
MSSS 201 - Spreadsheets Intermediate - Excel
MSIN 103 - Basic Web Page Development
MSMS 103 - Microsoft Office Integration

Custodial Worker Certificate

This program prepares students for entry into the building service industry in custodial work, and upgrading those who are currently employed in the industry. Divided into four courses (94 hours of instruction), this program is carried out in the classroom and in appropriate work areas. Optional on-the-job work experience of up to two weeks may be arranged at some centres. Although completion of the work experience is not required for the certificate, it is a useful part of training for people seeking employment in the building service industry.

Admission Requirements

- Students are strongly encouraged to take WorkSafeBC Occupational First Aid Level I and Transport Canada Transportation of Dangerous Goods Regulations (TDG) as these certificate courses are a requirement for employment in some positions.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

CW 03 - Floor Care and Maintenance
CW 04 - Carpet Cleaning and Maintenance
CW 05 - Work Experience
CW 06 - Basic Cleaning Procedures
CW 07 - Special Cleaning and Maintenance

Dental Office Administrative Assistant Certificate

This 120-hour program is an introduction to the basic skills necessary for employment as a dental office administrative assistant, including front-desk skills. Students will receive an introduction to dentistry and routine dental procedures, and learn maintenance of patient records, insurance forms, appointment control, and record keeping within a computerized environment. Emphasis is on effective oral and written communication and professionalism in the dental office.

Admission Requirements

- BC Secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- Minimum typing speed of 35 net words per minute.
- Computer Fundamentals or equivalent (students may take a challenge test to access their fundamental skills).
- Documented proof of successful completion of a Cardiopulmonary Resuscitation (CPR) Level C certification

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

DAA 100 - Communication Skills
DAA 101 - Introduction to Dentistry
DAA 102 - Dental Office Procedures and Computers

Education Assistant Certificate

This 447-hour program prepares students to work as Education Assistants in a school setting with an emphasis on working as part of a team. The Education Assistant works under the instructional supervision of classroom teachers and employment supervision of other School and District level staff. Duties include helping to implement the Individualized Education Plan (IEP) that has been developed by the team for individual children with exceptionalities in the areas of: cognitive abilities, physical challenges, severe health issues, behavioural challenges, autism and related disorders.

This program includes both theoretical studies and practical applications in such areas as understanding school curriculum, and developing strong observation and related skills while working with children who have severe challenges. As well, it will encourage the imagination and creative ability of each student in the program.

Graduates of this program are well-prepared to facilitate and support the learning and independence of children who require extra assistance in meeting their educational goals.

Admission Requirements

- BC secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in Computer Fundamentals or equivalent.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

EA 111 - School Organization
EA 112 - An Introduction to Exceptional School Children
EA 113 - Workshop I
EA 114 - Behaviour Management
EA 115 - Implementing and Integrating Curriculum
EA 116 - Technology in Special Education
EA 121 - Issues in Education
EA 122 - Exceptional School Children
EA 123 - Workshop II
EA 124 - Practicum

Esthetician Certificate (now offered as Esthetics and Nail Technology Certificate)

This program is now offered as Esthetics and Nail Technology Certificate.

This 800-hour program gives students the skills and knowledge to seek employment in the field of professional Esthetics. Students will be provided theoretical and practical skills in the key areas of Esthetics including spa level pedicures and manicures, skin analysis, skin care, professionalism and ethics, sanitation, introductory anatomy and physiology, cosmetics, spa relaxation-level massage, facials and body treatments, hard and soft wax hair removal, product knowledge and the business elements of esthetics.

In addition to obtaining Okanagan College certification, students successfully completing the program will have the opportunity to write the Cosmetology Industry Association of British Columbia (CIABC) exam. While in the program students must also hold and maintain in good standing an annual CIABC student membership.

Admission Requirements

- Grade 12 or equivalent (BC Adult Graduation Diploma), or mature student status (at least 19 years of age and out of full-time school for at least one year).

Graduation Requirements

Students must pass each component with a minimum grade of 70% to receive a certificate.

Components

ESTH 101 - Introduction to Esthetics
ESTH 102 - General Sciences
ESTH 103 - The Skin Sciences
ESTH 104 - The Principles of Esthetic Procedures
ESTH 105 - The Business of Skin Care

Esthetics and Nail Technology Certificate

In this 43-week (1,100-hour) program, students gain the skills and knowledge necessary to be successful in the field of professional Esthetics and Nail Technology. Students learn the latest industry techniques for a wide range of treatments including spa level manicures and pedicures, artificial nail enhancements, skin care and facials, waxing essentials, aromatherapy, reflexology, relaxation and hot stone massage, body scrubs and wraps, eye lash and brow tinting and make-up foundations. A blend of theory and practical application ensures the graduates are prepared to work in day spas, destination spas, on a cruise ship, or in their own entrepreneurial venture.

In addition to obtaining Okanagan College certification, students will be prepared for membership with industry associations should they choose to pursue them.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

- A scheduled mandatory meeting with Esthetics and Nail Technology staff to discuss their interest in the industry, to clarify program requirements and to provide counselling on entry into the program.

Graduation Requirements

Students must pass the practicum and achieve a minimum grade of 70 per cent in all other courses of the program.

Program Outline

ESNT 101 - History and Professionalism in

Esthetics
ESNT 102 - Infection Control: Principles and Practice
ESNT 103 - General Esthetic Sciences
ESNT 104 - Nail Structure & Growth: Diseases and Disorders
ESNT 105 - Natural Nail Care: Manicures and Pedicures
ESNT 106 - Artificial Nail Enhancements: Techniques and Procedures
ESNT 107 - The Skin Sciences
ESNT 108 - Product Selection and Ingredients: Making Informed Choices
ESNT 109 - Skin Care and Facials
ESNT 110 - Waxing Essentials
ESNT 111 - Aromatherapy: An Introduction
ESNT 112 - Reflexology for the Esthetician
ESNT 113 - Relaxation Massage and Hot Stone Therapy
ESNT 114 - Body Scrubs and Body Wraps
ESNT 115 - Introduction to Advanced Esthetics
ESNT 116 - Eyelash and Brow Tinting
ESNT 117 - Make-Up Foundations
ESNT 118 - Business Skills, Retailing and Career Skills
ESNT 119 - Practical Skills
ESNT 120 - Advanced Practical Skills
ESNT 121 - Practicum

Floral Design Certificate

This 150-hour certificate program prepares students to work as floral designers and to upgrade the abilities and skills of those currently working in the field. Emphasis is on retail floristry including small businesses and franchise retail outlets. Program content concentrates on the basic principles of plant care, floral design, and floral arrangements for special events. Students will be eligible to write the Basic Florist Skills accreditation examination with Flowers Canada, after successfully completing this program along with six months of practical experience in a retail florist business.

Admission Requirements

Successful completion of Grade 10 or equivalent.

Program Outline

FD 01 - Basic Plant Care Principles
FD 02 - Principles of Floral Design
FD 03 - Basic Floral Arrangements
FD 04 - Designing Funeral Arrangements
FD 05 - Designing Wedding Arrangements
FD 06 - Floral Marketing

Golf Course Maintenance Certificate

This program prepares students for employment as golf course maintenance workers, or upgrades those already in the field. The four courses totaling 92 hours of instruction in basic botany, soils, turf grass and trees. The use of appropriate maintenance equipment is included.

The WorkSafeBC Occupational First Aid Level I course must be completed before the certificate will be awarded.

Admission Requirements

- No admission requirements.

Components

HT 11 - Botany and Soil Science
GCM 21 - Trees and Turfgrasses
GCM 22 - The Golf Course
GCM 23 - Golf Course Trees and Their Care

Healthcare Services Certificate

This program is currently under review.

An introduction to healthcare work focusing on skills required for entry-level positions in the areas of linen services, nutrition services and housekeeping in hospitals and other healthcare facilities. The program consists of 138 hours of instruction and practicum.

Hearing Assistant Certificate

This 246-hour certificate program prepares paraprofessionals to work in the school and preschool settings with children who are deaf or hard-of-hearing. This program introduces students to various communication options, such as American Sign Language or Conceptually Accurate Signed English, builds a fundamental knowledge of language and speech development and technology, including cochlear implants, as it applies to deaf or hard-of-hearing children, and further expands upon skills necessary to work with deaf or hard-of-hearing children in a classroom or pre-school setting. Students are expected to have a background as an Education Assistant, Early Childhood Educator, Human Service Worker or other relevant post-secondary education.

Admission Requirements

- Applicants must have graduated from an Education Assistant program, a Human Service Work diploma or Early Childhood Education diploma, or a relevant education program. Applicants who have graduated from one of the above listed programs more than seven years ago must currently be working in a relevant position.
- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- Computer Fundamentals or equivalent. Students will be required to take an assessment test and pass with 60% or better if they have not taken Computer Fundamentals previously.
- A minimum grade of 67% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12, or an equivalent Provincial Level Adult Basic Education English course, or completion of the Language Proficiency Index (LPI) with a minimum score of 26/40 (Level 4).
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 67% in Essentials of Math 11, or equivalent, or successful completion of Principles of Math 11, or an equivalent Advanced Level Adult Basic Education Mathematics course. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 67% in one of Pre-calculus Grade 11 or an equivalent Advanced Level Adult Basic Education Mathematics course.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

Students must pass each component with a minimum grade of 60% to receive a certificate.

Components

HEA 100 - Introduction to Audiology
HEA 120 - Social and Emotional Development of Children with a Hearing Loss
HEA 130 - Hearing Loss in Children with Developmental Issues
HEA 140 - Introduction to Sign Language Level I
HEA 150 - Introduction to Sign Language Level II
HEA 160 - Working as a Language Facilitator
HEA 170 - Final Project*

* Final Project is not a practicum.

Home Inspection Certificate

This 355-hour certificate program combines classroom instruction with field training and will enable students to develop the skills and knowledge required to perform comprehensive visual inspections of a house and its systems and prepare professional reports of the findings.

Successful students will learn how to review a house as a system and how one component of a house might affect the operability or lifespan of another. Students will learn to determine the components of a house that are not performing properly or where repairs may be needed as well as components that are beyond their useful life or are unsafe.

Graduates will learn to inspect key inspection points in residential plumbing systems, evaluate possible electrical problems, inspect gas, oil, and electric heating and cooling systems, and inspect physical conditions of the structure. A hands-on approach emphasizing practical working techniques, appropriate communication skills and report writing, professional practice, and safety will be emphasized and applied to exercises and assignments.

Upon successful completion of this program, students will be prepared to write membership exams for the Canadian Association of Home and Property Inspectors (CAHPI) (BC) (an accreditation process leading toward the Registered Home Inspector (RHI) designation); and the National Association of Certified Home Inspectors (NACHI). Experience in the residential housing industry will be an asset to students entering the program.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age or older and out of full-time school for at least one year prior to the start of the program.

- English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course, or a Language Proficiency Index (LPI) score of 24/40 or better (Level four) or TPC (Technical and Professional Communications) 12.
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 60% in Mathematics 10 or an equivalent Intermediate Level ABE Mathematics course or ABLE exam with a minimum score of 26/40.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Foundations of Mathematics & Pre-calculus Grade 10 or Apprenticeship and Workplace Mathematics Grade 10, or an equivalent Intermediate Level Adult Basic Education mathematics course. Foundations of Mathematics & Pre-calculus Grade 10 is preferred.
- Computer Fundamentals or equivalent. Students will be required to take an assessment test and pass with 60% or better if they have not taken Computer Fundamentals previously.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

HINS 101 - Building Science
HINS 102 - Safety
HINS 103 - Defect Recognition
HINS 104 - Home Inspection - The Interior
HINS 105 - Home Inspection - The Exterior
HINS 106 - Professional Practice - Ethics and Law
HINS 107 - Communications and Reporting
HINS 108 - BC Building Code: Building Envelope, Health & Safety, Green Buildings
HINS 109 - Practical Inspections

Interior Decorating Certificate

This 162-hour program provides students with comprehensive training in interior decorating and planning for residential and commercial environments. Students will learn to analyze, develop, coordinate and implement interior decorating plans with style and confidence. This program may lead to entry-level positions in retail sales or interior decorating.

Admission Requirements

- Grade 12 or equivalent, or mature student status (at least 19 years of age and out of full-time senior secondary study for at least one year), or completion of the GED, or the Adult Basic Education Advanced Level certificate.

Graduation Requirements

Students must pass each component with a minimum grade of 60% to receive a certificate.

Components

IND 01 - Introduction to Interior Decorating
IND 02 - Working With Floor Plans
IND 03 - Perspective Drawing
IND 04 - Drawing and Colour Rendering
IND 05 - Using Colour in Your Home
IND 06 - Fabrics and Furnishings
IND 07 - Lighting, Accessories and Art
IND 08 - Materials for Surface Finishes
IND 09 - The Final Project

Introduction to Office Administration Certificate

Combining computer and non-computer courses, this program will offer basic business and administrative skills training. This program is designed to prepare students for modern entry-level administrative positions, or to upgrade the skills of individuals who are already employed in an administrative capacity. Coursework will include technology training and basic office accounting, both manual and computer-based.

Admission Requirements

- Minimum grade 10 or equivalent (ABE Intermediate level)

- Computer Keyboarding Level I or a minimum of 20 net words per minute
- Computer Fundamentals

Graduation Requirements

Students must pass each component with a minimum grade of 60% to receive a certificate.

Components

OA 90 - Communication Skills
OA 92 - Basic Office Procedures
OA 98 - Basic Supervisory Skills
OA 93 - Business Math
OA 94 - Basic Accounting
OA 99 - Simply Accounting for Windows
MSWP 101 - Word Processing Introduction - Word
MSWP 201 - Word Processing Intermediate - Word
MSSS 101 - Spreadsheets Introduction - Excel

Introductory Silviculture - Nursery Production Certificate

This program is currently under review.

This 60-hour introduction to the silviculture nursery trade covers horticulture terminology and theory; information on disease and pest management; plant nutrition; soils and soilless media; crop management; production timelines and greenhouse equipment and management. Examples and studies are from the Okanagan region.

Landscape Horticulture Certificate

The landscape industry has seen increased consumer demand for professional landscape services. This 120-hour program provides the core skills required for employment in this growing industry, as well as upgrading for those currently involved with the various phases of landscape horticulture. Persons with responsibilities for administering landscape construction or maintenance contracts will also find the program beneficial. The Landscape Horticulture Certificate program also provides a solid foundation for individuals interested in pursuing advanced studies in specialized horticulture disciplines such as turf grass maintenance, landscape design, and nursery propagation.

Admission Requirements

- No admission requirements.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

HT 11 - Botany and Soil Science
HT 12 - Plant Identification
HT 13 - Landscape Construction
HT 14 - Landscape Maintenance

Life Skills Facilitator Certificate

The overall goal of this program is to enable participants to acquire the theoretical knowledge in interpersonal communications, work with groups, learn instructional techniques and life skills. Graduates of this program will have successfully demonstrated the ability to facilitate and monitor group processes, and to guide others to utilize effective communication, decision making and problem solving techniques. The program will be of interest to professionals and para-professionals currently employed in the human and social service fields.

Admission Requirements

- Successful completion of Grade 12 or equivalent (including English 12, English 12 First Peoples, or Technical and Professional Communications 12) plus further post-secondary education (certificate, diploma or degree) in a related helping or social service profession
- Minimum three years related work experience
- Submission of two professional references (forms are available from the Continuing Studies offices)
- Submission of a detailed resume including education and work experience
- Submission of personal statement of rationale for program participation

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

- Participation in a selection interview

Graduation Requirements

Students must pass each component with a minimum grade of 60% to receive a certificate.

Components

LSF 01 - Introduction to Interpersonal Communications
LSF 02 - Group Skills
LSF 03 - Career and Employment Counselling
LSF 04 - Instructional Techniques
LSF 05 - Introduction to Life Skills Programming
LSF 06 - Life Skills Facilitation Techniques
LSF 11 - Practicum

Leadership Skills Certificate

The Leadership Skills Certificate is a 90-hour program that trains individuals in effective leadership skills. The course content provides a foundation in the principles of leadership, the development of high performance teams and performance management. Learners will gain practical skills that they can immediately apply in their workplace.

Admission Requirements

- No admission requirements.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

LSC 111 - Approaching Leadership
LSC 112 - Building High Performance Teams
LSC 113 - Managing for Performance

Medical Device Reprocessing Technician Certificate

The 814-hour Medical Device Reprocessing Technician Certificate provides students with the knowledge and practical skills required for a career as a Medical Device Reprocessing Technician (MDRT).

The program includes theory, demonstrations, practical skill training in the classroom, and a 400-hour supervised practicum at accredited facilities. Topics include: decontamination, cleaning, processing, assembly, sterilization, storage, and distribution of surgical instruments and medical devices within a quality assurance framework. Students will learn and demonstrate the handling and packaging of over 100 basic surgical instruments.

Graduates of the Okanagan College Medical Device Reprocessing Technician Certificate are qualified to write the Canadian Standards Association Certified Medical Device Reprocessing Technician Personnel certification exam as well as an international certifying agency exam, the International Association of Healthcare Central Service Material management (IAHCSMM).

Practicum Experiences

Practicum experiences are an integral component of this program. Locations are throughout the province. Okanagan College will assign the placement. While every effort will be made to accommodate a student's preference for locations of practicum experiences, Okanagan College reserves the right to determine the appropriateness of any placement. All agencies and institutions serving as practicum sites must be approved by Okanagan College. Okanagan College reserves the right to change a student's practicum placement. The student has the right to be informed in writing of the reasons for a change in placement.

Practicum host sites may require students to work all shifts and therefore, students must plan to make the necessary time adjustments with daycare, part-time employment or other commitments.

Students must arrange for their own transportation to and from practicum sites. Travel and accommodation

expenses associated with practicum experiences are entirely the student's responsibility. Attendance at practicum sites is mandatory.

A student may be denied a practicum if their preparatory work is deemed unsatisfactory or if their participation in a practicum puts the receiving agency or its clients at unreasonable risk. A student may be required to withdraw from a practicum on the basis of poor performance or poor attendance in a practicum setting, or if the state of her/his health impairs ability to perform competently or poses a potential risk to the practicum host or its clients.

A student may be suspended from a practicum site if her/his behaviour contravenes that of the established code of conduct for the site or if her/his behaviour is deemed to compromise the normal functioning of the practicum site.

Admission Requirements

- B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- A minimum grade of 60% in Computer Fundamentals or equivalent (a minimum grade of 60% in the Okanagan College's Continuing Studies Computer Fundamentals challenge test.)
- CPR Level C no more than 12 months before admission
- One of Occupational First Aid Level 1 or Standard First Aid no more than 12 months before admission
- Applicants must undergo a medical screening to determine any pre-existing medical conditions that could be compromised by working in this field.
- Evidence of an Ishihara colour test that indicates no colour blindness.
- Up-to-date Immunization Record based on vaccinations listed below (prior to starting MEDR 119 - Practicum). Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.
    - **Tetanus and Diphtheria Toxoid (Td)** - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
    - **Measles Vaccine** - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as a Measles Mumps (MMR) vaccine.
    - **Polio Vaccine** - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.
    - **Rubella Vaccine** - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.
    - **Hepatitis B Vaccine** - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
    - **Varicella Vaccine** - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.
    - **Influenza (Flu) Immunization** - Annual influenza immunization is recommended.
- Evidence of a negative tuberculin skin test (no more than 6 months before admission).
- A vaccination for Hepatitis B (completed prior to starting MEDR 119 - Practicum)
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants

with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to submit the letter by the deadline will result in a cancellation of the applicant's admission application.

- Applicants must attend an orientation session.

Graduation Requirements

Students must pass the practicum and attain a minimum grade of 70% in all other courses in the program.

Components

MEDR 110 - Anatomy and Physiology
MEDR 111 - Human Workplace Relations
MEDR 112 - Introduction to Medical Terminology
MEDR 113 - Microbiology and Infection Control Concepts
MEDR 114 - Decontamination Procedures and Recommended Practices
MEDR 115 - Packaging Instruments and Patient Care Equipment
MEDR 116 - Sterilization Concepts and Techniques
MEDR 117 - Quality Assurance and Introduction to Surgical Instrumentation
MEDR 118 - MEDR Workshop
MEDR 119 - Practicum

Medical Laboratory Assistant Certificate

This program is not currently offered.

As a member of the healthcare team, medical laboratory assistants provide support in the field of laboratory medicine by performing tasks at the pre-analytical level in public, private, and hospital laboratories, and other clinical environments such as community clinics, residential care facilities, research, forensic, pharmaceutical, and industrial laboratories.

The Medical Laboratory Assistant program will provide students with a six-month program of study, including a clinical practicum of a minimum of 150 hours in a Canadian laboratory. The program is based on the competencies set forth by the Canadian Society for Medical Laboratory Science (CSMLS) and the British Columbia Society of Laboratory Science (BCSLS) in order to fulfill the certification requirements of a medical laboratory assistant.

The program outlines the role of the medical laboratory assistant and introduces the disciplines of laboratory science. The program includes components on safety, confidentiality, ethics, quality assurance, clinical math and lab equipment. The curriculum includes a solid foundation of introductory study in anatomy and physiology and medical laboratory terminology. Students will learn principles, theories and practices in the areas of blood and body fluid collection, pre-analytical specimen preparation, processing and transportation of dangerous goods (TDG). Cardiology and electrocardiogram (ECG) studies are also included in this program.

Integrated throughout the program, students will develop skills for general employability and academic success including information literacy, written and oral communication, numeric and computer skills, critical and creative thinking, leadership and interpersonal skills, and professional skills. The educational program provides the theory necessary to develop the knowledge base of the student in laboratory medicine. The clinical practicum provides opportunity for the student to develop the skills necessary to perform the various duties expected of a medical laboratory assistant in the healthcare setting.

Graduates may register as members of the national body, the Canadian Society for Medical Laboratory Science (CSMLS), and provincially with the British Columbia Society of Laboratory Science (BCSLS). Please note that application for these industry credentials is made to external agencies that may require students to complete additional written examinations and/or practical competency evaluations and to pay additional fees.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples or Technical & Professional Communications (TPC) 12 or an equivalent Provincial Level Adult Basic Education English, or a minimum score of

24/40 (Level four) on the Language Proficiency Index (LPI). Note: Communications 12 is not acceptable.
- A minimum grade of 67% in Biology 12 or an equivalent Provincial Level Adult Basic Education Biology course which includes human anatomy and physiology.
- A minimum grade of 60% in one of: Applications of Mathematics 11, Applications of Mathematics 12, an equivalent Advanced Level Adult Basic Education Mathematics course, or the Okanagan College Mathematics Competency Test for healthcare programs.
- Passing grade (60%) on Computer Fundamentals Test.
- Typing speed of at least 40 net words per minute.
- Medical Examination: Applicants are required to submit a physicianâ€™s report confirming good health. The medical exam must be undertaken not more than twelve months prior to enrolment in the program. Applicants must be capable of engaging in physical activities, including but not restricted to: repeated bending, manual dexterity and fine motor skills, stamina and endurance to keep up to an active schedule, and responding to emergency situations.
- Tuberculin Test: Applicants must submit evidence of a negative tuberculin test taken no more than six months prior to the start of the program or evidence of an appropriate follow-up in the event of a positive test result.
- Ishihara Test: Applicants must submit evidence they have completed an Ishihara test with no indication of colour blindness.
- Hepatitis B vaccination prior to entering the practicum.
- Evidence of influenza immunization for the current influenza season prior to entering the practicum.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Attendance at an Orientation Session.
- Failure to submit all required documentation by a specified deadline may result in denial of admission.

Recommended:

- Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course
- Previous related experience/training in a healthcare setting
- A caring and professional approach to people
- Freedom from latex allergies and dermatitis
- Attention to detail, the ability to work quickly and accurately under pressure in a team setting
- Several computer-based assignments are included throughout the program. Students should be comfortable using computers before entering the program.

Graduation Requirements

The Medical Laboratory Assistant Certificate is granted upon successful completion of the courses listed below. The practicum is graded as a pass or fail. The minimum passing grade is 70% in all other courses.

Program Outline

MLA 101 Introduction to Medical Laboratory Science (80 hours)
MLA 102 Professional Practices of the Medical Laboratory (80 hours)
MLA 103 Pre-analytical Procedures - Theory (120 hours)
MLA 104 Pre-Analytical Procedures - Laboratory (120 hours)
MLA 105 Electrocardiology for the Medical Laboratory Assistant (100 hours)
MLA 106 Clinical Practicum (150 hours)

Medical Office Assistant Certificate

This 254-hour program prepares students for employment in reception, clerical or assisting positions in medically-oriented facilities such as hospitals and doctors' offices. Students will acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses, obtain a good understanding on the use of computers in the business environment, perform computerized medical billing, and apply medical office

guidelines and standards. Students will also learn to understand and adhere to medical/legal aspects.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course or a minimum score of 24/40 (Level four) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- Standard First Aid and CPR Level C.
- Keyboarding speed of 40 net wpm.

Graduation Requirements

Students must complete the five core courses with a minimum passing grade of 70% on each course and receive a pass on MOA 03 (Medical Office Observation).

Components

MOA 01 - Medical Terminology
MOA 02 - Medical Office Procedures
MOA 03 - Medical Office Observation
MOA 104 - Medical Office Practice Management Systems
MSCW 110 - Computers in the Workplace
MOA 06 - Medical and Surgical Transcription

Nail Technician Certificate (now offered as Esthetics and Nail Technology Certificate)

This program is now offered as Esthetics and Nail Technology Certificate.

This 400-hour program introduces students to the latest nail enhancement procedures and products; general sciences; disinfection and sterilization techniques; business practices and allows hands-on practice to develop their skills. Under the guidance of a professional, students will learn the techniques needed for entry into this industry.

In addition to obtaining Okanagan College certification, students successfully completing the program will have the opportunity to write the Cosmetology Industry Association of British Columbia (CIABC) exam. While in the program students must also hold and maintain in good standing an annual CIABC student membership.

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status (19 years of age and out of full-time secondary school for at least one year prior to the start of the program)

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

NATE 101 - Introduction to Nail Technologies
NATE 102 - General Sciences
NATE 103 - Nail Care
NATE 104 - Business Skills

Nursing Unit Assistant Certificate

This 424-hour program prepares students to work in a nursing unit, usually in a hospital setting. The Nursing Unit Assistant is a key member of the hospital healthcare team and has frequent contact with nursing and medical staff. Nursing Unit Assistants should be able to: communicate effectively with patients, visitors and other members of the healthcare team; understand the organization, structure and function of the various departments in a hospital; function effectively in a fast-paced environment; process physicians' orders; perform clerical duties related to the hospital nursing unit and patient records; identify, pronounce and spell the names of commonly used drugs; perform clerical duties related to the overall care of patients; perform standard receptionist duties; and have a knowledge of and the ability to work within a general code of ethics.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course or a minimum score of 24/40 (Level four) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- A minimum grade of 60% in Computer Fundamentals or equivalent as approved by the department head.
- Successful completion of a Standard First Aid and CPR Level C course no more than 12 months before admission. Document proof required.
- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive.)
- Keyboarding speed of 50 net wpm.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

Students must complete the ten core courses with a minimum passing grade of 60% on each course and receive a pass on NUC 21 (Practicum).

Components

MOA 01 - Medical Terminology
NUC 01 - Communication Skills for Nursing Unit Clerks
NUC 02 - Patient Chart Records
NUC 03 - Admissions, Transfers, and Discharge
NUC 04 - Pharmacology I
NUC 05 - Processing Medication Orders
NUC 06 - Processing Laboratory Orders I
NUC 07 - Processing Laboratory Orders II
NUC 08 - Processing Diagnostic Orders
NUC 09 - Processing Surgical and Treatment Orders
NUC 21 - Practicum

Palliative Care Certificate

This 60-hour certificate program follows provincial curriculum which provides participants with enhanced knowledge and skills to care for individuals (and their support persons) who are experiencing dying, death and bereavement, and to function effectively as part of a palliative-care team.

Admission Requirements

- Participants should have an educational background in a health or human service discipline, and be working as a home support attendant, resident care attendant, or licensed practical nurse providing palliative care for people residing in their own homes or care facilities. The program would be of interest to clergy or hospice society volunteers.

Graduation Requirement

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

PAL 01 - Understanding Palliative Care
PAL 02 - Caring for the Terminally Ill

Production and Inventory Management Certificate

This program allows students to develop specialized technical knowledge and expertise in the latest

production and inventory management techniques and trends, including production planning, material and capacity requirements planning, manufacturing excellence, Just-in-Time, and systems and technologies. With this increased expertise, students will enhance their ability to predict outcomes accurately and apply actions that achieve results and lead to improved productivity and increased competitiveness. The program is directed toward those who desire an in-depth understanding of production and inventory management.

This certificate program prepares students to write exams associated with the internationally recognized CPIM professional designation. CPIM (Certified in Production and Inventory Management) is a program of APICS, the Educational Society for Resource Management.

This certificate is divided into five complementary curriculum modules. Certification in production and inventory management confirms the understanding of design, operation, and control of systems for the manufacture and distribution of products and services.

Admission Requirements

- No admission requirements.

Graduation Requirements

Total required course hours: 192 (excludes APICS exam).

Students must pass each course with a minimum grade of 65% to receive a certificate.

Components

PIM 07 - Basics of Supply Chain Management
PIM 27 - Master Planning of Resources
PIM 28 - Detailed Scheduling and Planning
PIM 29 - Execution and Control of Operations
PIM 30 - Strategic Management of Resources

Project Management Certificate

The intermediate-level 138-hour Okanagan College Project Management Certificate provides students with project management knowledge, strategies and tools that can be applied in the workplace. Offered in a blended learning format that provides a flexible and interactive learning environment, the certificate is designed for project managers at all levels. Project management skills are required in most work environments and project managers can be found in a variety of fields, including government, construction, health, education, information technology, oil and gas, the non-profit sector and business. Program students will learn and demonstrate effective techniques to immediately improve project performance.

Using an applied project scenario, students will use project management tools and techniques to manage a project through the initiation, planning, execution, monitoring, controlling and closing phases. The integrated approach of theory and practical application will address project scope, managing stakeholders, defining project milestones, creating project budgets, critical path analysis, verifying project changes using a change control process to manage issues as they arise, project reporting, and developing a transition plan. Learners will use project management software tools to develop a comprehensive project schedule, define the project's critical path, monitor the project's progress and report any variances to the baseline plan.

Graduates of the Project Management Certificate are qualified to write the Certified Associate in Project Management (CAPM) exam as part of the Project Management Institute (PMI) certification process.

Admission Requirements

- B.C. Secondary School graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index) test. Note: Communications 12 is not acceptable.
- A minimum grade of 50% in one of: Foundations of Mathematics and Pre-Calculus Grade 10, or in both Adult Basic Education MATH 071 and MATH 072.
- Excel Level One or successful completion of Excel Level One online assessment.
- For applicants whose first language is not English, a TOEFL score of at least 550 (paper-based), 213 (computer-based) or 79 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS is required. (Applicants who have successfully completed a diploma or degree from an accredited institution at which English is the

language of instruction may submit their academic transcript for review by Okanagan College. Subject to verification, this diploma or degree may be used to meet the English requirement for admission to Okanagan College.

Graduation Requirements

Students must pass all courses with a minimum grade of 70% in each to receive the certificate

Components

PRM 111 - Introduction to Project Management
PRM 112 - Initiating a Project
PRM 113 - Project Time and Cost Management
PRM 114 - Planning the Management of a Project
PRM 115 - Project Execution and Leadership
PRM 116 - Monitoring, Controlling and Closing a Project
PRM 117 - Capstone Project

Residential Building Drafting Technician Certificate

This 168-hour certificate program builds upon knowledge of AutoCAD for work in the field of building design. Students will gain general knowledge of the building design process for residential projects, beginning with the initial client meeting to the creation of final working drawings. Coursework provides students with a basic understanding of working drawing components, residential and property design, an introduction to construction theory, and building code and local building bylaw requirements. Topics include site plan, room layout, floor plans, roof design, joist layouts, foundations, plumbing layout, electrical standards, section details, and elevations. Upon successful completion, students will be able to design and create basic working drawings for a single-family residential dwelling. Experience in the construction and/or building design industry is an asset for students entering the program.

Admission Requirements

- AutoCAD Skills certificate or equivalent experience
- Completion of Grade 12 or equivalent, Advanced Level Certificate or GED or mature student status (19 years of age or older and out of full-time secondary school for at least one year prior to the start of the program).
- *Students graduating from secondary school in or prior to 2012:* A minimum grade of 60% in Mathematics 10 or an equivalent Intermediate Level ABE Mathematics course or ABLE exam with a minimum score of 26/40.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Foundations of Mathematics & Pre-calculus Grade 10 or Apprenticeship and Workplace Mathematics Grade 10, or the equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE exam with a minimum score of 26/40. Foundations of Mathematics & Pre-Calculus Grade 10 is preferred

Graduation Requirement

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

BDA 01 - AutoCAD Upgrade
RBDT 100 - Residential Blueprint Reading
RBDT 110 - Residential Site Plans
RBDT 120 - Building and Construction Theory
RBDT 130 - Working Drawing Package
RBDT 140 - Residential Building Design
RBDT 150 - Blueprint Design - Final Project

Simply Accounting Certificate

Many small and medium-sized businesses use microcomputers for accounting. This program trains students in the popular Simply Accounting integrated accounting software used to maintain general ledger, accounts receivable, accounts payable and payroll records.

Admission Requirements

These requirements can be satisfied by completing the appropriate courses or by the satisfactory completion of a skills test.

- Prior course work or experience in manual bookkeeping systems.
- Basic keyboarding skills.

- Computer Fundamentals or equivalent. Applicants will be required to complete a Computer Fundamentals skills test.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

MSAC 105 - Simply Accounting for Windows - Introduction
MSAC 201 - Simply Accounting for Windows - Intermediate
MSSS 101 - Spreadsheets Introduction - Excel

Special Needs Worker Certificate

The Special Needs Worker Certificate is designed to train individuals who support children and adults with disabilities in the community. This 375-hour program includes a 70-hour practicum at approved facilities. To meet the demands of the work and to provide quality support and services, graduates must have a strong foundation of knowledge, skills and abilities including an understanding of the values, attitudes and beliefs of community living.

Emphasis is placed on understanding and practicing the community living philosophy and utilizing a person-centred approach. Graduates of this program will be prepared to practice professionally as part of a team in entry-level positions in homes, workplaces, educational, recreational and social settings.

Admission Requirement

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index) test.
- Occupational First Aid Level I and CPR Level C certification (no more than 12 months prior to admission.)
- FOODSAFE certification
- Evidence of a negative tuberculin skin test (no more than six months prior to admission)
- Up-to-date Immunization Record based on vaccination listed below. Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, practicum sites may require practicum students to have this immunization. If you choose not to complete this recommended immunization, it may limit your choices of a practicum site.
  Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

Students must pass the practivum and attain a minimum grade of 60% in all other courses in the program.

Components

SNW 110 - Foundations of Community Living
SNW 111 - Health, Safety and Wellness
SNW 112 - Interpersonal Skills for the Human Services Professional
SNW 113 - Human Development/Lifespan Development
SNW 114 - Individualized Supports and Services
SNW 115 - Professional Practice in the Human Services
SNW 116 - Relationship Development with and for People with Disabilities
SNW 117 - SNW Workshops
SNW 118 - Practicum

Staffing Services Clerk Certificate

The Staffing Services Clerk certificate is designed for students who have no prior scheduling experience and includes 132 hours theory and a 100-hour practicum. Students will learn how to manage staffing in hospitals and community health environments. Students will also learn how to use computerized staffing systems, and will gain a basic understanding of collective agreements, healthcare-industry standards, staffing services procedures, and workplace relations skills.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, English 12 First Peoples, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- Keyboarding speed of at least 45 net wpm.
- Applicants must complete, no more than three months before their date of admission, a criminal record check. Students should only initiate their criminal record check when instructed by the Admissions office. Prospective students who have been convicted of a criminal offense may be denied admission. Please Note: applicants who have a criminal record and are seeking a pardon are advised that this can be a lengthy process and they should initiate the pardon procedure six months prior to date of admission. Failure to submit all required documentation by the specified deadline may result in denial of admission.

Graduation Requirements

Students must pass the practicum and attain a minimum grade of 70% in all other courses in the program.

Components

SPD 22 -
STSC 110 - Workplace Relations
STSC 120 - Workplace Skills
STSC 130 - Environment for Scheduling Personnel
STSC 140 - Practicum

Teaching English as a Second Language Certificate

This 140-hour certificate program conists of six core modules and the choice of a supervised practicum or a project. The program is designed to meet the needs of future English as a Second Language (ESL) teachers who are looking to work with adult learners of ESL both overseas and within Canada. The program is comprehensive in education theory and methodology and provides a hands-on approach to learning various second-language-teaching strategies. It also offers training in language principles and patterns, and addresses the application of this knowledge to the teaching of language skills, grammar, vocabulary, and pronunciation.

Admission Requirements

B.C. secondary school graduation or equivalent.

Applicants who do not hold an undergraduate degree must submit documentation of one of the following:

- English 12 or English 12 First Peoples with a minimum grade of 70%,
- Technical and Professional Communications 12 with a minimum grade of 70%, or an equivalent Provincial Level ABE English course, or
- completion of the Language Proficiency Index (LPI) exam with a minimum score of Level 5.

Applicants who are non-native speakers of English must also submit documentation of one of the following:

- TOEFL score of at least 550 (paper based) or 213 (computer based), or a band score of 6.5 on academic version of IELTS,

- a score exceeding level six on the Okanagan College English Language Assessment (OCELA),
- a minimum grade of 70% in each of ESLE 060, ESLW 061, and ESLR 062, or
- a transcript showing completion of an English literature or composition course at a recognized university or college in Canada with minimum grade of 60%.

Graduation Requirements

Students must complete the six core courses with a minimum passing grade of 60% on each course and receive a pass on the practicum or project courses.

Components

TESL 151 - Teaching English as a Second Language
TESL 141 - Cross-Cultural Communication
TESL 123 - Language Skills Development: Reading and Writing
TESL 132 - Language Skills Development: Speaking and Listening
TESL 114 - Teaching Pronunciation and Vocabulary
TESL 115 - Teaching Grammar
TESL 116 - Supervised Practicum
TESL 117 - Project

Viticulture Certificate (see Food, Wine and Tourism)

Please see Viticulture Certificate.

Wine Sales Certificate (see Food, Wine and Tourism)

Please see Wine Sales Certificate.

Winery Assistant Certificate (see Food, Wine and Tourism)

Please see Winery Assistant Certificate.

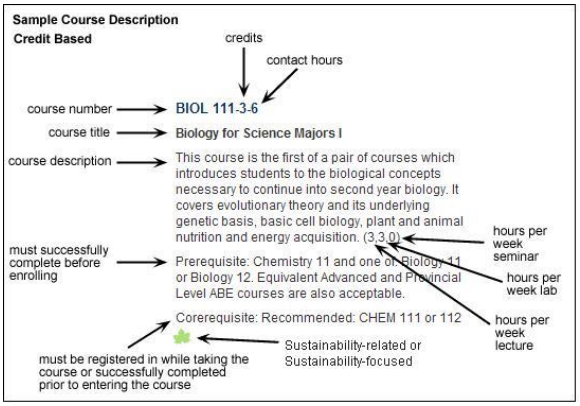
Xeriscape Certificate

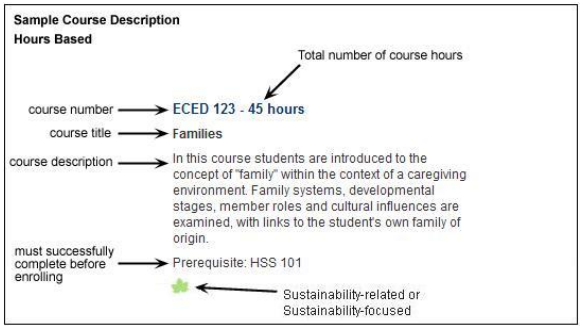
This program is currently under review.

This waterwise gardening course provides an opportunity to explore a different approach to planting and landscaping. Xeriscaping is an increasingly important and healthy alternative to standard landscaping that focuses on achieving harmony with the environment by minimizing the use of water. With the potential onset of permanent water shortages, it is important to redesign gardens to minimize water use while maximizing pleasure. This 60-hour program deals with the principles and practices of waterwise gardening.

COURSE DESCRIPTIONS

Not all centres offer all courses listed in the calendar and courses may vary each semester. Contact your local Okanagan College campus for up-to-date course offerings.





Definitions for understanding course descriptions

Concurrent Registration: Compulsory registration for credit (audit registration is specifically precluded) in two or more courses at the same time even though one or more of the courses may have been previously successfully completed.

Corequisite: A course required to be taken at the same time as another course (audit registration is precluded) unless the course has been successfully completed before.

Prerequisite: A course that must be successfully completed before registration in a given course. Courses without a prerequisite statement indicate that no prerequisite is required for enrolment.

Second-year Standing: Second-year standing requires successful completion of a minimum of 24 credits at the 100 level or above.

Third-year Standing: Students will be granted third-year standing after completing 48 credits towards a diploma or degree program.

Fourth-year Standing: Students will be granted fourth-year standing after completing 78 credits towards a degree program.

Prerequisite Waiver: Students who wish to have the course prerequisite waived, as indicated in this calendar, must receive permission from the department offering the course. A prerequisite waiver form must be signed by the department and forwarded to the Registrar's Office.

Credit: A credit is an assigned unit of value granted for successful completion of a course, which are used for diploma, and degree graduation requirements and/or transfer credit to another institution.

Elective: A course freely chosen from a restricted list of all Okanagan College courses, which is used to fulfill credit requirements in addition to the courses specified in the program outline.

First-year Student (associate degree and diploma programs): A student who meets the admission requirements for a specific program; has applied and been formally admitted to that program; is registered in one or more courses which are identified as constituting the first-year requirements of that particular program; and has completed fewer than 80% of the credits or hours toward the first-year requirements of that program.

Second-year Student (associate degree and diploma programs): A student who meets the entrance requirements for a specific program; has applied and been formally admitted to that program; is registered in one or more of the courses which are identified as constituting the first-year or second-year requirements of that particular program; and has completed 80% or more of the credits or hours towards the first-year requirements of that program.

Full Course Load: For degree programs (years one to four), 15 credits per semester. For diploma and vocational programs, all courses listed in the program outline in this calendar on a semester basis.

Full-time Enrolment:

- Associate of Arts or Associate of Science: nine credits

- Adult Academic and Career Preparation: three or more courses or 15 hours of instruction per week.
- International Education: one ESL course
- Business Administration diploma program: four or more courses
- Business Administration certificate programs: four or more courses
- Civil Engineering Technology: five or more courses
- Computer Information Systems: four or more courses
- Electronic Engineering Technology: five or more courses
- Water Engineering Technology: five or more courses

This definition is for statistical and registration purposes only. Financial Aid recipients must comply with definitions required by Federal and Provincial guidelines.

Part-time Enrolment: Enrolment in any number of courses that is less than that indicated under the definition for Full-time Enrolment.

Registered Student: A registered student is one who has completed the admission and registration procedure and who has paid or made appropriate arrangements to pay the required fees.

Transfer Credit: Credit given by an institution for work successfully completed at a different institution.

University Transfer: Credit programs of study, generally arts and science courses, which are transferable toward degree programs at Okanagan College and other institutions.

Letter of Permission: A document issued by a dean which permits an Okanagan College student to take one or more courses at another institution to be used for credit toward an Okanagan College degree or diploma.

Transferability of Okanagan College courses: Students planning on transferring Okanagan College courses to another institution are encouraged to check the calendar of the institution to which they plan to transfer to determine the amount of transfer credit permitted in any chosen program.

Students should visit the online transfer guide at http://www.bctransferguide.ca/ for complete transfer information.

Sustainabilty and Courses at Okanagan College

Sustainability â€œincorporates economic and social change to protect the natural systems of the planet, so that current and future generations may maintain or improve their quality of life.â€•

Sustainability definition, Okanagan College Strategic Plan 2010-2015

Sustainability-focused courses either concentrate on the concept of sustainability, including its social, economic, and environmental dimensions, or examine an issue or topic using sustainability as a lens.

Sustainability-related courses incorporate sustainability as a distinct course component or module or concentrate on a single sustainability principle or issue.

Anthropology

Prerequisites may be waived by the Anthropology department. See prerequisite waiver.

ANTH 103-3-3
Introduction to Archaeology
An introduction to the theory and methods of studying humans through the recovery, analysis, and interpretation of their material remains. (3,0,0)

Also offered by Distance Education

ANTH 111-3-3
Introduction to Biological Anthropology
An examination of the place of humans in nature. Topics include human genetics, biologically determined variation in contemporary populations, human growth and development, comparative primatology, human evolution and human disease. (3,0,0)

ANTH 121-3-3
Introduction to Cultural Anthropology
Topics include the history of anthropology, problems in anthropological fieldwork and the definition of culture. The social, economic, political and religious systems of non-industrial societies will be presented, with examples from around the world. (3,0,0)

Also offered by Distance Education

ANTH 170-3-3
Introduction to Linguistic Anthropology
This course is an exploration of human

communication, both verbal and non-verbal. The structure, cognitive role, and social functions of the spoken languages of the world will be emphasized. (3,0,0)

ANTH 180-3-3
Communicating Across Cultures
This course provides an applied approach to improving cross-cultural interactions. It is useful to students in human services, health, business, and education who require cross-cultural competence. This course also provides International students with a supportive atmosphere and interactive opportunity to share their cultural and linguistic knowledge. (3,0,0)

ANTH 203-3-3
Archaeological Interpretation
The investigation, reconstruction, and interpretation of the archaeological record is explored, focusing on middle range theory. The use of analogy, ethnoarchaeology, and experimental archaeology will be addressed. This is a practical, 'hands-on' course, and the class will work through examples of the types of problems that archaeologists face in the field and lab. (3,0,0)

Prerequisites:
- ANTH 103

ANTH 211-3-3
Native People: North America
This course is designed to provide an ethnographic and ethnohistoric study of North American native peoples, with primary reference to Canada. Prehistoric lifeways of indigenous inhabitants including a survey of the people and cultures found in North America at the time of contact are examined. Technology, art, religion and social organization will be emphasized. A short discussion of contact and acculturation as well as current native issues will be presented. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 212-3-3
Native People: BC Coast
This course is an introduction to the Native cultures of the BC coast. Topics to be discussed include prehistory, language, subsistence and settlement patterns, material culture, social organization, religion, ceremonialism and traditional art forms. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 213-3-3
Women in Cross-cultural Perspective
This course includes an exploration of topics from anthropology focusing on explanations, in current and historical perspective, for variations in the situation of women. This course is also offered as WMST 213. Students with credit for WMST 213 cannot take ANTH 213 for further credit. (3,0,0)

Prerequisites:
- ANTH 121 or WMST 100

ANTH 214-3-3
The Family in Cross-cultural Perspective
This course provides a cross-cultural comparison of family and kinship to give students an understanding of variations in the structure and meaning of marriage relations; forms of domestic organization; and the sexual division of labour, property and inheritance. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 215-3-3
Religion in Cross-cultural Perspective
The anthropological approach to the study of religion, myth, and ritual is this course's focus. Belief systems and spirituality in Australian Aboriginal cultures are examined first, followed by the traditional practices of Native North America and Africa. World religions (Hinduism, Buddhism, Judaism, Christianity, and Islam) are also covered. Students with credit for ANTH 295 (Topic: Religion in Cross-cultural Perspective) cannot take this course for additional credit. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 218-3-3
Anthropology and Modern Society
Anthropology and archaeology have a prominent public image, but many people have perceptions of these fields which are inaccurate. This course examines some of the uses, abuses, and (mis)conceptions about anthropology and archaeology. Examples of topics covered include the role of anthropology and archaeology in nationalism and the media, the antiquities trade and looting, and the debate surrounding cultural resources. Students with credit the ANTH 295 (Topic: Anthropology and Modern Society) cannot take this course for additional credit. (3,0,0)

Prerequisites:
- ANTH 103 or ANTH 111 or ANTH 121 or ANTH 170

ANTH 219-3-3
Cultures of the Middle East
An overview of the cultural differences within and brief history of the Middle East is given, followed by a study of specific cultural aspects. Religious and ethnic diversity, impact of the West and modernization, stereotyping, tradition, education, family structure and values, gender, media, and life in the city, town and village will all be examined. Students with credit for ANTH 295 Topic: Cultures of the Middle East cannot take this course for credit. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 222-3-3
Native People: BC Interior
An introduction to the traditional cultures of the BC Interior: the Athapaskans, the Kutenai and the Interior Salish. Topics include prehistory, language, subsistence and settlement patterns, material culture, social organization, religion and ceremonialism, and traditional art forms. (3,0,0)

ANTH 227-3-3
Culture, Health and Illness
This course is an introduction to the discipline of Medical Anthropology and provides an overview into the relationship of ecology, evolution, biology, and culture as each contributes to issues such as what it means to be healthy, why people become ill, and how people respond to sickness and disease. The course examines health as a human adaptation to the environment. (3,0,0)

Prerequisites:
- second-year standing

Also offered by Distance Education

ANTH 230-3-3
Anthropology of Art
This course provides an introduction to the anthropological study of visual arts, including pictorial and sculptural arts, verbal arts, music, dance and theatre. Through lectures, discussions and films, students will be introduced to the forms and meanings of art across a wide variety of cultures. (3,0,0)

Prerequisites:
- ANTH 121

Also offered by Distance Education

ANTH 231-3-3
Archaeology Field School I
An eight-week summer course on archaeological field techniques. Practical application of archaeological inquiry including reconnaissance survey, photography, mapping, excavation and artifact analysis. (3,0,0)

Corequisites:
- ANTH 232

ANTH 232-3-3
Archaeology Field School II
A continuation of ANTH 231. Further techniques of archaeological excavation and artifact analysis. (3,0,0)

Corequisites:
- ANTH 231

ANTH 241-3-3
Archaeology of the Americas
This course introduces prehistoric cultures in North and South America up to the time of European settlement, emphasizing the overall patterns of prehistoric culture change. Topics may include: evidence for early humankind in North and South America; the significance of plant and animal domestication; the rise of civilizations in Mesoamerica and the Andes; prehistoric British Columbia and northern Canada. (3,0,0)

Prerequisites:
- ANTH 103

ANTH 245-3-3
Culture and the Environment
This course addresses contemporary and historical environmental issues arising from the relationship of human societies to the physical landscapes in which they live. Foraging adaptations, agriculture, fishing, trade, industrialization, urbanization, tourism, conservation and biotechnology are examined in their global and local contexts. Environmentalism is examined as a global social movement. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 251-3-3
World Prehistory
This is a general-interest survey course of the peoples and cultures of prehistory. Topics include the Paleolithic, Mesolithic, and Neolithic as well as the dispersal of humans over the world and resultant cultural diversity. The course concludes with the transition to civilization at the emergence of state level societies. (3,0,0)

Prerequisites:
- ANTH 103

Also offered by Distance Education

ANTH 253-3-3
Ancient Egypt
The archaeology of Eqypt from the Neolithic period to the Roman conquest is the focus of this course. The growth of agriculture and development of complex society during the Predynastic and Early Dynastic Periods will be emphasized. Domestic, religious, and mortuary Archaeology and art are placed within their cultural contexts. Students with credit for ANTH 295 (Topic: Ancient Egypt) cannot take this course for additional credit. (3,0,0)

Prerequisites:
- ANTH 103

ANTH 255-3-3
Palacoanthropology
Hominid biological/anatomical evolutions and adaptation, in particular those of genus Homo, are the focus of this course. The relationships between physical changes and the development of culture within an environmental context will be covered. Discussions will include recent debates and discoveries in palacoanthropology, and their implications. (3,0,0)

Prerequisites:
- ANTH 111

ANTH 260-3-3
Ethnobotany: Plants and People
This course introduces students to the discipline of ethnobotany, the study of people's use, classification and management of plants. It traces the beginnings of ethnobotany, examines fundamental principles and practices, and explores the diverse relationship between people and plants, including the use of plants for food, medicine and materials, and the role of plants in ritual and religion. (3,0,0)

Prerequisites:
- ANTH 121
- second-year standing

ANTH 270-3-3
Phonology
This course is a cross-cultural exploration of how the sounds of language are produced (articulatory phonetics), and how sounds are organized into the sound systems of individual languages (phonemics). The history of phonological theory, and the method for discovering the phonemic system of individual languages (phonological analysis) will be studied. (3,0,0)

Prerequisites:
- ANTH 170

ANTH 295-3-3
Special Topics in Anthropology
This course covers current issues in specific topics in Anthropology. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- will vary with the topic, contact the department

ANTH 298-3
Directed Studies
Students will undertake a supervised investigation, research project, or directed reading in anthropology or archaeology. A project proposal, progress report, and final written report will be produced by the student. The topic will be agreed upon by the supervising faculty member and the student. This course may be repeated, for credit, with different topics.

Prerequisites:
- ANTH 103 or ANTH 111 or ANTH 121 or ANTH 170

Astronomy

Prerequisites may be waived by the Physics and Astronomy department. See prerequisite waiver.

ASTR 110-3-5.5
Astronomy for the Physical Sciences I
with laboratory component

This course is for students entering the physical sciences or engineering and is an introduction to contemporary astronomy emphasizing the solar system. This course begins with topics in physics used by astronomers which include general principles of the celestial sphere, laws of motion, light and optics. Observational techniques using earth-based telescopes, artificial satellites and inter-planetary probes will be discussed. The second part of the course is an examination of the planets, moons and smaller bodies in our solar system. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies the three credits of science lab requirement for graduation in Arts. The one-hour seminar will cover mathematical astrophysics.

(Credit will only be granted for one of ASTR 110, 111 or 112.)

A three-hour lab is offered on alternate weeks. (3,1.5,1)

Prerequisites:
- ABE MATH 012 or Pre-Calculus 12
- ABE PHYS 011 or Physics 11

ASTR 111-3-4.5
Astronomy I
with laboratory component

This course is an introduction to contemporary astronomy emphasizing the solar system and begins with topics in physics used by astronomers including general principles of the celestial sphere, laws of motion, light and optics. Observational techniques using earth-based telescopes, artificial satellites and interplanetary probes will be discussed. The second part of the course is a detailed examination of the planets, moons and smaller bodies in our solar system. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies the three credits of the science lab requirement for graduation in Arts.

(Credit will only be granted for one of ASTR 110, 111 or 112.) (3,1.5,0)

Prerequisites:
- Mathematics 11 is strongly recommended

ASTR 112-3-3
Astronomy I
without laboratory component

This course is an introduction to contemporary astronomy emphasizing the solar system and begins with topics in physics used by astronomers including general principles of the celestial sphere, laws of motion, light and optics. Observational techniques using earth-based telescopes, artificial satellites and interplanetary probes will be discussed. The second part of the course will examine the planets, moon and smaller bodies in our solar system. Throughout the course historical perspectives will be added. This course does not satisfy the science lab requirement for graduation in Arts. Science students cannot use this course for science credit towards their degree.

(Credit will only be granted for one of ASTR 110, 111 or 112.) (3,0,0)

Prerequisites:
- a minimum of 50% in any of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11 is strong recommended.

ASTR 120-3-5.5
Astronomy for the Physical Sciences II
with laboratory component

This course is for students entering the physical sciences or engineering and is an introduction to contemporary astronomy emphasizing modern stellar, galactic and extragalactic astronomy. Topics include stars and stellar evolution from protostars to black holes; galaxies, clusters of galaxies and quasars; the large-scale structure of the universe and cosmology. Special and general relativity are discussed in an elementary fashion. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies three credits of the science lab requirement for graduation in Arts. The one-hour seminar will cover mathematical astrophysics. (Credit will only be granted for one of ASTR 120, 121 or 122.) (3,1.5,1)

Prerequisites:
- ASTR 110

ASTR 121-3-4.5
Astronomy II
with laboratory component

This course is an introduction to contemporary astronomy emphasizing modern stellar, galactic and extragalactic astronomy. Topics include stars and stellar evolution from protostars to black holes; galaxies, clusters of galaxies and quasars; the large-scale structure of the universe and cosmology. Special and general relativity are discussed in an elementary fashion. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies three credits of the science lab requirement for graduation in Arts.

(Credit will only be granted for one of ASTR 120, 121 or 122.) (3,1.5,0)

Prerequisites:
- Mathematics 11 and ASTR 111 or 110 are strongly recommended

ASTR 122-3-3
Astronomy II
without laboratory component

This course is an introduction to contemporary astronomy emphasizing modern stellar, galactic and extragalactic astronomy. Topics include stars and stellar evolution from protostars to black holes; galaxies, clusters of galaxies and quasars; the large-scale structure of the universe and cosmology. Special and general relativity are discussed in an elementary fashion. Throughout the course historical perspectives will be added. There is no laboratory

with this course and this course does not satisfy the science lab requirement for graduation in Arts. Science students cannot use this course for science credit towards their degree.

(Credit will only be granted for one of ASTR 120, 121 or 122.) (3,0,0)

Prerequisites:
- a minimum of 50% in any of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11 is strong recommended. A minimum of 50% in one of ASTR 110, 111, 112 is also recommended.

ASTR 220-3-3
Astrobiology
In this course, students will address the three great questions of astrobiology: Where do we come from? Where are we going? Are we alone in the Universe? We now have the framework and technological tools to grapple with these ancient questions scientifically. The Copernican and Darwinian revolutions forever altered our view of Earth's place in the solar system and role in sustaining and promoting life. The discovery of planets beyond our solar system and the discovery of life in extreme environments on Earth have greatly expanded our understanding of habitable zones in the Universe. Students will use the disciplines of astronomy, biology, chemistry, geology and physics in a truly interdisciplinary way to examine the conditions required for the evolution of life in the Universe. (3,0,0)

Prerequisites:
- second-year standing

ASTR 230-3-3
History of the Universe
This course traces the evolution of rational cosmology from the ancient Greeks to the present day. There are no specific mathematics and physics prerequisites, but students must have second-year standing. This course may be taken by Science and non-Science students. (3,0,0)

Prerequisites:
- second-year standing

Aviation (Commercial)

AVIA 112-3-3
Navigation and Air Regulations I
Topics include the principles and techniques of air navigation and map reading, the use of a flight computer, aircraft performance, and the Canadian Aviation Regulations.
(3,0,0)

Prerequisites:
- admission to the Commercial Aviation program

AVIA 113-1.5-1.5
Meteorology I
The basics of meteorology including weather forecasts, weather flight planning, the atmosphere, atmospheric stability/instability, air pressure, air circulation, air masses and frontal systems.
(1.5,0,0)

Prerequisites:
- admission to the Commercial Aviation program

AVIA 114-1.5-1.5
Flight and Aircraft Systems I
A study of aircraft airframes, aircraft piston engines, propellers, and aircraft systems such as oxygen, hydraulics, pressurization, and fire suppression. A weekend of practical crash site survival training is included.
(1.5,0,0)

Prerequisites:
- admission to the Commercial Aviation program

AVIA 115-3-9
Flight Lab I
This lab consists of both dual- and solo-flying and an evening seminar once a week. The flight instruction includes mountain, cross-country, night, GPS and radio navigation, and basic instrument flying techniques. This course includes an introduction to grass strip operations. Dual flights are with two students and one instructor, solo flights are with two students.
(0,9,0)

Prerequisites:
- admission to the Commercial Aviation program

AVIA 122-1.5-1.5
Navigation and Air Regulations II
A continuation of AVIA 112. Topics include low level en route charts, basic radio navigation, and commercial air services regulations. As part of this course students will be expected to pass the Navigation and Air Regulation sections of the Transport Canada Commercial Pilot Licence written exam. (1.5,0,0)

Prerequisites:
- AVIA 112

AVIA 123-3-3
Meteorology II
A continuation of AVIA 113. Topics include clouds, precipitation, aircraft icing, visibility, low-level winds and turbulence, jet streams, altimetry, wind shear, thunderstorms and mountain waves. As part of this course students will be expected to pass the Meteorology section of the Transport Canada Commercial Pilot License written exam. (3,0,0)

Prerequisites:
- AVIA 113

AVIA 124-1.5-1.5
Flight and Aircraft Systems II
A continuation of AVIA 114. Topics include flight instruments, theory of flight, aircraft surface contamination, pilot decision making and human factors. As part of this course students will be expected to pass the General Knowledge section of the Transport Canada Commercial Pilot License written exam. (1.5,0,0)

Prerequisites:
- AVIA 114

AVIA 125-3-9
Flight Lab II
This lab consists of both dual- and solo-flying, and an evening seminar once a week. The flight instruction includes cross-country, radio and GPS navigation and basic instrument flying techniques. Upon completion of this course, students will be expected to pass the Transport Canada Commercial Pilot Licence flight exam. (0,9,0)

Prerequisites:
- AVIA 115

AVIA 212-1.5-1.5
Advanced Flight Operations I
Provides students with a basic comprehensive working knowledge of advanced aviation topics ranging from light twin aerodynamics to high level piston and jet operations.
(1.5,0,0)

Prerequisites:
- AVIA 122
- AVIA 123
- AVIA 124
- AVIA 125

AVIA 213-3-3
Instrument Procedures
The regulations and procedures required for flying under Instrument Flight Rules (IFR) and meteorology pertaining to IFR flying. As part of this course students will be expected to pass a Transport Canada written INRAT examination.
(3,0,0)

Prerequisites:
- AVIA 122
- AVIA 123
- AVIA 124
- AVIA 125

AVIA 214-1.5-1.5
Advanced Avionics
A study of the avionics systems including gyros, inertial navigation systems, low and medium frequency navigation systems, satellite navigation systems, instrument landing systems, microwave landing systems, transponders, electronic cockpits, displays and flight management systems.
(1.5,0,0)

Prerequisites:
- AVIA 122
- AVIA 123
- AVIA 124
- AVIA 125

AVIA 215-3-7
Flight Lab III
Lab consists of both dual- and solo-flying as well as an evening seminar once a week. Flight instruction includes dual multi-engine flying, instrument procedures training in simulators and solo single engine flying.
(0,7,0)

Prerequisites:
- AVIA 122
- AVIA 123
- AVIA 124
- AVIA 125

AVIA 222-1.5-1.5
Advanced Flight Operations II
formerly AVIA 223

A continuation of AVIA 212. Topics include advanced aviation topics ranging from light twin aerodynamics to high level piston and jet operations. Upon course completion students will be expected to write the Transport Canada (IATRA) exam. (1.5,0,0)

Prerequisites:
- AVIA 212

AVIA 225-3-7
Flight Lab IV

This lab consists of both dual- and solo-flying, and an evening seminar once a week. The flight instruction includes dual multi-engine instrument flying, instrument procedures training in simulators and Crew Resource Management training. Upon course completion, students will be expected to pass the Transport Canada Instrument rating flight test. (0,7,0)

Prerequisites:
- AVIA 215

AVIA 226-3-3
Human Factors
An introduction to aviation medicine, cockpit resource management, and a review of aviation accidents and the human factors related to aircraft accidents. Topics include the physiological, psychological and engineering aspects of ergonomics.
(3,0,0)

Prerequisites:
- AVIA 122
- AVIA 123
- AVIA 124
- AVIA 125

AVIA 227-1.5-1.5
Aviation Skills
Topics include transportation of dangerous goods, pilot decision making, job placement skills, commercial air services and high altitude physiological training. Guest lecturers are used extensively in the course. A practical session of winter survival in the local mountains is included.
(1.5,0,0)

Prerequisites:
- AVIA 122
- AVIA 123
- AVIA 124
- AVIA 125

Biology

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Biology department. See prerequisite waiver.

BIOL 111-3-6
Biology for Science Majors I
This course is the first of a pair of courses which introduce students to the biological concepts necessary to continue into second-year biology. It covers evolutionary theory and its underlying genetic basis, basic cell biology, plant and animal biochemistry. (3,3,0)

Prerequisites:
- Chemistry 11 or ABE CHEM 011
- Biology 11 or ABE BIOL 011 or Biology 12 or ABE BIOL 012
- Corequisite: Recommended: CHEM 111 or 112

BIOL 112-3-6
Evolution and Ecology
This course discusses evolutionary theory and its underlying genetic basis, and population, community, ecosystem and behavioural ecology. Specific case studies and current environmental concerns are used as illustrations. This course, in conjunction with BIOL 122, is recommended for Arts or Education students.

Students with credit for BIOL 111, or BIOL 114 cannot take BIOL 112 for further credit. (3,3,0)

BIOL 121-3-6
Biology for Science Majors II
A continuation of BIOL 111 with an introduction to the biological concepts necessary for second-year biology. Topics include the physiology of reproduction, gas exchange, inter-organ transport and inter-organ coordination in plants and animals, energy acquisition, and excretion and movement in animals. Ecosystem, population, community and behavioural ecology are discussed.
(3,3,0)

Prerequisites:
- BIOL 111

BIOL 122-3-6
Physiology of Multicellular Organisms
This course is a discussion of the physiological adaptations of plants and animals to their environments. The structure/function relationships of some of the organ systems of the human body will be described. This course, in conjunction with BIOL 112, is recommended for Arts or Education students. Students with credit for BIOL 121 or BIOL 124 cannot take BIOL 122 for further credit. (3,3,0)

BIOL 131-3-6
Human Anatomy and Physiology I
formerly BIOL 113

This course is an introduction to human structures and functions emphasizing basic physiological principles plus cell and tissue structure. Laboratory work will include gross and microscopic human anatomy and will demonstrate underlying physiological processes.
(3,3,0)

Prerequisites:
- Chemistry 11 or ABE CHEM 011

- Biology 11 or ABE BIOL 011 or Biology 12 or ABE BIOL 012 or BIOL 122 or BIOL 124
- Biology 12 or ABE BIOL 012 or BIOL 122 is strongly recommended

BIOL 133-3-6
Human Anatomy and Physiology II
formerly BIOL 123

The continuation and completion of the comprehensive survey of human structures and functions started in BIOL 131. (3,3,0)

Prerequisites:
- BIOL 131

BIOL 150-3-38
Natural History of the Okanagan
This course is a three-week (114 hours) introduction to the geology, physical and human geography, and ecology of the Okanagan. Five to eight hours will be spent daily on field experiments to introduce the basic skills and techniques for studying these aspects of natural history. Students will be expected to provide their own transportation to field locations. (8,30,0)

BIOL 175-3-6
Environmental Biology
formerly BIOL 118

An introduction for Water Engineering Technology students that will provide the ecological theory underlying the management of water quality. Environmental topics include: principles of ecosystem ecology (interactions, tolerances, energy relations); pollution biology; evolution and diversity (introduction to taxonomy of aquatic plants, animals and micro-organisms), basic microbiology and basic human physiology (emphasis on water-borne diseases and other health hazards). Laboratory sessions will emphasize diversity and basic microbiology. Some field trips and water testing will be included. (3,3,0)

BIOL 202-3-4
Elementary Applied Statistics
An introductory course in applied statistics with a focus on life sciences for students with a first-year calculus background. Topics include estimation and testing of hypotheses about population parameters, an introduction to analysis of variance, linear regression, chi-square analysis, and some non-parametric tests. Essential preliminary topics in descriptive statistics and probability are presented as a basis for such procedures. Emphasis includes problem formulation, models, assumptions and interpretation of results. This course is also offered in the Department of Mathematics and Statistics as STAT 230. Students will receive credit for only one of BIOL 202, STAT 230, STAT 121, STAT 124. (4,0,0)

Prerequisites:
- MATH 112

Corequisites:
- MATH 122

BIOL 203-3-7
Introduction to Ecology
An introduction to the different disciplines within the field of ecology. Topics include the ecology of individuals, physiological and behavioural ecology, population ecology, community ecology and ecosystem ecology. Evolution is treated both as a separate unit and throughout the course as a unifying theme.

Students will attend a three-hour lab each week for the first 6 weeks, and a one-hour seminar for the remainder of the semester.
(3,3,1)

Prerequisites:
- BIOL 121
  or BIOL 112 and BIOL 122
  or BIOL 175 and BIOL 275

BIOL 211-3-4
Cell Biology
This course introduces cell structure and physiology, ultra structure of plant and animal cells, cellular development, cytogenetics, boundary phenomena and related topics.
Seminars will focus on problem solving, data analysis and experimental techniques. (3,0,1)

Prerequisites:
- BIOL 121
- CHEM 121 or CHEM 122

BIOL 220-3-4
Introductory Biochemistry
This course is an introduction to cell biomolecules and metabolism. Topics include the aqueous environment of cells, protein structure, and the kinetics of enzyme-catalyzed reactions. Selected metabolic pathways and their regulation will be studied. (3,0,1)

Prerequisites:
- BIOL 211
- CHEM 212

BIOL 224-3-7
Principles of Genetics
This course is an introduction to the basic principles of classical and molecular genetics. Topics will include Mendelian inheritance, recombination and linkage, structure and function of the gene, regulation of gene

expression, molecular techniques and population genetics.

Students attend a three-hour lab and a one-hour seminar on alternate weeks. (3,3,1)

Prerequisites:
- BIOL 121

BIOL 228-3-6
Introductory Microbiology
An introductory course providing a broad background in microbiology. Topics include structure, metabolism, diversity of micro-organisms, microbial genetics, virology, and immunology. Laboratory work will include techniques and experiments relevant to lectures.
(3,3,0)

Prerequisites:
- BIOL 121

BIOL 231-3-3
Health Science I
formerly BIOL 233

An overview of basic health science including the interrelationships among pathobiology, immunology, microbiology and pharmacology. Topics covered are coordinated with topics covered in nursing courses but may be of interest to other students. (3,0,0)

Prerequisites:
- BIOL 131
- BIOL 133

BIOL 235-3-3
Health Science II
formerly BIOL 243

Continuation and completion of the overview of basic Health Science started in BIOL 231. (3,0,0)

Prerequisites:
- BIOL 231

BIOL 251-3-6
Vascular Plants
formerly BIOL 225

A study of the evolutionary history, reproduction and morphology of representatives of the seedless vascular plants, gymnosperms and angiosperms. The structure and functions of plant organs are included. (3,3,0)

Prerequisites:
- BIOL 121
  or BIOL 112 and BIOL 122

BIOL 254-3-6
Vertebrate Biology
formerly BIOL 253

An examination of structure, phylogeny and diversity of vertebrate animals. (3,3,0)

Prerequisites:
- BIOL 121
  or BIOL 112 and BIOL 122

BIOL 263-3-6
Developmental Biology I
An introduction to plant and animal development and their underlying causal principles; introductory embryology; meristem development. (3,3,0)

Prerequisites:
- BIOL 211

BIOL 275-3-6
Freshwater Plants and Animals
formerly BIOL 218

This course is an introduction to the major groups of organisms found in inland waters, including cyanobacteria, algae, plants and animals. Lectures will focus on the ecology and evolution of these organisms, and their use in biomonitoring. Students will learn how to collect samples of aquatic biota, and how to preserve and identify these organisms. (3,3,0)

Prerequisites:
- BIOL 175
  or BIOL 112 and BIOL 122
  or BIOL 121

BIOL 278-3-5
Microbiology of Water and Wastewater
formerly BIOL 219

An introduction, for Water Engineering Technology students, to the major types of microbial organisms in water and wastewater, while focusing on the diverse and sometimes conflicting use of water for human consumption, waste disposal, irrigation, recreation and wildlife. Lectures and lab sessions will emphasize sampling techniques pertaining to work in water treatment plants and environmental monitoring agencies, and laboratory techniques for culturing, identifying and enumerating micro-organisms. (2,3,0)

Prerequisites:
- BIOL 175

BIOL 279-3-6
Limnological Methods
formerly BIOL 229

An introduction, for Water Engineering Technology students, to the common methods used by limnologists to monitor lakes and rivers. Students will learn how to describe the physical, chemical and biological characteristics of water and to use basic statistical techniques to compare data between and among study sites. Participation in two one-day weekend trips in September or early October is required. Lectures will focus on trophic interactions in lake and stream ecosystems.
(3,3,0)

Prerequisites:
- BIOL 175

Biology - ABE

For courses numbered less than 100, the prerequisite(s) may be waived by the AACP department. See prerequisite waiver.

BIOL 011-96 hours
Biology - 011
This course is an introduction to the study of biological organisms and their ecological role. Specific organisms will be examined to illustrate the development that occurs as a result of natural selection within a changing environment. A laboratory component is included.

Prerequisites:
- Corequisites: ABE ENGL 080 or ABE ENGL 011 or ABE COMP 011 or Composition 11 or English 11 or a minimum ABLE test score of 68/80 and an Advanced Level writing sample.

BIOL 012-112 hours
Biology - 012
Designed to prepare students for studies at the post-secondary level. Three major components are included: cell biology, bioenergetics, and human anatomy and physiology. A laboratory component is included.

Prerequisites:
- ABE BIOL 011[1] or Biology 11[2]
- ABE ENGL 080[1] or ABE ENGL 011[1] or ABE COMP 011[1] or ABE ENGL 081[1] or ABE ENGL 082[1] or Composition 11[2] or English 11[2]
- Chemistry 11 or ABE CHEM 011 is recommended

[1] minimum grade of 60 required
[2] minimum score of 60 required

BIOL 075-40 hours
Topics in Biology
Topics in Biology may include, but is not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy and physiology, and social issues. This course may be takenmore that once but with a different topic emphasis.

BIOL 085-40 hours
Topics in Biology
Topics in Biology may include, but are not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy andphysiology, and social issues. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- the corequisite of ABE ENGL 011 or the corequisite of ABE COMP 011or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

Corequisites:
- ABE ENGL 080

BIOL 095-40 hours
Topics in Biology
Topics in Biology may inlcude, but is not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy and physiology, and social issues. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE BIOL 011[1]
- Chemistry 11 is recommended

[1] minimum grade of 60 required

Business Administration

BUAD 100-3-3
Introduction to Business
This course will provide a non-business student insight into how business functions and business as a career. Students will be introduced to the disciplines of accounting, finance, management, marketing and human resources management. Students will develop a business vocabulary and gain critical thinking, problem solving, team building and communication skills. Business students cannot take this course for credit toward their Business Administration diploma or degree. (3,0,0)

BUAD 111-3-3
Financial Accounting I
This course is an introduction to the system in which information is collected by the accounting process and presented by financial statements. Accounting cycle, statement preparation, special journals, internal control and the accounting for cash, inventory, payroll, merchandising and sales tax are examined. Basic financial reporting will be reviewed.

CA, CGA, CMA, CIB, PMAC credit. Credit may be received by passing a challenge exam. (3,0,0)

Also offered by Distance Education

BUAD 113-3-4
Canadian Business
This course provides an overview of Canadian business, industry and government and their interactions with local, national and international economies. Topics include resource allocation and the impact of current events upon public and private financial decisions.

CA, CGA, CMA credit. (4,0,0)

Also offered by Distance Education

BUAD 116-3-3
Marketing
This course introduces students to the principles and practices of marketing and how they can be applied to organizations. Marketing processes are considered from consumer and business perspectives in a Canadian context. Topics include identifying needs, monitoring changes in the environment, managing products or services, distribution, promotion and pricing.

PMAC credit. Credit may be received by passing a challenge exam. (3,0,0)

Also offered by Distance Education

BUAD 121-3-3
Financial Accounting II
This course is a continuation of BUAD 111. Topics include accounting for receivables, inventory, long-term assets and their amortization, bonds and other long-term liabilities, partnership equity, shareholders' equity and investment in corporate securities. Generally Accepted Accounting Principles, ratio analysis of financial statements, and the preparation of the statement of cash flow will also be studied.

CA, CGA, CMA, CIB, PMAC credit together with BUAD 111. Credit may be received by passing a challenge exam. (3,0,0)

Prerequisites:
- BUAD 111 or BUAD 131

Also offered by Distance Education

BUAD 123-3-3
Management Principles
A study of the universal functions of management: planning, organizing, leading and controlling. This course emphasizes strategic business planning and decision making; organizing resources and work scheduling; leading and motivating individuals and groups to achieve objectives; and controlling worker output and productivity so that goals are achieved effectively and efficiently.

PMAC credit. (3,0,0)

Also offered by Distance Education

BUAD 128-3-4
Computer Applications I
This course includes the use of computers in the business environment, including word processing, presentation graphics and spreadsheets. Computer concepts including hardware, software and data communications are covered at the intermediate level. Students will be expected to use their computer skills in other business courses.

CA, CMA, CIB, PMAC credit. Credit may be received by passing a challenge exam. (2,2,0)

Also offered by Distance Education

BUAD 176-3-3
Professional Selling
formerly BUAD 276

This course teaches students the sales process as it applies to the selling of both goods and services. Through role playing and lectures, students acquire basic selling skills and an appreciation for the analytical, interpersonal, and professional skills needed to ensure successful client/seller relationships.

Credit may be received by passing a challenge exam. (3,0,0)

Also offered by Distance Education

BUAD 195-3-3
Financial Management
formerly BUAD 295

The fundamentals of financial management - using financial information to make sound business

decisions. Topics include interpretation and analysis of financial statements, budgeting and cash flow forecasting, financial and operating leverage, and the management of cash, receivables and inventory.

CA, CMA, CGA, PMAC credit with BUAD 296 (3,0,0)

Prerequisites:
- BUAD 111 or BUAD 131

Also offered by Distance Education

BUAD 201-3-3
Conflict Resolution and Negotiation
This course focuses on interpersonal communication theory and skills required to interact effectively with others, plan and conduct interviews and meetings, develop relationships with diverse clients and colleagues, resolve conflict, manage and respond to anger, and negotiate effectively in the work environment. Students will learn to approach the client relationship and the resolution of conflicts cooperatively and collaboratively. (3,0,0)

Also offered by Distance Education

BUAD 206-3-3
The Business of Tourism
Formerly HOSP 210

This course is an introduction to the tourism industry. It provides students with an understanding of the complex nature of tourism including economic, environmental and social impacts. Topics include: components of the tourism industry; linkages between tourism and hospitality; the size, scope and infrastructure of the tourism industry; trends and issues in the industry; travel motivators; career opportunities and the role of management.

Students with credit for HOSP 210 cannot take BUAD 206 for further credit. (3,0,0)

Also offered by Distance Education

BUAD 208-3-4
Canadian Income Tax I
Formerly BUAD 280

This course is an introduction to Canadian income taxation. Topics include liability for tax, the calculation of Net Income for Tax Purposes for both individual and corporate taxpayers, and the calculation of taxes for individual taxpayers.

Students with credit for BUAD 280 cannot take BUAD 208 for further credit. (4,0,0)

Prerequisites:
- BUAD 111 or BUAD 131

Also offered by Distance Education

BUAD 209-3-4
Business Law
formerly BUAD 119

An overview of the law as it relates to business, including an examination of the fundamentals of tort law, contract law and special types of contracts commonly encountered by small business. A basic understanding of the law of torts and contracts, will assist students to recognize and resolve simple legal problems of small businesses.

CA, CGA, CMA, PMAC credit.

Students with credit for BUAD 119 cannot take BUAD 209 for further credit.
(4,0,0)

Also offered by Distance Education

BUAD 210-3-3
Introduction to Marketing Research
This course introduces research theory and methodology as they relate to effective decision-making in business. Emphasis is on research design in exploratory and qualitative research. Topics include secondary research and primary and qualitative research concentrating on interviewing, focus groups and observational research. Students develop the knowledge and skills necessary for research proposal writing, research design and report presentation.

Students with credit for BUAD 268 cannot take BUAD 210 for further credit. (3,0,0)

Prerequisites:
- BUAD 116[1]

[1] minimum grade of 60 required

Also offered by Distance Education

BUAD 215-3-3
Restaurant Management
This course provides a broad understanding of management theory and practice in the restaurant industry. The course covers aspects of restaurant marketing, service delivery, menu design and engineering, site selection, and facility design. The course introduces students to the concepts and practices related to cost controls from purchasing to sales Students with credit in BUAD 207, BUAD 218,

or HOSP 236 cannot take BUAD 215 for additional credit. (3,0,0)

Prerequisites:
- BUAD 111

BUAD 220-3-3
Hotel Management
Formerly HOSP 220

This course presents an overview of the operation and management of a hotel property. Topics include: travel patterns affecting the industry; types of lodgings; functions and practices of the key departments; and management issues specific to hotels including guest safety and security. Current trends in guest services and amenities are examined. The principles of front-desk management are covered including the reservations process, hotel revenue cycle, establishing room rates, preparation of the night audit and the use of technology in Property Management Systems. Students with credit for HOSP 220 cannot take BUAD 220 for further credit. (3,0,0)

BUAD 230-3-3
Wine and Culinary Tourism
This course provides learners with an understanding of wine and culinary tourism and its relationship to the tourism sector overall. Through experiential learning opportunities such as field trips, visits from local providers, and assignments linked to real situations, students engage with wine, food, and culture, both regionally and globally. Students gain awareness of how wine and culinary tourism impacts tourism destinations, from supply chain management to product development. (3,0,0)

BUAD 231-3-4
Project Management in an Information Technology Environment
This course is an introduction to project management in an information technology context. Theory and practice will be blended into a term project and managed through the use of project management software.
(2,2,0)

Prerequisites:
- admission to the Network and Telecommunications Engineering Technology or Computer Information Systems (diploma or degree) programs

BUAD 233-3-3
Financial Planning Fundamentals
This course introduces important fundamentals in the practice of financial planning. Topics include the applications of mathematics of finance in financial planning calculations, issues in contract and family law, and an analysis of government-sponsored benefit programs. (3,0,0)

Prerequisites:
- BUAD 251
- MATH 114

BUAD 234-3-3
Risk and Retirement Planning: Comprehensive Practices
This course examines the issues related to risk management and retirement. Topics include risk management and retirement processes, the steps in the risk management process, and products, issues and practices in the areas of insurance and retirement.

Students with credit for BUAD 252 or BUAD 254 cannot take BUAD 234 for further credit. (3,0,0)

Prerequisites:
- BUAD 251
- MATH 114

BUAD 235-3-3
Wealth Management and Estate Planning
This course examines market indicators in relation to wealth management and estate planning and progresses to an understanding of investment products. Investment planning, cash and debt management and estate planning are also explored.

Student with credit for BUAD 253 or BUAD 254 cannot take BUAD 235 for further credit. (3,0,0)

Prerequisites:
- BUAD 251
- MATH 114

BUAD 236-3-3
Accounting Computer Applications
This course provides an in-depth study of accounting software with application to general ledger, receivables, payables, inventory, payroll, and special projects. (0,3,0)

Prerequisites:
- BUAD 111 or BUAD 131
- BUAD 128

BUAD 246-3-3
Recruitment and Selection
formerly part of BUAD 271

This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing.

Students who have received credit for BUAD 271 can not take BUAD 246 for further credit. (3,0,0)

Prerequisites:
- BUAD 269

Also offered by Distance Education

BUAD 247-3-3
Training and Development
formerly part of BUAD 271

This course provides an in-depth study of training and development. Topics include legislation, needs analysis, program development, cost/benefit analysis, and principles of discipline and discharge.

Students who have received credit for BUAD 271 cannot take BUAD 247 for further credit. (3,0,0)

Prerequisites:
- BUAD 269

Also offered by Distance Education

BUAD 248-3-3
Occupational Health and Safety
This course provides an in-depth study of occupational health and safety. Topics include legislation, the WCB, safety disability management, the recognition, assessment and control of workplace hazards, accident investigations, safety training and managing occupational health and safety, and wellness programs. (3,0,0)

Prerequisites:
- BUAD 269

Also offered by Distance Education

BUAD 250-3-3
Canadian Securities
This Canadian Securities Institute course examines all aspects of business and the securities industry necessary to prepare students to write the Canadian Securities Licensing exam. Topics include: capital markets, financial statements, the Canadian economy, investment products, regulation, taxation issues, financial planning and portfolio management. Note: in addition to tuition fees, students are expected to pay an additional fee levied by the Canadian Securities Institute. This fee provides each student with one attempt at the Canadian Securities Licensing exam at any time up to one year after enrolment in BUAD 250. Please contact the Business department for more information. The institutional version of Canadian Securities is open to all students. (3,0,0)

BUAD 251-3-3
Personal Financial Planning
This course introduces the tools and strategies of personal financial planning. Topics include goal setting, savings, investments, insurance, taxation, budgeting and financing. (3,0,0)

Also offered by Distance Education

BUAD 262-3-3
Organizational Behaviour
formerly BUAD 162

This course examines management of human behaviour in organizations. Individual and interpersonal behaviour related to perception, learning, communication, motivation and job satisfaction are included. Leadership, ethics, the effective management of work groups, decision making, and the implementation of organizational development processes will be discussed.

Students with credit for BUAD 162 cannot take BUAD 262 for further credit. CA, CMA, PMAC credit (3,0,0)

Prerequisites:
- BUAD 123

Also offered by Distance Education

BUAD 263-3-4
Intermediate Accounting I
This course is a continuation of the study of financial accounting theory and practice. Topics include financial statement presentation, revenue and expense recognition, the treatment of current monetary assets and liabilities, inventory, capital assets and intangible assets. Generally Accepted Accounting Principles will be emphasized.

CA, CGA, CMA credit (4,0,0)

Prerequisites:
- BUAD 121[1] or BUAD 132[1]

[1] minimum grade of 60 required

Also offered by Distance Education

BUAD 264-3-3
Management Accounting
This course refines and extends the range of financial models developed in BUAD 111 with changes from the past to the future. The budget replaces the balance sheet, performance and analysis replaces the income statement and the cash flow forecast replaces the cash flow statement. Break-even analysis, and make-or-buy, pricing and capital investment decisions

are studied.

CA, CGA, CMA, CIB, PMAC credit (3,0,0)

Prerequisites:
- BUAD 111 or BUAD 131

Also offered by Distance Education

BUAD 266-3-3
Advertising and Sales Promotion
This course examines marketing communication. The interaction of media, advertisers, advertising professionals and the consumer to develop a basic understanding of the role of advertising in planning and executing a marketing communication plan are studied. (3,0,0)

Prerequisites:
- BUAD 116

Also offered by Distance Education

BUAD 269-3-3
Human Resources Management
This survey course provides an overview of the Human Resources Management area. It examines the integrated strategic, operational and functional HR processes and practices in an organizatiion. It focuses on effective employee deployment and development; defining and designing work, human resources planning, recruitment and selection; training and development; managing performance, rewarding and recognizing employees, creating a healthy and safe environment, management rights, employee rights and discipline, labour relations and collective bargaining. (3,0,0)

Corequisites:
- BUAD 123

Also offered by Distance Education

BUAD 272-3-4
Business Simulation
In this course the student will experience the decisions and interactions a manager in a typical business would face. Through the use of computer simulation, the student will work with other students as a member of a business team. Each team will make the necessary decisions to enable their business to prosper under changing competitive situations.

Students with credit for HOSP 272 can not take BUAD 272 for further credit. (2,0,2)

Prerequisites:
- BUAD 111
- BUAD 116
- BUAD 123
- BUAD 128
- BUAD 195

Corequisites:
- BUAD 264

BUAD 273-3-4
Intermediate Accounting II
A continuation of BUAD 263, this course includes areas of concentration including liabilities, equities, pensions, leases and taxes, while emphasizing Generally Accepted Accounting Principles used in recording and presenting financial statements.

CA, CGA, CMA credit (4,0,0)

Prerequisites:
- BUAD 263

Also offered by Distance Education

BUAD 278-3-3
Marketing Management
Through the use of practical cases this course aids the marketer and manager in establishing a rational process to approach marketing issues. Greater depth and relationship between the marketing areas of production, people, promotion and distribution and pricing are explored and developed into a complete marketing plan. (3,0,0)

Prerequisites:
- BUAD 116[1]

[1] minimum grade of 60 required

BUAD 279-3-3
Industrial Relations
An examination of the nature of labour relations in Canada; its history, objectives and philosophy. The structure and functions of the Canadian labour movement are studied as well as legislation governing industrial relations in the private and public sectors are studied. Particular emphasis is placed on the collective bargaining process and negotiations and management roles in the administration of the collective agreement. Related issues covered in the course include third-party processes such as arbitration and mediation, grievance procedures, discipline, strikes and lockouts, picketing and union certification. (3,0,0)

Prerequisites:

- BUAD 123

Also offered by Distance Education

BUAD 283-3-3
Management Information Systems
This course is an introduction to computer systems and to the analysis, design and implementation of computer based management information. Specific technologies will be explored, including databases, decision support systems, networks, electronic commerce, and emerging technologies. Computer software will be used to illustrate MIS (Management Information Systems) concepts.

CA, CGA, CMA credit (2,1,0)

Prerequisites:
- BUAD 128

Also offered by Distance Education

BUAD 289-3-3
Purchasing and Materials Management
An introduction to the development of basic purchasing skills for commercial, government, industrial and institutional organizations. Quality assurance, standardization, sources of supply, negotiation, pricing practices, make-or-buy decisions, surplus materials and inventory management will be covered. (3,0,0)

Prerequisites:
- BUAD 116

BUAD 290-3-3
Introduction to Merchandising
This course introduces students to current issues in the retail economy and in society that affect the different merchandising approaches used by retailers. By directly observing merchandising strategies and discussing the underlying causes of those strategies, students will understand the need for different approaches to achieve financial results and satisfying customer needs. (3,0,0)

BUAD 291-3-3
Designing the Retail Environment
This course focuses on the theory and application of retail site location and design elements needing consideration in the setting up of retail stores and store layouts. Emphasis will be on factors used in analysis of the trading area and site selection as well as the concepts involved in interior and exterior retail outlet design. (3,0,0)

Prerequisites:
- BUAD 116

BUAD 292-3-3
Merchandise Display Strategy
Planning, managing, and displaying fashion and merchandise in a variety of retail business environments is integral to retail sales. This course emphasizes planning, management, and evaluation display strategies used by retailers for effectively presenting and promoting their merchandise. (3,0,0)

Prerequisites:
- BUAD 116

BUAD 293-3-3
Entrepreneurship
This course is an investigation into the role of the entrepreneur in business and economic development. The personality/character traits that are associated with the entrepreneurial spirit are examined. Students will identify business opportunities, develop a business plan for their own small business and pitch their venture idea to stakeholders who will evaluate its potential viability. Credit may be received by passing a challenge exam. (3,0,0)

Prerequisites:
- BUAD 111 or BUAD 131
- BUAD 116
- BUAD 123
- BUAD 128
- BUAD 195

Corequisites:
- BUAD 264

Also offered by Distance Education

BUAD 296-3-3
Long-term Capital Management
An introduction to the long-term treasury functions of business: namely, the raising of long-term capital and the evaluation of proposals for the investment of this capital. Topics include the time value of money; risk versus return; the cost of capital; capital budgeting; leasing versus purchasing; capital markets; financing with common stock, preferred stock, bonds, and retained earnings; convertible securities and warrants.

CA, CGA, CMA, PMAC credit with BUAD 195 (3,0,0)

Prerequisites:
- MATH 114

Also offered by Distance Education

BUAD 297-3-3
Retailing
This course covers strategic retail management and

orients students to the dynamic and competitive nature of the industry. Topics include current issues in retail, managing the retail operation, pricing, inventory management and control, store design and location. (3,0,0)

Prerequisites:
- BUAD 116

Also offered by Distance Education

BUAD 298-3-4
Small Business Management
The case study method will be used in this course. Students will be instructed in the use of rational problem solving and decision making in marketing, HR management, purchasing and inventory management, financial control, and areas facing the small business manager. Computers will be used to analyze cases using simulations, business planning and other common business software. (3,1,0)

Prerequisites:
- BUAD 111 or BUAD 131
- BUAD 116
- BUAD 123
- BUAD 128
- BUAD 195

Also offered by Distance Education

BUAD 299-3-3
Conventions Management
Formerly HOSP 250

This course focuses on the convention, meeting and trade show industry. Topics include the size and scope of the industry; industry trends; the characteristics of the corporate, association and other market segments; and preparation of a marketing plan. How to plan, organize, direct and control the key aspects of a successful convention will also be covered.

Students with credit for HOSP 251 will require permission of the department before taking this course. Students with credit for HOSP 250 cannot take BUAD 299 for further credit. (3,0,0)

BUAD 305-3-3
Logistics and Supply Chain Management
Business inputs are sourced from many, increasingly global, sources. Supply chain managers must not only optimize the decisions of their own firms, but also try to improve the interactions of the various levels in the supply chain. Fundamental concepts, strategies, and planning techniques for logistics and supply chain management will be reviewed. (3,0,0)

Prerequisites:
- BUAD 264
- third-year standing

BUAD 306-3-3
Managing Professional Service Firms
This course explores the challenges of leading professional service firms by exploring the unique characteristics of professional service firms and their implications for strategy, leadership, management, governance and organization. The course will also introduce frameworks and methods for analyzing professional service firms as well as provide an overview of the skills required to succeed in such firms. (3,0,0)

Prerequisites:
- third-year standing

Corequisites:
- BUAD 340

BUAD 307-3-3
Managing for Innovation
Innovation is a basic element of business growth and success. Innovation, like many business functions, is a management process that requires specific tools, rules and discipline. It requires measurement and incentives to deliver sustained, high yields. Organizations can use innovation to redefine an industry by employing combinations of business model innovation and technology innovation. This course goes beyond ideas and inspiration to offer practical, tested advice on how to create value from the innovation investment on the level of day-to-day processes, as well as at the strategic level.

Students with credit for BUAD 339 Topic: Managing for Innovation cannot take BUAD 307 for further credit. (3,0,0)

Prerequisites:
- third-year standing

BUAD 308-3-3
Multicultural Management
In today's global environment, success or failure in business can depend on awareness of the cultural differences among people and countries. Consideration will be given to those issues and problems associated with management in different cultures and in particular to those issues that arise in international business. The course will examine the application of theory and research in multiculturalism including cross-cultural communication, culturally-biased assumptions, contrasting cultural values and culture shock. (3,0,0)

Prerequisites:
- BUAD 269
- BUAD 272 or BUAD 293
- third-year standing

Also offered by Distance Education

BUAD 309-3-3
Social Entrepreneurship
Organizations that focus their product or service on sustaining and developing their communities are increasing in number. These organizations can take the form of non-profits, co-operatives and social enterprise businesses. This course takes a very hands-on approach to understanding and learning about the challenges that these organizations face. Through a service learning approach, class seminars and guest speakers, students will explore topics such as challenges in the non-profit sector, volunteer management, social entrepreneurship, corporate social responsibility, corporate philanthropy, and ethics. Students will be required to complete an applied community (service learning) project as a major component of the course. S
tudents with credit for BUAD 339 will require permission of the department before taking this course. (3,0,0)

Prerequisites:
- third-year standing
- 6 cr CMNS or ENGL or 3 of each

BUAD 315-3-3
Management Science
Management science is a discipline that aids decision-making by applying a scientific approach to managerial problems. This course discusses quantitative methods and their extensive applications in business. Topics include linear programming, project scheduling, waiting line models, inventory management, simulation, Markov process, decision analysis, and forecasting. Use of computer software is an integral part of this course. (3,0,0)

Prerequisites:
- STAT 124 or STAT 121
- third-year standing

Also offered by Distance Education

BUAD 330-3-3
International Business
This course examines small business operation in an international context and includes cultural, economic, financial, legal and political environments. (3,0,0)

Prerequisites:
- BUAD 116
- BUAD 123
- BUAD 195
- third-year standing

Also offered by Distance Education

BUAD 331-3-3
Project Management
This course is an introduction to project management. Theory and practice are blended into a term project which culminates in a project kick-off meeting. Project management software and templates will be used for the planning process. Topics include project management knowledge areas, process groups and industry best practices. (3,0,0)

Prerequisites:
- BUAD 128
- third-year standing

BUAD 332-3-3
Selected Topics: Hospitality and Tourism Management
This course will focus on specialized topics in hospitality and tourism management. With different topics this course may be taken more than once for credit.
(3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 333-3-3
Internet Marketing
This course will provide a framework for understanding the forces driving the Internet revolution in marketing and business. From this foundation students will see how many new tools, challenges, and techniques fit with current marketing approaches. The course will also survey how the Internet has produced organizational challenges such as distribution conflict, legal issues, and new skill requirements in marketing. (3,0,0)

Prerequisites:
- BUAD 116
- BUAD 128
- third-year standing

BUAD 334-3-3
Sports and Events Marketing
This course includes an intensive examination of the marketing plan as it pertains to marketing of sports and events. It explores the characteristics of consumer behaviour in terms of spectators and

participants. The contribution and importance of sponsorship exchanges to the traditional marketing mix is the focus of the course.

Students with credit for BUAD 338 will require permission of the department before taking this course. (3,0,0)

Prerequisites:
- BUAD 116
- third-year standing

BUAD 335-3-3
Electronic Commerce
This course focuses on the recent growth of buying and selling goods and services over the Internet. It will examine Internet technology relevant to areas of existing marketing knowledge. A framework of understanding internet marketing and associated business models, online marketing possibilities, and implementation issues are covered. (3,0,0)

Prerequisites:
- BUAD 128 or COSC 119
- third-year standing

Also offered by Distance Education

BUAD 336-3-3
Services Marketing
formerly BUAD 294

This course includes the marketing of intangible offerings by both profit and non-profit organizations (including financial institutions), the hospitality industry, professionals, government agencies, and charities. Included is the application of marketing principles when the marketer's offerings are services, not goods. Emphasis will be placed on current marketing practices employed by regional, national and international firms.

Students with credit for BUAD 294 can not take BUAD 336 for further credit. (3,0,0)

Prerequisites:
- BUAD 116
- second-year standing

BUAD 338-3-3
Selected Topics: Marketing
This course will focus on specialized topics in marketing.

With different topics this course may be taken more than once for credit.
(3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 339-3-3
Selected Topics: Management
This course will focus on specialized topics in management.

With different topics this course may be taken more than once for credit.
(3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 340-3-3
Strategic Management I
This is the first of two courses in strategic management. It will draw upon critical thinking concepts and techniques to evaluate alternatives in a strategic management context. The case method will be used extensively. (3,0,0)

Prerequisites:
- BUAD 116
- BUAD 128
- BUAD 195
- BUAD 262
- BUAD 264
- third-year standing

Also offered by Distance Education

BUAD 341-3-3
Introduction to Non-Profit Management
This course introduces students to the areas of responsibility of managers of non-profit organizations, and provides a broad overview of the management challenges of the non-profit sector. Topics include scope and function of the non-profit sector, an overview of financial management, human resources management, strategic planning, and marketing functions within the non-profit sector. Specific issues are emphasized, including accountability, board selection, volunteer management, and fundraising. Students with credit for BUAD 339 Topic: Introduction to Non-Profit Management can not take this course for further credit. (3,0,0)

Prerequisites:
- third-year standing in the BBA program

BUAD 343-3-3
Strategies for Personal Success
This course is an examination of a wide variety of

strategies used by individuals who have achieved exceptional personal success in social, political or financial terms, and is aimed at articulating the students personal definition of success. (1.5,0,1.5)

Prerequisites:
- third-year standing

BUAD 344-3-4
Applied Marketing Research
This course provides students the skills and knowledge to conduct primary marketing research. The focus is on acquiring information, assembling the information into a usable database, conducting data analysis, and accurately reporting findings. Students engage in experiential learning by completing a research project supported by theory and practice from both industry and academic sources. (2,2,0)

Prerequisites:
- BUAD 210
- the corequisite of STAT 121 or STAT 124

Corequisites:
- STAT 121

BUAD 345-3-3
Consumer Behaviour
This course examines how decisions are made in the marketplace by consumers. The study of consumer behaviour allows marketers to anticipate reactions to changes in the marketing mix and responses to new products. In addition, the course covers group influence, consumerism and branding. (3,0,0)

Prerequisites:
- BUAD 116
- third-year standing

BUAD 346-3-3
Environmentally Sustainable Enterprise
Formerly BUAD 339

Operating a business in an environmentally sustainable manner is a consumer demand, and employee retention strategy and a financial imperative. This course will explore ways to minimize emissions, energy use, waste and environmental impacts, using marketing, accounting, human resource and management strategies. Students with credit for BUAD 339 Topic - Environmentally Sustainable Enterprise cannot take BUAD 346 for addidtional credit.

(3,0,0)

Prerequisites:
- third-year standing

BUAD 350-3-3
Capital Markets
This course studies financial institutions and instruments, with the Canadian and the U.S. markets serving as a basis for understanding the rest of the world. Among financial intermediaries, the key role of investment banking will be stressed. Traditional instruments such as equity and debt securities, along with their derivatives and asset securitization will be discussed. The rationale is to provide the student with a contemporary view of capital markets faced in the business world. Current events will be discussed. (3,0,0)

Prerequisites:
- BUAD 296
- third-year standing

Also offered by Distance Education

BUAD 351-3-3
Tourism Planning and Development
This course explores the theories of tourism planning and sustainable development. The roles and interrelationships between government, non-government organizations, and the sector are examined in the context of local, national and international policy and planning frameworks. Learners examine the ecological and environmental impacts of tourism, tourism master plans, and global forces influencing travel. (3,0,0)

Prerequisites:
- BUAD 206

BUAD 353-3-3
Derivative Securities
This course discusses the valuation methods and hedging strategies of options, futures, swaps and other financial derivatives. It presents a balance of the institutional details, theoretical foundations, and practical applications. (3,0,0)

Prerequisites:
- BUAD 350
- third-year standing

BUAD 356-3-3
Contemporary Practices in Financial Planning
This course examines the financial planning process, income tax legislation, and advanced areas related to the practice of financial planning. Professional and ethical responsibilities of financial planners are explored. Different forms of business structures, including trusts, are examined in relation to financial planning implications.

Students with credit for BUAD 252 cannot take BUAD 356 for further credit. (3,0,0)

Prerequisites:
- BUAD 251
- MATH 114

Corequisites:
- BUAD 208

BUAD 358-3-3
Global Trends in Tourism and Hospitality
This course explores current trends in the global tourism and hospitality sector with an emphasis on the challenges facing the sector and its responses. Case studies address current and relevant topics such as transportation, destination management, marketing, and distribution management. Current developments in social media, corporate social responsibility, and sustainability are analyzed with the tourism context. (3,0,0)

Prerequisites:
- BUAD 206

BUAD 359-3-3
Accounting Theory
This course emphasizes theory relevant to financial accounting and reporting. It examines research on the role of financial reporting in capital markets and develops a conceptual framework to evaluate accounting standards. Students with credit for BUAD 368 will require permission from the department before taking this course. (3,0,0)

Prerequisites:
- BUAD 362 or BUAD 364

BUAD 360-3-3
Canadian Financial Institutions
This course will examine the role of banks and credit unions, trust companies, insurance companies and stock markets (the four pillars of Canadian finance) in financing and supporting small business. (3,0,0)

Prerequisites:
- BUAD 116
- BUAD 128
- BUAD 195
- BUAD 264
- third-year standing

BUAD 361-3-3
Selected Topics: Financial Services
This course will focus on specialized topics in financial services.

With different topics this course may be taken more than once for credit.
(3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 364-3-3
Internal Control and Audit
This course examines the principles of internal control and how to develop and evaluate an internal control system. Internal and external auditing and how to conduct an audit are included. (3,0,0)

Prerequisites:
- BUAD 273

Also offered by Distance Education

BUAD 365-3-3
Cost Accounting
formerly BUAD 274

This course provides an in-depth analysis of management and cost accounting issues. Costing methods for manufacturing and service businesses are examined, including job costing, process costing, joint product and byproduct costing, plus activity-based costing. Other topics include service department cost allocation, variance analysis and profitability analysis.

Students with credit for BUAD 274 cannot take BUAD 365 for further credit. (3,0,0)

Prerequisites:
- BUAD 264
- BUAD 121 or BUAD 132

Also offered by Distance Education

BUAD 367-3-3
Fraud Examination
This course will provide a basic understanding of occupational fraud and the methods of detection and prevention. Topics included in the course are asset misappropriation, bribery and corruption, and fraudulent financial statements. (3,0,0)

Prerequisites:
- BUAD 263

BUAD 368-3-3
Selected Topics: Advanced Accounting
This course will focus on specialized topics in

advanced accounting.

With different topics this course may be taken more than once for credit.
(3,0,0)

Prerequisites:
- will be determined by the topic area

BUAD 369-3-4
Canadian Income Tax II
formerly BUAD 281

This course builds upon topics introduced in BUAD 208. It explores tax treatment of complex transactions with respect to various sources of taxable income, tax planning for small business, calculation of tax liability and integration of the tax system. Both corporate and personal taxes are examined.

Students with credit for BUAD 281 cannot take BUAD 369 for further credit. (4,0,0)

Prerequisites:
- BUAD 208

BUAD 370-3-3
Leadership
This course will examine advanced skills in organizational leadership including motivation, delegation, team building and negotiation. It will explore leadership as a constituent part of management and consider leadership vs. followership, leadership vs. management, leadership and mentorship, leadership and expertise, leadership and change, and leadership and innovation. (3,0,0)

Prerequisites:
- third-year standing

BUAD 374-3-3
Employment Law
Utilizing case studies and interactive lectures, this course examines in-depth the common law and statutory rules that govern the employment relationship in non-unionized working environments in British Columiba. Areas of study include the legal components of employment, the rights and obiligations of employers and employees, and the modification of their relationship through the use of employment agreements. (3,0,0)

Prerequisites:
- BUAD 209
- BUAD 269
- third-year standing

BUAD 375-3-3
Strategic Human Resource Planning
formerly part of BUAD 270

This course focuses on the strategic nature of human resource planning. Topics include forecasting employee demand and supply; evaluating the need, design and applications of Human Resource Information Systems (HRIS); identifying changes to human resources functions; planned and unplanned change; and change management and innovation.

Students who have credit for BUAD 270 can not take BUAD 375 for further credit. (3,0,0)

Prerequisites:
- BUAD 269
- BUAD 340

Also offered by Distance Education

BUAD 376-3-3
Compensation and Benefits
This course provides an in-depth study of compensation and benefits. Legislation, union and non-union environments, direct and indirect compensation systems, and current topics are included. Students with credit for BUAD 245 cannot take BUAD 376 for additional credit.

(3,0,0)

Prerequisites:
- BUAD 269 third-year standing in the BBA program

BUAD 379-3-3
Selected Topics: Human Resources
This course will focus on specialized topics in human resources management.

With different topics this course may be taken more than once for credit.
(3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 382-3-3
Operations Management
Providing goods or services requires considerable management effort in selecting appropriate processes, determining inventory needs and procedures, sizing productive capacity, determining workforce levels, and assuring quality in the end product or service. This course investigates the decisions required by management and the

quantitative and qualitative techniques applicable to the decision process. Emphasis is on forecasting, resource planning, lean systems, project management, process selection, layout, location, and planning.

Students with credit for BUAD 282 may not take BUAD 382 for additional credit. (3,0,0)

Prerequisites:
- BUAD 128
- BUAD 264
- MATH 114
- STAT 121 or STAT 124

BUAD 390-3-3
Properties Management
This course examines the management and maintenance of hotel facilities and building services including managerial methods and systems in housekeeping and engineering departments, key building systems and environmental issues relating to the management of lodging facilities. It examines the challenges of balancing revenue issues with demands and constraints imposed by regulations and other health, safety and security. (3,0,0)

Prerequisites:
- BUAD 111
- BUAD 116
- BUAD 123
- BUAD 195
- third-year standing

Also offered by Distance Education

BUAD 392-3-3
Adventure & Eco Tourism
Students will examine the supply and demand aspects of the adventure and tourism business sector. Risk Management is a critical business skill in this sector and students will prepare a Risk Management Plan. Factors that make adventure and eco businesses different from typical businesses are researched. Students may be required to provide for their own travel and other expenses for field trips. Student with credit for HOSP 251 Topic: Adventure and Eco Tourism cannot take BUAD 392 for additional credit. (3,0,0)

Prerequisites:
- HOSP 210 or BUAD 206
- third-year standing

BUAD 401-3-3
International Trade Management
This course introduces students to the process of globalization and its implications for business firms and managers involved in international trade. It will analyze the factors involved in operating a business internationally, international competitiveness, international marketing, and international logistical issues. The attendant financial political, economic and operating risks will also be examined. Strategies that businesses can use to compete in such an environment will be developed. (3,0,0)

Prerequisites:
- BUAD 330

BUAD 410-3-3
Organization Change and Development
Organizational Development is an applied behavioural science dedicated to improving organizations and their human resources through planned change and renewal processes. It involves systematic, planned interventions using behavioural science knowledge to improve organizational health and effectiveness. In this course students learn organization change consultancy models, facilitate seminars and use advanced critical thinking and case analysis skills. (3,0,0)

Prerequisites:
- BUAD 262
- BUAD 269
- BUAD 340
- fourth-year standing
- 6 credits of CMNS or ENGL

BUAD 412-3-3
Strategic Performance Management
Students will gain experience in assessing performance from a multiple of perspectives. To begin, students will learn the "planning, doing and reviewing" components inherent in performance management processes. Further, they will gain experience with the integration of strategy execution and performance measurement. Students will engage in the delivery of meaningful performance feedback.

Students with credit for BUAD 379 Topic: Strategic Performance Management cannot take BUAD 412 for further credit. (3,0,0)

Prerequisites:
- BUAD 269
- BUAD 340

Also offered by Distance Education

BUAD 415-3-3
New Product Development
This course explores the process of taking a product from the idea stage to the commercialization stage.

Using a go/no go approach to decision-making, it examines the role of competitive intelligence, intellectual property, venture capital, prototyping, and technology transfer in the new product development process. During the course students will use case study analysis and computer simulations, and will develop a new product development strategy for an actual product. (2,1,0)

Prerequisites:
- BUAD 340

BUAD 420-3-3
Audit Practice Set
Students will apply audit techniques learned in BUAD 364 to specific areas of the financial statement audit. The course will use a well-known working paper software program to prepare a year-end audit engagement file. (3,0,0)

Prerequisites:
- BUAD 364

BUAD 425-3-3
Business and Canadian Government Policy
This course examines Canadian government institutions, structures and practices that impact business planning and operations. Industry associations are studied with a special focus on government agencies and programs that offer assistance and services to small and medium sized businesses. Decision-making models are introduced to understand government policy formation. Key federal, provincial and municipal legislation and policies are examined. Students with credit for BUAD 325 cannot take BUAD 425 for further credit. (3,0,0)

Prerequisites:
- BUAD 113
  or ECON 115 and ECON 125
- third-year standing

Also offered by Distance Education

BUAD 430-3-3
Institutions of International Trade
This course examines foundation topics in international business law. It broadens student understanding of the divergent legal systems and legislative regimes that they will encounter in international business. It creates an understanding of how and why these divergent systems affect business risks, opportunities and profitability of international business. Students study effective international business strategies and the instruments used in international business transactions. (3,0,0)

Prerequisites:
- BUAD 209
- BUAD 330

BUAD 440-3-4
Advanced Business Strategy
Students will experience the decisions and interactions a manager in a typical mid- to large-scale international business would face. Through the use of an advanced computer simulation, students will works as members of a business team to formulate a successful international business strategy and then make the necessary decisions to enable their business to prosper under the challenging economic and competitive situations. (2,2,0)

Prerequisites:
- BUAD 340

BUAD 449-3-3
Sustainable Tourism and Stewardship
Tourism and the environment are diverse, complex, and interrelated systems. This course examines stewardship and sustainability within an interdisciplinary context. Students examine the impacts of tourism and approaches applied to global issues, such as climate change and poverty reduction and the pressures tourism places on social and physical environments. (3,0,0)

Prerequisites:
- BUAD 351

BUAD 450-3-3
Investment Management
In this course students will gain the knowledge and skills required for success as an investment professional or an individual investor. Topics include investment and portfolio theory, techniques for security analysis (fundamental and technical), valuation and management of various investment products, international investing, and portfolio management and performance evaluation. Careers and ethics in investment management will be discussed. (3,0,0)

Prerequisites:
- BUAD 350
- third-year standing

Also offered by Distance Education

BUAD 461-3-3
Applied Corporate Finance
This course uses the case method to build on concepts learned in earlier finance courses by applying those concepts to specific finance problems in a real business setting. Through discussion of key concepts such as cost of capital, capital budgeting,

optimal capital structure, financing alternatives and business valuation, students learn the analytical techniques necessary to make rational financial decisions. (3,0,0)

Prerequisites:
- BUAD 195
- BUAD 296
- BUAD 264

Corequisites:
- BUAD 340

BUAD 462-3-4
Advanced Financial Accounting
This is the final course in the financial accounting sequence. Topics such as financial reporting and standard setting, financial instruments, income tax allocation, business combinations and consolidations, foreign currency hedges and translation, and accounting for not-for-profit and government organizations. Students with credit for BUAD 362 cannot take BUAD 462 for additional credit. (4,0,0)

Prerequisites:
- BUAD 273

Also offered by Distance Education

BUAD 466-3-3
Advanced Managerial Accounting
This is the final course in the managerial accounting sequence. Topics include cost/volume/profit analysis, pricing theory, product costing, variance analysis, management control systems, capital budgeting, cost management, decentralization and transfer pricing, performance measures, ethical considerations, and decision making. Managerial accounting concepts for not-for-profit and government or public organizations are also included. Students with credit for BUAD 366 cannot take BUAD 466 for additional credit. (3,0,0)

Prerequisites:
- BUAD 274 or BUAD 365

Also offered by Distance Education

BUAD 470-3-4
Customer Relationship Management
This course provides marketing students with the concepts and analytical tools needed to understand the emerging field of Customer Relationship Management. Students will focus on developing skills in data mining, quantitative analysis and research. Additional areas of focus include procuring new information for decision making, creating a database and accurately reporting findings. Course emphasis is on experiential learning. (2,2,0)

Prerequisites:
- BUAD 268 or BUAD 210

Corequisites:
- BUAD 336

BUAD 480-3-3
Strategic Management II
This course fully explores strategic management processes and analytical techniques. Students will conduct strategic analysis of a variety of business case studies, from small and mid-sized firms to large corporations. Whereas the prerequisite to this course concentrated on strategy formulation, this course focuses on strategic planning, implementing strategy and strategic change. Students with credit for BUAD 380 cannot take BUAD 480 for further credit. (3,0,0)

Prerequisites:
- BUAD 340[1]

[1] minimum grade of 60 required

BUAD 491-3-3
Business Research Methods
formerly part of BUAD 490

This course prepares students to work closely with businesses or organizations in an "entry-level" consulting capacity. Students will study research methodology and consulting practices used in the business community. Students will complete a project proposal, which meets the academic standards of the department and the requirements of the business client.

BUAD 491 is a capstone course in the BBA degree and is required for the BBA honours degree. This course is to be taken in the final year of the program. Students who have credit for BUAD 490 can not take BUAD 491 for further credit.
(3,0,0)

Prerequisites:
- BUAD 315
- completion of 90 credits towards the BBA degree
- permission of the department

BUAD 492-3-3
Business Research Project
formerly part of BUAD 490

This course implements the research methodology and consulting practices learned in BUAD 491. Project work outlined in the research proposal

(prepared in BUAD 491) provides the basis for the client's business proposal and the final project report. Student-led seminars provide opportunities for dealing collectively with project problems, and for presenting individual progress reports. A final project presentation involving students and invited business guests is required.

BUAD 492 is a capstone course in the BBA degree and is required for the BBA honours degree. This course is to be taken in the final year of the program. Students who have credit for BUAD 490 can not take BUAD 492 for further credit. (3,0,0)

Prerequisites:
- BUAD 491

BUAD 498-3
Directed Studies in Business
This course is open to students in the BBA program and may consist of supervised reading, participation in a seminar, and one or more applied research projects.

This three-credit course may be taken over one or two semesters. A student may receive credit for this course twice with a different topic.

Prerequisites:
- third-year standing
- permission of the department chair
- agreement of a Business faculty member to supervise the directed study

Certified Dental Assistant

CDA 100-85 hours
Anatomy, Histology, Embryology & Pathology
This course teaches students the theory and practical application of oral health sciences. Students will learn how these dental sciences apply to CDA practice. To meet the clinical application of this course students will be expected to identify oral tissues in a clinical setting.

Prerequisites:
- admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 101, CDA 102, CDA 104

CDA 101-50 hours
Infection Prevention and Control
This course presents the principles and techniques of disease transmission and the background knowledge of bacteria and microbial characteristics of infection control. This course includes an orientation to the identification, function and maintenance of equipment found in dental offices. In clinic the students will demonstrate effective infection-control techniques to prevent transmission in the dental setting.

Prerequisites:
- admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 100, CDA 102, CDA 104

CDA 102-135 hours
Preparation for Clinical Practice
This course introduces theoretical, pre-clinical and clinical application knowledge and dexterity to provide preventive dental care. This course also provides both dental assisting theory and practice, and behavioural sciences as it relates to the history and practice of the dental profession.

Prerequisites:
- admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 100, CDA 101, CDA 104

CDA 104-180 hours
Restorative Fundamentals
This fundamentals course focuses on the theory, principles and practical application of restorative dentistry.

Prerequisites:
- admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 100, CDA 101, CDA 102

CDA 200-105 hours
Dental Radiography
This course introduces the knowledge and theoretical considerations of dental radiographic procedures. The clinical application of material will be presented and practiced to achieve competence in radiographic techniques.

Prerequisites:
- CDA 100
- CDA 101
- CDA 102
- CDA 104

Concurrent Registration: CDA 201, CDA 202

CDA 201-140 hours
Dental Specialties
This course provides basic knowledge of the special disciplines of dentistry including Pedodontics, Periodontics, Endodontics, Oral and Maxillofacial Surgery, Orthodontics and Forensic Odontology.

Prerequisites:
- CDA 100
- CDA 101
- CDA 102
- CDA 104

Concurrent Registration: CDA 200, CDA 202

CDA 202-115 hours
Preventive Dental Procedures
This oral health sciences course focuses on the theoretical, pre-clinical, and clinical application knowledge and dexterity needed to allow students to provide direct preventive patient care.

Prerequisites:
- CDA 200
- CDA 201

Concurrent Registration: CDA 200, CDA 201

CDA 203-56 hours
Dental Office Practicum
This course is a supervised, practical experience placement emphasizing level I duties. Each student is assigned to a general dental office for a minimum of 34 hours.

Prerequisites:
- CDA 200
- CDA 201
- CDA 202

Concurrent Registration: CDA 200, CDA 201, CDA 202

CDA 300-50 hours
Practical Dental Skills
This course provides the student with the information and practical knowledge related to the business procedures of a dental practice. This course includes a review of employment skills and interview techniques.

Prerequisites:
- CDA 203[1]

Concurrent Registration: CDA 301, CDA 302
[1] minimum grade of P required

CDA 301-100 hours
Fixed and Removable Prosthodontics
This course presents basic information about prosthetic dental procedures intended to return damaged or missing dentition to normal function. Students learn the clinical procedures and related dental materials associated with prosthodontic procedures.

Prerequisites:
- CDA 203[1]

Concurrent Registration: CDA 300, CDA 302
[1] minimum grade of P required

CDA 302-65 hours
Direct Patient Care
This course gives students the opportunity to provide preventive dental services to patients. Students will demonstrate competency in the intra-oral skills that are legislated for Certified Dental Assistants in BC.

Prerequisites:
- CDA 203[1]

Concurrent Registration: CDA 300, CDA 301
[1] minimum grade of P required

CDA 303-105 hours
Dental Office Practicum
This course is a supervised, practical experience placement emphasizing level II services. Each student is assigned to a general dental office for a minimum of 105 hours. The student is required to work complete business days and as such may exceed the minimum number of hours.

Prerequisites:
- CDA 300
- CDA 301
- CDA 302

Concurrent Registration: CDA 302

Chemistry

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Chemistry department. See prerequisite waiver.

CHEM 111-3-7
Principles of Chemistry I
This course is intended for physical science and

engineering students. Content includes: a study of the fundamental principles of chemistry with particular reference to stoichiometry, atomic structure and periodic properties, chemical bonding and the physical properties of solids, liquids and gases. A lab component will illustrate the behaviour of chemical systems and the precise techniques of quantitative analysis. (4,3,0)

Prerequisites:
- ABE CHEM 012[1] or Chemistry 12[2]
- ABE MATH 012[1] or Principles of Math 12[2] or Pre-Calculus 12[2]
  or admission to an OC Engineering Technology Bridge to UBCO and a minimum of 75 in either Chemistry 11 or an equivalent Advanced Level Adult basic Education Chemistry course.

[1] minimum grade of 60 required
[2] minimum score of 60 required

CHEM 112-3-7
Introductory Chemistry I
An introduction to the study of chemistry with particular reference to stoichiometry, atomic structure and periodic properties, chemical bonding and the physical properties of solids, liquids, gases and solutions. The lab component will emphasize the techniques of quantitative and qualitative analysis. (4,3,0)

Prerequisites:
- ABE CHEM 011 or Chemistry 11
- a mimimum of 50% in Pre-calculus Grade 12 is strongly recommended.

Also offered by Distance Education

CHEM 117-3-6
Introduction to Forensic Science
This course is an introduction to the major areas of forensic science including techniques used in the collection, preservation, and analysis of evidence. The theory and analysis behind biological (blood, saliva, DNA), chemical (drugs, poisons, toxicology), and physical (fire, firearms) evidence introduced in criminal proceedings will be evaluated including their uses, interpretation, and limitations. The laboratory component will provide practical experience with several basic forensic techniques. (3,3,0)

CHEM 118-3-6
Introductory Chemistry for Water Engineering Technology
This course will provide students with an introduction to the study of chemistry with particular reference to the practical applications of stoichiometry, solutions, atomic structure and periodic properties, chemical bonding, molecular structure, and equilibrium. The lab component will emphasize the techniques of quantitative and qualitative analyses. Students with credit for CHEM 115 cannot take CHEM 118 for further credit. (3,3,0)

Prerequisites:
- ABE CHEM 011 or Chemistry 11
- Principles of Mathematics 12 or Pre-Calculus 12 or a Provincial Level Adult Basic Education Mathematics course is strongly recommended.

CHEM 121-3-7
Principles of Chemistry II
A continuation of CHEM 111 with particular reference to organic chemistry, thermodynamics, chemical equilibrium and chemical kinetics. The laboratory program introduces a series of experiments in organic and physical chemistry illustrating concepts discussed in lectures.
(4,3,0)

Prerequisites:
- CHEM 111 or CHEM 112 with permission of the department

CHEM 122-3-7
Introductory Chemistry II
A continuation of CHEM 112 including topics in organic and biological chemistry, thermodynamics, chemical equilibrium, and chemical kinetics. The laboratory program complements the lecture material. (4,3,0)

Prerequisites:
- CHEM 112 or CHEM 111

Also offered by Distance Education

CHEM 128-3-6
Water Chemistry
This course introduces students to the study of aqueous environmental chemistry with reference to the essential role of water in environmental sustainability. The composition and properties of natural water systems, as well as phase interactions, redox reactions, complexation, ion exchange and microbial transformations within aquatic systems will also be examined. The lab component will emphasize the techniques of quantitative and qualitative analyses of natural waters. Students with credit for CHEM 125 cannot take CHEM 128 for further credit. (3,3,0)

Prerequisites:
- CHEM 118

CHEM 161-2-2
Industrial Chemical Processes I
This course introduces chemical processes involved in major industrial settings. Topics covered include the chemical industry and larege-scale chemical manufacturing, inorganic and fermentation process, the conversion of petroleum into purified chemical substances, and the environmental impact of these and other processes. (2,0,0)

Prerequisites:
- admission to the Analytical Chemistry Technology diploma program

CHEM 162-3-6
Environmental Chemistry
This course is an introduction to the fundamental chemical principles that govern environmental processes. Topics will include the interaction of the atmosphere, hydrosphere, lithosphere, and biosphere, fate and transport of environmental pollutants, greenhouse gases and global warming, and environmental remediation processes. The laboratory component will include methods commonly used in laboratory analysis for a variety of environmental parameters. (3,3,0)

Prerequisites:
- admission to the Analytical Chemistry Technology diploma program

CHEM 163-3-3
Analysis Quality Assurance and Quality Control
This course overs the practical aspects of analytical chemistry including the principles of quality assurance/quality control (QA/QC) as well as sampling, sample preparation, method development, calibration methods, and LIMS. The student will gain a detailed understanding of requirements necessary to obtain chemical data of proven and known quality. Students will apply QA/QC principles to actual data in a statistical manner. (3,0,0)

Prerequisites:
- STAT 121
- admission to the Analytical Chemistry Technology diploma program

Corequisites:
- CHEM 226

CHEM 211-3-6.5
Physical Chemistry
Designed for science majors. Topics include thermodynamics and kinetics as they apply to chemical and physical systems. An accompanying laboratory program illustrates instrumental analytical techniques and measurement of specific physical and chemical properties.

Students should note that CHEM 211 and 221 are distinct and independent one-semester courses.

Students attend a one-hour tutorial on alternate weeks. (3,3,0.5)

Prerequisites:
- CHEM 121 or CHEM 122
- MATH 122
- a minimum grade of 65% in CHEM 122 is strongly recommended.
- MATH 212 is recommended for those planning to take further physical chemistry courses.

CHEM 212-3-6
Organic Chemistry I
A study of the fundamental principles of the chemistry of carbon compounds including mechanism of reactions for the main classes of compounds, their molecular conformation and their stereochemistry. The laboratory component will introduce techniques for the synthesis, purification and identification of compounds, and will include a problem based learning approach.
(3,3,0)

Prerequisites:
- CHEM 121 or CHEM 122
- a minimum grade of 65% in CHEM 122 is strongly recommended

CHEM 218-3-6
Applications of Environmental Chemistry
This course is an introduction to the application of chemical principles that govern environmental processes. Topics will include atmospheric chemistry, climate change, renewable energy, fate and transport of environmental pollutants, and environmental remediation processes. The laboratory component will include methods commonly used in laboratory analysis for a variety of environmental parameters. Students with credit for CHEM 214 cannot take CHEM 218 for further credit. (3,3,0)

Prerequisites:
- CHEM 128 or CHEM 121 or CHEM 122

CHEM 221-3-6.5
Inorganic Chemistry
This course is a study of the unique chemistry of transition metals and their compounds. Topics will include inorganic synthesis, structure, properties and reaction mechanisms. The laboratory component involves the synthesis and analysis of some interesting and colourful compounds as well as a

minor project.
(3,3,0.5)

Prerequisites:
- CHEM 121 or CHEM 122
- a minimum grade of 65% in CHEM 122 is strongly recommended

CHEM 222-3-6
Organic Chemistry II
A continuation of CHEM 212 including such topics as the chemistry of aromatic and carbonyl compounds, and the determination of structure using various spectral methods. The laboratory component will illustrate various types of organic syntheses and will include a problem-based-learning approach. (3,3,0)

Prerequisites:
- CHEM 212

CHEM 226-3-6
Introduction to Analytical Chemistry
This course covers simple statistics, quality control, and quality assurance for analytical data. Classical methods of analysis are examined as well as instrumental techniques used in analytical chemistry, including chromatography, potentiometry and spectroscopy. Laboratory emphasis will be on application on these techniques to water quality testing and other practical applications such as forensic and analysis and consumer product analysis. Students with credit for CHEM 224 cannot take CHEM 226 for further credit. (3,3,0)

Prerequisites:
- CHEM 121 or CHEM 122 or CHEM 128

CHEM 251-3-4.5
Industrial Chemical Process II
A continuation of CHEM 161, this course investigates the main aspects involved with chemical processing industries. Basic engineering principles involved in the operation of these industries including the selection of various unit operations and equipment will be investigated. The laboratory component (three hours every second week) will investigate common laboratory procedures used in these industries. (3,1.5,0)

Prerequisites:
- CHEM 161
- CHEM 163

CHEM 252-3-6
Chromatographic Analysis I
This course introuces the basic theory and instrumentation of chromatographic separation techniques. Topics include column theory, methods of qualitative and quantitative analysis, and the application of these techniquest to various separation problems. The experiments performed in the laboratory will emphasize hands-on instrument set-up, operaiton, maintenance, trouble shorrting, and method development. (3,3,0)

Prerequisites:
- CHEM 226
- CHEM 163

CHEM 253-3-6
Physical Chemical Processes
This course covers topics in thermodynamics, kinetics, catalysis, and kinetic theory of gases. These concepts will be used to predict the probability of a chemical reaction or process occurring. The laboratory will illustrate measurement of specific physiochemical properties. (3,3,0)

Prerequisites:
- CHEM 163
- CHEM 122

CHEM 254-3-6
Spectroscopic Analysis
This course introduces the general principles, instrumentation, and applications of spectroscopic techniques. The experiments performed in the laboratory will emphasize hands-on instrument set-up, operation, maintenance, trouble shooting, and method development. (3,3,0)

Prerequisites:
- CHEM 163
- CHEM 226

CHEM 255-3-4.5
Applied Organic Chemistry
This course introduces the fundamentals of structure, bonding, and properties of the main functional groups found in the organic molecules. The laboratory(three hours every second week) will introduce basic organic techniques as well as applications of spectroscopic techniques of analysis to investigate chemical and biochemical problems. (3,1.5,0)

Prerequisites:
- CHEM 122
- CHEM 163

CHEM 261-3-4
Laboratory Instrumentation
This course covers the basics of applications of instrumental measurements. The theory, applications, and limitations associated with various electrochemical analysis methods, specialized

spectroscopy methods, and surface microscopy are covered. Thermal analysis methods, radiochemical analysis methods, and flow injuction analysis are also introduced. (0,4,0)

Prerequisites:
- CHEM 163
- CHEM 226

CHEM 262-3-6
Chromatographic Analysis II
A continuation of CHEM 252, this course introduces the applications of chromatographic separation techniques in relation to electrophoresis, Gas Chromatography - Mass Spectrometry(GC-MS), Liquid Chromatography-Mass Spectrometry(LC-MS), and other methods. The experiments performed in the laboratory include extractive techniques, ion exchange, size exclusion, affinity chromatography, electrophoresis, GC-MS, LC-MS, and biopolymer purifications. Hands on strument set-up, operation, maintenance, trouble shooting, and method development will be emphasized. (3,3,0)

Prerequisites:
- CHEM 252

CHEM 263-3-6
Applied Biochemistry
This course combines the study of the most important aspects of biological chemistry such as protens, nucleic acids, lipids, and carbohydrates and how these are metabolized in the body with a study of the instrumental methods used to analyze substances of biological importance. (3,3,0)

Prerequisites:
- CHEM 225

CHEM 264-3-4.5
Mineral Processing and Assaying
This course introduces inorganic nomenclature and bonding as applied to mineral processing and analysis. Sample preparation, common unit operations, and the determination of a variety of elements in ores, concentrates, and industrial process streams will be covered. Laboratory work (three hours every second week) provides exposure to practical bench scale experiments dealing with numerous unit operations and the simulation of manufacturing processes. (3,1.5,0)

Prerequisites:
- CHEM 163
- CHEM 226

CHEM 265-3-4.5
Petroleum Chemistry
This course deals with the production and processing of conventional crudes, natural gas, heavy oils, bitumen, and coal. The production, properties, and uses of fuels and lubricants from these sources is emphasized. Laboratory work(three hours every second week) includes the standard ASTM tests on gasolines, diesel fuels, aviation fuels, lubricating oils, bitumens, greases, and some of the representative tests on coal. (3,1.5,0)

Prerequisites:
- CHEM 225

CHEM 266-2-2
Laboratory Management
The management practices necessary to operate a laboratory will be covered including laboratory information management systems(LIMS), budgeting, and employee relations. The management aspects of work place safety, government regulations, WHMIS, and Quality Assurance/Quality Control will also be addressed. (2,0,0)

Prerequisites:
- CHEM 163

Chemistry - ABE

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

CHEM 011-112 hours
Chemistry - 011
This course is an introduction to the study of chemistry with an emphasis on mathematical concepts. Topics include measurement, physical and chemical nature of matter, quantitative composition of compounds, stoichiometry and solution chemistry, periodic table, the gaseous nature of matter, gas stoichiometry and the chemistry of carbon. A laboratory component is included.

Prerequisites:
- ABE MATH 084[1] or ABE MATH 085[2] or ABE IALG 011[2] or Principles of Mathematics 10[3] or Introductory Algebra 11[3] or Pre-Calculus 10[3]
- ABE ENGL 070[2] or ABE ENGL 071[2] or ABE ENGL 072[2] or a minimum ABLE test score of 68/80 and an Advanced Level writing sample.

[1] minimum grade of 70 required
[2] minimum grade of 60 required
[3] minimum score of 60 required

CHEM 012-96 hours
Chemistry 012
A continuation of Chemistry 011, this course includes chemical energetics, chemical and gaseous equilibrium, acids, bases and salts and properties of solutions, and electro-chemistry. A laboratory component is included.

Prerequisites:
- Chemistry 11[1] or ABE CHEM 011[2]

Corequisites:
- ABE MATH 011

[1] minimum score of 60 required
[2] minimum grade of 60 required

CHEM 075-40 hours
Topics in Chemistry
Topics in Chemistry may include, but is not limited to, the scientific method, measurement, matter, compounds, solutions, the periodic table, gas chemistry, the chemistry of carbon, chemical energetics, chemical equilibria, acids, bases, salts ,and electrochemistry. This course may be taken more than once but with a different topic emphasis.

CHEM 085-40 hours
Topics of Chemistry
Topics in Chemistry may include, but are not limited to, the scientific method, measurement, matter, compounds, solutions, the periodic table, gas chemistry, the chemistry of carbon, chemical energetics, chemical equilibria, acids, bases, salts, and electrochemistry, This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE MATH 072[1] or ABE MATH 084[1] or ABE IALG 011[2] or Principles of Mathematics 10[3] or Introductory Algebra 11[3]
  or the corequisite of ABE ENGL 011 or the corequisite of ABE COMP 011

Corequisites:
- ABE ENGL 080

[1] minimum grade of 80 required
[2] minimum grade of 60 required
[3] minimum score of 60 required

CHEM 095-40 hours
Topics fo Chemistry
Topics in Chemistry may include, but is not limited to, the scientific method, measurement, matter, compounds, solutions, the periodic table, gas chemistry, the chemistry of carbon, chemical energetics, chemical equilibria, acids, bases, salts, and electrochemistry. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE CHEM 011[1] or Chemistry 11[2]

Corequisites:
- ABE MATH 011

[1] minimum grade of 60 required
[2] minimum score of 60 required

Civil Engineering Technology

Prerequisites may be waived by the Civil Engineering Technology department. See prerequisite waiver.

CIEN 131-3-4
Drafting I
This course familiarizes students with the fundamentals of graphical communications using pencil sketching and computer aided drafting. Students will become familiar with the current version of AutoCAD as it applies to civil engineering drawings. Topics covered include: orthographic projection, geometric construction, scales, sections, dimensioning, pictorial drawings, plotting and file management.
(2,2,0)

Prerequisites:
- admission to the Civil Engineering Technology program

CIEN 133-3-4
Concrete Technology
An introduction to the study of Portland cement concrete, both fresh and hardened, the function and properties of its components and additives. These studies will be supplemented with laboratory testing on properties of aggregates and fresh concrete.
(2,2,0)

Prerequisites:
- admission to the Civil Engineering Technology program

CIEN 134-3-4
Statics and Strength of Materials I
A study of the basic static forces on structures, analysis of vectors, couples, and moments in two dimensions (coplanar). Simple stress and strain, and thermal affects are included.
(2,2,0)

Prerequisites:

- admission to the Civil Engineering Technology program or admission to the Sustainable Construction Management Technology diploma program

CIEN 136-3-5
Applications for Engineering Principles
This course covers topics in measurements, force and motion, energy, simple harmonic motion, thermal energy, fluids at rest, fluids in motion and electricity. Emphasis is placed on using an engineering problem-solving approach to subject material.
(3,2,0)

Prerequisites:
- admission to the Civil Engineering Technology program

CIEN 139-3-5
Construction Surveying 1
An introduction in surveying and field practice as it relates to construction. The care and use of basic surveying instruments for the measurement of horizontal, vertical and angular distances will be included. Proper note-keeping techniques and computations are studied. (2,3,0)

Prerequisites:
- admission to the Civil Engineering Technology program

CIEN 141-3-4
Drafting II
A continuation of CIEN 131 with emphasis on civil drafting. Course work will be completed using AutoCAD. Topics include typical X-sections, plan and profiles, and building plans. Graphic presentation for reports, mapping, and structural detailing. (2,2,0)

Prerequisites:
- CIEN 131

CIEN 143-3-4
Highway Material Testing I
A continuation of CIEN 133. Lecture material includes the handling, placing, consolidating, finishing, curing of concrete, and types and uses of concrete mixtures. The laboratory portion includes concrete compression testing, concrete mix design, and adjustment and evaluation. Introductory engineering soils: soil types, phase relationships, consistency, classification and compaction, with laboratory testing of moisture content, washed sieve analysis, index properties, moisture-density relationships and in-place density are covered. (2,2,0)

Prerequisites:
- CIEN 133

CIEN 144-3-4
Statics and Strength of Materials II
Topics include centroid, moments of inertia, section moduli of standard structural members, torsion, bolted and welded joints, shear and moments in beams, stresses in beams, design of beams and columns in timber and steel. (2,2,0)

Prerequisites:
- CIEN 134

CIEN 145-3-6
Elementary Hydraulics
This course includes classical hydraulic phenomena: liquid and fluid characteristics; viscosity, static and dynamic pressures; energy and momentum principles; continuity; energy loss in pipes and open channels. (3,3,0)

CIEN 147-2-3
Software Applications for Engineering Technology
This course familiarizes students with computer software used in industry. Students will acquire skills in word processing, spreadsheets and presentation software as applied to engineering applications. The course will introduce students to industry standard software including land development, hydraulics and structures. (1,2,0)

Prerequisites:
- COSC 115

CIEN 148-3-4
Structural Design
This course applies Limits States Design to occupancy and environmental loads for buildings. It also introduces students to practical structural design methods using steel. Students will gain an understanding of the basic structural properties of steel. (3,1,0)

Prerequisites:
- CIEN 136

CIEN 149-3-5
Construction Surveying 2
A continuation of CIEN 139. Basic surveying theory and practice relating particularly to construction surveying, traversing, area and volume determination, municipal surveying and building layout are studied. Use of computer assistance in surveying note reduction and computation will be included. (2,3,0)

Prerequisites:
- CIEN 139

CIEN 231-3-4
Watershed Management
Physical watershed characteristics and how they relate to watershed processes will be examined in this course. Topics covered include geology, groundwater hydrology, slope processes, fish habitat, water quality and restoration. This course provides the students with a background in watershed management. (2,2,0)

Prerequisites:
- CIEN 143
- CIEN 145

CIEN 232-3-4
Construction Estimating
This course familiarizes students with the reading of construction drawings and specifications. The students will obtain a working knowledge of construction estimating methods, quantity take offs, costs, price determination and the compilation of a complete tender package. (2,2,0)

Prerequisites:
- CIEN 141

CIEN 233-3-3
Engineering Soils
An introductory course on soils including the nature, classification, and properties of soils, the effects of moisture, stress, consolidation, seepage and frost action. (3,0,0)

Prerequisites:
- CIEN 143

Corequisites:
- CIEN 236

CIEN 234-3-4
Structural Design in Wood
The application of practical structural design using wood is covered in this course. Students will gain an understanding of the basic properties of wood and the principles of wood design. (3,1,0)

Prerequisites:
- CIEN 148

CIEN 235-3-4
Municipal Design
In this course, a strong emphasis is placed on how civil engineering hydraulic software is used in municipal design and analysis. Where possible, computational results are confirmed using analytical calculations. Upon completion of this course, the student should have a basic understanding of the engineering principles behind the design and analysis of wastewater collection systems, water distribution systems, storm sewers, culverts and detention ponds. (2,2,0)

Prerequisites:
- CIEN 145

CIEN 236-3-4
Highway Materials Testing II
A continuation of CIEN 143. The theory and testing required for the determination of the engineering properties of soils which includes moisture content, grain-size analysis, consistency limits, classification, moisture-density relationships, in-place density and compaction control, specific gravity, consolidation and shear will be studied. The collection and handling of disturbed and undisturbed soil samples are included. (2,2,0)

Prerequisites:
- CIEN 143

Corequisites:
- CIEN 233

CIEN 237-3-4
Design of Urban Road Systems
Topics covered in this course include aspects of urban road system design including layout, geometric requirements, safety considerations and intersections.The impact of current urban hydrologic analysis models on general drainage considerations are included. (2,2,0)

Prerequisites:
- CIEN 149

CIEN 240-2-3
Project
formerly CIEN 226

This course is a supervised project on an advanced topic related to Civil Engineering Technology. It includes research, problem analysis, project comparisons and solutions, presentation, defense and a final report. Students with credit for CIEN 226 can not take CIEN 240 for further credit. (1,2,0)

Prerequisites:
- completion of eight CIEN courses

CIEN 241-2-2
Project Management
This course studies different forms of project management. The student will learn a number of programs and systems to manage a project from concept to completion, including project tracking.

Computer programs (MS Project, etc.) will be used to reinforce the theory. (2,0,0)

Prerequisites:
- completion of eight CIEN courses

CIEN 242-3-4
Steel Detailing and Estimating
In this course students will study prints of construction drawings in the areas of structural and reinforcing steel to develop a working knowledge of construction estimating methods, quantity take offs, costs, and pricing for structural and reinforcing steel. Structural detailing and shop drawings will be completed. Theory will be emphasized with tours of local construction sites and steel fabrication firms. (2,2,0)

Prerequisites:
- CIEN 141

CIEN 244-3-5
Structural Design in Concrete
This course covers the design of simple reinforced concrete and steel structures, including beams, columns, retaining walls and footings. The role of computer structural design models in the design process are included. (3,2,0)

Prerequisites:
- CIEN 148

CIEN 245-3-5
Municipal Engineering
An overview of current methods and equipment used in the treatment of potable water and wastewater. Topics include pump selection, pipeline construction and testing, treatment plant design, advanced treatment processes and plant operation. (3,2,0)

Prerequisites:
- CIEN 145

CIEN 246-3-5
Pavements
This course studies highway construction materials and methods of construction. The lab portion of this course will include the evaluation and testing of asphalt and asphalt mix designs. The main focus of the course is the design/production/handling of asphalt and concrete pavement mixtures as well as the design for the pavement support structure. The design, repair, recycling, rehabilitation and inspection of highway construction is included. (2,3,0)

Prerequisites:
- CIEN 143

CIEN 248-3-5
Construction Law
In this course basic contract law and its application to construction contracts from the engineering technologist's viewpoint are examined. Major Canadian contractual litigation cases will be explored. (3,2,0)

Prerequisites:
- completion of eight CIEN courses
- Or CIEN 134 and admission to the Sustainable Construction Management Technology program.

CIEN 249-3-5
Computer Applications for Civil Engineering
This course covers Civil Engineering computer applications in the following subject areas: structural design in concrete, municipal, hydraulics, subdivision design drawings, surveying and construction estimating. Use of the CAD system AutoCAD will be integrated into the structure of the course. All final designs and sketches will be drawn using AutoCAD. (2,3,0)

Prerequisites:
- CIEN 147

College Studies (Introduction) - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

ICS 099-25 hours
Introduction to College Studies
This non-credit course is an introduction to the knowledge, skills, and attitudes that contribute to student success in college. Students are invited to explore and apply strategies to enhance their personal management and learning skills and to learn to effectively use Okanagan College resources. A mentorship component is included.

Communications

Prerequisites may be waived by the Communications department. See prerequisite waiver.

CMNS 100-3-3
Introduction to Communications
This course provides students with an introduction to communications theory. Surveying historical and contemporary theories, the course will offer a critical examination of the ways people communicate with each other via print and/or new media, orally, interpersonally, and visually. Students will analyse meaning-making in a range of mediated contexts,

including advertising, television, film, popular culture, and the Internet. (3,0,0)

CMNS 110-3-3
Introduction to Mass Communication
This course examines the history, structure, institutions, and processes of the print, audio, visual, and digital sectors of the mass media. Central to our examination is the interrelation between mass media, technology, culture, and power. Students will explore issues related to regulation, freedom of expression, globalization, and commodification of meaning. (3,0,0)

CMNS 112-3-3
Professional Writing I
formerly ENGL 112, PCOM 112

This course provides students the opportunity to develop reading, writing and editing skills suitable to a professional context. Students will learn writing fundamentals such as clarity and conciseness, sentence and paragraph structure, summary, synthesis and analysis.

Students with credit for ENGL 112 or PCOM 112 cannot complete CMNS 112 for further credit. CGA, CMA credit (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

CMNS 113-3-3
Technical Communication for Information Technology
formerly PCOM 113

This course develops technical writing and speaking skills. Students will apply elements of style, awareness of audience, and clarity of purpose to summaries, memos, letters, employment applications, instructions, and technical manuals. They will learn to plan, draft, and edit efficiently, and will develop the confidence and skills required for speaking in job-related situations. Students with credit for ENGL 112, PCOM 112, CMNS 112 or PCOM 113 cannot complete CMNS 113 for further credit. (3,0,0)

CMNS 120-3-3
Introduction to Journalism Studies
This course examines the history of journalism, the evolution of the role of the journalist in society, and the interrelationship between the practice of journalism and the broader social, cultural, political, and economic structures of society. Students will explore issues concerning the decline of the public sphere, and claims for its reinvention through participatory digital means. They will also learn, and begin to practice, a range of journalistic writing styles. Students will leave the class armed with the critical tools necessary to engage in discussions regarding the history, present condition and future of journalism. (3,0,0)

CMNS 122-3-3
Professional Writing II
formerly ENGL 122, PCOM 122

This course provides students the opportunity to further advance the fundamental professional writing and editing skills developed in CMNS 112. Students will conduct research, engage in detailed analysis, and develop basic persuasive strategies to produce professional quality documents.

Students with credit for ENGL 122 or PCOM 122 cannot complete CMNS 122 for further credit. CGA, CMA credit (3,0,0)

Prerequisites:
- CMNS 112 or PCOM 112 or PCOM 113 or ENGL 112

Also offered by Distance Education

CMNS 123-3-3
Analysis and Reporting for Information Technology
formerly PCOM 123

In this course students further develop their individual writing and speaking skills and apply research techniques and documentation standards to produce case analyses, proposals, progress and technical reports, and oral presentations. Students will also work in groups to develop collaborative writing and project management skills. Students with credit for ENGL 130 or PCOM 123 cannot complete CMNS 123 for further credit. (3,0,0)

Prerequisites:
- CMNS 113 or PCOM 113

CMNS 132-3-4
Technical Communication I for Engineering Technology
formerly ENGL 132, PCOM 132

This course develops technical writing and speaking skills. Students will write summaries, memos, letters, employment applications, instructions, and technical manuals. They will apply elements of style,

awareness of audience and clarity of purpose to produce high quality work. They will learn to plan, draft, and edit efficiently. Students will also develop confidence and skills required for speaking in job-related situations. Students with credit for ENGL 132 or PCOM 132 cannot complete CMNS 132 for further credit. (2,2,0)

CMNS 133-3-3
Technical Writing and Communications I
This course develops technical writing and speaking skills. Students will write a range of documents, including summaries, memos, letters, employment applications, instructions, and technical manuals. They will learn to consider their audience and their reason for communicating and to adapt their style to reach that audience and achieve their purpose. They will also learn to plan, draft, and edit efficiently. Students with credit for CMNS 132 cannot take this course for further credit. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

CMNS 142-3-4
Technical Communication II for Engineering Technology
formerly ENGL 142, PCOM 142

Students will further develop their writing skills and apply research techniques to produce informal and formal reports, proposals, and case analyses. Oral reports will reflect their research reports. Besides improving individual writing and speaking skills, students will work in groups to develop collaborative writing and project management skills. Students will use current presentation software to prepare oral presentations that reflect industrial situations. Students with credit for ENGL 142 or PCOM 142 cannot complete CMNS 142 for further credit. (2,2,0)

Prerequisites:
- CMNS 132 or PCOM 132 or ENGL 132

CMNS 143-3-3
Technical Writing and Communications II
This course further develops technical writing and speaking skills. Students will apply research techniques to produce informal and formal reports, proposals, and case analyses. They will also work in groups to develop collaborative writing and project management skills and will prepare oral presentations that reflect industrial situations. Students with credit for CMNS 142 or 144 cannot take this course for further credit. (3,0,0)

Prerequisites:
- CMNS 132 or CMNS 133 or ENGL 132

CMNS 144-3-3
Technical Writing and Communications for Mechanical Engineering
Designed for students in the Mechanical Engineering program, this course further develops technical writing and speaking skills. Students will apply research techniques to produce informal and formal reports, proposals, and case analyses. They will also work in groups to develop collaborative writing and project management skills and will prepare oral presentations that reflect industrial situations. Students with credit for CMNS 142 or 143 cannot take this course for further credit. (3,0,0)

Prerequisites:
- CMNS 132 or CMNS 133 or PCOM 132 or ENGL 132

Corequisites:
- MECH 240

CMNS 152-3-3
Writing in Health and Human Services
formerly PCOM 152

This course applies theoretical understanding to the practical skills needed by the successful writer working in health and human services. Students learn when, why, and how to inform, analyze, and persuade. The principles of clear, persuasive writing are applied to genres common in the helping professions. This course can only be used for credit in the Human Service Work and Therapist Assistant diploma programs.
(3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2] or Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

CMNS 160-3-3
Introduction to Film Studies
An introduction to the critical study of film. The course will provide students with a grounding in the history of film and in a range of methods of analyzing cinematic content. Discussions will address film theory,

technical and aesthetic aspects of film, the economics of the industry, and the interpretation of film in cultural, social and political contexts. Students with credit for FILM 100 or ENGL 160 cannot take this course for further credit. (3,0,0)

CMNS 200-3-3
Communications in the Everyday
This course focuses on the relationship between language and our everyday experience of the world. In particular, language as a symbolic system of meaning and its influence on our thinking, our beliefs, our desires, our emotions, and our relationships will be examined. The function of language in relation to power, discourse communities, and the formation of identity will be studied. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 230-3-3
Communication and Culture
This course focuses on the major approaches to studying and understanding communication. It will explore the diverse cultural, historical, and intellectual contexts from which various theoretical currents have emerged. This course will enable students to critically question and understand how meaning is created in both mainstream and marginalized communities. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 235-3-3
Professional Writing and Communications
This course introduces students to written professional communication, including organizational communication, employee communication, report and proposal writing, customer communications, public relations, marketing and advertising and communication theory. This course is also offered as ENGL 235. Students with credit for ENGL 235 cannot take CMNS 235 for further credit. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

CMNS 240-3-3
The Culture of Television
This course examines the medium of Television as a cultural icon, a significant reflector and determinant of cultural moods and ideas, and as the dominant communications medium of the twentieth century and beyond. Emphasis will be placed on interrogating televisual programming and advertising, and charting Television's rise to media ascendancy. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 250-3-3
Cultural Industries in Canada
This course introduces students to the Canadian media and cultural industries. It explores the history, structure, economics, and regulatory policies of Canada's mass media sectors. Topics include: the role and definition of culture; public versus private control of culture; cultural industries and national (and regional) identity; the right of creators of cultural products versus distributors; and Canadian cultural industries and products globally. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 260-3-3
Topics in Communications
This course is an examination of selected topics in Communications. Topics may include: popular music and society, film studies, visual communication, language and gender, and language and culture. Consult with the department for current offerings. With different topics this course may be taken more than once. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 270-3-3
New Media
This course offers a socio-historical examination of the technology of new media, surveying critical theories to understand the relationship between Information Technology (IT) and materialism, consumerism, and cultural identity at multiple levels of social engagement. The role of IT in the evolution of communication practices in contemporary life will be examined. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 280-3-3
Applied Communication
This course focuses on the theory and practice necessary to producing professional, client-based documents such as analytical research reports, public relations resources, or marketing materials. Students

will work through the production process typical of the given project: developing proposals, planning the project, completing theoretical and empirical research, developing a conceptual framework, organizing materials, designing visuals, and managing production. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 290-3-3
Introduction to Video Game Studies
While highly popular, video games are probably the least understoond, theorized and explored form of media. This course will look at video games as a cultural phenomenon. While reflecting on concepts such as race, class, identity and gender, this course examines the contexts and content of video games and their impact on players, audiences, and society. (3,0,0)

Prerequisites:
- CMNS 100 or CMNS 110 or second-year standing required

CMNS 295-3
Directed Studies in Communications
Students will undertake a supervised project in Communications. Students will produce a project proposal, a progress report, and a final written report.

Prerequisites:
- second-year standing
- the agreement of a Department of Communications faculty member to supervise the project

CMNS 300-3-3
Rhetoric and Persuasion
Advanced written communication requires the knowledge and skills to write specialized texts aimed towards equally specialized readers. Such writing requires the ability to discursively adapt to the values and practices of that readership. This course will provide students a theoretical framework with which to analyze, understand, and manage the relationship between writers and readers. (3,0,0)

Prerequisites:
- third-year standing
- 6 credits Arts

CMNS 310-3-3
Contemporary Visual Culture
This course examines how a range of visual texts mediate contemporary North American experience. Emphasis will be given to close-reading and interpretation of such visual texts as film (documentary and mainstream cinema), print and electronic advertising, the Internet and blogs (new media), print media, and television. The course examines the relationship between political ideology and visual images in contemporary culture. (3,0,0)

Prerequisites:
- third-year standing
- 6 credits Arts

CMNS 320-3-3
Creative Communication
Writing clear, effective copy is crucial to implementing a marketing plan and building a unique brand identity. Delivered in a workshop style, this course will look at writing copy for both print and non-print media. The class will focus on producing specific marketing deliverables, such as brochures, press releases, advertisements and emerging hybridized deliverables like the advertorial. (3,0,0)

Prerequisites:
- third-year standing
- 6 credits Arts

CMNS 330-3-3
Public Relations
This course explains key definitions, contexts, actors, and theories of public relations, as well as the stereotypes, environmental challenges, and ethical dilemmas surrounding the profession. Students will examine the nature and the purpose of public relations activity within social, political, organizational, and commercial contexts and will develop the critical and practical skills required to plan, design, and write public relations materials. (3,0,0)

Prerequisites:
- third-year standing
- 6 credits Arts

CMNS 340-3-3
Media in Action
This course explores the possibilities of participatory democracy in a digital age, examining progressive media theorists/practitioners and emerging online resources: grassroots sites dedicated to social justice, community, activism, and politics. Students will (re)discover radical media, including posters, pirate radio, podcasts, graffiti, video art, culture jamming, citizen journalism, and hacktivism, and develop the applied skills necessary to creating media and building community. (3,0,0)

Prerequisites:
- third-year standing
- 6 credits Arts

CMNS 390-3-3
Advanced Communication Issues
formerly PCOM 390

This course focuses on strategies, theories and practices that foster an open and productive communication climate. The course develops communication skills required by successful leaders and managers who work in collaborative, ethically challenging environments. Students will participate in hands-on activities and case studies that reinforce open, collaborative and productive communication. Students are advised that transfer credit is not guaranteed for 300- and 400-level courses among BC post-secondary institutions. (3,0,0)

CMNS 495-3
Directed Studies in Communications
Students will undertake a supervised project in Communications. In addition to the completion of the portfolio project itself, students will produce a project proposal, a progress report, and a final written report. Students will also deliver an oral presentation on their project to a public forum.

Prerequisites:
- fourth-year standing
- the agreement of a Department of Communications faculty member to supervise the project

Composition - ABE

COMP 011-80 hours
Composition 011
Students will learn writing process skills and develop critical writing, reading, and speaking abilities. Assignments will include informal and formal essays, research papers, professional communication, and responses to literature.

Prerequisites:
- ABE ENGL 070[1]
  or ABE ENGL 071[1] and ABE ENGL 072[1]
  or ABE ENGL 080[2]
  or ABE ENGL 081[2] and ABE ENGL 082[2]
  or a minimum ABLE test score of 72/80 and an Advanced Level writing sample.

[1] minimum grade of 80 required
[2] minimum grade of 60 required

Computer Science

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

COSC 109-3-5
Technical Aspects of Operating Systems
formerly COSC 113

This course will provide students with an overview of the UNIX and Windows operating systems. Topics include setup, processes, file systems, log files, recovery, popular daemons/services, text manipulation utilities, network utilities, shells, and scripting. Brief overviews of network troubleshooting and batch files are included.
(3,2,0)

Corequisites:
- COSC 111

COSC 111-3-6
Computer Programming I
This course is an introduction to the design, implementation, and understanding of computer programs. Topics include problem solving, modeling, algorithm design, and abstraction, with the emphasis on the development of working programs. This course should be followed by COSC 121. Students with credit for NTEN 112 cannot take COSC 111 for further credit. (4,2,0)

Prerequisites:
- ABE MATH 011[1] or Pre-Calculus 11[2] or Foundations of Mathematics 11[2] or Principles of Math 11[2] or Applications of Mathematics 11[2] or Math 11 Challenge Exam[2]
- A grade 12 mathematics course is recommended.

[1] minimum grade of 67 required
[2] minimum score of 67 required

COSC 115-1-3
Microcomputer Orientation
This course is an introduction to the fundamentals of microcomputer operation and computer applications. Topics include operating system basics, disk organization, folder management and word processing. Other relevant application software will be introduced depending on the student's program.
(1,2,0)

COSC 118-3-5.5
Networks and Telecommunications I
formerly COSC 218

This course introduces the theory of practice of modern telecommunications with an emphasis on the TCP/IP (Transmission Control Protocol/Internet

Protocol) stack. Students will learn to install and troubleshoot the electronic components necessary for telephony and data communications. Students with credit for NTEN 117 or COSC 218 cannot take COSC 118 for further credit. (3,2.5,0)

Prerequisites:
- Admission to the Electronic Engineering Technology program, or Network and Telecommunications Engineering Technology program, or the Computer Information Systems degree or diploma program.

COSC 119-3-5
Markup Languages and Productivity Software
This course will provide students with the opportunity to explore software tools used in an office environment. Topics will include advanced word processing, spreadsheet and database; macros; Visual Basic for Applications (VBA) programming; and an introduction to markup languages.
(3,2,0)

Corequisites:
- COSC 111

COSC 121-3-6
Computer Programming II
This course is an advanced programming course in the application of software engineering techniques to the design and implementation of programs manipulating complex data structures. (4,2,0)

Prerequisites:
- COSC 111[1] or NTEN 112[1]

[1] minimum grade of 60 required

COSC 122-3-5
Computers in Society
This course provides students in all disciplines with an overview of computer technology - how computers function, how they are used and implications of their use. Students will be introduced to applications software and elementary programming concepts on microcomputers. (3,2,0)

COSC 126-3-5
Systems Analysis and Design
This course concentrates on the activities associated with developing computer-based information systems. Online systems, including all aspects dealing with the use of databases and data communications, will be emphasized. Practical work will expose students to relational database management systems within a client-server environment and may include Computer Assisted Software Engineering (CASE) tools.
(3,2,0)

Prerequisites:
- COSC 111[1]

[1] minimum grade of 60 required

COSC 127-1-3
Computer Applications for Water Engineering Technology (WET)
This course is an introduction to microcomputer applications in Water Engineering Technology. Several software packages will be investigated.
(1,2,0)

Prerequisites:
- COSC 115
- admission to the Water Engineering Technology program

COSC 131-3-5
Visual Programming
This course is an introduction to visual programming using the Visual Programming Integrated Development Environement (IDE) platform. Students will learn how to develop and deploy Windows-based software programs. Topics include event-driven programming concepts, graphical user interface (GUI) design, Windows programming, database programming and web application development.
(3,2,0)

Prerequisites:
- COSC 111[1]

[1] minimum grade of 60 required

COSC 150-3-5
Basic Digital Circuits and Microprocessors
Students in this course will explore the analog and digital concepts and circuits of electronics. Fundamental electrical concepts such as voltage, current and power will be studied and measured in analog AC and DC circuits. Methods for representing real world analog data in digital form will be studied along with basic digital circuits (combinational logic and sequential logic) and systems (timers, counters, microprocessors). This course is also offered as NTEN 126. Students with credit for COSC 124 or NTEN 126 cannot take COSC 150 for further credit.
(3,2,0)

Corequisites:
- COSC 111

COSC 171-3-5
Computer Applications for Analytical Chemistry Technology
This course covers principles of computer operations

and information systems, within the context of a lab in the physical and life sciences. Topics may include (but are not limited to): laboratory information systems, word processing, spreadsheets, database, creating webpages, computer security, remote sensing, and wireless devices. (3,2,0)

Prerequisites:
- admission to the Analytical Chemistry Technology diploma program

COSC 180-3-5
Multimedia Computing
This course enables students who are not planning a career in computer science to discover the relevance of computing to their daily lives. Students will use an object-oriented programming language to modify photograph and sound files, create collages and link sounds. These exercises prepare a student to use the scripting language features of many software applications. (3,2,0)

COSC 209-3-5
System and Software Tools
This course will explore graphical tools for system administration and software development on a variety of operating systems. The students will increase the quality and productivity of their work by getting hands-on experience on system tools (disk management, basic security, recovery process, scheduling processes) and on software development tools (integrated development environment, graphical debugger, automatic documentation, software testing, versioning systems, package deployment). (3,2,0)

Prerequisites:
- COSC 121[1]
- COSC 109[1] or COSC 110[1] or NTEN 219[1]

[1] minimum grade of 60 required

COSC 211-3-5
Machine Architecture
This course is an introduction to the conceptual structure and functional characteristics of a computer. Topics include computer organization, memory addressing schemes, and decoding and executing instructions. Laboratory assignments use the assembly language of selected machines. (3,2,0)

Prerequisites:
- COSC 121[1]

[1] minimum grade of 60 required

COSC 213-3-5
Web development with LAMP
This course focuses on web development using LAMP technology, the Linux operating system, the Apache web server, the MySQL database, and the PHP server-side scripting language. Course topics include LAMP set-up, HTML5, CSS, PHP, MySQL, fine-tuning and administration of the web server. (3,2,0)

Prerequisites:
- COSC 111[1]

Corequisites:
- COSC 109

[1] minimum grade of 60 required

COSC 219-3-5
Client-side Web Systems
This course is an introduction to content creation for the web, focusing on technologies for the client. (3,2,0)

Prerequisites:
- COSC 121[1]

[1] minimum grade of 60 required

COSC 220-3-4
Software Evaluation and Selection
Today's computer professional is often called upon to provide recommendations regarding software purchases. The student will learn to categorize software needs, evaluate competing programs, and make selections based on a business analysis. Projects include literature-search comparisons and hands-on evaluations of software in given application areas. (2,2,0)

Prerequisites:
- COSC 126[1]

[1] minimum grade of 60 required

COSC 221-3-4
Introduction to Discrete Structures
This course is an introduction to sets, logic, combinatorics, and graph theory, as applied in computing: sets and propositions, permutations and combinations, graphs and trees, Boolean algebra, algorithms, and applications. This course is also offered as MATH 251. Students with credit for MATH 251 cannot take COSC 221 for further credit. (4,0,0)

Prerequisites:
- MATH 112 or MATH 139 or MATH 147 or MATH 149 or MATH 221

COSC 222-3-5
Computer Data Structures
This course is an exploration of abstract data types (ADTs), their implementations, algorithms (including sorting and searching) and algorithm analysis. ADTs explored include vectors, queues, stacks, deques, lists, sequences, iterators, binary trees, search trees, priority queues, dictorinaries, sets, graphs. A high-level programming language is used to study implementations during laboratory work. (3,2,0)

Prerequisites:
- COSC 121[1]

[1] minimum grade of 60 required

COSC 224-3-7
Projects in Computer Science
This course, a capstone course for diploma stuetns, synthesizes the material learned in the previous three semesters, including programming, systems analysis and design, networking, and database design and development, or are learning in a corequisite course, to complete a project for a client, chosen from a selection provided by the professor.

Students will attend a weekly one-hour seminar. (3,3,1)

Prerequisites:
- COSC 131[1]
- COSC 236[1]
- COSC 304[1]
- CMNS 123

Corequisites:
- COSC 305

[1] minimum grade of 60 required

COSC 229-3-5
Introduction to Computer Graphics
This course conveys basic graphics principles through a representative set of language-independent algorithms, which are implemented by the student in a high-level programming language. The basic concepts of the management and interpretation of a display file and the manipulation of graphical objects are studied. (3,2,0)

Prerequisites:
- COSC 121[1]

[1] minimum grade of 60 required

COSC 231-3-5
Principles of Computer Science
This course is a mathematical introduction to computer science, including procedural and data abstraction, program design methodology, models of computation, computer organization, and compilation. (3,2,0)

Prerequisites:
- COSC 121[1]

[1] minimum grade of 60 required

COSC 232-3-5
Information System Security
In this course, students will explore various aspects of computing where security is important. Techniques for enforcing security will be investigated. (3,2,0)

Prerequisites:
- COSC 118[1]
  or NTEN 117[1]

[1] minimum grade of 60 required

COSC 236-3-5
Object-Oriented Systems Analysis and Design
This course is an introduction to object-oriented techniques in systems analysis and design.
It introduces a number of tools and techniques used in object-oriented systems analysis and design (OOA&D) and builds on the OOA&D techniques from previous courses. Topics will include development lifecycles (in particular the iterative development model), analysis techniques (requirements and uses cases), design techniques (modeling methods, responsibilities and collaborations), and patterns. (3,2,0)

Prerequisites:
- COSC 121[1]
- COSC 126[1]

[1] minimum grade of 60 required

COSC 250-3-5
Digital System Design
This course will cover the analysis and design of computer systems. Topics include combinational and sequential electronic system design, hardware specification, modelling and simulation using hardware description languages (HDLs) and design with programmable logic devices and controllers. Applications include embedded systems and wireless communications. (3,2,0)

Prerequisites:
- COSC 124[1] or COSC 150[1] or PHYS 219[1] or NTEN 126[1]

[1] minimum grade of 60 required

COSC 304-3-5
Introduction to Database Management Systems
This course is an introduction to the use and operating principles of database management systems. Topics include: semantic modelling, query languages, relational calculus and algebra as applied to database design, implementation and access. Students will receive hands-on experience in accessing information using a query language. (3,2,0)

Prerequisites:
- COSC 126[1]
- COSC 221[1]

[1] minimum grade of 60 required

COSC 305-3-5
Project Management
This course focuses on the business cycle as it relates to software development including: planning, organizing, directing, monitoring and control. Particular emphasis is given to scheduling practices and solving problems when the project is behind schedule. Students will be enrolled in a computer science capstone project course concurrently and will practice implementing a variety of problem solving strategies. (3,2,0)

Corequisites:
- COSC 224

COSC 315-3-5
Introduction to Operating Systems
This course is an introduction to batch, multiprogramming and time-sharing systems. Process synchronization and communication. Main memory allocation techniques including virtual memory. Process scheduling. Deadlock avoidance and prevention. File organization and device management. (3,2,0)

Prerequisites:
- COSC 222

COSC 318-3-5
Network Programming
This course covers various related topics in client-server and peer-to-peer network program development. Students will learn how to develop and deploy multithreaded network programs through their lab work andf group project. Main topics include socket programming, distributed computing, secure socket layer (SSL) certificates, data encryption and compression. (3,2,0)

Prerequisites:
- COSC 222[1]
- COSC 118[1]

[1] minimum grade of 60 required

COSC 320-3-3
Analysis of Algorithms
This course covers the design and analysis of algorithms, illustrated from various problem areas. Topics include: models of computation, choice of data structures, space and time efficiency, computation complexity, algorithms for searching, sorting and graph-theoretic problems, NP-complete problems. (3,0,0)

Prerequisites:
- COSC 221
- COSC 222
- MATH 221

COSC 328-3-5
Linux Networking
This course focuses on various network services available in the Linux operating system. Topics include IP addressing (IPv4 and IPv6), subnetting and supernetting, file sharing and printing, domain name services, dynamic host configuration protocol, secured remote access and administration, virtual private networks, email, routing services, firewalls and system security. (3,2,0)

Prerequisites:
- COSC 118[1]
- COSC 222[1]

[1] minimum grade of 60 required

COSC 331-3-5
Middleware Development
In this course, students will explore the technologies employed in the development and deployment of software which participates in a multi-tier enterprise application environment. Topics include application servers, and the presentation, service, data and information system tiers. (3,2,0)

Prerequisites:
- COSC 222[1]

[1] minimum grade of 60 required

COSC 341-3-5
User Experience
As computers become ever more prevalent, the way in which we interact with them becomes more crucial. This course will examine different types of interaction, both from a psychological perspective and a

prototyping perspective. Specifically, we will look at the design through the process of sketching user experiences, with a view to getting the right design and getting the design right. (3,2,0)

Prerequisites:
- third-year standing

COSC 350-3-5
Microprocessor Programming and Control
formerly COSC 324

This course is an introduction to microprocessors and microcontroller-based systems. Programming in both assembly and high-level languages will enable the student to control a variety of digital devices, including real-time data acquisition systems, instrumentation and robots. Software topics include multiprecision arithmetic, interface protocols, basic data analysis and logging, noise filtering, telemetry and real-time technique. A key component of the course is a final laboratory project in which the student demonstrates a turn-key system of his or her own design. Students with credit for COSC 324 cannot take COSC 350 for further credit. (2,2,1)

Prerequisites:
- COSC 124 or COSC 150 or NTEN 126 or PHYS 229
- third-year standing

COSC 360-3-5
Server-Side Web Systems
A follow-up course to COSC 219, this course examines different technologies that are used in the construction of a website focusing on the server-side technologies. It uses advanced server-side technologies to create dynamic Web applications that derive information from a databse. It familiarizes students with the challenges they face in building such applications and discusses different methods to efficiently overcome those challenges. (3,2,0)

Prerequisites:
- COSC 219[1]
- third-year standing

[1] minimum grade of 60 required

COSC 404-3-5
Advanced Database Management Systems
This course is a continuation and expansion of the concepts from COSC 226 and 304. Review of database environment and database design principles are included. Advanced topics include recovery and concurrency control in distributed database systems, object and object relational databases, data mining, and data warehousing. Students will design and develop database applications using state-of-the art technology. (3,2,0)

Prerequisites:
- COSC 226[1] or COSC 304[1]
- third-year standing

[1] minimum grade of 60 required

COSC 414-3-5
Advanced Computer Graphics
This course covers human vision and colour; modelling; geometric transformations; algorithms for 2-D and 3-D graphics; hardware and system architectures; shading and lighting; animation. (3,2,0)

Prerequisites:
- COSC 229

COSC 416-3-5
Topics in Database
The course will focus on advanced or specialized topics in database design, modelling, and implementation. The topics may vary each time the course is offered. With different topics, this course may be taken more than once for credit. (3,2,0)

Prerequisites:
- COSC 304[1]
- third-year standing

[1] minimum grade of 60 required

COSC 417-3-5
Topics in Computer Networks
This course will focus on advanced or specialized topics in emerging network technologies. Topics may vary each time the course is offered. With different topics, this course may be taken more than once for credit. (3,2,0)

Prerequisites:
- COSC 318[1] or COSC 328[1] or NTEN 317[1]

[1] minimum grade of 60 required

COSC 419-3-5
Topics in Computer Science
This course will focus on advanced or specialized topics in Computer Science. Students should consult the department chair for the specific topic to be offered in any given year. With different topics, this course may be taken more than once for credit. (3,2,0)

Prerequisites:

- fourth-year standing

COSC 434-3-5
Database Administration
This course includes technical aspects of database administration; physical database design and implementation; database monitoring and fine-tuning performance; management of user privileges and roles; database security, backup and recovery. Students will receive hands-on experience dealing with specific aspects of database administration.
(3,2,0)

Prerequisites:
- COSC 404[1]
- COSC 315[1]

[1] minimum grade of 60 required

COSC 448-3
Directed Studies in Computer Science
This course is open ordinarily to students in Computer Science and may consist of supervised reading, participation in a seminar, and one or more programming projects. This three-credit course may be taken over one or two semesters. A student may receive credit for this course twice with a different topic.

Prerequisites:
- fourth-year standing
- permission of the department

COSC 470-3-6
Software Engineering
This course explores the design and implementation of large, multi-module-program systems. Topics include the software life cycle, design tools, features and use of module-oriented programming languages, intermodule communication, and eXtreme programming. Students will require significant out-of-class time to complete this course successfully. This course is to be taken in the final year of the BCIS degree.
(3,3,0)

Prerequisites:
- COSC 224 or NTEN 299
- fourth-year standing

COSC 471-3-6
Software Engineering Project
This course involves the design, implementation and test of a large software system, using a team approach. Students will require significant out-of-class time to complete this course successfully. This course is to be taken in the final year of the BCIS degree.
(2,4,0)

Prerequisites:
- COSC 310 or COSC 470
- fourth-year standing

Computer Science - ABE

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Computer Science department. See prerequisite waiver.

COSC 012-80 hours
Computer Science 012
This programming course is for students continuing on to technical or degree programs. Problems are solved using structured programming concepts.

Prerequisites:
- ABE COST 011
- ABE MATH 011 or ABE MATH 012 or Principles of Math 11 or Principles of Math 12 or ABE IALG 011[1] or ABE MATH 085[1]

[1] minimum grade of 85 required

Also offered by Distance Education

Computer Studies - ABE

COST 011-80 hours
Computer Studies 011
This course provides students with specific skills in word processing, spreadsheets, graphics, and Internet use. Computer hardware, operation and social issues are explored.

Prerequisites:
- ABE MATH 072 and ABE COST 070

Corequisites:
- ABE ENGL 080 and ABE COMP 011

COST 012-80 hours
Computer Studies 012
Application and extension of Computer Studies 011 skills. This course consists of a minimum of two of the following modules: information technology, publishing/presentation, advanced spreadsheets, database management, networking, and programming.

Prerequisites:
- ABE COST 011

COST 060-80 hours
Computer Studies 60
Computer Studies 60 is designed for students who wish to develop basic computer skills. The course will cover basic computer knowledge, keyboarding skills, word processing, email, and internet browsing, The emphasis will be on practical applications.

COST 070-80 hours
Computer Studies 070
An introductory course including keyboarding skills, basic computer terminology, basic computer applications, E-mail and Internet searching.

Corequisite: ENGL 070 or equivalent

Corequisites:
- ABE ENGL 070

COST 075-40 hours
Selected Topics in Computer Studies
Topics in Computer Studies may include, but is not limited to, keyboarding, computer history, computer hardware, productivity software, assistive technology, and the Internet. This course may be taken more that once with a different topic emphasis.

Prerequisites:
- ABE ENGL 060[1]
  or ABE ENGL 061[1] and ABE ENGL 062[1]or minimum ABLE test score of 56/80 and an Intermediate Level writing sample

[1] minimum grade of 60 required

COST 085-40 hours
Selected Topics: Computer Studies
Topics in Computer Studies may include, but is not limited to, keyboarding, computer history, computer hardware, productivity software, assistive technology, and the Internet. This course may be taken more that once with a different topic emphasis.

Prerequisites:
- ABE COST 075[1]; and ABE ENGL 060[1]
  or ABE ENGL 061[1] and ABE ENGL 062[1]or minimum ABLE test score of 68/80 and an Intermediate Level writing sample

[1] minimum grade of 60 required

COST 095-40 hours
Topics in Computer Studies
Topics in Computer Studies may include, but is not limited to keyboarding, computer history, computer hardware, productivity software, assistive technology, and the Internet. This course may be taken more that once butwwith a different topic emphasis.

Prerequisites:
- or minimum ABLE test score of 72/80 and a Provincial Level writing sample

Cook Training

COOK 001-180 hours
Cook Apprenticeship I

COOK 002-180 hours
Cook Apprenticeship II

COOK 003-180 hours
Cook Apprenticeship III

Criminology

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

CRIM 111-3-3
Introduction to Criminology
This course will examine different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation and treatment, criminology as a body of knowledge and as a profession, and the position and subject matter of criminology. The relationship between criminology and other disciplines will be studied. (3,0,0)

CRIM 121-3-3
Introduction to the Criminal Justice System
This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. Examinations of the pattern of crime and victimization; police operations, discretion and decision making; the criminal courts, including sentencing; the corrections systems, including correctional institutions and community-based models are included. (3,0,0)

CRIM 203-3-3
Psychological Perspectives on Crime and Deviance
In this course students will be introduced to psychological theories of criminal and deviant behaviour. Biological, psychiatric, and psychosocial explanations of crimes and deviance will be covered. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

CRIM 204-3-3
Women, Crime and Justice

In this course we will examine the history of women and crime and consider crime as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constructs women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social order. This course is also offered as WMST 204 and SOCI 204. Students with credit for WMST 204 or SOCI 204 cannot take CRIM 204 for further credit. (3,0,0)

Prerequisites:
- CRIM 111 or SOCI 111 or WMST 100

CRIM 210-3-3
Law, Youth and Young Offenders
This course involves an analysis of the definition and control of youthful misconduct in a historical and contemporary context. Topics focus on changes in the concepts of juvenile delinquency and the young offender as related to legislation, public perceptions and media representations of youth crime, theories of youth crime and delinquency, and programs and services established to deal with young offenders. (3,0,0)

Prerequisites:
- CRIM 111
- CRIM 121

CRIM 220-3-3
The Politics of Human Rights
This course introduces students to the issues of human rights with respect to international, regional and national politics, and legal conventions. It will study the origins of the current human rights regime; the transformations and extensions of human rights into the second-and third-generation rights; the institutionalization of human rights in the global arena and the limitations of the international treaty system. The last section of the course examines several distinct human rights issues such as torture, genocide, humanitarian intervention, and punitive and restorative justice. This course is also offered as POLI 220. Students with credit for CRIM 220 cannot take POLI 220 for further credit. (3,0,0)

Prerequisites:
- POLI 101 or second-year standing

CRIM 230-3-3
Criminal Law
This course involves an examination of the nature, sources, and basic principles of criminal law. The distinctions between mens rea and actus reus, between regulatory offences and real crimes, and between strict and absolute liability are the focus of the course. Modes of participation in crime, the range of legal defenses, and the impact of the Canadian Charter of Rights and Freedoms will also be examined. (3,0,0)

Prerequisites:
- CRIM 235

CRIM 235-3-3
Canadian Law and Legal Institutions
Formerly CRIM 135

This course is an introduction to the foundation and operation of basic legal institutions in Canada. Students will explore common and civil law, the historical, political, economic and social contexts within which legal institutions operate, and the fundamentals of law creation and interpretation. (3,0,0)

Prerequisites:
- CRIM 111
- CRIM 121

CRIM 240-3-3
Applied Ethics for Criminal and Social Justice Professions
This course examines ethical issues confronting professionals in the criminal and associated justice systems. Topics focus on the philosophy of morals and ethics, professional ethical codes and restraints on professional conduct, ethics of decision-making, conflicts between the professional's duty to protect society and his/her duty to the client, concerns regarding privileged communications and confidentiality. Students with credit in PHIL 250 may not take CRIM 240 for additional credit. (3,0,0)

Prerequisites:
- CRIM 111
- CRIM 121

CRIM 260-3-3
Social Science Research Methods
This course introduces students to common research techniques that are used in the social sciences. Topics include quantitative and qualitative research design, data collection, sampling procedures, interpretation and analysis of data, ethics, and report writing. The perspective is an inter-disciplinary approach to research methodologies. (3,0,0)

Prerequisites:
- 6 credits of PSYC and/or SOCI

Culinary Arts

CA 101-120 hours
Lab Kitchen
This course introduces the learner to the various subjects that make up the Culinary Arts Certificate program. The daily activities follow the format of classroom instruction/lecture, individual and group study, followed by an instructional demonstration where appropriate and then a cooking assignment. Course content is drawn from blocks A to I of the provincial curriculum and includes program orientation, trade knowledge, kitchen safety, food safety, production procedures, ordering and inventory; stocks, soups and sauces; vegetable and starch cookery; meat, poultry and seafood cookery; salads and dressings; kitchen math; receiving and storing; breakfast and egg cookery.

Reference:
Block A: Occupational Skills ; Block B: Stocks, Soups and Sauces; Block C: Fruits and Vegetables; Block D: Starches; Block E: Meats; Block F: Poultry; Block G: Seafood; Block H: Cold Kitchen; Block I: Dairy and Eggs; Block J: Baking; Block K: Beverages

CA 102-180 hours
Cold Kitchen
The cold kitchen is a production area where students are involved in the day-to-day runnnig of the kitchen. Course content is drawn from blocks A, C, E, F, G and H (see CA 101 for reference) and includes the receiving and storing of foods, meat cutting and the production of various cold foods from sandwiches to buffet platters. The satellite food service outlets are also managed and staffed by students for the Level I cold kitchen.

CA 103-180 hours
Hot Kitchen
The hot kitchen is a production area where students are involved in the day-to-day running of the kitchen. Course content is drawn from blocks B, C, D, E, F, G and I (see CA 101 for reference) and includes fast food production, stocks, soups and sauces, vegetable and starch cookery and breakfast and egg cookery.

CA 104-174 hours
Bakery
The bakery is a production area where students are involved in the day-to-day running of the pastry kitchen. Course content is drawn from blocks A and J (see CA 101 for reference) and includes principles of baking, ingredients and nutrition, pastry and desserts, quick breads and yeast breads.

CA 105-180 hours
Restaurant
Students progress towards the latest culinary techniques and presentations during this course. Students in the restaurant component run both the food and service sides of a restaurant. Course content is drawn from blocks A to K inclusive (see CA 101 for reference). Students will be instructed in and given hands-on tasks related to every area of the curriculum both hot and cold.

CA 106-6 hours
Cook Level 1 Exam
In this course students will write the Cook Level I exam.

CA 202-90 hours
Cold Kitchen
The cold kitchen is a production area where students are involved in the day-to-day runnnig of the kitchen. Course content is drawn from blocks A, E, F, G and H (see CA 101 for reference) and includes ordering and inventory control, yield and cost calculations, meat, poultry and seafood prcessing and the production of various cold foods from salads and appetizers to buffet platters.

CA 203-90 hours
Hot Kitchen
The hot kitchen is a production area where students are involved in the day-to-day running of the kitchen. Course content is drawn from blocks B, C, D, E, F, G and I (see CA 101 for reference) and includes stocks, soups and sauces, vegetable and starch cookery and meat, seafood and poultry cookery.

CA 204-84 hours
Bakery
The bakery is a production area where students are involved in the day-to-day running of the pastry kitchen. Course content is drawn from blocks A, C and J (see CA 101 for reference) and includes human resource skills, leadership skills, front of house, ingredients and nutrition, vegetarian cookery, pastry and desserts, cakes and yeast breads.

CA 205-90 hours
Restaurant
Students progress towards the latest culinary techniques and presentations during this course. Students in the restaurant component run both the food and service sides of a restaurant. Course content is drawn from blocks A to K inclusive (see CA 101 for reference). Students will be instructed in and given hands-on tasks related to every area of the curriculum both hot and cold.

CA 206-6 hours
Cook Level II Exam
In this course students will write the Cook Level II exam.

Culinary Arts Dual Credit

CADC 111-59 hours
Lab Kitchen
This course introduces the learner to the various subjects that make up the Culinary Arts Dual Credit Certificate program. Course content is drawn primarily from blocks A (Occupational Skills) and B (Stocks, Soups and Sauces) of the provincial curriculum and includes program orientations, trade knowledge, kitchen safety, food safety, production procedures, ordering and inventory, stock, soup and sauce cookery.

CADC 112A-107 hours
Cold Kitchen - Salads
The salad station is a production area where students are involved in daily preparation of salads and dressings, block H (Cold Kitchen) of the curriculum.

CADC 112B-107 hours
Cold Kitchen - Sandwiches
The sandwich station is a production area where students are involved in daily preparation of all types of sandwiches, block H of the curriculum.

CADC 113A-107 hours
Hot Kitchen - Production
The production kitchen makes stocks and soup, cuts and cooks meat and receives supplies as they are delivered, blocks A (Occupational Skills), B (Stocks, Soups, and Sauces) and E (Meats).

CADC 113B-107 hours
Hot Kitchen - Short Order
The short order station prepares pastas, entrees, breakfasts and hamburgers, Blocks B (Stocks, Soups and Sauces),C (Fruits and Vegetables), D (Starches), E (Meats), F (Poultry), G (Seafood) and I (Dairy and Eggs).

CADC 114-107 hours
Bakery
The bakery prepares pies and desserts, quick breads and yeast goods, curriculum block J (Baking).

CADC 115-6 hours
Culinary Arts Level One Exam
In this course students will write the Cook Level I exam.

Developing Reading & Writing Skills - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

DRWS 010-76 hours
Developing Reading & Writing
This course is a continuation of literacy skill development and may include reading, writing, numeracy, and essential/employability skills. A variety of real-life and fictional materials are used as the basics for learning activities. Under the direction of a literacy instructor, learners study one-to-one with a volunteer tutor or in a small group. Hours of study depend upon the individual needs of the student.

Prerequisites:
- normal or corrected vision and hearing

Early Childhood Education

ECDE 111-60 hours
Interpersonal and Personal Communication Skills
This course prepares the learner to communicate effectively with a variety of individuals using effective communication techniques. Learners will be able to understand the dynamics of families and clarity their own beliefs and values to enhance interpersonal relationships.

Prerequisites:
- admission to Early Childhood Education Diploma program

ECDE 112-60 hours
Child Development Conception to 3 years
This course provides the learner with an in-depth study of child development from conception through to the end of age two. Developmental expectations are clearly linked to programming opportunities so that planning decisions are made that most appropriately facilitate the growth of all children in inclusive environments. Curricular play resources will be explored in subject areas that develop skills in social, emotional, physical, intellectual and creative developmental realms.

Prerequisites:
- admission to Early Childhood Education Diploma program

Corequisites:
- ECDE 113 and ECDE 116 and ECDE 117

ECDE 113-60 hours
Child Development 3-12 years of Age
This course provides the student with an in-depth study of child development from three to twelve years. Developmental expectations are explored and linked to children's programming. The critical elements of best practice are examined in terms of encouraging the overall development of children within inclusive environments.

Concurrent Registration: ECDE 114

ECDE 114-75 hours
Planning for Early Childhood Education
This course provides opportunities to plan and implement curriculum for children 3-12 years of age. Developmental expectations and specific measurable goals will link to programming so that planning decisions are made that facilitate the growth of all children in inclusive environments. Curricular play resources will be explored in subject areas that develop skills in all developmental areas.

Concurrent Registration: ECDE 113

ECDE 115-60 hours
The Early Childhood Profession
formerly ECE 111

This course will provide the student with an overview of the field of Early Childhood Education, provincially, nationally and internationally. Legislation, child abuse, anti-bias, children's rights, historical factors influencing the field, and different philosophical models will be explored.

Prerequisites:
- admission to Early Childhood Education Diploma program

Also offered by Distance Education

ECDE 116-45 hours
Observing and Documenting Children's Development
This course is designed to teach students the many techniques available to accurately observe and record children's developmental behaviors Students will have an opportunity to observe and compare a variety of learning environments.

Concurrent Registration: ECDE 117

ECDE 117-90 hours
Observing and Documenting Children's Development Practicum
This course is designed to allow students to practice the many techniques available to accurately observe and document children's developmental behaviors. Students will have the opportunity to interact with children in early learning environments as well as practice beginning levels of professional communication with supervisors and other centre staff.

Concurrent Registration: ECDE 116

ECDE 121-45 hours
Group Process
This course builds upon interpersonal communication skills developed in HSS 101. Students will learn the skills of productive problem solving, conflict resolution and steps to building collaborative relationships in the early childhood environment.

Prerequisites:
- ECDE 111
- ECDE 112
- ECDE 113
- ECDE 114
- ECDE 116
- ECDE 117

ECDE 122-60 hours
Health, Safety and Nutrition
This course provides learners with the knowledge and skills necessary to promote the well-being of children. Illness recognition, prevention, and universal precautions will be explored. The role of nutrition in wellness, development of life-long eating habits, menu-planning, food handling and safety will be addressed. The provision of safe environments as required by licensing standards and 'best practice' will be discussed.

Prerequisites:
- ECDE 129 or permission of the department

ECDE 123-60 hours
Families
In this course students are introduced to the concept of "family" within the context of a caregiving environment. Developmental stages, member roles, cultutal influences and issues of bias and inclusiveness are examined, with links to the student's own family of origin.

Prerequisites:
- ECDE 111
- ECDE 112
- ECDE 113
- ECDE 114
- ECDE 115
- ECDE 116
- ECDE 117

ECDE 124-60 hours
Guiding and Caring
Students will learn the skills necessary to guide children's behaviour in respectful ways, and to positively influence children's social and emotional development.

Prerequisites:

- ECDE 111
- ECDE 112
- ECDE 113
- ECDE 114
- ECDE 116
- ECDE 117

ECDE 129-225 hours
Practicum II
This seven-and-one-half-week, 30 hour-per-week, block practicum will serve as the student's primary introduction to childcare settings. The student will have the opportunity to interact with children in a respectful and playful way, over an extended period. The student will refine and apply their observation skills and use them effectively for planning activities with children. Students will practice guidance skills with children, and further enhance their professional communication with centre staff and families.

Prerequisites:
- ECDE 121
- ECDE 122
- ECDE 123
- ECDE 124

ECDE 211-45 hours
Professionalism
Students will develop an appreciation for their role as a professional in the lives of young children. They will look at ways to be a change agent through advocacy and work within the ECEBC Code of Ethics.

Prerequisites:
- ECDE 129

ECDE 212-60 hours
Advanced Program Planning
This course builds upon learning around child development and responsive planning. The focus now extends to the program context, with an emergent and inclusive approach to the caregiver's role as planner within the play environment. While learning the skills of creating programs for all children, students will have the opportunity to explore their own philosophy of play-based learning for young children.

Prerequisites:
- ECDE 129

ECDE 213-60 hours
Working with Families and Community
In this course students take the opportunity to explore the contexts affecting the child and incorporate their influence in the early childhood environment. Topics include communication climates for respectful interaction with family and community, supporting parents in building healthy relationships with their children, accessing community, provincial and federal resources and working in multidisciplinary teams.

Prerequisites:
- ECDE 129

ECDE 214-60 hours
Practices in Infant Toddler Care
In this course learners will explore models of infant and toddler care and reflect upon program similarities and differences. During this process, students have the opportunity to reflect on observations, and integrate their own thinking around the ecology of under three care and education.

Prerequisites:
- ECDE 129

ECDE 219-215 hours
Practicum III
This block practicum will serve as the student's integration practicum. The student will synthesize learning with practical application over an extended period, while articulating and demonstrating their personal philosophy of caring for young children. The student will refine and apply observation skills, effective planning, guidance skills, and professional communication with centre staff and families.

Prerequisites:
- ECDE 211
- ECDE 212
- ECDE 213
- ECDE 214

ECDE 222-75 hours
Developmentally-Responsive Environments for Under Threes
In this course the learner participates in an indepth study of infant and toddler development. Caregiving needs specific to children under three are linked to developmentally appropriate and responsive program planning decisions. The focus is on the building of respectful relationships with infants and toddlers.

Prerequisites:
- ECDE 219

ECDE 223-60 hours
Administration
Students will develop the skills necessary to work effectively as a room supervisor and childcare centre manager. Emphasis will be on needs assessment and budgeting, leadership, relevant legislation, staff development, policy development and marketing, in the context of inclusive environments.

Prerequisites:
- ECDE 219

ECDE 224-60 hours
Inclusive Practice Theories
In this course, students will explore causes and characteristics of exceptionalities and their behavioural implications within inclusive environments. A review of historical issues around exceptionality and inclusion will be undertaken. Students will gain understanding around environmental adaptation to meet the needs of all children.

Prerequisites:
- ECDE 219

ECDE 225-60 hours
Inclusive Practice Strategies
This course builds on knowledge of characteristics and conditions of exceptionality to develop the ability to plan for developmental exceptionalities in all realms. The role of the caregiver within an inclusive environment and transdisciplinary team is examined, as well as looking at ways to support families in an inclusive environment.

Prerequisites:
- ECDE 219

ECDE 229-210 hours
Practicum IV

Prerequisites:
- ECDE 222
- ECDE 223
- ECDE 224
- ECDE 225

ECED 125-225 hours
Practicum II
This seven-and-one-half-week, 30 hour-per-week, block practicum will serve as the student's primary introduction to childcare settings. The student will have the opportunity to interact with children in a respectful and playful way, over an extended period. The student will refine and apply their observation skills and use them effectively for planning activities with children. Students will practice guidance skills with children, and further enhance their professional communication with centre staff and families.

Prerequisites:
- ECED 118
- ECED 126
- ECED 128
- ECED 129
- ECED 113
- ECED 131

ECED 126-45 hours
Group Process
formerly ECE 102

This course builds upon interpersonal communication skills developed in HSS 101. Students will learn the skills of productive problem solving, conflict resolution and steps to building collaborative relationships in the early childhood environment.

Prerequisites:
- ECED 101
- ECED 118

ECED 129-60 hours
Guiding and Caring
formerly ECE 124

Students will learn the skills necessary to guide children's behaviour in respectful ways, and to positively influence children's social and emotional development.

Prerequisites:
- ECED 101
- ECED 118

ECED 131-60 hours
Health, Safety and Nutrition
This course provides learners with the knowledge and skills necessary to promote the well-being of children. Illness recognition, prevention, and universal precautions will be explored. The role of nutrition in wellness, development of life-long eating habits, menu-planning, food handling and safety will be addressed. The provision of safe environments as required by licensing standards and 'best practice' will be discussed.

Prerequisites:
- ECED 118

Also offered by Distance Education

ECED 212-60 hours
Program Planning
This course builds upon learning around child development and responsive planning. The focus now extends to the program context, with an emergent and inclusive approach to the caregiver's role as planner within the play environment. While learning the skills of creating programs for all children, students will have the opportunity to explore their own philosophy of play-based learning for young children.

Prerequisites:
- ECED 125

ECED 215-215 hours
Practicum III
This block practicum will serve as the student's integration practicum. The student will synthesize learning with practical application over an extended period, while articulating and demonstrating their personal philosophy of caring for young children. The student will refine and apply observation skills, effective planning, guidance skills, and professional communication with centre staff and families.

Prerequisites:
- ECED 123
- ECED 212
- ECED 213
- ECED 218

ECED 218-45 hours
Professionalism
formerly ECED 127

Students will develop an appreciation for their role as a professional in the lives of young children. They will look at ways to be a change agent through advocacy and work within the ECEBC Code of Ethics.

Prerequisites:
- ECED 125

ECED 223-60 hours
Administration
formerly ECED 214

Students will develop the skills necessary to work effectively as a room supervisor and childcare centre manager. Emphasis will be on needs assessment and budgeting, leadership, relevant legislation, staff development, policy development and marketing, in the context of inclusive environments.

Prerequisites:
- ECED 215

Corequisites:
- ECED 224 and ECED 225 and ECED 226 and ECED 228

Also offered by Distance Education

ECED 224-75 hours
Inclusive Practice Theories
In this course, students will explore causes and characteristics of exceptionalities and their behavioural implications within inclusive environments. A review of historical issues around exceptionality and inclusion will be undertaken. Students will gain understanding around environmental adaptation to meet the needs of all children.

Prerequisites:
- ECED 215

Corequisites:
- ECED 225
- ECED 223
- ECED 226
- ECED 228

ECED 225-75 hours
Inclusive Practice Strategies
formerly ECE 235

This course builds on knowledge of characteristics and conditions of exceptionality to develop the ability to plan for developmental exceptionalities in all realms. The role of the caregiver within an inclusive environment and transdisciplinary team is examined, as well as looking at ways to support families in an inclusive environment.

Prerequisites:
- ECED 215

Corequisites:
- ECED 224 and ECED 223 and ECED 226 and ECED 228

ECED 226-45 hours
Working with Families and Community
formerly ECE 201

In this course students take the opportunity to explore the contexts affecting the child and incorporate their influence in the early childhood environment. Topics include communication climates for respectful interaction with family and community, supporting parents in building healthy relationships with their children, accessing community, provincial and federal resources and working in multidisciplinary teams.

Prerequisites:
- ECED 123

Corequisites:
- ECED 224 and ECED 225 and ECED 227 and ECED 228

ECED 228-210 hours
Practicum IV
formerly ECE 236

This course introduces the student to working with children in inclusive childcare settings. With opportunity to interact with children in a respectful and playful way, students will refine and apply their observation skills and use them effectively for inclusive planning with children who require additional supports. Students will refine guidance skills with children, and further enhance their professional communication with centre staff and families. A weekly seminar is included in this course.

Prerequisites:
- ECED 215

Corequisites:
- ECED 224 and ECED 225 and ECED 226 and ECED 227

Early Childhood Education - Infant Toddler

ECE 231-120 hours
Developmentally-Responsive Environments for Under Threes
In this course the learner participates in an indepth study of infant and toddler development. Caregiving needs specific to children under three are linked to developmentally appropriate and responsive program planning decisions. The focus is on the building of respectful relationships with infants and toddlers.

ECE 232-60 hours
Practices in Infant Toddler Care
In this course learners will explore models of infant and toddler care and reflect upon program similarities and differences. During this process, students have the opportunity to reflect on observations, and integrate their own thinking around the ecology of under three care and education.

ECE 233-210 hours
Practicum for Infant Toddler Specialty
In this course learners have the opportunity to work as a team member in an Infant and Toddler setting. This course will focus on the provision of holistic, developmentally responsive specialty care in response to infant and toddler needs within the community.

Earth & Environmental Science

NRSU 120-3-3
Applied Research in Nursing II
In this course learners are introduced to nursing research to gain knowledge, skills, and abilities to engage in evidence-informed nursing practice. Topics include research concepts, approaches, procedures/processes, ethics and application in diverse health care settings. (3,0,0)

Prerequisites:
- NRSU 110[1] and NRSU 111[1] and NRSU 112[1] and NRSU 113[1] and BIOL 131[1]
- ENGL 100[1] or ENGL 150[1] or ENGL 151[1] or ENGL 153[1]

Corequisites:
- NRSU 101 and NRSU 122 and NRSU 123 and NRSU 126 and NRSU 136 and BIOL 133

[1] minimum grade of 60 required

Earth and Environmental Sciences

Prerequisites may be waived by the Geography department. See prerequisite waiver.

EESC 101-3-6
Environmental Science
The course introduces students to the science behind important environmental problems. Students will learn environmental science theory and the quantitative basis for the evaluation of the environment. Students will learn practical application of this theory in laboratories. (3,3,0)

EESC 111-3-6
Earth and Environmental Science
formerly GEOL 111

Following an introduction to the minerals composing igneous, metamorphic and sedimentary rocks this course explores how planet Earth works. Processes operating in and on the Earth, oceans and atmosphere are examined. These processes are related to resource and environmental issues. There is an optional half-day field trip that students are encouraged to attend. (3,3,0)

EESC 121-3-6
Natural History of the Earth
formerly GEOL 121

This course is a survey of the evolution of the Earth, its oceans, atmosphere and life, beginning with the origin of the universe and ending with the ice age and human evolution. Methods of studying Earth history, dating methods and organic evolution are surveyed. (3,3,0)

Prerequisites:
- EESC 111 or EESC 200

EESC 200-3-5
Mineralogy
formerly GEOL 200

Introduction to the physical and chemical properties of common rock-forming minerals and crystallography. The course surveys mineral associations, resources and the environmental implications of minerals. (2,3,0)

Prerequisites:
- CHEM 111 or CHEM 112

EESC 201-3-5
Optical Mineralogy and Petrology
Study of the common rock-forming minerals in igneous and metamorphic rocks using the polarizing microscope. The student is introduced to the use of minerals and rock textures as a means of determining the origin of rocks.
(2,3,0)

Prerequisites:
- recommended: EESC 200

EESC 205-3-6
Geographical Hydrology
This course is a study of the terrestrial hydrological cycle and water balance at site, watershed and larger regional scales. The movement and storage of surface water in its various phases through the hydrological cycle and the energy associated with these processes will be examined. Course content will focus on snow cover, glacier ice, ground ice, streams and lakes and their physical, ecological and socioeconomic importance. Definition of hydrological resources, hazards and human impacts in the context of human perception of the environment are covered. Labs and local field work will introduce students to relevant techniques and reinforce concepts introduced in the lectures. This course is also offered as GEOG 205. Students with credit for GEOG 205 cannot take EESC 205 for further credit.
(3,3,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

EESC 212-3-6
Weather and Climate
This course covers the applications of systems theory in the study of weather and climate. Themes include: analysis of factors controlling climates from macro to micro scales; general circulation of the atmosphere; weather systems and forecasting; climate change; climate classification; and methods of collecting and analyzing climate data. This course is also offered as GEOG 212. Students with credit for GEOG 212 cannot take EESC 212 for further credit. (3,3,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

EESC 213-3-3
Introductory Forest Science and Management
This course covers topics such as global forests, classification, silviculture, forest tenure systems, forest policy evolution, forest regulations and the profession. Other topics may include eco-forestry, sustainable forest management, certification, the role of information technologies and research. (3,0,0)

Prerequisites:
- EESC 111 or GEOG 111 or EESC 101

EESC 220-3-3
Environmental Physics
This course examines contemporary environmental issues, focussing on the physics of climate modification, ozone depletion, energy sources for electrical generation, energy storage, energy conservation strategies, transportation, pollutant transport, non-ionizing radiation, risk analysis, and other current topics of interest. This course is also offered as PHYS 220. Students with credit for PHYS 220 or BIOL 290 cannot take EESC 220 for further credit. (3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 122[1]
- second-year standing
- a first-year course(s) in BIOL, CHEM, EESC, and/or GEOG would be useful but is (are) not required.

[1] minimum grade of 60 required

EESC 222-3-6
Geomorphology
This course studies the origin, nature and distribution of landforms and landform assemblages. Historical development of the major concepts in geomorphology will be covered. Structure, process, stage, equilibrium and thresholds as landform controls are included. Emphasis will be on landforms resulting from fluvial and glacial processes, using local and international examples. Labs and field work will introduce students to relevant techniques and reinforce the concepts learned in the lectures. This course is also offered as GEOG 222. Students with credit for GEOG 222 cannot take EESC 222 for further credit. (3,3,0)

Prerequisites:
- GEOG 121 or EESC 111 or second-year standing in the Associate of Science.

EESC 250-3-3
Exploration Geophysics
This course includes instrumentation, application and limitations of gravity, magnetic, electromagnetic, electrical, acoustic and seismic methods in the exploration for mineral and energy resources and in engineering applications; survey navigation. This course is also offered as GEOP 250. Students with credit for GEOP 250 cannot take EESC 250 for further credit. (3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 122[1]
- second-year standing
- a first-year course in EESC and/or GEOG would be useful but is not required

[1] minimum grade of 60 required

Economics

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Economics department. See prerequisite waiver.

ECON 112-3-3
Introduction to the Canadian Economy
A basic guide to economics, this course deals with a broad range of topics, emphasizing an institutional rather than theoretical approach. This course is often followed by ECON 122 or 124. (3,0,0)

ECON 115-3-3
Principles of Microeconomics
This course is the "micro" half of the standard university-level introductory course in economic institutions and theory. It deals with supply and demand, the analysis of the firm under different market structures, markets for factors of production, and the distribution of income.

CGA, CMA credit (3,0,0)

Also offered by Distance Education

ECON 122-3-3
Introduction to Economic History and Thought
A study of the evolution of economic society and its problems, with special attention to the theories of the great economic philosophers past and present. (3,0,0)

ECON 124-3-3
Canadian Economic Issues
A study and analysis of economic problems in Canada. Course content includes local, regional and national issues with special emphasis on current problems. (2,0,1)

Prerequisites:
- ECON 112 or ECON 115 or ECON 125

ECON 125-3-3
Principles of Macroeconomics
This course is the "macro" half of the standard university-level introduction to economic institutions and theory. It deals with national income theory, money and banking, fiscal and monetary policies and international trade, with an emphasis on the Canadian economy and its problems.

CGA, CMA credit (3,0,0)

Also offered by Distance Education

ECON 201-3-3
Intermediate Microeconomic Analysis
This is a micro-theory course at the post-principles level. It deals with the analysis of consumer behaviour, production, exchange, equilibrium of the firm under varying market structures, factor markets, economic efficiency and welfare. (3,0,0)

Prerequisites:
- ECON 115

ECON 202-3-3
Intermediate Macroeconomic Analysis
This is a macro-theory course at the post-principles level. It deals with income and employment theory, monetary and fiscal policies, the impact of international trade and finance on the domestic economy, economic growth and fluctuations. (3,0,0)

Prerequisites:
- ECON 125

ECON 205-3-3
Managerial Economics
This course provides students with the economic skills most important to those concerned with business decisions. As such, the course will equip students with a basic understanding of firm and industry behaviour by addressing issues such as pricing and output determination, profit maximization, competition, uncertainty and risk. "Real world" examples will illustrate the theory. (3,0,0)

Prerequisites:
- ECON 115

- ECON 125

ECON 210-3-3
Women and the Economy
This course focuses on economic issues of particular relevance to women. Topics discussed will include women's participation in the labour force, male-female education and income differences, discrimination, feminization of poverty, empowerment of women in developing countries, and women's role in home production and child-rearing. This course is also offered as WMST 211. Students with credit for WMST 211 cannot take ECON 210 for further credit. (3,0,0)

Prerequisites:
- second-year standing

ECON 220-3-3
Competitiveness in the Canadian Economy
This course presents an introduction to the modern economic debate around the concept of competitiveness. The course focuses on where Canadian economic competitiveness lies, and on what industrial policies and strategies Canada should follow across important sectors of the economy (basic manufacturing, high technology manufacturing, service industries, agriculture, resource-based industries.) (3,0,0)

Prerequisites:
- ECON 115
- ECON 125

ECON 232-3-3
History of Economic Thought
This course covers the evolution of economic thinking from ancient to present times. The Greek, Islamic and Medieval scholars; the Physiocrats, Adam Smith, Malthus, Bentham, Ricardo, Mill, Marx and Keynes, and other major economic thinkers will be studied. The development of fundamental economic ideas and conflicting perspectives are studied within their social and economic context. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125

ECON 257-3-3
Topics in International Economic Policy
Selected topics in international trade and international finance. Emphasis is on current policy issues with examples drawn from experiences in Canada, other industrialized nations and developing economies. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125

ECON 260-3-3
Poverty and Inequality
The focus of this course in on the economic analysis of poverty and inequality both in Canada and in other countries. The course starts with the issue of how poverty and inequality are measured and defined. It then moves into an analysis of the demographics of poverty and inequality. In particular it focuses on the distribution of poverty by age, sex and region in Canada. Finally, the course focuses on the public policy issues of welfare, workfare and social assistance in general. No background in economics is assumed. (3,0,0)

ECON 261-3-3
Economics of Developing Countries
This course introduces students to economic conditions in less developed countries. The first part of the course provides students with information on what constitutes underdevelopment and looks at various theories that attempt to explain why some countries are less developed than others. Internal and external economic policies useful in changing the economic performance of these countries are explored. No background in economics is assumed. (3,0,0)

ECON 271-3-3
Environmental and Natural Resource Economics
This course provides a basic introduction to the economic analysis of the environment and natural resources. Special attention will be paid to public policy. No background in economics is assumed. (3,0,0)

Prerequisites:
- second-year standing

Also offered by Distance Education

ECON 335-3-3
The Economics of Social Issues
Designed for students with little or no prior background in economics, this course surveys the applications of economic concepts and methodologies in the analyses of contemporary social issues such as poverty, global warming, crime, discrimination, taxation and free trade. (3,0,0)

ECON 356-3-3
Competitiveness in the Global Economy
This course discusses competitiveness in the international economy, with an emphasis on the major economies in North America, Europe and East Asia. Topics include the determinants of competitiveness in

nations and corporations, industrial and strategic trade policies of governments, the importance of high-technology industries, and the role of multinational corporations. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

ECON 357-3-3
International Economics
This course is an introduction to international trade and finance, with an emphasis on international economic policy. Topics include the determinants of trade, balance of payments, and selected policy issues such as tariff and non-tariff barriers to trade, trade disputes, trade liberalization, trade and development, capital mobility, political economy of protectionism and exchange rate policy. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

ECON 362-3-3
Labour Economics
This course is an introduction to the theory and practice of contemporary labour economics. In particular, it analyses the various dimensions of labour supply and demand and their interaction to determine wages, employment and unemployment. Within this context topics such as household production, efficiency wages, education, discrimination and union behaviour will be studied. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

ECON 370-3-3
Economic Development
This course examines economic development in third-world countries. The importance of resources, financial institutions, government action and regional differences to problems of industrialization will be investigated in light of theories of economic development. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

Electronic Engineering Technology

Prerequisites may be waived by the Electronic Engineering Technology department. See prerequisite waiver.

ELEN 115-3-5.5
Computer Components and Peripherals
This course is an introduction to the technologies and terminologies of PC computer and Operating Systems. Computer components and their interactions are examined as well as the configuration and management of a workstation operating system. Special emphasis is given to PC components, peripheral data storage, disk management, file systems, boot process, operating system configuration and basic scripting. (3,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program

ELEN 116-3-4.5
Programming and Interfacing
This course provides the basic skills and concepts required to compile programs on a PC. Software topics include arithmetic and logic operations, variable and constant data, functions, input and output (I/O), the preprocessor, arrays, structures, unions, pointers, file input/output and some standard library functions. Students will be introduced to interfacing and control concepts.
(2,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program

ELEN 126-3-6.5
Digital Techniques
This course deals with digital techniques and circuits, number systems and codes, Boolean algebra and Karnaugh Maps, combinational and sequential circuits, MSI (Medium Scale Integration) circuitry and PLDs (Programmable Logic Devices). CPLDs (Complex Programmable Logic Devices) and FPGAs (Field Programmable Gate Arrays) will be programmed using schematic entry and VHDL (Very high speed integrated circuit Hardware Description Language). (4,2.5,0)

Prerequisites:
- ELEN 116

ELEN 130-3-7.5
Electrical Circuits
Fundamentals of electricity and magnetism; principles and techniques involved in the analysis of resistive and reactive electrical circuits under DC and AC excitation. Laboratory sessions provide for verification of theory through building and testing of circuits using standard components and instruments. Proficiency in reporting of laboratory results is emphasized.
(4,2.5,1)

Prerequisites:
- admission to the Electronic Engineering Technology program

ELEN 132-3-4
Fabrication I
An introduction to practical drafting skills used in the electronics industry including sketching, lines, projection drawings and dimensioning. Practice in prototype development, packaging, sheet metal work and fastener selection. A brief introduction to the residential wiring code. Proper use of tools and safe working practices are emphasized.

Note: $100 of the additional $150 levy is used for the ELEN 132 and 142 project. (2,2,0)

ELEN 136-3-5.5
Introduction to Electronics
This course is an introduction to Electronic Engineering Technology, the role of technologists, the tools they will use, and the types of systems they will work with. Topics covered include analyzing various electronic systems and circuits, AC and DC power, time and frequency domain, discrete and integrated devices. Lab projects provide experience in construction, testing and troubleshooting of basic circuits.
(3,2.5,0)

Corequisites:
- ELEN 130

ELEN 140-3-5.5
Electrical Circuits II
Advanced analysis of resistive and reactive passive networks under direct and alternating current excitation; Thevenin's and Norton's Theorems, loop and nodal analysis, superposition, Delta-Wye transformations; practical transformers; resonant circuits; DC and AC bridges; coupling networks. Laboratory projects provide experience with testing representative networks. (3,2.5,0)

Prerequisites:
- ELEN 130

ELEN 142-3-5.5
Fabrication II
An introduction to computer aided drafting including drawing of block diagrams, schematic diagrams, etched circuit board layouts and wiring diagrams. High reliability soldering techniques, component selection and etched circuit board production and wiring harness construction are studied. (2,3.5,0)

Prerequisites:
- ELEN 132

ELEN 145-3-5
Communication I
An introduction to communications systems. Topics include the EM spectrum, the communications channel, noise, AM, FM, single sideband, transmitters and receivers, and television systems.
(3,2,0)

Corequisites:
- ELEN 146

ELEN 146-3-5.5
Electronic Circuits
This course is an introduction to semiconductor devices such as diodes, BJTs (bipolar junction transistors), FETs (field effect transistors) and simple integrated circuits. Topics coved will include discrete amplifiers, operational amplifiers and special integrated circuits. Lab projects will provide experience in constructing, testing and troubleshooting electronic circuits and systems.
(3,2.5,0)

Prerequisites:
- ELEN 136

ELEN 215-3-5
Computer Systems II
This course is a continuation of ELEN 115. Topics covered include networking, web page design, data communications, and web based data acquisition and control. (2,3,0)

Prerequisites:
- ELEN 115

ELEN 216-3-6
Microcontroller Technology
This course deals with the architecture, programming, and interfacing of microcontrollers. Hardware topics include memory, input/output, counters/timers, serial communications and interrupts. Interface projects will be written in Assembly and C and include switches, LEDs (Light Emitting Diodes), A/D (Analog to Digital) converters, stepper motors, and liquid crystal displays. (3,3,0)

Prerequisites:
- ELEN 126 or COSC 150 or NTEN 126

ELEN 226-3-4.5
Embedded Systems
The course deals with microcontroller-based embedded systems and hardware/software co-design. Topics include interrupt based programming, DC motors, temperature sensors, external EEPROM, real-time clock, Inter Integrated Circuits (I2C), Serial Peripheral Interface (SPI) and 1-Wire serial interfacing. The course will also include an introduction to digital signal processors. The course culminates in the design and implementation of a term microcontroller-based project. (2,2.5,0)

Prerequisites:
- ELEN 216

ELEN 227-3-4.5
Project and Report
In this course students will be expected to manage an electronic design project from concept to completion and demonstrate a working prototype. Project management from a time and financial perspective will be stressed. A formal written report and an oral presentation to the class will be required. (2,2.5,0)

Corequisites:
- ELEN 226

ELEN 236-3-5
Electronic Technology I
An introductory course in electronics for Mechanical Engineering Technology students. Topics covered will include electrical laws and theorems; magnetic and electromagnetic field concepts; AC theory; transformers; three-phase AC circuits; DC motors, generators and controls; batteries; analog and digital circuit devices; and industrial control circuits. (3,2,0)

Prerequisites:
- MECH 136

ELEN 246-3-5
Electronic Technology II
This course follows ELEN 236, covering topics in analog and digital electronic circuits; industrial electronic control devices and circuits; DC electrical machine applications; three-phase induction motor applications, synchronous machine applications; stepper motor applications; programmable controllers; and transducers. (3,2,0)

Prerequisites:
- ELEN 236

ELEN 254-3-5.5
Analog and Digital Systems I
Practical application of both analog and digital circuits studied in previous and concurrent courses. Systems studied include AM, FM, and TV transmitters and receivers. Microcomputers and their peripherals, such as disk drives, monitors and printers. Troubleshooting, repair, maintenance and calibration procedures are emphasized. (3,2.5,0)

Prerequisites:
- ELEN 145
- ELEN 146

ELEN 256-3-5.5
Analog and Digital Signal Processing
Advanced applications of operational amplifiers and special integrated circuits are covered with an emphasis on high performance analog signal processing leading to data acquisition and digital signal processing by computers. Major topics include the classes of negative feedback, nonideal operational amplifier properties, active filters, data acquisition principles and digital signal processing including the discrete and fast fourier transform and digital filtering. (3,2.5,0)

Prerequisites:
- ELEN 146

ELEN 263-3-5.5
Control Systems
This course includes fundamental techniques and elements of closed-loop feed-back control of industrial processes and systems, and a study of servomechanisms and digital control. (3,2.5,0)

Prerequisites:
- MATH 257
- ELEN 256

ELEN 264-3-5.5
Analog and Digital Systems II
This course focuses on the practical aspects and applications of analog and digital circuits and systems. Topics covered include PLC (Programmable Logic Controller) programming, control of AC (Alternating Current) power, device limits, heat sinking, component selection, power supplies, motors, and PSoC (Programmable System on Chip) Microcontrollers. (3,2.5,0)

Prerequisites:
- ELEN 254

Corequisites:
- ELEN 226

ELEN 265-3-6
Communications II
This course covers the theory and lab work associated with transmission lines, antennas, electromagnetic wave propagation, rf circuit design and analysis, digital modulation, telephony, embedded wireless solutions, microwave and fiber optics. (4,2,0)

Prerequisites:
- ELEN 145

English

For courses numbered 100 or higher, the prerequisite(s) may be waived by the English department. See prerequisite waiver.

ENGL 100-3-3
University Writing
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on non-fictional prose, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process.
Students with credit for ENGL 199 may not take ENGL 100 for further credit. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12; and Language Proficiency Index[3]
  or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

ENGL 116-3-3
Introduction to Creative Writing I
An introduction to composition in the genres of poetry, short fiction and the one-act play. Students experiment in each of these genres. By the end of the course, students will have a working knowledge of modern aesthetics, and a fairly objective appreciation of their own "voice" in the context of those aesthetics. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or mature student status and a score of 24/40 (level 4) or better on the LPI

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

ENGL 126-3-3
Introduction to Creative Writing II
An extension of ENGL 116, this course is designed to pursue composition in the genres of poetry, fiction and drama by examining the aesthetics of contemporary work in these genres. Students will be encouraged to choose a genre for a substantial semester project. The examination of recent experiments in literature, and discussion of student projects as they develop will be the focus of the course. At course completion, students will have a working knowledge of contemporary aesthetics, and a fairly advanced appreciation of their own "voice" in the context of those aesthetics. (3,0,0)

Prerequisites:
- ENGL 116

ENGL 150-3-3
Critical Writing and Reading: Poetry and Drama
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on poetry and drama, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

ENGL 151-3-3
Critical Writing and Reading: Short Fiction and the Novel
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on short fiction and the novel, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. (3,0,0)

Prerequisites:

- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

ENGL 153-3-3
Critical Writing and Reading: Narrative
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on a variety of narrative forms including anecdotes, autobiography, biography, diaries, films, histories, myths, narrative poems, novels and songs, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. (3,0,0)

Prerequisites:

- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

ENGL 160-3-3
Introduction to Film Studies
An introduction to the critical study of film. The course will provide students with a grounding in the history of film and in a range of methods of analyzing cinematic content. Discussions will address film theory, technical and aesthetic aspects of film, the economics of the industry, and the interpretation of film in cultural, social and political contexts. Students with credit for FILM 100 or ENGL 160 cannot take this course for further credit. (3,0,0)

ENGL 170-3-4
Applied Publishing Skills
This course provides students with the technical skills necessary to enter the publishing industry. Intensive training in the Adobe Creative Suite of programs (InDesign, Photoshop, Illustrator and Acrobat) prepares students for a wide range of production issues. Students are required to register in a two-hour faculty led computer laboratory. This course is also offered as FINA 170. Students with credit for FINA 170 cannot take ENGL 170 for further credit. (2,2,0)

Prerequisites:

- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 050 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

ENGL 199-3-3
Arts Studies in English
This course introduces students to the research culture of post-secondary institutions, with an emphasis on how language, arguments, evidence and even the way questions are posed can differ from one academic field to another. By examining how and why scholars enter into conversation with each other, students will learn how to enter into these discussions themselves through an examination of writing and analysis from at least three disciplines. Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Arts students who plan on transferring to UBC-Vancouver require UBC's ASTU 150, which may be satisfied by successfully completing Okanagan College ENGL 199.) (3,0,0)

Prerequisites:

- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12

First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

ENGL 203-3-3
Studies in Composition
Students will examine published expository essays and produce their own examples of the genre, including a research essay, to improve their ability to reason, develop ideas, organize, express themselves in an effective style, incorporate research, and effectively revise their work. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 204-3-4
Applied English Studies I
The goal of this applied course is to promote the students' abilities in four areas: bibliographic studies, textual editing and review, digital publishing, and print publishing. Throughout the semester students will respond to lectures on the theory and the practice of literary work (creative and critical) and the material processes from authorship to publication. Students are required to register in a one-hour faculty-led computer laboratory. (2,2,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199
- a corequisite of 3 credits 200-level ENGL

ENGL 205-3-4
Applied English Studies II
This course is a continuation of ENGL 204. It advances the students' abilities in four areas: bibliographic studies, textual editing and review, digital publishing, and print publishing. Lectures will cover the theory and the praxis of literary work (creative and critical) and the material processes from authorship to publications, including an examination of the literary lives of eminent editors and publishers. Students are required to register in a one-hour faculty-led computer laboratory. (2,2,0)

Prerequisites:
- ENGL 204
- 3 additional credits of 200-level ENGL

ENGL 206-3-3
Publishing: Best Practices and Copy Editing
This course introduces students to the publishing process including standard Canadian publishing policies. Students will fulfill a dedicated component on copy-editing from basic proofreading to establishing a "house style," and the process of manuscript preparation from basic editorial and typographical principles to working with style sheets. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 207-3-5
Web Development for Publishing
This course introduces students of writing and publishing to current web standards and develops the students' ability to construct and publish professional-level content on the internet. This skill-based course prepares students to enter the publishing work force. Specific topics include file types and formats for the web and print, directory structure and organization, file preparation and transfer, introductory web typography and document design, basic web design and development, as well as best practices for electronic publishing. (1,4,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 208-3-3
History of the Book
This course introduces students to the dynamic history of the book. Students will not only trace the rise of print-culture in the West from approximately the 15th century to the present, but will also be challenged to think critically about the politics, aesthetics, and technology of the book. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 209-3-3
Studies in Professional Editing
In this course, students will be introduced to the craft of professional editing. In addition to examining the role of editors in the publishing industry, students will focus on the four main components of the professional editing process: copyediting, proofreading, structural editing, and stylistic editing. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 210-3-3
Women in Literature
Techniques of literary study, with emphasis on how women are represented in and have contributed to the literary tradition, will be combined with a selection of representative texts written by women. This course will explore the relationship of women's writing to the canon of English Literature in the context of some critical and literary works. This course is also offered as WMST 210. Students with credit for WMST 210 cannot take ENGL 210 for further credit. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 211-3-3
Survey of English Literature I
A survey of English Literature from the Anglo-Saxon period to John Dryden. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

Also offered by Distance Education

ENGL 212-3-3
Studies in Children's Literature
A survey of folk tales from different cultures, literary fairy tales, modern works of fantasy and realism. Students will study the emergence of folk tales as stories for children and the functions of myth in these tales and will compare the folk tale or oral tradition and the literary fairy tale; and will examine the nature of fantasy and realism in works for children. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 213-3-3
Studies in British Literature
This course examines major trends in 20th Century British literature. Students will examine representative works from and developments in the Anglophone literatures of England, Wales, Ireland and Scotland. Specific readings will draw on all four major literary genres: poetry, the novel, creative non-fiction, and drama. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 215-3-3
Studies in Reading Film
An introduction to film as narrative. This course will examine the nature, characteristics, and language of film in relation to various film genres that are current today. Students are required to pay a modest material fee for this course at the time of registration. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 216-3-3
Intermediate Workshop in Creative Writing - Poetry
An intermediate creative writing course in which students are instructed and guided in the writing of poetry; encouraged to pursue experimentation in poetry; and will participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

ENGL 217-3-3
Intermediate Workshop in Creative Writing - Fiction
An intermediate creative writing course in which students are instructed and guided in the writing of fiction; encouraged to pursue experimentation in fiction; and will participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

ENGL 218-3-3
Intermediate Workshop in Creative Writing - Drama
An intermediate creative writing course in which students are instructed and guided in the writing of drama; encouraged to pursue experimentation in drama; and will participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

ENGL 219-3-3
Intermediate Workshop in Creative Writing - Creative Non-Fiction
An intermediate creative writing course in which students are instructed and guided in the writing of creative non-fiction; encouraged to pursue experimentation in creative non-fiction; and will

participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

ENGL 220-3-3
Studies in the Theory and Practice of Creative Writing
This course is recommended for students taking creative writing or fine arts courses. It introduces students to the history of the evolution of twentieth-century forms of creative writing. The course lectures will trace the history of that evolution and focus on forms that students might practice. Students will write a series of essays on problems of aesthetics and editing. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 221-3-3
Survey of English Literature II
A survey of English literature from the 18th century to the moderns. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

Also offered by Distance Education

ENGL 222-3-3
Studies in International Literature in English
An examination of international writing in English. Course material will be drawn from representative works of writers from various areas of the Commonwealth. Through the study of fiction, poetry, drama, autobiography and essays, the class will consider the socio-political forces that affect textual practices. This course will focus on the literature of Africa and the Caribbean. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 223-3-3
Studies in Canadian Literature
An examination of the development of Canadian literature from the 19th century to the present time, with emphasis on poetry and fiction of the 20th century. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

Also offered by Distance Education

ENGL 225-3-3
Studies in Drama
This course will introduce students to the historical development of western theatre. Students will read key plays from major periods of theatrical history ranging from Greek to contemporary drama. Students will consider the cultural, aesthetic, and dramatic conventions of each play's historical context with a focus on how these considerations affect a play's interpretation and reception. Emphasis will be placed on the relationship between script and stage, paradigm and performance, actor and audience, theory and practice. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 230-3-3
Topics in Women's Literature
An exploration of the ways in which women have been represented in and have contributed to the literary tradition by examining women's writing in a particular historical, national and/or regional context, such as, the English renaissance; or women's writing on particular topics, i.e. war, religion, or work; or the writing of women of a specific race or class, i.e. black women's writing.

Students can elect to transfer this course as English or Women's Studies credit to UBC, SFU, and UVic. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 231-3-3
Studies in Popular Narrative
An introduction to popular literary genres, including detective fiction, science fiction, romance, gothic fiction, horror fiction and fantasy. Students will examine the relationship between socio-political formations and literature. Discussions of form will include a study of narrative methods and fictional techniques. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 233-3-3
Studies in American Literature

An introduction to major figures and themes in American literature, with special emphasis on the 20th and 21st centuries. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 235-3-3
Professional Writing and Communications
This course introduces students to written professional communication, including organizational communication, employee communication, report and proposal writing, customer communication, public relations, marketing and advertising and communication theory.
This course is also offered as CMNS 235. Students with credit for CMNS 235 may not take ENGL 235 for further credit. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 236-3-3
Studies in Indigenous Literature in Canada
formerly ENGL 224

This course examines the development of Indigenous literature in Canada, with an emphasis on contemporary poetry and fiction. The course examines expectations of Indigenous literature and some of the stereotypes that may have shaped those expectations. The course will also examine historical contexts and the extent to which Indigenous literature has aimed to correct colonial representations of Indigenous people. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 237-3-3
Studies in Nature Writing
formerly ENGL 232

An exploration of the prose literary tradition of Nature Writing in English and the myriad ways authors have explored the relationship between human and non-human nature. The tools of nature writing - observation, memory, exploration, research, analysis, and expression - will be put to work in order to learn more about the places we live. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 295-3
Directed Studies in English
This course involves composing a supervised writing project with directed reading in literary criticism or creative writing. Students will produce a project proposal, a specialized reading list, and a final critical or creative manuscript. The topic will be agreed upon by the supervising faculty member and the student, in the semester prior to the directed studies.

Prerequisites:
- ENGL 116
- ENGL 126
- permission of the department

ENGL 302-3-3
Studies in Contemporary Literary Aesthetics
This course will explore historic and current notions of taste and literary excellence through an in-depth study of the criteria upon which a genre of literature is evaluated (for example, the novel and the Man Booker Prize; The Commonwealth Writers Prize, The Giller Prize, and so on). Beginning with a theoretical consideration of the ways in which literary taste has been historically produced, articulated, and critiqued, the class will then explore the ways in which these ideas of writing excellence are practically applied to contemporary literature, paying particular attention to the ways the shortlisted texts are spoken about in a variety of critical venues (the full range of national and international popular and industry print/online reviews, promotional materials, and so forth). (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL: 203, 215, 221 through to 236
- third-year standing

ENGL 306-3-3
Topics in Literary History
This course will explore connections between literature and its historical and cultural contexts. Using an interdisciplinary approach, it will examine literary and non-literary texts from a given period, giving students a base in research and interdisciplinary study. The topics may vary each time the course is offered. With differenct topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL: 203, 215, 221 through to 236
- third-year standing

ENGL 307-3-3
Creative Non-Fiction Writing for Canadian Markets
This course wull take students through the steps of preparing creative non-fiction for Canadian markets.

Writing, editing and submission of two substantial pieces of writing for Canadian magazines or journals will be required. Some of these markets may include Geist, The Walrus, Prairie Fire, Event, Prism International and the CBC Literary Awards, among others. Students will learn about the selection, format and process for submission of work for publication. Workshops, readings, and exercises will be employed to attempt to make conscious the unconscious motivations behind telling a non-fictional story. We will also look at how to use the elemtns of fiction, for example characterization, plot, conflict and symbolism, to shape a compelling non-fiction narrative. Guest speakers from the Canadian writing industry will be invited to the class. The class will wrap up with a public reading. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219 or ENGL 220
- third-year standing

ENGL 308-3-3
Literature and Film
Film has historically depended on literature for much of its material. Since film is an increasingly dominant narrative form, it influences the way we read and understand literature. This course will examine the distinctive characteristics of both literary and film texts and the relationship between them through a comparative study of selected literary texts and their film adaptations. (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENG: 203, 215, 221 through 236
- third-year standing

ENGL 309-3-3
Shakespeare in Context
This course will explore the literary and cultural construction of Shakespeare in light of literary, dramatic and cinematic contexts. Emphasizing historical and social reflections, the course will cover Shakespearean comedy, satire and problem plays. Critical approaches to the plays will include feminist, Marxist, psychoanalytic, historicist, soci-political, theatrical and cinematic analyses. Readings will encompass Elizabethan, Jacobean and contemporary interpretations of the plays and theatrical practices. (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL 203, 215, 221 through 236
- third-year standing

ENGL 311-3-3
Writing Drama
This course is an advanced creative writing course in which students are instructed and guided in the comtemporary theories and practices of drama and performance, encouraged to pursue experimentation, and asked to participate in the feedback and critique sessions that constitute the workshop/studio method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219 or ENGL 220
- third-year standing

ENGL 312-3-3
Writing for Change: History, Theory, Practice
This course explores the history and theory of writing as political action. Students will analyse any number of twentieth and twenty-first century revolutionary documents - Black Panther platforms, Declarations of First Nations People in Canada, Coucil of Canadians' Vision Statements. Theatre for Development projects, and "culture jam" manifestoes. Questions we will consider as we engage these texts include the following: what counts as revolutionary writing? how does writing enable or achieve social action? and what are the responsibilities of the contemporary progressive writer? Finally, in this course students will practice multiple forms and genres of socially-engaged writing. (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL 203-215, 220 through 237
- third-year standing

ENGL 351-3-3
Ecopoetics
This course explores the field of Ecopoetics by studying a range of texts that consider the relationships between humans, animals, places, cultures, and languages. The interdisciplinary readings cross genres and include poetry, prose, philosophy, field guides, science writing, theory, and criticism. We will write critically and creatively about the intersection of ecology and poetics, making connections between disciplines, literatures, personal experience, and current issues. (3,0,0)

Prerequisites:
- 6 credits of 200 level ENGL
- permission of the department

ENGL 357-3-3
Environmental Literature

This course promotes ecological literacy by studying a range of books that have shaped contemporary American environmental thinking and literature. Readings will be considered from several perspectives including the American Literary Tradition, rhetoric, history, science, and public policy. The readings represent several disciplines. Students will write critically and creatively about environmental topics. (3,0,0)

Prerequisites:
- 6 credits of 200-level ENGL literature
- permission of the department

ENGL 358-3-3
Topics in Literature
The emphasis in this course is on specific movements, themes and systems of thought. Consideration will be given to a range of literary, political, religious and social topics. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- third-year standing
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199 **or** 6 credits of CMNS and permission of the department

ENGL 383-3-3
Creative Writing Fiction
This course is for third-year student planning to pursue a variety of careers in business. It will introduce students to a range of forms and models of short contemporary fiction and concern itself with the business of being a writer: marketing, contracts, copyright and licenses, agents, and careers in publishing. (3,0,0)

Prerequisites:
- third-year standing

ENGL 406-3-3
Literary Journalism I: History, Theory, Practice
This course addresses the history, theory, and practice of Literary journalism. A number of questions will guide our readings in this genre. What is the difference between a critic and a reviewer? What are the responsiblities of a public intellectual? How does literary journalism compare to other cultural industries? How will it navigate the transition from print to the web? (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL 203, 215, 221 through 236
- 3 credits of 300 level English
- third-year standing

ENGL 407-3-3
Literary Journalism II: The Art of the Interview, Review & Profile
Thinking critically and creatively about literary journalism, students will take a practical approach to the genre. Students will learn by doing, writing reviews, interviews and profiles. Within a literary context, students will apply skills (writing, editing, publishing) that are transferable within any number of fields. The course culminates with the publication of either a class chapbook or, subject to acceptance, in the student-run Okanagan Review. (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL 203, 214, 221 through 236
- three credits of 300 level English
- third-year standing

ENGL 408-3-3
Topics in Creative Writiing
This course explores the many ways in which contemporary poetry intersects with, comments upon, changes, and challenges public culture. The course will necessarily grapple with the fundamental question of just what poetry does in our culture and will consider the slipperiness of the terms poetry, public, and culture. Course assignments will apply theories of poetry and public culture in a number of practical and/or hands-on ways. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219
- third-year standing

ENGL 409-3-3
Writing the Novel
This course will provide a basic understanding of planning, writing, and revising a novel and submitting it for publication. Students will study the context in which the contemporary novelist works in order to situate their own work both aesthetically and commercially. Students will write and revise chapters of an original novel and will learn the mechanics of finding a publisher. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219
- third-year standing

ENGL 416-3-5
Publishing Project
Combining the skills and experience of this course's prerequisites, students will produce a professionally published small-press title, working through the pre-production process from manuscript to copy-editing to design mock-ups to final design, production and publication. The project will also involve the establishment of a small press imprint, and the project will include the production of 50 copies of the book, along with publicity materials, and the class as a group will organize and present a public book launch/book fair to introduce their projects to the public. Students will be required to pay a supplemental fee to cover publishing costs of their project. This class will be scheduled in a computer laboratory. (3,2,0)

Prerequisites:
- ENGL 204
- ENGL 205
- ENGL 206
- ENGL 208
- FINA 201
- FINA 202
  or fourth-year standing and permission of the Department of English

ENGL 495-3
Directed Studies in English
In consultation with a faculty member, each student will work on a substantive research essay or creative work of fiction, poetry, drama, or non-fiction. This work will be scrutinized, by a faculty supervisor at the semester's completion, in an oral defence in a public forum. The student will also receive guidance and critical commentary on his/her curriculum vitae and the development of his/her professional portfolio.

Prerequisites:
- fourth-year standing
- the agreement of an English Department member to supervise the student.

English - ABE

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

ENGL 011-80 hours
English 011

Offered by distance education only.

This course develops the student's comprehension and organizational skills in oral and written communication. The concepts of listening, speaking, reading, writing and the study of language are emphasized.

Prerequisites:
- ABE ENGL 070[1]
  or ABE ENGL 071[1] and ABE ENGL 072[1]
  or ABE ENGL 080[1]
  or ABE ENGL 081[1]
  or ABE ENGL 082[1]
  or a minimum ABLE test score of 68/80 with an Advanced writing sample

[1] minimum grade of 60 required

Also offered by Distance Education

ENGL 012-112 hours
English 012
This course is compulsory for all students in the Provincial Level program. Development of literal, inferential and critical comprehension of various works is emphasized using short stories, novels, drama, poetry and other media. The writing process is emphasized. Assignments include formal essays, literary analyses and research papers. This course prepares students for study at the post-secondary level.

Prerequisites:
- ABE ENGL 011[1]
  or ABE COMP 011[1]
  or ABE ENGL 080[1]
  or ABE ENGL 081[1] and ABE ENGL 082[1]
  or Composition 11[2]
  or English 11[2]
  or a minimum ABLE test score of 72/80 and a Provincial Level writing sample

[1] minimum grade of 60 required
[2] minimum score of 60 required

ENGL 040-200 hours
English 040

Prerequisites:
- Admission Interview

ENGL 041-100 hours
English 041

Prerequisites:
- Admission Interview

ENGL 042-100 hours
English 042

Prerequisites:
- Admission Interview

ENGL 050-200 hours
English 050
English 050 is for students who wish to improve their functional literacy. In reading, the focus is on vocabulary, "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Students explore lifelong learning strategies.

Prerequisites:
- ABE ENGL 040[1] or ABE ENGL 042[1] or ABE ENGL 051[1] or ABE ENGL 052[1] or an admission interview

[1] minimum grade of 60 required

ENGL 051-100 hours
English 051
English 051 is for students who wish to improve their functional literacy. In reading, the focus is on vocabulary, "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Sudents explore lifelong learning strategies. Note: Completion of ENGL 051 and 052 is equivalent to ENGL 050.

Prerequisites:
- ABE ENGL 040[1] or ABE ENGL 042[1] or ABE ENGL 050[1] or an admission interview

[1] minimum grade of 60 required

ENGL 052-100 hours
English 052
English 052 is for students who wish to improve their functional literacy. In reading, the focus is on vocabulary, "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. STudents explore lifelong learning strategies. Note: Completion of ENGL 051 and 052 is equivalent to ENGL 050.

Prerequisites:
- ABE ENGL 050[1] or ABE ENGL 051[1] or an admission interview

[1] minimum grade of 60 required

ENGL 060-160 hours
English 060
English 060 is designed to improve comprehension, composition and critical thinking skills. In reading, the focus is on fluency, longer text, independent reading, and reading strategies. In writing, the focus is on the writing process, simple, compound and complex sentences; descriptive, narrative and expository pragraphs. Computer skills include keyboarding, printing and using search engines. Learning skills include self-management, test taking, and self-awereness., "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Students explore lifelong learning strategies.

Prerequisites:
- ABE ENGL 050[1] or ABE ENGL 052[1] or ABE ENGL 061[1] or ABE ENGL 062[1]
  or a minimum ABLE test score of 47/80 and an admission interview

[1] minimum grade of 60 required

ENGL 061-80 hours
English 061
English 060 is designed to improve comprehension, composition and critical thinking skills. In reading, the focus is on fluency, longer text, independent reading, and reading strategies. In writing, the focus is on the writing process, simple, compound and complex sentences; descriptive, narrative and expository pragraphs. Computer skills include keyboarding, printing and using search engines. Learning skills include self-management, test taking, and self-awereness., "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Students explore lifelong learning strategies. Note: Completion of ENGL 061 and 062 is equivalent to ENGL 060.

Prerequisites:
- ABE ENGL 050[1] or ABE ENGL 052[1] or ABE ENGL 060[1]
  or a minimum ABLE test score of 47/80 and an admission interview

[1] minimum grade of 60 required

ENGL 062-80 hours
English 062
English 060 is designed to improve comprehension, composition and critical thinking skills. In reading, the focus is on fluency, longer text, independent reading, and reading strategies. In writing, the focus is on the writing process, simple, compound and complex sentences; descriptive, narrative and expository pragraphs. Computer skills include keyboarding, printing and using search engines. Learning skills include self-management, test taking, and self-awereness., "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Students explore lifelong learning strategies. Note: Completion of ENGL 061 and 062 is equivalent to ENGL 060.

Prerequisites:
- ABE ENGL 060[1] or ABE ENGL 061[1]
  or a minimum ABLE test score of 47/80 and an admission interview

[1] minimum grade of 60 required

ENGL 070-160 hours
English 070
This course develops communication skills necessary for career, academic and personal purposes. Fiction and nonfiction reading materials and a variety of media are used to develop comprehension and critical thinking skills. Writing assignments include paragraphs, summaries, reports, letters and essays. The elements of grammar are introduced as a means to improve writing. Cooperative learning, oral communication skills and study skills are practiced. Computer skills are introduced as resources allow.

Prerequisites:
- ABE ENGL 060[1]
  or ABE ENGL 061[1] and ABE ENGL 062[1]
  or ABE ENGL 071[1]
  or ABE ENGL 072[1]
  or a minimum ABLE test score of 56/80 and an Intermediate Level writing sample

[1] minimum grade of 60 required

ENGL 071-80 hours
English 071
This course is designed to develop communication skills necessary for career, academic and personal purposes. Fiction and non-fiction reading materials and a variety of media are used to develop comprehension and critical thinking skills. Writing assignments include paragraphs, summaries, reports, letters and essays. The elements of grammar are introduced as a means to improve writing. Cooperative learning, oral communication skills and study skills are practised. Computer skills are introduced as resources allow.

Note: ENGL 071 and 072 may be taken in either order.

Prerequisites:
- ABE ENGL 060[1]
  or ABE ENGL 061[1] and ABE ENGL 062[1]
  or ABE ENGL 072[1]
  or a minimum ABLE test score of 56/80 and an Intermediate Level writing sample

[1] minimum grade of 60 required

ENGL 072-80 hours
English 072
Completion of ENGL 071 and 072 is the equivalent of ENGL 070.

Note: ENGL 071 and 072 may be taken in either order.

Prerequisites:
- ABE ENGL 060[1]
  or ABE ENGL 061[1] and ABE ENGL 062[1]
  or ABE ENGL 071[1]
  or a minimum ABLE test score of 56/80 and an Intermediate Level writing sample

[1] minimum grade of 60 required

ENGL 075-40 hours
Selected Topics in English
Selected topics in English may include, but are not limited to, grammar and sentence structure; business communications; job search skills and resume writing; essay writing; study skills; and college reading skills. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE ENGL 060[1]
  or ABE ENGL 061[1] and ABE ENGL 062[1]
  or a minimum ABLE test score of 56/80 and an Intermediate Level writing sample

[1] minimum grade of 60 required

ENGL 080-160 hours
English 080
This course is designed to further develop communication skills for career, academic and personal purposes. Students will read to comprehend

professional and academic material. Literary appreciation is developed through an analysis of selected novels, short stories, and poems. Written composition is a primary component. The elements of English grammar are reviewed. Critical thinking, teamwork, and aural comprehension skills are developed through group and individual activities. Computer skills are introduced as resources allow.

Prerequisites:

- ABE ENGL 070[1]
  or ABE ENGL 071[1] and ABE ENGL 072[1]
  or ABE ENGL 081[1]
  or ABE ENGL 082[1]
  or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

[1] minimum grade of 60 required

ENGL 081-80 hours
English 081
This course is designed to further develop communication skills for career, academic and personal purposes. Students will read to comprehend professional and academic material. Literary appreciation is developed through an analysis of selected novels, short stories, and poems. Written composition is a primary component. The elements of English grammar are reviewed. Critical thinking, teamwork, and aural comprehension skills are developed through group and individual activities. Computer skills are introduced as resources allow.

Note: ENGL 081 and 082 may be taken in either order.

Prerequisites:

- ABE ENGL 070[1]
  or ABE ENGL 071[1] and ABE ENGL 072[1]
  or ABE ENGL 082[1]
  or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

[1] minimum grade of 60 required

ENGL 082-80 hours
English 082
Completion of ENGL 081 and 082 is the equivalent of ENGL 080.

Note: ENGL 081 and 082 may be taken in either order.

Prerequisites:

- ABE ENGL 070[1]
  or ABE ENGL 071[1] and ABE ENGL 072[1]
  or ABE ENGL 081[1]
  or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

[1] minimum grade of 60 required

ENGL 085-40 hours
Selected Topics in English
Selected topics in English may include, but are not limited to, grammar and sentence structure; business communications; job search skills and resume writing; essay writing; study skills; and college reading skills. This course may be taken more than once but with a different topic emphasis.

Prerequisites:

- ABE ENGL 070[1]
  or ABE ENGL 071[1] and ABE ENGL 072[1]
  or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

[1] minimum grade of 60 required

ENGL 095-40 hours
Selected Topics in English
Selected topics in English may include, but are not limited to, grammar and sentence structure; business communications; job search skills and resume writing; essay writing; study skills; and college reading skills. This course may be taken more than once but with a different topic emphasis.

Prerequisites:

- ABE ENGL 080[1]
  or ABE ENGL 081[1] and ABE ENGL 082[1]
  or a minimum ABLE test score minimum ABLE test score of 72/80 and a provincial level writing sample.

[1] minimum grade of 60 required

English as a Second Language

ELRW 014-160 hours
ESL Reading and Writing Level 1
This course focuses on basic skills for reading and writing in English. Through a variety of reading and writing activities, students will learn vocabulary, grammar, and organizational skills to reach the reading and writing outcomes for Canadain Language Benchmarks Level 4 (CEFR level A2).

ELRW 024-160 hours
ESL Reading and Writing Level 2
This course focuses on basic skills for reading and writing in English. Through a variety of reading and writing activities, students will learn vocabulary, grammar, and orgainizational skills to reach the

reading and writing outcomes for Canadian Language Benchmarks Level 4.

ESLD 020-80 hours
Directed Studies in ESL

ESLE 010-160 hours
ESL Listening and Speaking Level I
This course focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmarks Level 4 (also equivalent to Common European Framework of Reference for Languages Level A2).

ESLE 020-160 hours
ESL Listening and Speaking Level 2
This course focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmarks Level 5 (also equivalent to Common European Framework of Reference for Languages Level B1).

Prerequisites:
- OCELA[1] or ESLE 010[2]

[1] minimum score of 142 required
[2] minimum grade of 60 required

ESLE 030-160 hours
English Essentials - Level III
The third level of the core program which integrates listening, speaking, reading and writing. A continuation of ESLE 020, students will develop skills in discussing, listening to native speakers, and reading and writing on familiar topics. Course content includes Canadian culture, the local environment and current media issues.

Prerequisites:
- OCELA[1] or ESLE 020[2]

[1] minimum score of 199 required
[2] minimum grade of 60 required

ESLE 040-160 hours
English Essentials - Level IV
The fourth level of the core program which integrates listening, speaking, reading and writing. A continuation of ESLE 030, students will continue to develop skills in discussing, listening to native speakers, and reading and writing on familiar topics. Course content includes Canadian culture, the local environment and current media issues.

Prerequisites:
- OCELA[1] or ESLE 030[2]

[1] minimum score of 295 required
[2] minimum grade of 60 required

ESLE 050-80 hours
English Essentials - Level V
A continuation of English Essentials with an academic focus. The language skills of listening and speaking are emphasized and developed at an advanced level to assist students in their academic studies. Course content includes Canadian culture, the college environment and its demands, and students' areas of study.

Prerequisites:
- OCELA[1] or ESLE 040[2]

[1] minimum score of 337 required
[2] minimum grade of 60 required

ESLE 060-80 hours
English Essentials - Level VI
A continuation of English Essentials. Advanced listening and speaking with an academic focus are included. Emphasis is on further development of listening and speaking skills required in academic situations, including lecture and seminar settings.

Prerequisites:
- OCELA[1] or ESLE 050[2]

[1] minimum score of 373 required
[2] minimum grade of 60 required

ESLG 036-80 hours
Introduction to English Grammar
This course is designed for students who wish to improve their grammar in both formal written and informal spoken English. Emphasis is on grammatical forms and structures which play an important role in communicating meaning (i.e. articles, plurals, comparatives and superlatives, verb tenses, passives, conditionals, modals, gerunds, infinitives, and complex clauses). Students will practices these forms and structures in written and oral exercises and in speaking activities which simulate practical everyday experiences.

Corequisites:
- ESLE 030[1]

[1] minimum grade of 60 required

ESLP 025-80 hours
Pronunciation Improvement
This course is for students wishing to improve their understanding and pronunciation of spoken English. Students will practice the sound system of Canadian English, including vowel and consonant sounds, rhythm and intonation, linking and reductions. An introduction to the international phonetic system is included. Pronunciation classes are held in the language lab. Practice will focus on using and understanding the spoken language in practical, everyday contexts.

Prerequisites:
- ESLE 010[1]

[1] minimum grade of 60 required

ESLR 012-80 hours
Introduction to Reading - Academic
Vocabulary and comprehension are developed through a variety of popular readings. Classroom activities will include reading and discussions. Out-of-class reading assignments are included.

ESLR 022-80 hours
Reading Improvement
A continuation of ESLR 012. Students will develop vocabulary and comprehension by understanding simplified academic texts, short stories and poems. Out-of-class reading assignments are included.

Prerequisites:
- OCELA - Reading[1] or ESLR 012[2]

[1] minimum score of 31 required
[2] minimum grade of 60 required

ESLR 032-80 hours
Reading for Meaning
A continuation of ESLR 022. Students will continue reading for academic purposes. Skills such as predicting, skimming, scanning, recognizing bias and deducing the meaning of unknown words are developed. Out-of-class reading assignments are included.

Prerequisites:
- OCELA - Reading[1] or ESLE 022

[1] minimum score of 58 required

ESLR 042-80 hours
Introduction to Reading for Academic Purposes
A continuation of ESLR 032. Through reading short stories and non-fiction from a variety of disciplines, students will be introduced to the basic concepts of literary analysis, and will improve their reading comprehension and develop vocabulary. Classroom activities include film and video presentation of short stories.

Prerequisites:
- OCELA - Reading[1] or ESLR 032[2]

[1] minimum score of 70 required
[2] minimum grade of 60 required

ESLR 052-80 hours
Reading for Academic Purposes
A continuation of ESLR 042, students will read a variety of academic texts, literature, and prose. Classroom activities will include reading skill development to improve comprehension and vocabulary related to college-level study, and the discussion of readings. Students will have reading assignments both in and out of class.

Prerequisites:
- OCELA - Reading[1] or ESLR 042[2]

[1] minimum score of 82 required
[2] minimum grade of 60 required

ESLR 062-80 hours
Advanced Reading Skills for Academic Purposes
The final and most-advanced course in the academic reading program. Students will read a variety of academic texts and literary genres; poetry, fiction, drama. Classroom work will include reading activities designed to further develop such advanced skills as interpreting, inferencing, analyzing and evaluating.

Prerequisites:
- OCELA - Reading[1] or ESLR 052[2]

[1] minimum score of 91 required
[2] minimum grade of 60 required

Also offered by Distance Education

ESLW 011-80 hours
Introduction to Writing
The first level of a six-level writing program which develops writing ability for academic purposes. Students will develop their understanding of the written language by writing on familiar topics. Individual sessions with the instructor will encourage the students to become critical readers of their own writing.

ESLW 021-80 hours
Writing Improvement
This course is a continuation of ESLW 011, in which

students will develop their understanding of the written language by writing on popular topics and writing about them from their cultural background. Students will contribute their work to the ESL newsletter. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.

Prerequisites:
- OCELA- Writing or ESLW 011[1] , or equivalent

[1] minimum grade of 60 required

ESLW 031-80 hours
Newspaper Network
This course is a continuation of ESLW 021, in which students will develop their understanding of the writing process by identifying audiences and purposes, and writing various paragraphs and compositions. Content, grammar, and organization will be focused on for writing improvement through self-editing and rewriting.

Prerequisites:
- OCELA- Writing[1] or ESLW 021[2] , or equivalent

[1] minimum score of 61 required
[2] minimum grade of 60 required

ESLW 041-80 hours
Composition Concepts
This course is a continuation of ESLW 031, in which students will further develop their understanding of the writing process by identifying academic audiences and purposes, writing expository and persuasive essays, and by researching their writing topics online and at the Okanagan College library. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.

Prerequisites:
- OCELA- Writing[1] or ESLW 031[2] , or equivalent

[1] minimum score of 72 required
[2] minimum grade of 60 required

ESLW 051-80 hours
Writing for Academic Purposes
This advanced ESL writing course will have students develop writing ability for academic purposes. A continuation of ESLW 041, students will further develop their understanding of the writing process by identifying audiences and purposes, writing academic essays using a variety of formats, using the library and going online to find sources of information and incorporating their research into formal essays, using accepted documentation procedures.

Prerequisites:
- OCELA- Writing[1] or ESLW 041[2] , or equivalent

[1] minimum score of 83 required
[2] minimum grade of 60 required

ESLW 061-80 hours
Advanced Writing Skills for Academic Purposes
This most-advanced course in writing (offered through ESL), develops writing ability for academic purposes. A continuation of ESLW 051, this course focuses on developing students' ability to write research papers and academic essays of greater complexity and length. Student responses to literature in both short answer and essay form are included.

Prerequisites:
- OCELA- Writing[1] or ESLW 051[2] , or equivalent

[1] minimum score of 93 required
[2] minimum grade of 60 required

Also offered by Distance Education

English for Academic Purposes

EAPD 010-160 hours
Academic Discussion Skills 1
Students will develop their abilities in speaking through engaging in discussions and conversations, reporting personal information, asking and answering questions, and other oral strategies appropriate to this intermediate level. Cultural diversity will be integrated into the course, and listening activities will utilize text-based and classroom exercises, as well as a variety of media, including web-based audio.

Prerequisites:
- ESLE 020[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 199 required
[3] minimum score of 4.5 required
[4] minimum score of 052 required

EAPD 020-160 hours
Academic Discussion Skills 2
This second course in academic listening and speaking will focus on developing skills for participation in academic discussions. Group discussions and oral presentations will be part of the course, as will less-formal English such as conversation gambits through idioms and pronunciation such as reductions, contractions, assimilations. Listening content will include both

Canadain and other cultural material through a variety of media.

Prerequisites:
- EAPD 010[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 295 required
[3] minimum score of 5.0 required
[4] minimum score of 060 required

EAPD 030-80 hours
Academic Discussion Skills 3
This is the third course in academic listening and speaking. Students will continue developing their ability to understand and be understood in general academic settings. Fluency, pronunciation, and intonation will be emphasized at the appropriate level. Cultural awareness will be part of the course through a variety of activities such as special events. Note-taking skills will be improved by listening to guest speakers and audio materials.

Prerequisites:
- EAPD 020[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 337 required
[3] minimum score of 5.5 required
[4] minimum score of 071 required

EAPD 040-80 hours
Academic Discussion Skills 4
This is the fourth course in academic listening and speaking. Classwork will help prepare students for full time academic studies. Course content will emphasize critical listening skills of rapid, colloquial or regional language, and discussion strategies will be included while integrating pronunciation components for near-fluent speakers. Note-taking strategies will focus on intent and purpose, factual details, key words, and inferred meaning.

Prerequisites:
- EAPD 030[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 373 required
[3] minimum score of 6.0 required
[4] minimum score of 079 required

English for Academic Purposes Reading

EAPR 010-80 hours
Academic Reading Skills 1
This intermediate course prepares students for academic reading. Skills such as skimming, scanning, predicting, recognizing bias and deducing meaning are developed through the reading of articles, short essays and fiction.

Prerequisites:
- ESLR 022[1] or ESLW 024[2] or OCELA - Reading[3] or IELTS[4] or TOEFL Internet Based Score[5]

[1] minimum grade of 65 required
[2] minimum grade of 35 required
[3] minimum score of 58 required
[4] minimum score of 4.5 required
[5] minimum score of 052 required

EAPR 020-80 hours
Academic Reading Skills 2
In this high intermediate reading course, students will improve their acadmic reading skills through the reading and analysis of a variety of articles, academic texts, and short stories.

Prerequisites:
- EAPR 012[1] or EAPR 010[1] or OCELA - Reading[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 70 required
[3] minimum score of 5.0 required
[4] minimum score of 060 required

EAPR 030-80 hours
Academic Reading Skills 3
In this advanced reading course, students will analyze a variety of academic texts and works of fiction. Classroom activities will include reading skills development to improve comprehension and vocabulary, as well as analytic and critical thinking skills.

Prerequisites:
- EAPR 022[1] or EAPR 020[1] or OCELA - Reading[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 82 required
[3] minimum score of 5.5 required
[4] minimum score of 071 required

EAPR 040-80 hours
Academic Reading Skills 4

This is the final and most advanced course in the academic reading program. Students will read and analyze a variety of lengthy, complex texts. Classroom work will include reading activities designed to continue developing advanced skills such as interpreting, analyzing and making inferences.

Prerequisites:

- EAPR 032[1] or EAPR 030[1] or OCELA - Reading[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 91 required
[3] minimum score of 6.0 required
[4] minimum score of 079 required

English for Academic Purposes Writing

EAPW 010-80 hours
Academic Writing Skills 1
Students will develop writing skills to write effective paragraphs. Practice will include sentence combining and learning paragraph structure, vocabulary building, and intermediate-level grammar.

Prerequisites:

- ESLW 021[1] or ELRW 024[1] or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 61 required
[3] minimum score of 4.5 required
[4] minimum score of 052 required

EAPW 020-80 hours
Academic Writing Skills 2
This writing course will develop students' intermediate writing skills. This course will offer grammar practice and writing assignments which will enable students to write grammatically correct, well-organized and fully-developed paragraphs. The academic essay will also be introduced.

Prerequisites:

- EAPW 011[1] or EAPW 010[1] or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 72 required
[3] minimum score of 5.0 required
[4] minimum score of 060 required

EAPW 030-80 hours
Academic Writing Skills 3
Students in this academic writing course will focus on more complex essay writing, such as cause/effect, comparison/contrast, and argumentative essays. Students will also be introduced to research essays with emphasis on appropriate use of paraphrasing strategies, citation styles and grammar structures.

Prerequisites:

- EAPW 021[1] or EAPW 020[1] or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 83 required
[3] minimum score of 5.5 required
[4] minimum score of 071 required

EAPW 040-80 hours
Academic Writing Skills 4
This most advanced course in writing develops writing ability for academic purposes. This course focuses on developing students' ability to write a research paper, a literature essay and academic essays of greater complexity and length.

Prerequisites:

- EAPW 031[1] or EAPW 030[1] or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4]

[1] minimum grade of 65 required
[2] minimum score of 93 required
[3] minimum score of 6.0 required
[4] minimum score of 079 required

ESL for Specific Purposes

ESP 095-320 hours
ESL for Specific Purposes
This course is designed to present different topics for English language instructionof students taking English as a second language. Topics are determined through requests of International or professional/employer client groups and include learning of specialized English language communication skills (oral and written) through instruction and field work. With different topics, this course may taken more than once.

Exploring Reading and Writing - ABE

ERWS 010-76 hours
Exploring Reading & Writing

Fine Arts

Prerequisites may be waived by the English department. See prerequisite waiver.

FINA 100-3-3
Survey of Music History I
This course provides students with a basic understanding of the history and development of music. This survey course will focus on music and composers from the 5th to the 18th century. Increased competence in the student's abilities to listen, analyze and articulate their responses to the music will be an important part of this curriculum. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or mature student status and a score of 24/40 (level 4) or better on the LPI

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

FINA 101-3-3
Survey of Music History II
This course will provide students with a basic understanding of the history and development of music. This survey course will focus on the music and composers from the main musical periods from the 19th and 20th centuries. Increased competence in the student's abilities to listen, analyze and articulate their responses to the music will be an important part of this curriculum. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or mature student status and a minimum score of 24/40 (level 4) on the Language Proficiency Index test.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

FINA 110-3-3
Introduction to Drawing and Visual Storytelling
This course introduces students to drawing as a visual language and as a tool for enhancing perceptual awareness. While investigating the artistic process and developing a critical vocabulary, students will acquire the skills to translate immediate observation and ideas into two-dimensional form. By exploring the concepts of representation, imagination and personal expression, students will focus on drawing as a form of visual storytelling. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

FINA 120-3-3
Introduction to the Creative Process
What is the nature of creative work? How do we think creatively? Through close study of design, visual art, story and performance, students will focus on the creative process, paying special attention to the relationship between artist and audience, and the implications for their own creative practice. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

FINA 134-3-3
Nineteenth-Century Art History
This course is a study of the major issues in Western art from 1750 to the end of the 19th century. Developments and changes in social systems, industrialization, philosophy and science will be related to artistic expression during this period. Slides will be used extensively. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or a pass in one of these courses and a score of

24/40 (level 4) or better on the LPI; or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

FINA 144-3-3
Twentieth-Century Art History
This course outlines the history of 20th-century art in the Western tradition, beginning with the important innovations in late 19th-century art and concluding with the 1990s. It covers painting, sculpture and architecture, as well as other visual art forms developed during the century. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]
  or a pass in one of these courses and a score of 24/40 (level 4) or better on the LPI; or mature student status and a score of 24/40 (level 4) or better on the LPI.

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

FINA 160-3-3
Introduction to Canadian and Aboriginal Art History
The course focuses on issues and debates in Canadian art history, including the place of Aboriginal art in art history; the ways notions of gender, class, and ethnicity are constructed during different historical moments; the impact of artist organizations, cultural policy, and institutions on art production and exhibition; and the social role of the artist. (3,0,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

Also offered by Distance Education

FINA 170-3-4
Applied Publishing Skills
This course provides students with the technical skills necessary to enter the publishing industry. Intensive training in the Adobe Creative Suite of programs (InDesign, Photoshop, Illustrator and Acrobat) prepares students for a wide range of production issues. Students are required to register in a two-hour faculty led computer laboratory. This course is also offered as ENGL 170. Students with credit for ENGL 170 cannot take FINA 170 for further credit. (2,2,0)

Prerequisites:
- ABE ENGL 012[1] or English 12[2] or English 12 First Peoples[2] or AP English Language & Comp. 12[2] or Technical Professional Comm 12[2]
  or ABE ENGL 012 or English 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index[3]

[1] minimum grade of 60 required
[2] minimum score of 60 required
[3] minimum score of 24 required

FINA 201-3-3
Introduction to Publication Design
Beginning with a brief historical overview of printing, type design, typography and book design, this course will focus first on the conventions of book design and typography, followed by a basic introduction to the development of print projects in the current industry-standard software. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199
  or 6 credits from: FINA 110, 134, 144,160

FINA 202-3-3
Advanced Publication Design
This course will combine a close study of advanced typographic conventions with an intensive exploration of the features and capabilities of current industry-standard software. Less a graphic design class (aesthetics) than an exercise in textual communication, the class will focus on determining and meeting the demands of the text and reader through a firm understanding of legibility, readability, composition and layout. (3,0,0)

Prerequisites:

- FINA 201

FINA 211-3-3
Topics in Music
This course permits students to explore specific contributions of musical genres to contemporary culture. Students will attend at least one approved performance and will present their review to the class. Students may be required to provide for their own travel and admission costs to performances. The topics will vary from year to year. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- permission of the department
- 6 credits Arts

FINA 213-3-3
Music for Film and Stage
This course will provide students with a basic understanding of the history of music for film and theatre so they may enjoy listening to this style of music with increased perceptiveness. The course will focus on two main ingredients involving music for film, and music for theatre. Attention will be spent on the history of film scoring and Broadway. Each student will complete an in-depth review of one movie or Broadway show, and present their review to the class. Students may be required to provide for their own travel and admission costs to performances. (3,0,0)

Prerequisites:
- 6 credits Arts

First Nations Studies - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

FNS 012-80 hours
First Nations Studies 012
This course provides students with historical background and current information leading to knowledge and understanding of indigenous peoples in Canada, focusing on peoples based in geographical areas now known as the province of British Columbia and the region served by Okanagan College.

Prerequisites:
- ABE ENGL 080[1] or a minimum ABLE test score of 72/80 and a provincial level writing sample.

[1] minimum grade of 60 required

French

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

FREN 101-3-3
Oral Expression I
This course is intended for students with a rudimentary knowledge of French grammar and syntax. It will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or the corequisite of FREN 105

FREN 102-3-3
Oral Expression II
Students will continue to develop their oral and aural competency. Active participation in group activities and individual oral presentations will be required. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or FREN 101 or FREN 105

FREN 103-3-3
Oral Expression III
This course is intended for students with a basic knowledge of French grammar and syntax. It will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or FREN 102 or FREN 105 or the corequisite of FREN 111

FREN 104-3-3
Oral Expression IV
This course will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or FREN 103 or FREN 111

Corequisites:
- FREN 121

FREN 105-3-3
Beginners' French
This course is for students who have not completed grade 11 French or equivalent. Activities are designed to develop skills in reading, writing, speaking and listening. Students are required to complete individual and group assignments outside of scheduled class hours.

Students with credit for FREN 110 or 120 cannot take FREN 105 for further credit. (3,0,0)

FREN 111-3-3
Introductory French I
This course is for students who have completed grade 11 French or FREN 105 or equivalent. Students will practice writing, reading, speaking and listening to French. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- French 11 or FREN 105

FREN 112-3-3
French Language and Literature I
This course will focus on grammar and composition. Students will study cultural and literary works. Although some oral practice is included in this course, it is not the main emphasis. Students are required to complete individual and group assignments outside of scheduled class hours. Students who have completed grade 12 French immersion will normally register in FREN 211. (3,0,0)

Prerequisites:
- French 12 or FREN 121

FREN 115-3-3
First Year Oral French Practice I
This course emphasizes oral communicative proficiency in French. Students give several oral presentations and actively participate in various group activities designed to improve vocabulary, and oral and aural fluency. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- French 12 or FREN 121

FREN 121-3-3
Introductory French II
This course is a continuation of FREN 111. (3,0,0)

Prerequisites:
- FREN 111

FREN 122-3-3
French Language and Literature II
This course is a continuation of FREN 112. (3,0,0)

Prerequisites:
- FREN 112

FREN 125-3-3
First Year Oral French Practice II
This course is a continuation of FREN 115. (3,0,0)

Prerequisites:
- FREN 115

FREN 210-3-3
Introduction to French Literature I: Before 1800
An introduction to the close reading of representative texts within different genres of French literature - narrative fiction, non-fiction prose, poetry and theatre. (3,0,0)

Prerequisites:
- FREN 112 and FREN 122
  or Francais 12

FREN 211-3-3
Advanced French Language and Literature I
This course will focus on accuracy of written expression, the study of literary texts, translation and morphological and syntactic analysis. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- Francais 12 or FREN 122

FREN 215-3-3
Second Year Oral French Practice I
This course will focus on development and accuracy of written expression, the study of literary texts, translation and morphological and syntactic analysis. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- Francais 12 or FREN 122 or FREN 125

FREN 220-3-3
Introduction to French Literature II: Since 1800
A continuation of FREN 210. (3,0,0)

Prerequisites:

- FREN 210

FREN 221-3-3
Advanced French Language and Literature II
This course is a continuation of FREN 211. (3,0,0)

Prerequisites:
- FREN 211

FREN 225-3-3
Second-Year Oral French Practice II
This course is a continuation of FREN 215. (3,0,0)

Prerequisites:
- FREN 215

General Studies - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

GEST 060-100 hours
General Studies 060
An introduction to themes of social studies and science which are relevant to adults. Skills in interpersonal communication are developed. A problem-solving model is used to consider local, regional and provincial issues. Critical thinking skills are emphasized as students gather and use information which will help them understand their roles in life. Strategies leading to active participation in family and community matters will be adopted.

Geography

For courses numbered 100 or higher, the prerequisites may be waived by the Geography department. See prerequisite waiver.

GEOG 111-3-6
Introduction to Physical Geography: Climate & Vegetation
This introductory course focuses on explaining the principles and processes that govern the functions of the atmosphere, hydrosphere and biosphere, and the interactions between these environmental systems and human activity. Laboratory activities emphasize technical and analytical skills development. (3,3,0)

GEOG 117-3-3
Introduction to Human Geography I
This course provides an introduction to the concepts, methods, modes of explanation, and recent critical changes in the study of human geography. The course focuses on interpretation and explanation of spatial variations resulting from human culture, social and economic behaviour. (3,0,0)

GEOG 121-3-6
Introduction to Physical Geography: Water & Landscapes
This introductory course focuses on explaining the principles and processes that govern the functions of the Earth's lithosphere and terrestrial geomorphology and hydrology. The course includes discussions of the interactions between the lithospheric system and human activity. Laboratory activities emphasize technical and analytical skill development. (3,3,0)

GEOG 127-3-3
Introduction to Human Geography II
This course provides a critical introduction to the study and application of the major themes of human geography including historical, regional, urban, political, social and cultural geographies. Investigations of local and distant environments are included using quantitative and qualitative methods at various scales. (3,0,0)

Prerequisites:
- GEOG 117

GEOG 128-3-3
Human Geography: Space, Place and Community
This course provides a critical introduction to the study and application of the major themes of human geography including historical, regional, urban, social and cultural geographies. It draws upon a range of geographic research methods to investigate geographic phenomena, especially human-environment relations. Students with credit for GEOG 117 cannot take GEOG 128 for further credit. (3,0,0)

GEOG 129-3-3
Human Geography: Resources, Development and Society
This course provides an introduction to the concepts, methods, modes of explanation, and recent critical changes in the study of human geography. The course focuses on the interpretation and explanation of geographic variations arising within the contexts of rapidly changing cultural, demographic, economic, political and social phenomena and their relationship to the environment. Students with credit for GEOG 127 cannot take GEOG 129 for further credit. (3,0,0)

GEOG 201-3-3
Food and Society
This course will introduce students to the political, cultural, economic and geographic factors that influence food production. Students will study how power, race, class, and gender influence our view of food and global patterns of agricultural. Patterns of land ownership, subsistence food production, cash

cropping and sustainable alternatives will also be discussed. (3,0,0)

Prerequisites:
- 3 credits of first year GEOG

GEOG 205-3-6
Geographical Hydrology
same as EESC 205

This course is a study of the terrestrial hydrological cycle and water balance at site, watershed and larger regional scales. The movement and storage of surface water in various phases through the hydrological cycle and the energy associated with these processes will be examined. Course content will focus on snow cover, glacier ice, ground ice, streams and lakes and their physical, ecological and socioeconomic importance. Definition of hydrological resources, hazards and human impacts in the context of human perception of the environment are covered. Labs and local field work will introduce students to relevant techniques and reinforce concepts introduced in the lectures. This course is also offered as EESC 205. Students with credit for EESC 205 cannot take GEOG 205 for further credit. (3,3,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

GEOG 210-3-3
Introduction to Environmental Issues
This course is an introduction to the major environmental issues facing our planet. Issues are examined at differing geographical scales. A number of topics are studied. (3,0,0)

Prerequisites:
- 3 credits of 100-level GEOG or EESC

GEOG 211-3-3
Social and Cultural Geography
This introductory course provides the tools to undertake analyses of the relationships between culture, politics and everyday life. Themes will be selected from: a history of Anglo-American cultural geography, cultural studies and geography, cultural politics, sexuality and space, gender and geography, axes of power and marginalization. (3,0,0)

Prerequisites:
- GEOG 128 and GEOG 129

GEOG 212-3-6
Weather and Climate
same as EESC 212

This course covers the applications of systems theory in the study of weather and climate. Themes include: analysis of factors controlling climates from macro to micro scales; general circulation of the atmosphere; weather systems and forecasting; climate change; climate classification; and methods of collecting and analyzing climate data. This course is also offered as EESC 212. Students with credit for EESC 212 cannot take GEOG 212 for further credit. (3,3,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

GEOG 217-3-3
Regional Geography of British Columbia
The development of a definition of contemporary regional geography; regional settlement patterns and their formative factors; the regional nature of resources; economic regions, networks and communications; urban regions and regional districts in B.C.; an inquiry into the regional nature of the south-central interior of British Columbia. (3,0,0)

Prerequisites:
- 3 credits of 100-level GEOG or EESC

GEOG 221-3-3
Economic Geography
Analysis of the structure and dynamics of economic landscapes; theories of location, distribution and interactions associated with material production and consumption. Discussion themes selected from: distribution phenomena within the context of social systems; agricultural systems and land use; industrial landscape formation; consumer behaviour and the spatial structure of service activities. (3,0,0)

Prerequisites:
- GEOG 117 and GEOG 127
  or GEOG 128 and GEOG 129

GEOG 222-3-6
Geomorphology
same as EESC 222

This course studies the origin, nature and distribution of landforms and landform assemblages. Historical development of the major concepts in geomorphology will be covered. Structure, process, stage, equilibrium and thresholds as landform controls are included. Emphasis will be on landforms resulting from fluvial and glacial processes, using local and international examples. Labs and fieldwork will introduce students to relevant techniques and reinforce the concepts learned in the lectures. This course is also offered as

EESC 222. Students with credit for EESC 222 cannot take GEOG 222 for further credit. (3,3,0)

Prerequisites:
- GEOG 121 or EESC 111 or second-year standing in the Associate of Science.

GEOG 223-3-6
Physical Geography of the U.S. Southwest
This course examines the physical geography of the U.S. Southwest including climate, fluvial processes, eolian processes, mass wasting processes, volcanism, weathering and geology. Several field sites will be visited in Arizona and southern Utah, including the Grand Canyon and the San Francisco Volcanic field. This course is intended to be delivered in a 7-week summer session. (6,0,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or second-year standing

GEOG 224-3-3
The Canadian Landscape
This is an introductory course examining the relationship between the physical base of Canada and its human geography. The course focuses on the causes for and consequences of regional variations in the economic, political and social composition of Canada. Topics include biophysical base and natural resources; population settlement; emergence of urban and cultural regions and growth of economic activity regions. (3,0,0)

GEOG 225-3-3
Regional Geography of Melanesia
This course will introduce the physical geography and cultures of Melanesia. The course will study patterns of settlement, economic development and social and political organization in the region from a geographical perspective using local case studies. Topics examined will include: physical geography, colonialism, postcolonialism, development, informal economics, resource use and globalization. (3,0,0)

Prerequisites:
- 3 credits of GEOG or EESC

GEOG 250-3-3
Introduction to Urban Geography
This course is an examination of how cities emerge, function and change. Its objective is to introduce the city in its historical and geographical perspective, focusing on the complex relationship between economic, political, cultural and environmental phenomena. Students will complete fieldwork projects examining the urban processes at work. (3,0,0)

Prerequisites:
- GEOG 127 or GEOG 128

GEOG 265-3-3
Tourism and Recreation Geography
This course provides a regional analysis of the geographic dimensions of tourism and recreation with specific reference to the Canadian experience. The spatial distribution of activities and resources, and the inter-relationships of tourism and recreation with both the physical and human environment, are considered. Implications of existing and potential supplies and demands, and the challenges of planning and managing resources are examined. (3,0,0)

Prerequisites:
- GEOG 117 and GEOG 127
  or GEOG 128 and GEOG 129

GEOG 270-3-6
Geographic Data Analysis
Introduction to descriptive and inferential statistical analysis in geography. Topics include descriptive statistics, elementary probability, statistics for spatial analysis, hypothesis testing, analysis of variance, correlation and regression. (3,3,0)

Prerequisites:
- 6 credits of Geography or Earth & Environmental Science.

GEOG 272-3-6
Introduction to Cartography, GIS and Remote Sensing
This course provides an introduction to cartographic, computer mapping (geographical information systems) and remote sensing skills. Themes include: history of cartography; map scale; projections; types of maps; map interpretation; map making; manipulating cartographic data; interpreting aerial photographs and satellite imagery; and remotely sensed data and geographic information systems. (3,3,0)

Prerequisites:
- second-year standing

GEOG 298-3
Directed Studies in Geography
Students will undertake a supervised investigation or directed reading in geography. Students will produce a project proposal, progress report, and final written report. The topic will be agreed upon by the supervising faculty member and the student.

Prerequisites:
- GEOG 111 and GEOG 121
  or EESC 111 and EESC 121

or GEOG 117 and GEOG 127
or GEOG 128 and GEOG 129

GEOG 311-3-3
Environmental Management
This course will introduce students to the complex issues involved in environmental management. Students will study resource identification and valuation, varying management styles, monitoring issues, jurisdictional problems, the influence of social and political norms as well as globalization. Case studies will be chosen from the fisheries, foresty, protected areas, and mining sectors. (3,0,0)

Prerequisites:
- 3 credits of GEOG or EESC or third-year standing

GEOG 374-3-6
Fundamentals of GIS
This course teaches the theoretical basis as well as the practical use of Geographic Information Systems (GIS) using industry-standard software. GIS is a computer-based data processing tool used to manage and analyze spatial information. Major components of the course include gathering and manipulation of spatial and attribute data, spatial analysis, and application of GIS. Practical computer laboratory activities offer skill development. (3,3,0)

Prerequisites:
- GEOG 272 or GEOG 270 or third-year standing

GEOG 398-3
Directed Studies in Geography
Students will undertake a supervised investigation or directed reading in geography. Students will produce a project proposal, progress report, and final written report. The topic will be agreed upon by the supervising faculty member and the student.

Prerequisites:
- 3 credits of 200-level GEOG or EESC and permission of the instructor; or third-year standing

GEOG 498-3
Directed Studies in Geography
Students will undertake a supervised investigation or directed reading in geography. Students will produce a project proposal, progress report, and final written report. The topic will be agreed upon by the supervising faculty member and the student.

Prerequisites:
- GEOG 398
- permission of the instructor

Geography - ABE

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

GEOG 012-80 hours
Geography 012
Forces which create landscape, climate, biogeography, including an examination of man and the environment; use of the environment; conservation and control; and quality and perception of the environment are studied. Regional studies of particular countries (Russia, Japan, and selected countries in Europe and Asia) and topographic mapping are included.

Prerequisites:
- ABE SOST 011[1] or ABE ENGL 080[1] or Social Studies 11[2] or a minimum ABLE test score of 72/80 and a Provincial Level writing sample.

[1] minimum grade of 60 required
[2] minimum score of 60 required

Geophysics

Prerequisites may be waived by the Physics & Astronomy department. See prerequisite waiver.

GEOP 250-3-3
Exploration Geophysics
This course includes instrumentation, application and limitations of gravity, magnetic, electromagnetic, electrical, acoustic and seismic methods in the exploration for mineral and energy resources and in engineering applications; survey navigation. This course is also offered as EESC 250. Students with credit for EESC 250 cannot take GEOP 250 for further credit. (3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 122[1]
- second-year standing
- a first-year course in EESC and/or GEOG would be useful but is not required

[1] minimum grade of 60 required

German

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

GERM 101-3-3
Oral Expression I
This course is intended for students who are beginners but who have had some exposure to the grammatical and syntactic elements. The course will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. (3,0,0)

Prerequisites:
- German 11 or the corequisite of GERM 111

GERM 102-3-3
Oral Expression II
This course is intended for students who have completed GERM 101 or GERM 111. It will continue the training in oral and aural skills. Students will be expected to participate actively in group activities and to give oral presentations. (3,0,0)

Prerequisites:
- German 11 or German 12 or GERM 111 or the corequisite of GERM 121

GERM 111-3-3
Introductory German I
Students will develop active and creative communicative skills in listening, reading, speaking and writing. Students will be required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

GERM 121-3-3
Introductory German II
This course is a continuation of GERM 111. (3,0,0)

Prerequisites:
- GERM 111

GERM 201-3-3
Oral Expression III
This course is intended for students who have completed six credits of university-level German. It will develop students' aural and oral skills at a more advanced level. (3,0,0)

Prerequisites:
- GERM 102 or GERM 121

GERM 202-3-3
Oral Expression IV
This course will consist of oral and aural practice at a more advanced level. There will be an increased emphasis on vocabulary. (3,0,0)

Prerequisites:
- GERM 201 or GERM 211

GERM 211-3-3
Intermediate German I
Students will develop more advanced communicative skills in listening, reading, speaking and writing. This course deals with language from a variety of different areas, registers and periods. (3,0,0)

Prerequisites:
- GERM 121 or German 12

GERM 212-3-3
German Literature in Translation I
A study of great works from the Medieval period to the 20th century. This course will be given in English and a knowledge of the German language is not required. (3,0,0)

GERM 221-3-3
Intermediate German II
This course is a continuation of GERM 211. (3,0,0)

Prerequisites:
- GERM 211

GERM 222-3-3
German Literature in Translation II
A continuation of GERM 212. This course will be given in English, and a knowledge of the German language is not required. (3,0,0)

GERM 311-3-3
Advanced German I
This course continues the training in aural and oral skills and the practice of reading and writing in German to increase competency and fluency. An emphasis on grammar, German literature, and idiomatic use of the language will be included. (3,0,0)

Prerequisites:
- GERM 221

GERM 321-3-3
Advanced German II
This course consists of the continued training in aural and oral skills, and the practice of reading and writing in German to increase competency and fluency. Grammar instruction, German literature and idiomatic use of the language will be emphasized. (3,0,0)

Prerequisites:
- GERM 311

Greek

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

GREK 111-3-4
Introduction to New Testament Greek I
An introduction to reading and writing New Testament Greek with particular attention to grammar and vocabulary. (4,0,0)

GREK 121-3-4
Introduction to New Testament Greek II
A continuation of GREK 111. (4,0,0)

Prerequisites:
- GREK 111

Health Care Assistant

HCA 101-70 hours
Interpersonal Communications
This course focuses on the development of self-awareness, increased understanding of others and the development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students will have the opportunity to develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills.

HCA 102-78 hours
Health: Concepts for Practice
This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to a holistic concept of health and the components of a health enhancing lifestyle. The course focuses on caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing.

HCA 103-219 hours
Personal Care and Assistance
This course provides students with the opportunity to acquire personal care skills and practice effective communication techniques within the scope of the HCA role. Students will learn basic principles associated with the provision of care, and how to provide care in a manner that promotes the safety, dignity and well-being of others.

Corequisites:
- HCA 101
- HCA 102
- HCA 104

HCA 104-78 hours
Healing: Common Health Challenges
This course introduces students to the normal structure and function of the human body and normal changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also explore "person-centred practice" as it relates to common health challenges.

Concurrent Registration: HCA 106, HCA 107

HCA 105-90 hours
Home Support/Assisted Living
This course consists of a theoretical component as well as a supervised clinical experience and students will be introduced to the role and responsibilities of a Health Care Assistant within a community based context

Prerequisites:
- HCA 101
- HCA 102
- HCA 103[1]
- HCA 104

Concurrent Registration: HCA 106, HCA 107
[1] minimum grade of P required

HCA 106-90 hours
Cognitive/Mental Health Care
This course prepares students to care for those with common cognitive or mental health conditions. The course consists of a theoretical component as well as a supervised clinical experience in a continuing care setting. Emphasis is on recognizing behaviours and identifying person-centre intervention strategies.

Prerequisites:
- HCA 101
- HCA 102
- HCA 103[1]
- HCA 104

Concurrent Registration: HCA 105, HCA 107
[1] minimum grade of P required

HCA 107-120 hours
Clinical Practice
This course consists of a supervised clinical experience in a multi-level or complex care setting. Students will have the opportunity to apply knowledge and skills from other courses to the clinical area. Emphasis will be placed on developing an understanding of the role of the Health Care Assistant within the context of the health care team.

Prerequisites:
- HCA 101
- HCA 102
- HCA 103[1]
- HCA 104

Concurrent Registration: HCA 105, HCA 106
[1] minimum grade of P required

History

For courses numbered 100 or higher, the prerequisite(s) may be waived by the History department. See prerequisite waiver.

HIST 110-3-3
Survey of the Ancient World
A survey of ancient history from the first civilizations in the Near East to the fall of Rome. It includes examinations of the ancient civilizations of Mesopotamia, Egypt, Greece and Rome. This course is intended as a basis for understanding the origins of Western Civilization. (3,0,0)

HIST 112-3-3
Canada to 1867
The contributions of the First Nations, French, English and others to the social, economic, and political development of Canada. (3,0,0)

Also offered by Distance Education

HIST 115-3-3
Contemporary World from 1900 to World War II
A study of the decline of Europe and the emergence of the contemporary world from 1900 to World War II. (3,0,0)

HIST 116-3-3
History of Western Civilization, 1450 to 1789
A survey of the major events, systems of thought and human accomplishments which have contributed to western civilization. Study includes events dating from approximately 1450, when developments in government, science, industry, art, and philosophy began to accelerate significantly, to 1789. (3,0,0)

HIST 120-3-3
Medieval Europe
An introduction to the changes in European society from the late Roman Empire to the Renaissance, with an emphasis on the Middle Ages as a dynamic era. The period saw the development of many of the institutions of modern civilization including common law, parliament and the university. Religion, family and warfare in the Middle Ages are examined. (3,0,0)

HIST 122-3-3
Canada Since 1867
An analysis of the social, economic and political development of the Canadian nation since Confederation. (3,0,0)

Also offered by Distance Education

HIST 125-3-3
Contemporary World from World War II to the Present
A study of the main themes and problems of world history from World War II to the present time. (3,0,0)

HIST 126-3-3
History of Western Civilization 1789 to the Present
A survey of the development of Europe through the political, social and industrial revolutions that ushered in the age of European supremacy. Examination of the world wars and their impact on the decline of Europe are examined. (3,0,0)

HIST 206-3-3
Aboriginal-Settler Relations in Canada
This course covers the history of Aboriginal-settler relations in Canada from contact to present. Topics include the impact of European contact on native peoples; the significance of native and Metis labour in the fur trade, fisheries, agriculture, and industry; the evolution of the modern treaty system and the Indian Act; and the resurgence of native and Metis activism. (3,0,0)

HIST 211-3-3
United States to 1865
An analysis of the major economic, political and social developments in America from Columbus to Lincoln. (3,0,0)

Also offered by Distance Education

HIST 216-3-3
History of British Columbia
This course surveys the social, economic, and political history of the Pacific region from the 1770s to the present. Thematic emphases include race relations, class conflict, gender identities, and institution building. (3,0,0)

HIST 218-3-3
History of Science
A survey of important events in the history of science from ancient times to the present. (3,0,0)

Prerequisites:
- 3 credits of HIST

HIST 219-3-3
History of Technology
A survey of important events in the history of technology from earliest times to the present.

Students who have received credit for HIST 215 or 225 cannot receive further credit for HIST 219. (3,0,0)

Prerequisites:
- 3 credits of HIST

HIST 221-3-3
United States Since 1865
A study of the major economic, political and social developments from the civil war to the present. (3,0,0)

Also offered by Distance Education

HIST 236-3-3
History of the Canadian Prairies
This course surveys the history of the Canadian Prairie region, with emphasis on the First Nations and the fur trade; the Metis; Canadian development policies; prairie settlement; and western social and political movements. Students with credit for HIST 226 or 227 cannot take HIST 236 for further credit. (3,0,0)

HIST 240-3-3
Pre-Independence Latin American History
A survey of Latin American history from the emergence of Mesoamerican and other aboriginal civilizations to the independence movements of the early 19th century. Discussion will focus on the impact of Spanish and Portuguese imperialism and colonialism on native Americans. (3,0,0)

HIST 241-3-3
Late Imperial China
This course overviews the social, cultural, economic, political, and diplomatic history of China during the Late Qing Dynasty, with particular emphasis on the impact of the opium wars and Western imperialism. Students with credit for HIST 214 cannot take HIST 241 for further credit. (3,0,0)

HIST 250-3-3
Post-Independence Latin American History
A survey of Latin American history from the early 19th century to the present. The focus will be on the major intellectual, cultural and political currents of the 19th century, and the struggle for continued development in light of the rise to power of the United States of America. (3,0,0)

HIST 251-3-3
The Chinese Republics
This course surveys the political, cultural, and social history of Modern China from 1910 to the present, with particular emphasis on the People's Republic of China and Republic of China (Taiwan) after 1949. Students with credit for HIST 214 cannot take HIST 251 for further credit. (3,0,0)

HIST 261-3-3
Modern Japan
This course provides an introduction to the social, economic and political history of Japan after 1800. Emphases include the fall of the Tokugawa bakufu, the Meiji Restoration, the rise of Japanese militarism and imperialism, the American occupation of Japan,and the impact of economic growth and decline following World War II. Students with credit for HIST 224 cannot take HIST 261 for further credit. (3,0,0)

HIST 271-3-3
Modern India
This course surveys the history of India from the sixteenth century to the present. Major themes and events in the course include the economic and political impact of British colonialism; the role of indigenous nationalist movements; independence and the subsequent partition of Indian sub-continent; the emergence of India as a major economic player; and the establishment and maintenance of a secular, democratic system in a multi-religious and multi-linguistic country. (3,0,0)

HIST 301-3-3
Reading: A Social and Tecnological History
From about 3200 B.C. to the present, the development of writing and reading has been driven by social and technological factors, and has in turn driven changes in these areas. The course will explain relevant theory using concrete and practical examples, and is intended to give a historical background for modern readers and writers. (3,0,0)

Prerequisites:
- Associate Degree of Arts, or 6 credits of History, or Diploma in Writing and Publishing

History - ABE

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

HIST 012-80 hours
History 012
Modern world history of Britain, the USA, France, Germany, Russia, China, Japan, Afro-Asia, Latin America and the Commonwealth are studied.

Prerequisites:

- ABE SOST 011[1] or ABE ENGL 080[1] or Social Studies 11[2] or a minimum ABLE test score of 72/80 and a Provincial Level writing sample.

[1] minimum grade of 60 required
[2] minimum score of 60 required

Also offered by Distance Education

Human Kinetics

Prerequisites may be waived by the Biology department. See prerequisite waiver.

HKIN 103-3-4
Active Health
This course is designed to facilitate lifelong physical activity. Students will learn how to design basic fitness programs and develop fitness leadership skills. Students will experience a basic fitness appraisal and participate in a variety of exercise methods. The benefits of health-related fitness and the use of an exercise prescription will be explored. (2,2,0)

HKIN 111-3-3
Health and Human Nutrition
This course provides an introduction to scientific concepts in human nutrition. Students will learn about the function of nutrients and the effects of eating habits on health. The focus will be on helping students to make healthy food choices based on critical evaluation of scientific evidence. Students will have an opportunity to complete a personal dietary analysis. (3,0,0)

HKIN 121-3-4
Biomechanics
This course focuses on the development of forces within muscles and their effect on initiating and controlling human movement. Students will use a problem-solving approach as they analyze human movement patterns. Elementary principles of physics and mathematics will be reviewed and numeracy skills will be developed. (3,1,0)

Prerequisites:
- ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 11

HKIN 152-3-3
Personal Wellness and Community Health
This course will critically examine contemporary health issues and health information. Students will study the determinants of health and wellness. Discussion will focus on changing human behaviours to build healthy lifestyles and prevent disease. The inter-relationship of individual, social and environmental factors will be explored in order to enhance personal wellness and community health. (3,0,0)

HKIN 161-3-3
Physical Activity in Canadian Society
This course is designed to unravel myths and stereotypes associated with physical activity. Students will use critical thinking to examine the impact of sport, recreation and fitness on our local and global communities, and will engage in discussion of current social issues. Historical, political, economic and sociological perspectives on physical activity in Canada will be introduced. (3,0,0)

HKIN 173-3-4
Biodynamics of Strength and Conditioning
This course is designed to introduce students to biomechanical principles and qualitative analysis. Students will learn functional anatomy while exploring the movement capabilities of the human body. Active learning will involve observation and demonstration of a variety of common resistance training exercises, with a focus on proper technique and safety. This course will develop the competencies required for BC Recreation and Parks Association (BCRPA) Weight Training I registration. This course will require students to engage in vigorous physical activity. (2,2,0)

Prerequisites:
- HKIN 103

HKIN 230-3-4
Motor Learning and Control
This course will introduce students to the study of human motor behaviour. It will examine factors that influence a person's ability to initiate and control a movement pattern. Students will learn how to create successful practice environments and provide effective feedback to enhance human performance. This course requires students to participate in moderate physical activity. (3,1,0)

HKIN 231-3-3
Sport and Exercise Psychology
This course is based on the study of psychology as it applies to sport and exercise. Students will learn how to create productive sport and exercise environments that will enhance psychological growth and development. A variety of mental skills training techniques will be explored to improve sport performance, personal well-being and adherence to exercise programs. (3,0,0)

Prerequisites:
- second-year standing

HKIN 241-3-4
Introduction to Athletic Injuries

This course provides students with the knowledge and practical skills to reduce the risk of athletic injury. Students will learn about the field of athletic therapy and about sport safety. Common sports injuries will be studied along with the practical skills in wrapping and taping associated with the care of these injuries. At the completion of this course, students may be eligible for Sports Aid certification through the Sports Medicine Council of British Columbia.
(2,2,0)

Prerequisites:
- HKIN 173 or BIOL 133
- current Standard First Aid or approved alternate
- current CPR Level C or approved alternate

HKIN 261-3-3
Health, Policy and Canadian Society
This course analyzes the concept of health in relation to specific policies that address the consequences of illness and inactivity on the quality of life and well-being of Canadians. The evolution of health care and health care policy in Canada will be examined. Health promotion and social determinants of health will be discussed via the critical comparison of medical and social models of health. (3,0,0)

Prerequisites:
- HKIN 161

HKIN 273-3-4
Fitness Testing and Exercise Prescription
This course is designed to provide core knowledge and applied skills necessary to become a personal trainer. The focus is on health-related counselling strategies, fitness appraisal and exercise prescription for apparently healthy adults. Students will discuss issues related to professionalism, liability and business practice. This course incorporates competency requirements for BC Recreation and Parks Association (BCRPA) registration, and is based on Canadian Society for Exercise Physiology - Canadian Physical Activity, Fitness and Lifestyle Approach (CSEP - CPAFLA). This course requires students to participate in vigorous physical activity. (2,2,0)

Prerequisites:
- HKIN 173
- HKIN 152

Corequisites:
- HKIN 231
- HKIN 275

HKIN 275-3-4
Exercise Physiology
How does the human body respond to the demands of exercise and sport performance? This lecture and laboratory course will examine the acute and chronic effects of exercise on the human body. Study will focus on the cardiovascular, respiratory and neuromuscular systems. This course requires vigorous physical activity. (3,1,0)

Prerequisites:
- BIOL 133

HKIN 284-3-3
Growth and Motor Development
This course develops fundamental knowledge of physical growth and motor development from a life span perspective. The student will apply this knowledge by examining the effects of physical activity on growth, development and health. Students will be challenged to develop strategies to foster optimal motor development in every individual and to promote physical activity throughout the life span. (3,0,0)

Prerequisites:
- second-year standing

HKIN 291-3-4
Applied Methods: Gymnastics and Dance
This course provides students with the knowledge and experience necessary to teach developmental gymnastics and dance lessons in the K-12 education system. Students will learn to analyze, plan, lead, and perform gymnastics and dance activities. This course requires students to participate in vigorous physical activity. (1,3,0)

HKIN 295-3-4
Applied Methods: Basketball and Soccer
This course provides students with the knowledge and experience necessary to teach basketball and soccer lessons in the K - 12 education system. Students will learn to analyze, plan, lead, and perform basketball and soccer activities. This course requires students to participate in vigorous physical activity. (1,3,0)

Human Service Work

HSW 102-3-3
Augmentative Communication
formerly HSW 201

This course provides an overview of strategies for assessing individual communication needs and implementing a variety of communication systems to support people who have difficulties with their speech and/or who are unable to communicate verbally. Students have opportunity to experience the practical application of several alternative and augmentative communication systems. (3,0,0)

Prerequisites:
- admission to the Human Service Work program

HSW 106-1.5-1.5
Practicum Preparation I
This seminar engages students in a focussed preparation for their first practicum. Human service roles, responsibilities, activities and the diverse contexts of practice are explored. Operationalizing human service values is discussed. Students will also examine the practicum learning team (student, faculty, placement agency) and the complex interpersonal processes that contribute to successful learning and performing in practicum. (0,0,1.5)

Prerequisites:
- HSW 111
- HSW 114
- HSW 123 or SOCW 200A[1]
  or Permission of the department.

[1] minimum grade of 50 required

HSW 107-3-3
Introduction to Mental Health
formerly HSW 204

This course facilitates critical examination of such concepts as mental health, normalcy, and mental illness. The range of diagnostic categories, including psychotic, affective, anxiety and personality disorders is discussed, and students are encouraged to develop an understanding of the experience of mental illness. The course examines the process of effective mental health support work from a bio-psychosocial and person-in-environment perspective. (3,0,0)

HSW 108-3-6
Health Care Skills
formerly HSW 213

This course provides a theoretical and practical introduction to personal care skills that are required when working with clients with special needs who are living in community settings. The course also examines systems within the body and the components that support these systems. Students will review the application of written and oral communication, and develop processes related to giving and recording medications safely. (3,3,0)

Prerequisites:
- admission to the Human Service Work program

HSW 111-3-3
Interpersonal Relationships
In this course students develop the knowledge, skills and attitudes to communicate successfully as members of the human service team. By applying theoretical principles through specified skills, students learn to develop collaborative and positive relationships with others, listen effectively, speak assertively, and resolve conflicts. Awareness, self esteem, and personal empowerment are emphasized as important influences on interpersonal communication skills.
(3,0,0)

Prerequisites:
- admission to the Human Service Work program

HSW 114-3-3
Families
This course introduces students to the concept of family. With links to their family of origin, students explore and discuss family development, selected concepts derived from Family Systems Theory, member roles and cultural influences.
(3,0,0)

Prerequisites:
- admission to the Human Service Work program

HSW 122-3-3
Emotional Support
In this course students learn knowledge and develop skills to provide effective support to people who are facing emotional, social and/or behavioural challenges. The framework for developing and maintaining supportive relationships is informed by values that emphasize personal empowerment, respect, and self determination. (3,0,0)

Prerequisites:
- HSW 111

HSW 123-3-3
Foundations of Human Service Work Practice
This course introduces students to the foundation of generalist human service work practice. It summarizes the profession's historical roots, knowledge base, skills, values, mission and roles. It also examines the essential components of sound practice and problem solving processes. Students will come to understand ethical dilemmas and interdisciplinary approaches. Students with credit for SOCW 200A can not take HSW 123 for further credit.
(3,0,0)

Prerequisites:
- admission to the Human Service Work program

HSW 124-3-3
Supporting Positive Change
In this course students develop skills to design effective and practical programs to support positive

growth and change in people with disabilities. The focus will be on designing 'positive behavioural change strategies' for a variety of settings: home, vocational, school, community. These strategies will include teaching functional skills as well as supporting communication development and positive behavioural change. (3,0,0)

Prerequisites:
- Admission to the Human Service Work program

HSW 130-6-30
Practicum I
During this eight-week (240-hour) practicum, students provide direct and indirect support to their placement agencies' clients. In partnership with their field supervisors and HSW faculty, students apply the knowledge, skills and attitudes developed in class to their relationships with clients and colleagues. Students participate in weekly on-campus practice seminars to support their process of integrating theory, values and practice. Hours may vary from 6 to 9 hours per day during the practicum for a total of 30 hours per week. This includes a weekly three-hour on-campus seminar. (0,27,3)

Prerequisites:
- successful completion of semesters 1 and 2 of the Human Service Work program

HSW 205-3-3
Groups
Participants will examine group process theory and group facilitation methods in this course. Integration of theory and practice will occur in a lab setting, as students develop and practice facilitation skills that are prescribed by group theory. Current literature will be researched and discussed, and applied to the writing of a group development proposal. (3,0,0)

Prerequisites:
- HSW 111
- HSW 122

HSW 206-1.5-1.5
Practicum Preparation II
This seminar supports students' preparation for Practicum II. It balances continued exploration of human service roles and responsibilities with support for students to identify professional interests. Students also engage in a peer-mentoring process, sharing learning from their previous practicum experience. In addition, students will continue to engage in the complex process of integrating values, theory and practice. (0,0,1.5)

Prerequisites:
- HSW 130
- HSW 205
- HSW 210

HSW 210-3-3
Introduction to Child and Youth Mental Health
This course introduces mental health issues related to children and youth. Topics include specific mental health disorders seen in children and youth, causes, risk factors, and multidisciplinary assessment and intervention processes that address children and youth who experience selected mental health disorders. The course examines the process of effective mental health support work from a bio-psycho-social perspective. (3,0,0)

Prerequisites:
- Admission to the Human Service Work program

HSW 211-3-3
Politics and Perspectives on Disability
formerly HSW 121

In this course students examine historical and contemporary societal perceptions, attitudes and treatment of people with disabilities. Several approaches are discussed, including a 'social justice' framework that emphasizes the citizenship and human rights of people labelled. Students explore their attitudes and values and define 'exemplary professional caring' for Human Service Work practice. (3,0,0)

Prerequisites:
- Admission to the Human Service Work program

HSW 220-3-3
Principles of HSW Practice
In this course students integrate their academic learning, practicum experience and self awareness to develop a 'capstone' practice framework. This framework will summarize the values, theory and skills that inform a students' approach to professional relationships. Contemporary themes and topics will also be discussed to enrich students' knowledge base and to increase their awareness of specified fields and practice methodology. (3,0,0)

Prerequisites:
- HSW 130
- HSW 205

HSW 230-6-30
Practicum II
Practicum II is the final requirement for graduating from the HSW Diploma Program. This eight-week (240-hour) practicum supports students to continue their integration of theory, values and practice in an agency or organizational setting. Students will build

upon their previous practicum experience and additional classroom learning by undertaking assigned responsibilities commensurate with their status as second-year diploma students. Hours may vary from 6 to 9 hours per day during the practicum for a total of 30 hours per week. This includes a weekly three-hour on-campus seminar. (0,27,3)

Prerequisites:

- successful completion of semesters 3 and 4 of the Human Service Work program

Inclusion Support

IPSE 001-110 hours
IPSE Inclusion Support
This individualized course will support students to achieve their academic, social, and employment goals in the Inclusive Post-Secondary Education Program (IPSE). An Inclusion Facilitator will work with students to set academic goals and clarify assignment modifications; identify goals for participation in student life and connect with peer support; set employment goals and plan and conduct a job search. For some students, an on-campus work-experience placement may also be appropriate. Students will repeat IPSE 001 for each term of the IPSE Certificate.

Prerequisites:

- Acceptance into the IPSE Program

Independent Living Skills

LSIN 009-110 hours
Visual and Verbal Literacy for the Real World
This course is for students who need to develop literacy skills other than reading and writing as methods of communicating. Students will focus on improving their verbal, non-verbal, visual, sequencing, and listening skills to help them communicate with others at home, at work, and in the community. Course work will focus on themes of interest to students and may include: self, family, community, province, country, animals, social life, personal safety, death and dying. Students will practice both social and survival literacy skills.

LSIN 010-110 hours
Basic Academics I
This course is for students at a very beginning literacy level. Students will work on basic survival reading and writing skills as well as on speaking, listening, and social skills. Students will work individually and in groups exploring student and instructor generated themes. Learning to follow directions and to set language learning goals will also be part of the course.

LSIN 010A-110 hours
Basis Academics I:Mathematics
This course is for students at a very beginning literacy level. Students will work on basic survival reading and writing skills as well as on speaking, listening, and social skills. Students will work individually and in groups exploring student and instructor generated themes. Learning to follow directions and to set language learning goals will also be part of the course.

LSIN 011A-110 hours
Basic Academics II: Mathematics
This course continues to develop the basic math, money, and measurement skills necessary for independent living. Students begin at their own level and work individually and in small groups to develop their skills.

LSIN 011B-148 hours
Basic Academics II: Literacy
This course is for students who wish to improve their basic skills in reading, writing, speaking, and listening. Students will work on setting clear learning goals. Together, the class will read and discuss stories, articles, and short novels. Students will write stories and poems and type them on the computer. Class work will also include spelling, phonics, and grammar skills. Much of the course work will be based on student issues, interests and experiences. The focus of the course is to improve literacy skills for enjoyment, independence, and the workplace.

LSIN 012A-110 hours
Basic Computer Skills A
This course provides an introduction to computers for students with special needs. The course will focus on helping students become familiar with basic computer components and concepts. Students will be introduced to word processing and graphics applications through a variety of projects.

LSIN 012B-110 hours
Basic Computer Skills B
This course provides an introduction to computers for students with special needs. The course will focus on helping students become familiar with basic computer components and concepts. Students will continue to work on their word processing and graphics applications skills, and will be introduced to small databases, elementary spreadsheets, and internet basics where available. Students will be provided with a variety of projects aimed at developing these skills.

LSIN 013-148 hours
Basic Academics III: Literacy
This course helps students continue to improve their reading, writing, listening and speaking skills. Students will participate in projects and themes to help them become thoughtful, independent and

serious learners. Students will use their developing language skills for personal growth, survival, and enjoyment, as well as employment and social issues. Course work will cover phonics, vocabulary development, comprehension strategies, spelling, word analysis and grammar.

LSIN 015-110 hours
Express Yourself
In this course students are given the opportunity to express themselves through storytelling, art, creative drama, poetry, and music. Through creative projects students will build communication skills and reflect upon their life experiences.

LSIN 016-110 hours
Writing Your Life
In this course students will use their own life experiences as the course material. They will work on improving their autobiographical and creative writing skills in a workshop environment. Students will write, read aloud, discuss, edit, rewrite, type, and share their work in pairs and small groups. The course will also focus on improving word processing skills. For their final project, students will work together to create a published collection of selected assignments.

Prerequisites:
- LSIN 011B[1]

[1] minimum grade of P required

LSIN 017-110 hours
Workplace Awareness I
This course is for beginning readers who are interested in reading and writing about work. Students will also work on improving speaking, listening, and social skills within the context of workplace awareness. Students will be introduced to a variety of jobs and will explore what it means to be a good worker. Learning to follow directions will also be part of the course.

LSIN 018-148 hours
Workplace Awareness II
This course covers basic literacy skills in reading, writing, listening and speaking within the context of workplace awareness. Students will be introduced to the values, attitudes and behaviours of successful employees; the expectations of employers; and a variety of career options while improving their literacy skills.

LSIN 019-148 hours
workplace Awareness III
This course builds upon basic reading, writing, listening and speaking skills within the context of workplace awareness. Students will be introduced to the values, attitudes and behaviours of successful employees; the expectations of employers; and a variety of career options while improving their literacy skills. Students will read articles, short stories and novels relating to employment. Writing skill development will include creative writing, personal reflections, and poetry on the workplace theme as well as writing letters, completing forms, taking messages, and writing reports.

LSIN 020-110 hours
Human Relations
This course improves self-awareness, confidence, and self-esteem within the context of relationships. Students practice communication skills, explore appropriate expressions of emotion, and learn to set boundaries in personal and work relationships. Topics covered include personal identity, self-esteem, good and bad relationships, dealing with conflict in relationships, being assertive, body language, personal space, and good and bad touch.

With the assistance of participants, the instructor will choose themes to meet the needs of the group. Interest in particular human relations themes varies from class to class. A unit on human sexual health and safety is available.

LSIN 022-110 hours
Rights and Responsibilities of an Adult
This course will provide students with opportunities to explore the rights and responsibilities of adult privilege. Some areas discussed will include consumer rights, renters' rights, human rights, rights in the home, rights in the work place, and protection of identity and money. Additionally, students will discuss advocacy and self-advocacy strategies and issues.

LSIN 023-110 hours
Health and Safety
This course will cover life skill topics on good health habits, safety procedures in both the home and the community, managing common minor health issues, and reinforcing awareness of emergency procedures. The students will refine some of their personal habits and set new personal goals for healthier and safer choices.

LSIN 024-110 hours
Safety and Driver Training
This course will prepare students to apply for a driver's licence. Students will be introduced to the process of applying for a licence. The course will cover the material students need to learn to successfully complete the test for a learner's license.

LSIN 026-110 hours
Community Awareness
In this course students will have the opportunity to explore a variety of leisure time activities in their community. They will assess these activities in terms

of interest, cost, schedule, and availability of transportation. Students will select activities that meet their exercise, entertainment, social and personal development interests and needs.

LSIN 027-110 hours
Social Communication
This course is designed to help students improve their speaking and listening skills. Using role plays, group discussions and simulations students will practice communication skills for a variety of social situations.

LSIN 029-110 hours
Consumer Awareness
This course prepares the student to be a more informed shopper when buying such things as clothing, food, and cars. Students will learn about contracts, shopper's rights and responsibilities, and the power of advertisements.

LSIN 030-110 hours
Cooking
In this hands-on course students will learn about cooking healthy food. The focus is on basic cooking skills, using kitchen appliances, nutritious and inexpensive food selection, menu planning, and preparation of simple meals. Kitchen safety and cleanliness are also included.

LSIN 034-110 hours
Banking, Budgeting and Bill Paying
This course will familiarize the student with how to use the banking system, how to pay bills and how to budget with greater understanding and independence. Students will focus on the skills necessary to manage money in a safe, sensible and organized way.

LSIN 036-110 hours
General Science
This course provides students with a basic understanding of scientific principles and practices. It will help increase their awareness of everyday phenomena, such as weather and matter. In addition, the course will focus on how common objects and products work. Linking classroom learning with everyday experiences and activities will ensure that students completing this course will understand and be able to effectively apply their new knowledge in home, college and future settings.

Prerequisites:
- Level 2 and/or permission from the department

LSIN 037-110 hours
History of People with Intellectual Disabilities in BC
This course provides ASE students with an opportunity to learn about the history of people with intellectual disabilities in British Columbia. The importance of history and the ways that knowledge of history can positively impact their future will also be addressed. Students will develop a greater understanding of disability issues by exploring the historical evolution of laws and attitudes related to disability. Students will examine the concept of identity and think critically while becoming empowered to actively participate in citizenship. The course touches on Canadian history, but primarily focuses on BC, during the period from the late 1800s to the present.

Prerequisites:
- Level 2 and/or permission of the Department.

Indigenous Studies

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

INDG 100-3-3
Introduction to Indigenous Studies
This course introduces students to historical events, concepts, and interactions critical to understanding Indigenous peoples worldwide. Students will develop critical skills in comparative analysis and synthesis and examine the merits of cross-cultural understanding and cultural and national diversity. Students with credit for ABST 100 cannot take this course for further credit. (3,0,0)

INDG 201-3-3
Okanagan Indigenous Peoples' History
This course introduces the Okanagan oral system of recording events and shows how history is one facet of the oral system. Okanagan historical stories, testimonies, and practices are examined with reference to the sources, methodologies, and perspectives of the disciplines of history and anthropology. (3,0,0)

Prerequisites:
- second-year standing

INDG 202-3-3
Okanagan Concepts and Frameworks
This course provides an overview of significant Okanagan peoples' concepts and social institutions and their application in traditional and contemporary Okanagan life. Dynamic Okanagan evolutionary and systemic concepts reveal an experiential, or practiced, understanding of complex ecological, systemic, spiritual, and psychological relationships between the Okanagan people and the world. (3,0,0)

Prerequisites:
- second-year standing

INDG 203-3-3
Indigenous Historical Perspectives
This course examines Indigenous societies as they existed in pre-contact times and continued on their own terms, seizing the opportunities of the fur trade and other industries, anticipating and responding to government policies, and fashioning a resurgence of identity and political activity. The oral system of historical documentation, Indigenous stories, testimonies, and other evidence, are critically examined with reference to the sources and methodologies of the disciplines of history and anthropology. (3,0,0)

Prerequisites:
- second-year standing

INDG 204-3-3
Indigenous Concepts and Frameworks
This course provides an overview of significant Indigenous concepts and social institutions and their application in traditional and contemporary Indigenous community life. Oral traditions and histories are used to provide the conceptual and metaphorical frameworks of understanding with regard to kinship, economics, spiritual relationships and ways of knowing. (3,0,0)

Prerequisites:
- second-year standing

Japanese

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

JAPN 111-3-4
Basic Japanese I
This is an introductory course in the grammar and usage of modern Japanese. Students will be encouraged to develop basic reading, writing, speaking and listening skills in practical contexts. Students are expected to write the hiragana and katakana syllabaries and 50 basic Chinese characters. This course is not suitable for native speakers of Japanese. Students are required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

JAPN 112-3-4
Basic Japanese III
This course further develops reading and writing skills through the study of grammar and composition, and the reading of short texts. Listening and speaking skills are developed using a variety of media emphasizing contemporary Japanese culture. Students will be required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
- JAPN 121 or Japanese 12[1]

[1] minimum score of 80 required

JAPN 121-3-4
Basic Japanese II
This course is a continuation of JAPN 111. It is not suitable for native speakers of Japanese. Students will be required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
- JAPN 111 or Japanese 12[1]

[1] minimum score of 80 required

JAPN 122-3-4
Basic Japanese IV
This course is a continuation of JAPN 112. By the end of this course, the student will be expected to have mastered the basics of Japanese grammar and to have developed speaking and listening skills enabling basic communication in Japanese. Students will be required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
- JAPN 112

JAPN 211-3-5
Intermediate Japanese I
This course introduces intermediate-level grammar and usage patterns in the context of the Japanese workplace. Topics include honorifics in the benefactor-recipient relationship, media and telecommunications, and job applications and resumes. Approximately 75 new kanji are introduced. This course will be of interest for students pursuing careers in business, international relations, tourism and government. (3,2,0)

Prerequisites:
- JAPN 122

JAPN 221-3-5
Intermediate Japanese II
A continuation of JAPN 211. (3,2,0)

Prerequisites:
- JAPN 211

Law - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

LAW 012-80 hours
Law 012
An introduction to legal principles and their applications. Topics include the judicial system, civil rights, family law, citizenship, labour relations, wills and insurance.

Prerequisites:
- ABE SOST 011[1] or ABE ENGL 080[1] or Social Studies 11[2] or a minimum ABLE test score of 72/80 and a Provincial Level writing sample.

[1] minimum grade of 60 required
[2] minimum score of 60 required

Legal Administrative Assistant

LSEC 101-120 hours
Advanced Litigation
This course includes Supreme Court Rules research, statute law, case law and law library research. Students will prepare legal documents involving enforcement of court orders, Small Claims actions, and foreclosures.

6 hours per day.

Prerequisites:
- LSEC 117

LSEC 112-138 hours
Family Law
This module includes law office procedures, correspondence and accounts, research in the Divorce Act of Canada and the BC Family Relations Act. Students will prepare agreements and other documents in family law including undefended divorce actions. This course also includes theory and documents required in contested divorce actions, adoptions, property agreements, and interlocutory applications for custody, support and access.

6 hours per day

Prerequisites:
- LSEC 101

LSEC 116-30 hours
Litigation Legal Office Procedures
This course is an introduction to office procedures for litigation law firms. Students will learn the role of legal administrative assistants, law office procedures, precedents, correspondence, documents, record keeping, accounts, terminology, citations, and confidentiality as they relate to the legal profession.

6 hours per day.

Prerequisites:
- admission to the Legal Administrative Assistant Litigation program

Also offered by Distance Education

LSEC 117-120 hours
Introduction to Litigation
This course includes basic litigation correspondence, accounts and documents. Students will also examine criminal/civil theory, court structure, and plaintiff and defendant actions.

6 hours per day

Prerequisites:
- LSEC 116

Also offered by Distance Education

LSEC 120-60 hours
Personal Injury
This course utilizes the knowledge and documentation completed in Introductory and Advanced Litigation and includes additional theory, correspondence and documentation pertaining to the specific area of motor vehicle accident claims and personal injuries. The students will also research the appropriate statutes and study insurance law.

6 hours per day

Prerequisites:
- LSEC 101

Also offered by Distance Education

LSEC 130-60 hours
Litigation Law Office Practicum
Students who have successfully completed all other courses in the Legal Administrative Assistant - Litigation program will participate in a two-week practicum in a law office to apply skills and knowledge acquired in the Litigation Certificate Program.

6 hours per day

Prerequisites:
- LSEC 101
- LSEC 112

- LSEC 116
- LSEC 117
- LSEC 120
- all other courses in the program

Also offered by Distance Education

LSEC 131-60 hours
Law Office Practicum
The student will participate in a two-week practicum in a law office to apply skills and knowledge acquired in course work.
6 hours per day.

Prerequisites:
- LSEC 140
- LSEC 141
- LSEC 145
- LSEC 152
- LSEC 160

Also offered by Distance Education

LSEC 140-132 hours
Introduction to Conveyancing
This course includes theory, correspondence, memoranda, accounts, statements of adjustments, basic Land Title Office searches, forms and other related documents. The students will also research numerous Acts including the Land Title Act, the Land Title and Survey Authority Act, and understand and prepare Land Title Office electronically-registered forms when acting on behalf of a buyer-financed purchase, and on behalf of a seller when selling a property.

Prerequisites:
- LSEC 145

LSEC 141-120 hours
Advanced Conveyancing
This course is a continuation of LSEC 140 and includes additional theory, correspondence and documentation relating to land titles, searches, various mortgage types, strata titles, subdivisions, manufactured homes, and additional statements of adjustments. Students will also research pertinent Acts, understand and prepare Land Titles Office electronically-registered forms including builder's liens, judgements, discharges, Agreements for Sale, Rights of Way and Modifications.

6 hours per day

Prerequisites:
- LSEC 140

LSEC 145-30 hours
Solicitor Legal Office Procedures
This course is an introduction to office procedures for solicitor law firms. Students will learn the role of legal administative assistants, law office procedures, precedents, correspondence, documents, record keeping, accounts, terminology, citations, and confidentiality as they relate to the legal profession.

6 hours per day

Prerequisites:
- Admission to the Legal Administrative Assistant â€“ Corporate/Conveyancing program

Also offered by Distance Education

LSEC 152-120 hours
Corporate Law
This course introduces business structure, correspondence and accounting; theory, procedure and documentation required to incorporate a limited company, annual maintenance, company name and offices changes; sale, allotmemt and transfer of shares and dissolution. Alteration of the Notice of Articles and Articles; buy/sell agreements, due diligence searches, and corporate/commercial financing are included. Students will research the Business Corporations act and BC Societies Act.

Prerequisites:
- LSEC 145

LSEC 160-120 hours
Wills and Estates
This course includes law office procedures, correspondence and accounting relating to wills and estates, power of attorney, wills and codicils, letters probate, letters of administration, transmission of assets and committeeship.

6 hours per day

Prerequisites:
- LSEC 145

Litigation (online)

LAA 100-60 hours
Litigation Procedures I
Litigation Procedures I is an introduction to the functions and duties of a legal administrative assistant working in civil llitigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in

civil litigation actions and matters in the Supreme Court of BC. The legal concepts necessary to a basic understanding of the functioning of the courts will also be introduced.

Prerequisites:
- OADO 099

Only offered by Distance Education

LAA 101-60 hours
Litigation Procedures II
Litigation Procedures II builds on skills and knowledge from Litigation Procedures I. Subjects covered include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures II continues the introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that students will be entering.

Prerequisites:
- LAA 100
- LAA 116
- LAA 145

Only offered by Distance Education

LAA 112-60 hours
Family Litigation Procedures
Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statues, the court system, and the theory and practical application of preparation of legal correspondence, undegended and defended divorces, and separation and marriage agreements.

Prerequisites:
- LAA 100
- LAA 116
- LAA 145

Only offered by Distance Education

LAA 116-45 hours
Legal Office Procedures
Legal Office Procedures introduces the student to the legal progession, including he functions and duties of the legal administrative assistant in British Columbia.

Topics covered will include legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, citations, references to Acts.

Prerequisites:
- OADO 099

Only offered by Distance Education

LAA 120-60 hours
Personal Injury
Personal Injury Litigation introduces the student to the specific area of civil litigation in British Columbia that deals with personal injury lawsuits. Subjects covered include terminology and rules relating specifically to personal injury lawsuits. The student will also receive basic instruction in the legal concepts applicable to personal injury litigation.

Prerequisites:
- LAA 100
- LAA 101
- LAA 116
- LAA 145

Only offered by Distance Education

LAA 140-60 hours
Conveyancing Procedures I
This course introduces the student to the role and responsibilities of a legal administrative assistant working in the field of corporate law. Through an overview of the various forms of business organizations with a focus on the corporation, this course covers incorporation procedures, post-incorporation procedures, and annual maintenance requirements of a private (non-reporting) British Columbia company.

Prerequisites:
- LAA 116
- LAA 145

Only offered by Distance Education

LAA 141-60 hours
Conveyancing Procedures II
This course introduces the student to the role and responsibilities of a legal administrative assistant employed in the field of conveyancing in British Columbia.

Prerequisites:
- LAA 116
- LAA 140
- LAA 145

Only offered by Distance Education

LAA 145-30 hours
Introduction to the Canadian Legal System
The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system.

Prerequisites:
- OADO 099

Only offered by Distance Education

LAA 152-60 hours
Corporate Procedures I
Corporate Procedures I is an introduction to the role and responsibilities of a legal administrative assistant working in the field of coporate law. Through an overview of various forms of business organizations, with a focus on the corporation, this course covers incorporation procedures, post-incorporation procedures, and annual maintenance requirements for a private (non-reporting) British Columbia company.

Prerequisites:
- LAA 145
- LAA 116

Only offered by Distance Education

LAA 153-30 hours
Corporate Procedures II
Corporate Procedures II covers corporate structure and completion of filing forms as it relates to sole proprietorships, partnerships, limited partnerships, societies, cooperatives, non-reporting companies and extra-provincial non-reporting companies. The course also provides an introduction to securities and to BC OnLine (an Internet access to government services and information about BC companies).

Prerequisites:
- LAA 116
- LAA 145
- LAA 152

Only offered by Distance Education

LAA 160-60 hours
Wills and Estates
Wills and Estates is an introduction to the role and responsibilities of a Legal Administrtive Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a will). Administration Bonds, transferring the deceased's assets, and winding up estates.

Prerequisites:
- LAA 116
- LAA 145

Only offered by Distance Education

Mandarin Chinese

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

MAND 111-3-4
Introductory Mandarin Chinese I
This course is for beginners and focuses on speaking, writing and reading rudimentary Mandarin. Students will learn 150 basic Chinese characters, the Romanised writing system, tones and basic vocabulary for everyday use. The lab will consist of guided conversation, pronunciation exercises and situational dialogues. This course is not recommended for native speakers. (3,1,0)

MAND 121-3-4
Introductory Mandarin Chinese II
This course is for intermediate beginners and continues the practice of speaking, writing and reading Mandarin. Students will continue to practice Chinese characters and learn 150 new ones; they will also continue to practice the Romanized writing system, tones and vocabulary for everyday and simple academic uses. The lab consists of guided conversation, pronunciation exercises and situational dialogues. This course is not recommended for native speakers. (3,1,0)

Prerequisites:
- MAND 111

Mathematics

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Mathematics & Statistics department. See prerequisite waiver.

MATH 111-3-4
Essential Mathematics for Arts
This course may help you answer questions like:
- How can I avoid spending thousands of extra dollars on buying my first house?
- How can I beat the odds and win in Las Vegas?
- How can I convince my boss that giving me a raise will save the company money?
It is a course for students in arts who want to see

useful, real life applications of mathematics and how that mathematics directly relates to problems they encounter every day. Topics in this course may include: logic, set theory, combinatorics, probability, matrix algebra, linear programming, Markov chains, graph theory and financial mathematics. If you've been told your entire life that mathematics is important but you've never been able to figure out why, this course is for you!

Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree. (4,0,0)

Prerequisites:

- ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 11

MATH 112-3-5
Calculus I
An introductory course in differential calculus for science and engineering students, beginning with a review of basic algebra, equations and inequalities, analytic geometry, functions and graphs. Further topics include limits; continuity; rate of change; the derivative; differentiation of algebraic, trigonometric, exponential, logarithmic and inverse trigonometric functions; local and global extrema; Mean Value theorem; graph-sketching; related rates; linear approximation; L'Hopital's Rule; optimization; Newton's method. (4,1,0)

Prerequisites:

- ABE MATH 012[1] or Principles of Math 12[2] or Pre-Calculus 12[2] or MATH 120

[1] minimum grade of 67 required
[2] minimum score of 67 required

MATH 113-3-4
Mathematics for Civil Engineering Technology I
Use of a scientific calculator; trigonometry, law of sines and law of cosines, applications to surveying and vectors; functions and graphical description of data, linear, quadratic, trigonometric and inverse trigonometric, and exponential and logarithmic functions, applications to surveying, beam analysis and hydrology; geometry, areas, volumes and moments of standard figures and composites; advanced algebra and trigonometric identities. (4,0,0)

Prerequisites:

- admission to the Civil Engineering Technology program

MATH 114-3-4
Business Mathematics
This course is intended for students in the Business Administration diploma and degree programs. Topics include but are not limited to the use of a business calculator; ratios and proportions; percentages; merchandising applications; review of linear functions and applications to break-even analysis; simple and compound interest; present values, future values and payment streams; effective rates of interest; simple and general annuities and applications to RRSPs, RRIFs and pension plans; and amortization schedules and mortgages. (4,0,0)

Prerequisites:

- ABE MATH 084 and ABE MATH 085
  or ABE IALG 011
  or ABE MATH 011
  or Principles of Math 11
  or Pre-Calculus 11
  or Foundations of Mathematics 12
  or Applications of Mathematics 11[1]
  or Introductory Mathematics 11[2] or admission to the Bachelor of Business Administration degree program or admission to the Business Administration Diploma program or admission to the Commercial Aviation program.

[1] minimum score of 60 required
[2] minimum score of 70 required

Also offered by Distance Education

MATH 120-3-4
Pre-Calculus
This course is intended to prepare students for an introductory calculus course such as MATH 112. Topics include but are not limited to a review of basic algebra; equations and inequalities; functions and graphs; composition; inverses; transformations; polynomials; rational functions; exponential and logarithm functions; laws of logarithms; trigonometric functions; trigonometric identities; trigonometric equations; inverse trigonometric functions; analytic geometry, and an introduction to sequences and series.

Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree. (4,0,0)

Prerequisites:

- ABE MATH 011[1] or Pre-Calculus 11[2] or Principles of Math 11[2]

[1] minimum grade of 67 required
[2] minimum score of 67 required

Also offered by Distance Education

MATH 122-3-5
Calculus II
This course is a continuation of MATH 112. Topics include antiderivatives; the definite integral; Fundamental Theorem of Calculus; applications of integration including area, volume, average value; techniques of integration; numerical integration; improper integrals; introduction to differential equations; direction fields; Euler's method; separable differential equations and applications; infinite sequences and series; convergence; power series; Taylor series and Taylor polynomial approximation. (4,1,0)

Prerequisites:
- MATH 112 or MATH 145[1] or MATH 123[1]

[1] minimum grade of 80 required

MATH 123-3-4
Mathematics for Civil Engineering Technology II
Introduction to statistics, descriptive statistics, probability, statistical inference, application to materials testing, quality control and work sampling; linear algebra and linear programming, applications to pipe networks, structures, and resource allocation; differential calculus, applications to maximization, rates and highway curves; integral calculus, areas and volume, numerical integration and estimation on areas and volumes, applications to beam analysis. (4,0,0)

Prerequisites:
- MATH 113

MATH 127-3-4
Math for Network & Telecom Engineering Tech I
MATH 127 provides NTEN students with the basic mathematical concepts and techniques useful in their program, and prepares them for the introductory calculus course to be taken in their second semester. The topics covered in the course are: the real number system; numerical computation and calculator use; algebra; solution of various types of equations; functions and graphs; binary, octal and hexadecimal conversions; exponentials and logarithms; and elementary trigonometry. Students with credit for MATH 137 cannot take MATH 127 for additional credit. (4,0,0)

Prerequisites:
- Admission to the Ntework and Telecommunications Engineering program.

MATH 128-3-4
Mathematics for Water Engineering Technology
This course includes the use of scientific calculators, a review of basic algebra, solving linear and quadratic equations, word problems, linear, quadratic, exponential and logarithmic functions, the graphical description of data including log-log and semi-log graphs, and introductory trigonometry. Elementary statistics including descriptive statistics, frequency distributions, measures of central tendency and measures of variation is covered. The material is used in applications to hydrology, biology; geometry, areas and volumes of standard and composites figures, vectors, surveying and chemistry. (4,0,0)

Prerequisites:
- admission to the Water Engineering Technology program

MATH 134-3-4
Mathematics for SCMT
This course, for students in the SCMT program, will cover the three main topics of finance, geometry and units. The finance section will include trade discounts, markups/markdowns, cost-volume-profit analysis, break-even analysis, simple and compound interest, annunities, business investment decisions, net present value, return on investment(ROA), payback period, and the use of a financial calculator. The geometry section includes areas, volumes, surface areas, estimating and trigonometry. The measurements and units requires students to understand S.I. and U.S Customary systems of measurement, unit conversion, evaluating formulas and unti analyses. (4,0,0)

Prerequisites:
- admission to the SCMT program

MATH 135-3-5
Mathematics for Mechanical Engineering Technology I
Students will be introduced to scientific calculators, trigonometry, the laws of sines and cosines, and applications of vectors to mechanics. Mathematical functions and graphical description of data are studied. The use of linear, quadratic, trigonometric, exponential and logarithmic functions will be outlined with applications relating to component design, areas, volumes and moments of standard figures and composite. Emphasis is on industrial applications in mechanical engineering. (5,0,0)

Prerequisites:
- admission to the Mechanical Engineering Technology program

MATH 136-3-4
Mathematics for Analytical Chemistry Technology
This course includes topics from basic algebra, functions, graphs, logarithmic and exponential functions, trigonometry, vectors, matrices and geometry. Applications to chemical technology will be

emphazised. Computer software will be introduced and used to assist in solving mathematical problems. (4,0,0)

Prerequisites:
- admission to the Analytical Chemistry Technology diploma program

MATH 137-3-4
Mathematics for Electronic Engineering Technology I
Topics include a review of intermediate algebra, functions, graphs, matrices, determinants, trigonometry, complex numbers, logarithms and exponentials. Emphasis is on applications in electronics.
(4,0,0)

Prerequisites:
- admission to the Electronic Engineering Technology program

MATH 139-3-4
Mathematics for Information Technology
This course includes a review of algebra including linear equations, logarithms, exponentials and complex numbers, basic logic, number type conversions from base 10 to binary, octal and hex, an introduction to recursion, an introduction to set theory and an introduction to graph theory.
(4,0,0)

Prerequisites:
- admission to the Computer Information Systems diploma or degree program or the Network and Telecommunications Engineering Technology program.

MATH 145-3-4
Mathematics for Mechanical Engineering Technology II
A continuation of MATH 135. Complex applications in mechanical engineering are investigated. Topics include differential calculus, integral calculus, areas and volumes, numerical integration; introduction to statistics, frequency distributions, probability, statistical inference and confidence levels. (4,0,0)

Prerequisites:
- MATH 135

MATH 147-3-3
Mathematics for Electronic Engineering Technology II
Topics include differentiation and integration of algebraic and transcendental functions with emphasis on applications in electronics. (3,0,0)

Prerequisites:
- MATH 137

MATH 149-3-3
Math for Nerwork & Telecom Engineering Tech II
This course is an introduction to differential and integral calculus and to applied statistics for students in the Network and Telecommunications Engineering diploma program. Topics include differentiation and integration of algebraic functions with applications to engineering and physics, basic concepts of statistics and introduction to reliability engineering. (3,0,0)

Prerequisites:
- MATH 127 or MATH 137 or MATH 139 with a minimum of 67% in one of the following: Pre-Calculus Grade 12 or Principles of Math 12

MATH 160-3-4
Mathematics for Elementary Teachers
This course is intended for students planning to enter a program in Elementary Education. Topics include problem-solving strategies; elementary set theory; numeration systems; algorithms; elementary number theory; rational numbers; irrational numbers; real numbers; plane geometry; and measurement. Students should be aware that MATH 160 is a course in mathematics and not a course in teaching methodologies.

Note: This course cannot be used for credit towards an Okanagan College Bachelor of Business Administration. Students should be aware that certain universities will not accept this course as credit towards a Bachelor of Arts or a Bachelor of Science degree (4,0,0)

Prerequisites:
- Pre-Calculus 11 or Apprent. and Workplace Math 11 or Foundations of Mathematics 11 or Principles of Math 11 or Applications of Mathematics 11

MATH 201-3-3
Mathematical Structures and Proofs
This course provides students with a transition from mathematics courses at the first-year level to rigorous, theoretical courses at the upper-division in which mathematical proof is emphasized. The course begins with a discussion of the nature and purpose of mathematical proof. Formal logic, truth tables, logical connectives, logical quantifiers, conditional and biconditional statements, converse and contrapositive are studied. Discussion includes common proof techniques and presents a large number of elementary proofs selected to illustrate these techniques. No single area of mathematics will be emphasized; at the instructor's discretion, examples may be chosen from abstract algebra, number theory,

analysis and combinatorics. Students should expect to spend a considerable amount of time analyzing sample proofs and constructing their own proofs. (3,0,0)

Prerequisites:
- MATH 122

MATH 212-3-4
Calculus III
Topics include three-dimensional geometry; vectors; dot- and cross-products; lines and planes in 3-space; functions of several variables; limits and continuity; partial derivatives; the tangent plane; differentiability; multivariable Chain Rule; gradients; directional derivatives; Taylor series; extrema problems with and without constraints; Lagrange multipliers; multiple integrals; integration in polar, cylindrical and spherical coordinates; change of variable in multiple integrals; applications. (4,0,0)

Prerequisites:
- MATH 122or admission to the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering

MATH 221-3-4
Introduction to Linear Algebra
Topics include systems of linear equations and matrices; determinants, vectors in R2 and R3; vector spaces; linear transformations; eigenvalues and eigenvectors; diagonalization. (3,1,0)

Prerequisites:
- MATH 112

Corequisites:
- MATH 122

MATH 222-3-3
Calculus IV
This course covers parametrized curves, curvature, torsion, Frenet-Serret formulas, vector fields, gradients, line integrals, Fundamental Theorem of Calculus for line integrals, Green's Theorem, parametrized surfaces, surface integrals, divergence and curl, Gauss' Divergence Theorem, Stokes' Theorem, and the application of vector calculus to physics. (3,0,0)

Prerequisites:
- MATH 212

MATH 225-3-4
Differential Equations
Topics in this course include first-order equations, initial value problems, existence and uniqueness theorems, second-order linear equations, superposition of solutions, independence, general solutions, non-homogeneous equations, introduction to phaseplane analysis, introduction to numerical methods, matrix methods for linear systems, fundamental matrix and diagonalization, and applications of differential equations to the physical, biological and social sciences. (3,1,0)

Prerequisites:
- MATH 122
- MATH 221 is a recommended corequisite

MATH 231-3-4
Introduction to Cryptography
This course is an introduction to cryptography and data security. Topics include the Euclidean algorithm, division algorithm, groups, fields, Fermat's little theorem, Chinese remainder theorem, symmetric key cryptosystems including Advanced Encryption Standard and Digital Encryption Standard, the Fermat test, sieve methods, the discrete log problem, hash functions, digital signatures, and public key encryption. (4,0,0)

Prerequisites:
- MATH 122 or MATH 139

MATH 251-3-4
Introduction to Discrete Structures
This course is an introduction to sets, logic, combinatorics and graph theory, as applied in computing: sets and propositions, permutations and combinations, graphs and trees, Boolean algebra, algorithms and applications. This course is also offered as COSC 221. Students with credit for COSC 221 cannot take MATH 251 for further credit. (4,0,0)

Prerequisites:
- MATH 112 or MATH 139 or MATH 147 or MATH 149 or MATH 221

MATH 257-3-3
Mathematics for Electronic Engineering Technology III
Topics include Taylor series, Fourier series, differential equations and Laplace transforms, with application in electronics. (3,0,0)

Prerequisites:
- MATH 147 or admission to Okanagan College to UBC's Okanagan Campus Engineering Bridge Program

MATH 290-3
Directed Studies in Mathmatics & Statistics
Students will undertake a supervised investigation or

directed reading in mathematics or statistics. The topic will be agreed upon by the students and the supervising faculty member. Evaluation methods may include, but are not limited to, a project proposal, regular progress reports, regular assignments, a final written report, a final oral presentation, tests, or a final examination.

Prerequisites:
- 6 credits of 100-level or 200-level MATH or STAT

MATH 314-3-3
Calculus and Linear Algebra with Business Applications
This calculus and linear algebra course covers business applications. Topics include but are not limited to functions and linear equations, systems of equations, matrix algebra, linear programming, differentiation and integration. Applications to cost, revenue and profit functions, break-even models, the production mix problem, the portfolio problem, profit maximization and optimization in several variables and a calculus-based approach to the mathematics of finance. (3,0,0)

Prerequisites:
- MATH 114
- third-year standing

Mathematics - ABE

IALG 011-112 hours
Introductory Algebra 011
This course prepares students for further study in algebra. Topics include operations with real numbers, first-degree equations, polynomials, factoring, graphing and interpreting linear equations, systems of linear equations, fractional expressions and equations, radical expressions and equations, quadratic equations and trigonometry.

Prerequisites:
- ABE MATH 072[1] or ABE MATH 084[2]

[1] minimum grade of 80 required
[2] minimum grade of 60 required

Also offered by Distance Education

MATH 005-40 hours
Topics in Mathematics
Topics in Mathematics may include, but is not limited to, basic number operations, the metric system, inequalities, statistics, algebra, geometry, trigonometry, graphing, and functions. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- MATH 062[1]or level 4 on the MSI(Math Skills Indicator)

[1] minimum grade of 60 required

MATH 011-112 hours
Mathematics 011
This course includes a study of polynomials; rational expressions and fractional equations; powers and radicals; related equations; second-degree equations; systems of linear equations; relations, functions, graphing and trigonometry. Optional topics are circle geometry, including guided proofs, or data analysis (statistics). This course is equivalent to Principles of Mathematics 11.

Prerequisites:
- ABE IALG 011[1] or ABE MATH 085[1] or Principles of Mathematics 10[2] or a level 7 on the MSI (Math Skills Indicator)

[1] minimum grade of 60 required
[2] minimum score of 60 required

MATH 012-96 hours
Mathematics 12
This course is designed to prepare students for further study in mathematics including calculus and technology courses. Topics include a brief algebra review, polynomial, exponential, logarithmic and trigonometric functions, inequalities, conics, sequences and series. Optional topics are geometry, an introduction to calculus, or systems of linear equations in three variables. This course is equivalent to Principles of Mathematics 12.

Prerequisites:
- ABE MATH 011[1] or Principles of Math 11[2] or a level 8 on the MSI (Math Skills Indicator)

[1] minimum grade of 60 required
[2] minimum score of 60 required

MATH 015-40 hours
Topics in Mathematics
Topics in Mathematics may include, but is not limited to, basic number operations, the metric system, inequalities, statistics, algebra, geometry, trigonometry, graphing, and functions. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE MATH 085[1] or ABE IALG 011[1]or a level 7 on the MSI(Math Skills Indicator)

[1] minimum grade of 60 required

MATH 025-40 hours
Topics in Mathematics
Topics in Matheimatics may include, but is not limited to, basic number operations, the metric system, inequalities, statistics, algebra, geometry, trigonometry, graphing, and functions. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE MATH 011[1]or a level 8 on the MSI(Math Skills Indicator)

[1] minimum grade of 60 required

MATH 041-80 hours
Mathematics 041
This entry-level mathematics course focuses on basic whole number concepts up to a place value of hundreds. Estimation, addition and substraction operations, as well as identifing coins, basic geometry shapes, and time concepts in the context of appropriate practical problems are examined. Emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
- Admission Interview

MATH 042-80 hours
Mathematics 042
This course focuses on basic whole number concepts up to a place value of millions. Estimation, addition, subtraction, and basic multiplication operations, as well as a review and further study of money and time concepts in the context of appropriate practical problems are examined. The emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
- Admission Interview

MATH 051-80 hours
Mathematics 051
This course focuses on estimation, multiplication and division operations, as well as an introduction to the metric system, and geometry is introduced in the context of appropriate practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
- Admission Interview

MATH 052-80 hours
Mathematics 052
This course focuses on basic operations of decimals to the place value of ten-thousandths, as well as a review and further study of the metric and imperial system and geometry, all in the context of appropriate practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
- ABE MATH 051[1] or Admissions Interview

[1] minimum grade of 60 required

MATH 061-80 hours
Mathematics 061
This course focuses on basic operations of common fractions and measurement, including perimeter and area from a formula approach, all in the context of appropriate and practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
- ABE MATH 052[1] or an acceptable score on the skills assessment

[1] minimum grade of 60 required

MATH 062-80 hours
Mathematics 062
This course focuses on ration, proportion, percent, and graphing, all in the context of appropriate and practical problems. Emphasis is on concepts, applications, and skills and strategies for learning,

Prerequisites:
- ABE MATH 061[1] or an acceptable score on the skills assessment

[1] minimum grade of 60 required

MATH 071-80 hours
Mathematics 071
This course offers a review and further study of decimals, fractions, ratios, proportions, percent and the metric system with an emphasis on practical applications. Perimeter, area and volume are studied from a formula approach. Terminology and angle properties of triangles and parallel lines are introduced and applied. If space allows, students can enrol in the following modules: MATH 071A: Whole Numbers and Fractions - 15 hours, MATH 071B: Ratio and Proportion - 10 hours, MATH 071C: Percent - 15 hours, MATH 071D: Measurement - 10 hours, MATH 071E: Perimeter, Area and Volume - 10 hours, MATH 071F: Geometry: angles, triangles, parallel lines - 20 hours

Prerequisites:
- ABE MATH 062[1] or a level 4 on the MSI (Math Skills Indicator)

[1] minimum grade of 60 required

MATH 071A-15 hours
Whole Numbers & Fractions

MATH 071B-10 hours
Ratio and Proportion

MATH 071C-15 hours
Percent

MATH 071D-10 hours
Measurement

MATH 071E-10 hours
Perimeter, Area & Volume

MATH 071F-20 hours
Geometry: Angles, Triangles, Parallel Lines

MATH 072-80 hours
Mathematics 072
This course is an introduction to operations with integers and signed rational numbers, powers, roots and scientific notation. Basic algebraic expressions, equations and formulas, coordinate graphing, right-angle triangle trigonometry, geometric constructions, and statistics are introduced. If space allows, students can enrol in the following modules: MATH 072A: Geometry: constructions - 15 hours, MATH 072B: Rational Numbers - 10 hours, MATH 072C: Equations and Applied Problems - 15 hours, MATH 072D: Powers, Roots, and Scientific Notation - 10 hours, MATH 072E: Trigonometry - 10 hours, MATH 072F: Graphs - 10 hours, MATH 072G: Statistics - 10 hours

Prerequisites:
- ABE MATH 071[1]

[1] minimum grade of 60 required

MATH 072A-15 hours
Geometry: constructions

MATH 072B-10 hours
Rational Numbers

MATH 072C-15 hours
Equations and Applied Problems

MATH 072D-10 hours
Powers, Roots and Scientific Notation

MATH 072E-10 hours
Trigonometry

MATH 072F-10 hours
Graphs

MATH 072G-10 hours
Statistics

MATH 073-80 hours
Mathematics 073
This course prepares students for further study in business and personal mathematics. Included is an introduction to operations with rational numbers and solving equations and formulas. As well, practical application problems involving probability, banking, finance, budgeting, taxes, estimating, scale drawing and trigonometry are explored.

Prerequisites:
- ABE MATH 071[1]

[1] minimum grade of 60 required

MATH 084-80 hours
Mathematics 084
This course covers the topics of operations with real numbers, ratio and proportion, percents, SI units (metric system), rational numbers, powers, radicals, first degree equations and formulas.

Prerequisites:
- ABE MATH 072[1] or a level 5 on the MSI (Math Skills Indicator)

[1] minimum grade of 60 required

MATH 085-80 hours
Mathematics 085
This course prepares students for further study in algebra. Topics include polynomials, factoring, graphing and interpreting linear equations, systems of linear equations, fractional expressions and equations, radical expressions and equations, quadratic equations and trigonometry.

Prerequisites:
- ABE MATH 084[1]

[1] minimum grade of 60 required

MATH 086-80 hours
Mathematics 086
This course prepares students for further study in the fundamentals of business and personal mathematics. Topics include banking, interest application, budgeting, taxes, statistics, discounts and

commissions, comparison shopping, percent, insurance, annuities, and stocks and bonds.

Prerequisites:
- ABE MATH 084[1]

[1] minimum grade of 60 required

MATH 087-80 hours
Mathematics 087
This course prepares students for further study in the fundamentals of trades mathematics including basic geometry, perimeter, area, volume, estimating and scale drawing and introductory trigonometry.

Prerequisites:
- ABE MATH 084[1]

[1] minimum grade of 60 required

Mechanical Engineering Technology

Prerequisites may be waived by the Mechanical Engineering Technology department. See prerequisite waiver.

MECH 131-3-4
Drafting I
This course is an introduction to AutoCAD with applications in mechanical drafting and graphic communication. The use of instruments, line work, orthographic projection, dimensioning, section views, auxiliary views, threads and fasteners, and welding symbols are studied.
(2,2,0)

Prerequisites:
- admission to the Mechanical Engineering Technology program

MECH 133-3-5
Materials Technology
In this course macroscopic and microscopic properties of engineering materials including ferrous and nonferrous metals, polymers and ceramics are examined. Topics include inspection and testing (destructive and non-destructive), corrosion; and the effects of microstructure, alloying elements, and heat treatment on mechanical behavior. (3,2,0)

Prerequisites:
- admission to the Mechanical Engineering Technology program or the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering program

MECH 134-3-4
Statics
In this course the basic static forces on mechanical structures, analysis of vectors, and couples and moments in two and three dimensions (co-planar and non-coplanar) are studied. Free body diagrams are used to analyze trusses, frames, and machines.
(2,2,0)

Prerequisites:
- admission to the Mechanical Engineering Technology program or the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering program

MECH 136-3-4
Application of Engineering Principles
Topics covered in this course include measurements, force and motion, energy, simple harmonic motion, thermal energy, waves, sound, light and optics. Emphasis is placed on using an engineering problem-solving approach to subject material.
(2,2,0)

Prerequisites:
- admission to the Mechanical Engineering Technology program

MECH 139-3-5
Mechanical Fabrication
formerly MECH 143

This is a practical course involving instruction in machine shop processes and the selection and use of tools. Students will use milling machines, lathes, other fabrication equipment and measuring instruments. Topics of study include but are not limited to metal cutting techniques, forming processes, bonding and welding. Safety and shop discipline are emphasized.
(2,3,0)

Prerequisites:
- admission to the Mechanical Engineering Technology program

MECH 142-3-4
Drafting II
formerly MECH 141

This course is a continuation of MECH 131 with emphasis on the production of detailed design and assembly drawings, using AutoCAD, to current drafting standards. This course will focus on standard parts dimensioning and tolerancing, bill of materials, manufacturing notes, and pipe drawings. Students will be introduced to Geometric Dimensioning and Tolerancing (G.D.&T.), fundamentals of datum systems and tolerance specifications. (2,2,0)

Prerequisites:
- MECH 131

MECH 144-3-4
Dynamics
In this course students will study problem-solving techniques involving forces, kinematics, equations of motion, velocity and acceleration, projectiles, kinetics, linear and angular inertia, momentum, and balancing of rotating machines. Applications will include linkages and mechanisms. Work, energy, and power are studied. (2,2,0)

Prerequisites:
- MECH 134
- MECH 136
- MATH 135

MECH 146-3-4
Fluid Mechanics
This course covers the study of fluid statics and dynamics with applications in mechanical engineering. Topics include fluid viscosity, pressure measurement, manometry, continuity and energy equations, Bernoulli's equation, laminar and turbulent flows, pumps, flow rates, and flow measurements. (2,2,0)

Prerequisites:
- MECH 134
- MECH 136
- MATH 135

MECH 147-3-5
Strength of Materials
Topics covered in this course are direct, torsion, bending, shear, and thermal stresses and deformation; beam deflection, indeterminate beams, and columns. Mechanical components are analyzed considering loading conditions, stress concentrations and safety factors. (3,2,0)

Prerequisites:
- MECH 133
- MECH 134
- MECH 136
- MATH 135

MECH 148-3-4
Manufacturing Processes
formerly MECH 242

Topics covered in this course include forming, foundry, machining, and joining processes, and plastic and reinforced polymer processing. Emphasis is placed on the proper selection of manufacturing processes for production of mechanical components. (2,2,0)

Prerequisites:
- MECH 133
- MECH 139

MECH 149-3-4
Manufacturing Applications
formerly MECH 252

During this course, students study standard approaches in the design and specification of jigs and fixtures for manufacturing. Catalogue selection of components and current drafting practices will be used to generate CAD drawings. The designed jig and fixtures will be fabricated in the lab. Students will also study the design and analysis of bolted and welded connections. (2,2,0)

Prerequisites:
- MECH 133
- MECH 134
- MECH 139

MECH 152-3-30
Welding
formerly MECH 153

Students will study the theory of welding practice and gain hands-on experience with welding techniques during this course. Welding codes and standards are covered. Standard weld inspection and testing techniques will be performed.

This course is offered over a one-week period following the winter semester. (15,15,0)

Prerequisites:
- MECH 139

MECH 232-3-5
Machine Design
This course covers mechanical component design and analysis including connections (bolts and welds), failure and fatigue theories, shafts, gears, belt drives, chain drives, other power transmission and drive systems, plain bearings, antifriction bearings, clutches, brakes and springs. Selection of components from manufacturers' catalogues is emphasized. (3,2,0)

Prerequisites:
- MECH 147

MECH 233-3-5
Technology Management and Quality
In this course students will study project management, lean production systems, process improvement techniques, and quality management systems. Current software is used for the application of project

management, statistical process control, problem solving and continuous improvement of production processes. Current quality standards will be introduced including International Standards Organizations (ISO). (3,2,0)

Prerequisites:
- MATH 145

MECH 234-3-4
Thermodynamics
This course covers topics including gas laws, equations of state, mass conservation, and the first and second laws of thermodynamics. Applications of thermodynamic principles will be used to examine assorted processes and cycles with an emphasis on steam power systems, gas power cycles, performance and efficiency of processes and systems, heat engines, refrigeration and heat pump cycles. (2,2,0)

Prerequisites:
- MECH 136

MECH 235-3-5
Hydraulics and Pneumatics
This course covers the design of hydraulic and pneumatic systems as applied to mechanical devices. Topics include hydraulics and pneumatics equipment and components, control circuits and schematics, pumps and compressors, heat and energy loss, and flow control. Current software is used to produce and simulate hydraulic and pneumatic systems. (2,3,0)

Prerequisites:
- MECH 146
- MECH 144

MECH 237-3-5
Computer Applications I
This course covers 3-D solid modeling of parts and mechanical assemblies using leading industry software. Finite element analysis is introduced with an application to simple structures. (2,3,0)

Prerequisites:
- MECH 142

MECH 239-3-3
Automation
Design of production and manufacturing automation technologies are introduced in this course. Topics are part-identification systems, feed systems, conveyance systems, work-cell design, assembly line design, package finishing lines, automation sequencing, commissioning, and analytical troubleshooting. (3,0,0)

Prerequisites:
- MECH 144

Corequisites:
- MECH 235

MECH 240-3-5
Project
formerly MECH 226

In this course students apply mechanical design methods to specific projects. Materials and topics from previous courses are utilized to solve design problems. Students generate and evaluate concepts, develop designs, and produce engineering drawings, reports and presentations. (2,3,0)

Prerequisites:
- MECH 144
- MECH 232
- MECH 233
- MECH 235
- MECH 257

Corequisites:
- CMNS 144

MECH 243-3-4
Operations Management
A variety of operations and management issues are studied with application to mechanical engineering. Topics include, but are not limited to, contract law, finance, economics and consequences of business decisions, cost estimating, capacity planning, constraint management, supply chain management, inventory control and material resource planning. (2,2,0)

Prerequisites:
- MECH 233

MECH 244-3-4
Applied Thermodynamics and HVAC
Students will study topics in heat transfer, heat exchangers, heat transfer systems, refrigeration systems, psychrometry, and HVAC (heating, ventilation, and air conditioning) processes. Industrial applications are emphasized. (2,2,0)

Prerequisites:
- MECH 234

MECH 247-3-5
Computer Applications II
This course covers current CAD/CAM (Computer Aided Design/Computer Aided Manufacturing) software for creating part geometry and toolpaths for

CNC (Computer Numerical Control) machine programming. Students are introduced to the programming and operation of CNC equipment, including lathes and milling machines. (2,3,0)

Prerequisites:
- MECH 142

MECH 249-3-5
Robotics and CIM
formerly MECH 245

This course focuses on the design and specification of robotic and computer integrated manufacturing (CIM) systems. Students program both the simulation of robot work cells and real robots, for applications in material handling, machine loading, processing, and assembly operations. Machine-vision systems are also introduced. (2,3,0)

Prerequisites:
- ELEN 236
- MECH 144
- MECH 235

MECH 257-3-42
Solid Modeling Applications
Thi course covers additional topics in solid modeling. Topics include, but are not limited to: file management, working with sheet metal designs and analyzing the motion of mechanisms. A main component of the course will be a project creating a moderately sized assembly using solid modeling software. (21,21,0)

Prerequisites:
- MECH 237
- MECH 144

Medical Administrative Assistant

MAA 110-30 hours
Medical Terminology I
In Medical Terminology I, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems.

Prerequisites:
- admission to the Medical Administrative Assistant program

Only offered by Distance Education

MAA 111-90 hours
Medical Terminology II - Anatomy and Physiology
Medical Terminology II is a continuation of Medical Terminology I and introduces anatomy and physiology related to the main systems of the body.

Prerequisites:
- MAA 110

Only offered by Distance Education

MAA 112-30 hours
Medical Terminology III - Pharmacology and Specialties
In Medical Terminology III, students complete a study of the construction of medical terms including root words, suffixes and prefixes relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

Prerequisites:
- MAA 111

Only offered by Distance Education

MAA 120-60 hours
Medical Administrative Procedures
Medical Administrative Procedures introduces the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing and records management procedures. Medical law and ethics are an integral part of the course.

Only offered by Distance Education

MAA 126-60 hours
Medical Transcription
Medical Transcription is an introductory course that teaches students to teanscribe medical documents from dictation with accurate content, correct format, grammar, and punctuation. The main objective is to provide students with a knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

Prerequisites:
- MAA 111 or demonstrated word processing ability approved by coordinator

Corequisites:
- MAA 112

Only offered by Distance Education

MAA 130-30 hours
Medical Billing - Manual
Medical Billing - Manual teaches students manual billing procedures for medical services for the province of British Columbia.

Prerequisites:
- MAA 111

Only offered by Distance Education

MAA 131-30 hours
Medical Billing - Computerized
Medical Billing - Computerized teaches students automated billing software and procedures for medical services in the province of British Columbia.

Prerequisites:
- MAA 130

Only offered by Distance Education

MAA 140-60 hours
Clinical Procedures and Practice
Clinical Procedures and Practice teaches students to perform basic clinical procedures, including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical administrative assistant as a link between the doctor and external medical testing and treatment facilities. Students are required to participate in a two-day clinical practice.

Prerequisites:
- MAA 111
- MAA 120

Only offered by Distance Education

MAA 150-90 hours
Practicum - Medical
The student will obtain and complete a three-week practicum in a medical office or medical-related business to apply skills and knowledge acquired in the Medical Administrative Assistant Certificate program. Students will assist with day-to-day operations and apply industry specific concepts and procedures.

Prerequisites:
- MAA 110
- MAA 111
- MAA 112
- MAA 120
- MAA 126
- MAA 130
- MAA 131
- MAA 140

Also offered by Distance Education

Network and Telecommunications Engineering Technology

Prerequisites may be waived by the Network and Telecommunications Engineering Technology department. See prerequisite waiver.

NTEN 111-3-5.5
Computer Components and Peripherals
This course is an introduction to the technologies and terminologies of Personal computer and operating systems. Computer components and their interactions are examined as well as the configuration and management of a workstation operating system. Special emphasis is given to PC components, peripheral data storage, disk management, file systems, boot process, operating system configuration and basic scripting. Students with credit for ELEN 115 cannot take NTEN 111 for further credit. (3,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program

NTEN 112-3-6
Computer Programming I
formerly NTEN 224

This course is an introduction to the design, implementation, and understanding of computer programs. Topics include problem solving, modeling, algorithm design, and abstraction, with the emphasis on the development of working programs. This course should be followed by COSC 121. Students with credit for COSC 111 cannot take NTEN 112 for further credit. (4,2,0)

NTEN 113-3-5
Voice and Data Communications Infrastructure
Focusing on the physical connectivity elements of voice and data networks, this course provides an understanding of world-wide cabling standards, physical media, methods of troubleshooting, network documentation, cable management, fundamentals of telephony, and workplace safety. In the lab, students will create a voice and data network infrastructure, including key telephone switching equipment. (3,2,0)

NTEN 117-3-5.5
Networks and Telecommunications I
This course introduces the theory and practice of modern telecommunications with an emphasis on the TCP/IP (Transmission Control Protocol/Internet Protocol) stack. Students will learn to install and troubleshoot the electronic components necessary for telephony and data communications. Students with credit for COSC 118 or COSC 218 cannot take NTEN 117 for further credit. (3,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program

NTEN 124-3-5.5
Desktop Applications Programming
In this course students will use high-level programming languages to write routines for automation, user interaction and data manipulation. Dynamic data exchange between applications and OLE (Object Linking and Embedding) automation will be explored. Database theory is introduced. Students will program a desktop database engine into a stand-alone application. (3,2.5,0)

Prerequisites:
- COSC 111

NTEN 126-3-5.5
Basic Digital Circuits and Microprocessors
Students in this course will explore the analog and digital concepts and circuits of electronics. Fundamental electrical concepts such as voltage, current and power will be studied and measured in analog AC and DC circuits. Methods for representing real world analog data in digital form will be studied along with basic digital circuits (combinational logic and sequential logic) and systems (timers, counters, microprocessors). This course is also offered as COSC 150. Students with credit for COSC 124 or COSC 150 cannot take NTEN 126 for further credit. (3,2.5,0)

NTEN 127-3-5.5
Local Area Network Management
This course introduces students to various operating systems and their characteristics as both clients and servers in a networked environment. Emphasis is given to user and resource management, security, and dissimilar environments. (3,2.5,0)

Prerequisites:
- NTEN 117
- NTEN 111

NTEN 137-3-5.5
Routing and Switching I
This course introduces the theory of interconnecting computer networks through routers and switches. Emphasis is given to router configuration and dynamic routing protocols using the Internet. (3,2.5,0)

Prerequisites:
- NTEN 117

NTEN 199-3-42
Topics in Internetworking
formerly ELEN 199

Students will work on various all-day projects that relate to practical scenarios and problems in the industry such as fault tolerance, redundancy, interaction between dissimilar systems and network management.

This course is offered 6 hours per day after the winter semester final exam period. (21,21,0)

Corequisites:
- NTEN 127
- NTEN 137

NTEN 207-3-5.5
Enterprise Telecommunications
Students will learn to install, configure and maintain modern enterprise telecommunications systems. Topics will range from fundamental switching concepts through to advanced call handling applications, IVR and IP based trunking. This will provide students with a vendor neutral enterprise telecommunications skill set. Upon completion, students should display the ability to work with a variety of systems, and the ability to use vendor technical manuals in all related tasks. (3,2.5,0)

Corequisites:
- NTEN 113

NTEN 211-3-5.5
Virtualization for Enterprise System Administrators
This course examines the implementation of virtualization to support an enterprise environment. Students will learn how virtualization can consolidate workloads, improve equipment utilization, and apply resources on demand. Virtualization will be used to support desktop environments and enable dynamic provisioning in a cloud infrastructure. (3,2.5,0)

Prerequisites:
- NTEN 127

NTEN 214-3-5.5
Database Development
This course introduces the power and versatility of client/server database systems. An in-depth look at database connectivity standards and various SQL dialects will allow students to write nested query structures and develop sophisticated end-user applications based on client/server technologies. This course complements NTEN 215. (3,2.5,0)

Prerequisites:
- NTEN 124

NTEN 215-3-5.5
Intranet Technologies I
This course focuses on the commercial use of intranets and the Internet. Students will learn how to set up FTP (file transfer protocol), World Wide Web and commerce servers, and link them to remote databases. An introduction to HTML (hypertext markup language) and active content programming will allow students to build online interactive solutions for integrated corporate information needs. (3,2.5,0)

Prerequisites:
- NTEN 124

NTEN 216-3-5.5
Data Communications
This course covers the electronic aspect of data communications and the properties of service available from communication service providers. Theory and laboratory work associated with transmission lines, antennas, electromagnetic wave propagation, RF (radio frequency) circuit design and analysis, telephone switching, broadband communications and microwave are included. (3,2.5,0)

NTEN 217-3-5.5
Routing and Switching II
In this course, students learn the technologies and protocols needed to design and implement a converged network. Students configure switches for basic functionality and implement Virtual LANs and Inter-VLAN routing. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. (3,2.5,0)

Prerequisites:
- NTEN 137

NTEN 218-3-5.5
Client and Server Security
In this course students learn the fundamentals of network system security and gain insight into the issues behind securing a network system on the Internet. Students will develop a framework for an enterprise security policy and learn to install, configure and maintain applications to enforce this security policy. This course covers a comprehensive overview of security technologies and best practices with particular emphasis on hands on skills in the following areas: firewalls, client and server security, antivirus and malware protection, products, setup and troubleshooting. (3,2.5,0)

Prerequisites:
- NTEN 127

NTEN 219-3-3
Linux Server Management
This course builds on the concepts introduced in NTEN 127 with specific emphasis on open source operating systems and tools. Students will study installation and configuration of servers, user and file management, performance tuning, backup and recovery. (3,2.5,0)

Prerequisites:
- NTEN 127

NTEN 221-3-5.5
Fundamentals of Wireless Networking
This introductory course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs (Local Area Network) and WANs (Wide Area Networks). It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN technologies, products, setup and troubleshooting, radio technologies, wirelss LAN applications, security and site surveys and emerging wireless technologies. (3,2.5,0)

Prerequisites:
- NTEN 137

Corequisites:
- NTEN 216

NTEN 222-3-5.5
IP Telephony
IP (Internet Protocol) Telephony provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents solutions and implementations to address those challenges. Students work with both vendor and open source call manager architectures and components and apply both Voice-Over-IP and Quality of Service technologies. (3,2.5,0)

Prerequisites:

- NTEN 217
- NTEN 207

NTEN 225-3-5.5
Internetwork Security I
This course is a fundamental evaluation of network security that focuses on the overall security process with particular emphasis on hands-on skills in security policy design and management on routers and firewalls. An in-depth look at security technologies includes identity services, intrusion detection and VPN (Virtual Private Network) implementations. (3,2.5,0)

Prerequisites:
- NTEN 217

NTEN 227-3-5.5
Carrier Telecommunications
With their knowledge of wide-area networking, students will be introduced to the services and infrastructure provided by local, national and international telecommunications carriers. Students will gain an understanding of current distribution and core transport technologies. (3,2.5,0)

Prerequisites:
- NTEN 217 and NTEN 207

NTEN 228-3-5.5
Scripting for Network and System Administrators
Shell Scripting is the foundation for efficiently and effectively administering a growing number of operating systems and software products. Building on knowledge of general programming structures, this course will teach students to create and maintain scripts that automate day-to-day server and workstation functions. Students will be provided with a full-featured interactive command line environment. Upon successful completion, students will be able to automate administrative tasks utilizing both user-created and built-in scripts, as well as understand and implement security mechanisms provided within the operating system environment./ (3,2.5,0)

Prerequisites:
- NTEN 112 or COSC 111

NTEN 299-3-5
Network Project
This project course is dedicated to the analysis of theoretical and practical aspects of selected examples of networking. It forms the application and extension of knowledge from previous and current courses as it relates to practical network scenarios. Students will be required to submit a technical report based on a major architectural project and do a presentation before a selected audience. (2,3,0)

Prerequisites:
- NTEN 217

Corequisites:
- NTEN 225

NTEN 317-3-5.5
Routing and Switching III
This course extends students' understanding of routing protocols. Theory and laboratory work associated with scalable Internet addressing, advanced routing protocols, access list configuration and edge router connectivity is included. (3,2.5,0)

Prerequisites:
- NTEN 217

Also offered by Distance Education

NTEN 327-3-5.5
Local Area Network Management II
This course addresses the theory and practice of directory implementation. It will focus on preventing, troubleshooting, and solving common problems related to network directory communication, synchronization, caching, and replication processes and on such integral tasks as server maintenance, database backup, and disaster prevention and recovery. (3,2.5,0)

Prerequisites:
- NTEN 127
- third-year standing

Also offered by Distance Education

NTEN 355-3-5.5
Internetwork Security II
This course focuses on advanced network security technologies and appliances as well as remote security management. This course brings together all the components learned in previous security courses to produce a secure, modular, framework for designing, managing and securing a network infrastructure. (3,2.5,0)

Prerequisites:
- NTEN 225

NTEN 357-3-5.5
Advanced Telecommunications II
Wireless network topics, including a review of networking fundamentals, queuing models and theory and network calculus, i.e. the application of min-plus algebra to packet networks, form the core of this course. The characteristics and design philosophy of existing wireless networking protocols are analysed

while state-of-the art technologies are examined.
(3,2.5,0)

Prerequisites:
- NTEN 227

Nursing

NRSU 101-2-4.5
Nursing Lab Practice I
In this course learners will develop evidence-informed nursing practice through theory laboratory and simulation learning. Learners gain knowledge, skills and abilities needed to practice foundational nursing assessments and safe ethical care. Concepts align with NRSU 136 intentional learning activities. (1.5,3,0)

Prerequisites:
- NRSU 110[1] and NRSU 111[1] and NRSU 112[1] and NRSU 113[1] and BIOL 131[1]

Corequisites:
- NRSU 120 and NRSU 122 and NRSU 123 and NRSU 126 and NRSU 136 and BIOL 133

[1] minimum grade of 60 required

NRSU 110-3-3
Applied Research in Nursing I
In this course learners develop a basic understanding of statistical concepts and procedures with the goal of developing statistical literacy in nursing and health care contexts. Includes the use of both descriptive and inferential statistical methods as well as an introduction to software used in quantitative data analysis. (3,0,0)

Prerequisites:
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153- Admission to the Bachelor of Science in Nursing (Years 1 and 2)

Corequisites:
- NRSU 111 and NRSU 112 and NRSU 113 and BIOL 131
- ENGL 100

NRSU 111-3-3
Foundations of Health
In this course learners explore the meaning of health and healing; recognize diversity of beliefs, values, and perceptions of health. They are introduced to the Canadian Health Care System, conceptual frameworks of health promotion, determinants of health, disease and injury prevention, and primary health care.
(3,0,0)

Prerequisites:
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153- Admission to the Bachelor of Science in Nursing (Years 1 and 2)

Corequisites:
- NRSU 112
- NRSU 113
- BIOL 131ENGL 100
- NRSU 110

NRSU 112-1.5-1.5
Introduction to the Profession of Nursing I
In this course learners develop critical reflection of the historical, political and socioeconomic evolution of nursing. They explore foundational theories, nursing practice standards, ethical principles, ethical decision making, and health law that guides evidence informed professional nursing practice. (1.5,0,0)

Prerequisites:
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153- Admission to the Bachelor of Science in Nursing (Years 1 and 2)

Corequisites:
- NRSU 110 and NRSU 111 and NRSU 113 and BIOL 131
- ENGL 100

NRSU 113-1.5-1.5
Relational Practice I
In this course learners develop an understanding of self and the capacity to be in caring relation with others (individual, groups, populations, communities). They reflect on personal perspectives and experiences to understand their own attitudes, beliefs, and values. (1.5,0,0)

Prerequisites:
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153- Admission to the Bachelor of Science in Nursing (Years 1 and 2)

Corequisites:
- NRSU 110 and NRSU 111 and NRSU 112 and BIOL 131
- ENGL 100

NRSU 122-1.5-1.5
Introduction to the Profession of Nursing II

Learners explore the historical development of nursing knowledge, theory, contemporary understandings of nursing as a discipline, the current body of knowledge defining it, and the relationship between practice and theory. It includes the development of teaching and learning knowledge, skills and abilities. (1.5,0,0)

Prerequisites:
- NRSU 110[1] and NRSU 111[1] and NRSU 112[1] and NRSU 113[1] and BIOL 131[1]
- ENGL 100[1] or ENGL 150[1] or ENGL 151[1] or ENGL 153[1]

Corequisites:
- NRSU 101 and NRSU 120 and NRSU 123 and NRSU 126 and NRSU 136 and BIOL 133

[1] minimum grade of 60 required

NRSU 123-1.5-1.5
Relational Practice II
Learners develop an understanding or relational care and relational ethics to build knowledge, skills and abilities to engage in relational practice with diverse individuals, families, and groups. Learners explore concepts and evidence for caring, therapeutic communication, and relational identity. (1.5,0,0)

Prerequisites:
- NRSU 110[1] and NRSU 111[1] and NRSU 112[1] and NRSU 113[1] and BIOL 131[1]
- ENGL 100[1] or ENGL 150[1] or ENGL 151[1] or ENGL 153[1]

Corequisites:
- NRSU 101 and NRSU 120 and NRSU 122 and NRSU 126 and NRSU 136 and BIOL 133

[1] minimum grade of 60 required

NRSU 126-3-3
Health Assessment
Learners develop introductory knowledge of adult health assessment with a focus on the older adult with stable chronic health conditions. Concepts align with NRSU 136 intentional learning activities. Nursing theories and evidence informed frameworks guide approaches to care, assessments, clinical reasoning, and care planning. (3,0,0)

Prerequisites:
- NRSU 110[1] and NRSU 111[1] and NRSU 112[1] and NRSU 113[1] and BIOL 131[1]
- ENGL 100[1] or ENGL 150[1] or ENGL 151[1] or ENGL 153[1]

Corequisites:
- NRSU 101 and NRSU 120 and NRSU 122 and NRSU 123 and NRSU 136 and BIOL 133

[1] minimum grade of 60 required

NRSU 136-3-6
Nursing Practice I
In this first nursing practicum learners develop knowledge, skills and abilities to provide safe ethical nursing care to adults with stable chronic health conditions. Intentional learning activities integrate knowledge from NRSU 101 and NRSU 126. The focus is on assessment, clinical reasoning, care planning, and documentation. (0,6,0)

Prerequisites:
- NRSU 110[1] and NRSU 111[1] and NRSU 112[1] and NRSU 113[1] and BIOL 131[1]
- ENGL 100[1] or ENGL 150[1] or ENGL 151[1] or ENGL 153[1]

Corequisites:
- NRSU 101 and NRSU 120 and NRSU 122 and NRSU 123 and NRSU 126 and BIOL 133

[1] minimum grade of 60 required

NRSU 201-2-4.5
Nursing Lab Practice II
In this course, learners develop evidence-informed practice through theory, laboratory and simulation learning. Learners advance their knowledge, skills, and abilities in preparation to practice nursing assessments and safe ethical care in acute acre settings. Concepts align with NRSU 236 intentional learning activities. (1.5,3,0)

Prerequisites:
- NRSU 122[1] and NRSU 123[1] and NRSU 126[1] and NRSU 136[1] and BIOL 133[1]

Corequisites:
- NRSU 210 and NRSU 213 and NRSU 226 and NRSU 229 and NRSU 236 and NRSU 239 and BIOL 231

[1] minimum grade of 60 required

NRSU 202-2-4.5
Nursing Lab Practice III
This course is a continuation of NRSU 201. Learners are provided additional opportunities to develop evidence-informed approaches for safe ethical care. Concepts align with NRSU 237 intentional learning activities. (1.5,3,0)

Prerequisites:
- NRSU 201[1] and NRSU 210[1] and NRSU 213[1] and NRSU 226[1] and NRSU 229[1] and NRSU 239[1] and BIOL 231[1]

Corequisites:
- NRSU 220 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 235

[1] minimum grade of 60 required

NRSU 210-1.5-1.5
Pharmacology I
In this course learners develop an understanding of the principles of pharmacology, including pharmacokinetics and pharmacodynamics of major drug classes using prototype drugs they develop knowledge and systematic approaches to safely and ethically administer drug therapy. (1.5,0,0)

Prerequisites:
- NRSU 101[1] and NRSU 120[1] and NRSU 122[1] and NRSU 123[1] and NRSU 126[1] and NRSU 136[1] and BIOL 133[1]

Corequisites:
- NRSU 201 and NRSU 213 and NRSU 226 and NRSU 229 and NRSU 236 and NRSU 239 and BIOL 231

[1] minimum grade of 60 required

NRSU 213-1.5-1.5
Relational Practice III
In this course, learners develop an understanding of the unique experiences of clients and their families in health and illness. Learners explore relational theories and evidence informed approaches and strategies to deliver therapeutic, ethical, and holistic care. (1.5,0,0)

Prerequisites:
- NRSU 101[1] and NRSU 120[1] and NRSU 122[1] and NRSU 123[1] and NRSU 126[1] and NRSU 136[1] and BIOL 133[1]

Corequisites:
- NRSU 201 and NRSU 210 and NRSU 226 and NRSU 236 and NRSU 239 and BIOL 231

[1] minimum grade of 60 required

NRSU 220-1.5-1.5
Pharmacology II
This is a continuation of NRSU 210. Learners develop further knowledge of the principles of pharmacology, and systematic approaches to safely and ethically administer drug therapy. (1.5,0,0)

Prerequisites:
- NRSU 201[1] and NRSU 210[1] and NRSU 213[1] and NRSU 226[1] and NRSU 229[1] and NRSU 236[1] and NRSU 239[1] and BIOL 231[1]

Corequisites:
- NRSU 202 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 238 and BIOL 235

[1] minimum grade of 60 required

NRSU 223-1.5-1.5
Relational Practice IV
In this course, learners develop evidence informed strategies and approaches of relational inquiry to build relational skills and capacity. Learners study socio-cultural constructs in relation to health and healing. (1.5,0,0)

Prerequisites:
- NRSU 201[1] and NRSU 210[1] and NRSU 213[1] and NRSU 226[1] and NRSU 229[1] and NRSU 236[1] and NRSU 239[1] and BIOL 231[1]

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 227 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 235

[1] minimum grade of 60 required

NRSU 226-1.5-1.5
Health and Healing I
In this course learners develop knowledge of evidence-informed assessment and management of health challenges in both episodic and chronic illness. Concepts align with NRSU 236 intentional learning activities. (1.5,0,0)

Prerequisites:
- NRSU 101[1] and NRSU 120[1] and NRSU 122[1] and NRSU 123[1] and NRSU 126[1] and NRSU 136[1] and BIOL 133[1]

Corequisites:
- NRSU 201 and NRSU 210 and NRSU 213 and NRSU 229 and NRSU 236 and NRSU 239 and BIOL 235

[1] minimum grade of 60 required

NRSU 227-1.5-1.5
Health and Healing II

This course is a continuation of NRSU 226. In this course, learners expand their knowledge of evidence-informed assessment and management of health challenges in both episodic and chronic illness. Concepts align with NRSU 237 intentional learning activities. (1.5,0,0)

Prerequisites:
- NRSU 201[1] and NRSU 210[1] and NRSU 213[1] and NRSU 226[1] and NRSU 229[1] and NRSU 236[1] and NRSU 239[1] and BIOL 231[1]

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 235

[1] minimum grade of 60 required

NSGU 111-3-3
Health and Healing I: Living Health
This course provides opportunities for participants to examine the meaning of health (personal, family, community, and societal) and the theoretical and conceptual frameworks of health (health promotion, primary health care, prevention, health determinants). Reflecting on personal experiences, participants identify personal resources and challenges impacting health. Participants will recongnize the diversity of beliefs, values, and perceptions of health. (3,0,0)

Corequisites:
- BIOL 131

Concurrent Registration: NSGU 112, NSGU 113, NSGU 114

NSGU 112-3-3
Professional Practice I: Intro to the Professions of Nursing
This course provides opportunities for participants to: examine the relationship of the foundational curriculum concepts to nursing practice; explore and critically reflect upon nursing history and political/socioeconomic forces shaping the status of women and the evolution of the nursing profession; and, explore nursng practice standards and safe ethical practice. (3,0,0)

Concurrent Registration: NSGU 111, NSGU 113, NSGU 114

NSGU 113-3-3
Relational Practice I: Self and Others
This course provides opportunities for participants to: explore multiple factors influencing their capacity to be in caring relation to others (individual, family, groups, populations, communities); question personal perspectives of experience in order to uncover attitudes, beliefs, and values; and, to share and acknowledge differences. Emphasis will be place on the phenomenological attitude. (3,0,0)

Concurrent Registration: NSGU 111, NSGU 112, NSGU 114

NSGU 114-3-6
Nursing Practice I: Introduction to Nursing Practice
This course provides opportunities for participants to integrate their learning from other BSN semester one courses with their beginning understanding of nursing practice. Students will engage with healthy families in the community and with nurses in practice to explore the breadth of nursing practice. This course is graded as pass or fail. (3,3,0)

Concurrent Registration: NSGU 111, NSGU 112, NSGU 113

NSGU 121-3-3
Health and Healing II: Health Indicators
This course provides opportunities for participants to focus on individual, family, and community health assessment. Students explore and critique theoretical and conceptual frameworks of health assessment including: early childhood development; family development; healthy aging; and, community development. Assessment within the context of decision-making is explored. (3,0,0)

Prerequisites:
- BIOL 131[1] and NSGU 111[1] and NSGU 112[1] and NSGU 113[1] and NSGU 114[2]

Corequisites:
- BIOL 133

Concurrent Registration: NSGU 122, NSGU 124
[1] minimum grade of 60 required
[2] minimum grade of P required

NSGU 122-3-3
Professional Practice II: Introduction to the Discipline of Nursing
This course provides participants with an introduction to the discipline of nurisng. Participants explore historical development of nurisng knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge defining it. Relationships between practice, theory, and research are explored. (3,0,0)

Prerequisites:

- BIOL 131[1] and NSGU 111[1] and NSGU 112[1] and NSGU 113[1] and NSGU 114[2]

Concurrent Registration: NSGU 121, NSGU 124
[1] minimum grade of 60 required
[2] minimum grade of P required

NSGU 124-6-13
Nursing Practice II: Coming to Know the Client
This course provides opportunities for participants to develop caring relationships with groups, families, and individuals across the lifespan. Emphasis will be placed on health assessment, coming to know how clients understand and promote their health, and the nurse's role in partnering with the client in this process. Students will work in the home and community, agencies, and care facilities. This course is graded as a pass or fail. (3,3,7)

Prerequisites:
- NSGU 111[1] and NSGU 112[1] and NSGU 113[1] and NSGU 114[2]

Concurrent Registration: NSGU 121, NSGU 122
[1] minimum grade of 60 required
[2] minimum grade of P required

NSGU 130-2-30
Consolidated Practice Experience I
This course provides participants with two weeks of laboratory and clinical practice to assist them as they move forward from a health focus to a health challenge focus. Students develop an understanding of nurses' responsibilities in health and health promotion. The course is graded as pass or fail. (0,30,0)

Prerequisites:
- NSGU 121[1] and NSGU 122[1] and NSGU 124[2]

[1] minimum grade of 60 required
[2] minimum grade of P required

NSGU 211-3-6
Health and Healing III: Health Challenges/Healing Initiatives
This course provides participants opportunities to focus on people's experience with healing and health challenges (chroni and episodic) and integrate theory and concepts of health and healing. Complementary to BIOL 231, students are provided opportunity to integrate pathophysiology with understanding of health and healing and nursing approaches. (6,0,0)

Prerequisites:
- NSGU 114[1] and NSGU 121[2] and BIOL 133[2] and NSGU 124[1] and NSGU 130[1]

Corequisites:
- BIOL 231

Concurrent Registration: NSGU 213, NSGU 214
[1] minimum grade of P required
[2] minimum grade of 60 required

NSGU 213-3-3
Relational Practice II: Creating Health-Promoting Relationships
This course provides participants with opportunities to focus on relational caring and relational practice with individuals, families, and groups (diverse age, culture, and experience). Students develop understanding of caring and the connection between caring and relationship, and health and healing. Students also explore theories/processes of caring, relational identity development of self as nurse, and relational practice. (3,0,0)

Prerequisites:
- NSGU 113[1]

Concurrent Registration: NSGU 211, NSGU 214
[1] minimum grade of 60 required

NSGU 214-6-16
Nursing Practice III: Promoting Health and Healing
This course provides participants opportunities to develop caring relationships with individuals and families for health promotions, while coming to understand their unique health and healing processes. Students work with individuals and families experiencing common health challenges (both episodic and chronic) in home, community, agencies, and care facilities. The course is graded as pass or fail. (3,3,10)

Prerequisites:
- NSGU 114[1] and BIOL 133[2] and NSGU 121[2] and NSGU 122[2] and NSGU 124[1] and NSGU 130[1]

Concurrent Registration: NSGU 211, NSGU 213
[1] minimum grade of P required
[2] minimum grade of 60 required

NSGU 221-3-6
Health and Healing IV: Health Challenges/Healing Initiatives
This course provides participants opportunities to continue to develop an understanding of people's experience with healing related to increasingly complex chronic and episodic health challenges within a variety of practice contexts. Complementary to BIOL 235, students integrate pathophysiology, health and healing, and nursing approaches. (6,0,0)

Prerequisites:
- NSGU 211[1] and NSGU 214[2]

Corequisites:
- BIOL 235

Concurrent Registration: NSGU 224
[1] minimum grade of 60 required
[2] minimum grade of P required

NSGU 224-6-16
Nursing Practice IV: Promoting Health and Healing
This course is a continuation of NSGU 214 and provides participants an opportunity to focus on increasingly complex episodic health challenges. Students develop caring relationships with individuals and families for health promotion while coming to understand their health and healing processes when experiencing more complex health challenges (episodic and chronic). Students practice nursing approaches while working in home, community, agencies, and care facilities. This course is graded as a pass or fail. (3,13,0)

Prerequisites:
- NSGU 211 and NSGU 214[1]

Concurrent Registration: NSGU 221
[1] minimum grade of P required

NSGU 230-4-36
Consolidated Practice Experience II
This five week course provides participants opportunities to develop caring relationships with individuals and families experiencing increasingly chronic and episodic health challenges. Participants consolidate learning from the first and second years of the program in a variety of settings. This course is graded as pass or fail. (0,36,0)

Prerequisites:
- BIOL 235[1] and NSGU 221[1] and NSGU 224[2]

[1] minimum grade of 60 required
[2] minimum grade of P required

Office Administration

OADM 100-120 hours
Word Processing I
This course includes word processing functions to produce and format simple business documents, organization of word processing files, proofreading, editing and revision skills, development of speed and accuracy. Students with credit for ABT 100 cannot take this module for further credit. Prior Learning Assessment: Challenge Exam - must achieve 40 wpm and be able to produce basic word processing documents.

Prerequisites:
- admission to the program

Also offered by Distance Education

OADM 110-90 hours
Communications I
This course includes recognizing and identifying parts of speech, applying grammar and punctuation rules, understanding and using business vocabulary and summarizing written material. Students with credit for ABT 110 cannot take this module for further credit. Prior Learning Assessment: Challenge Exam available.

Also offered by Distance Education

OADM 111-50 hours
Letter Writing
Upon successful completion of this course, the student will have a comprehensive understanding of the principles of effective business writing and will be able to compose correspondence that is clear, concise, and complete. Students will compose memos, email, letters, reports, and proposals for a variety of audiences and situations. Students with credit for ABT 111 cannot take this course for further credit.

Prerequisites:
- OADM 110
- OADM 175

Also offered by Distance Education

OADM 120-60 hours
Office Procedures and Records Management
Upon completion of the Office Procedures course, the student will be able to effectively handle business telephone, postal and shipping systems, complete basic business forms, manage work, time and resources efficiently, perform reception duties and manage alphabetic, geographic, subject and number filing systems. Students with credit for ABT 120 cannot take this course for further credit.
Prior Learning Assessment: Challenge Exam

OADM 121-75 hours
Administrative Office Procedures
Upon completion of this course, the student will understand how to prepare for and document business meetings; how to plan, host and document a conference; make travel arrangements; build rapport

with customers, and use effective sales techniques. Students will complete office simulation assignments featuring realistic situations and documents to reinforce course content. Students with credit for ABT 121 cannot take this course for further credit.

Prerequisites:
- OADM 100
- OADM 110

OADM 126-30 hours
Transcription
In this course, the student will use transcription equipment and a word processing program to transcribe dictated material. Students will learn about digital and analog transcription equipment, specialized transcription software, effective transcription techniques and the transcription process. Students will also apply and improve previously-learned grammar, punctuation and word processing skills.

Prerequisites:
- OADM 100
- OADM 110

Also offered by Distance Education

OADM 127-45 hours
Simulation
This course is a capstone course that helps learners extend and apply their word processing, spreadsheet, database, desktop publishing and presentation software knowledge by completing a variety of practical, integrated projects. Students will also develop decision-making, prioritizing, and other administrative skills.

Prerequisites:
- OADM 165
- OADM 168
- OADM 169
- OADM 174
- OADM 175
- keyboarding speed of 40 net words per minute (nwpm)

Also offered by Distance Education

OADM 130-60 hours
Business Math and Calculators
This course presents two essential skills for business students: number literacy and the ability to operate electronic calculators. Upon completion of this course the student will demonstrate proficiency in manipulating numbers for business application. The student will also demonstrate competency in touch control of an electronic calculator and full utilization of special features of electronic calculators to solve business problems. Students with credit for ABT 130 cannot take this module for further credit. Prior Learning Assessment: Challenge Exam

Also offered by Distance Education

OADM 135-30 hours
Records Management
This course will introduce alphabetic, subject, geographic, numeric, and electronic filing systems as well as records management procedures, terminology, supplies adn equipment.

OADM 136-75 hours
Office Procedures
This course will introduce common business procedures. Students will operate telephone, postal, and shipping systems, create forms, perform reception duties, prepare for and document business meetings, and make travel arrangements.

OADM 140-115 hours
Accounting
Upon successful completion of this course, the student will understand and apply basic accrual accounting theory to the analysis and recording of business transactions. Students will demonstrate the ability to journalize and post business transactions in general and subsidiary ledgers; prepare trial balances, income statements, and balance sheets for service businesses; reconcile bank accounts; and manage petty cash funds. Students with credit for ABT 140 cannot take this module for further credit. Prior Learning Assessment: Challenge Exam. Course Credits: Accounting 11 (with 70% pass)

Prerequisites:
- OADM 130 recommended

Also offered by Distance Education

OADM 142-45 hours
Payroll Accounting
Payroll accounting includes computing earnings, calculating deductions, recording and maintaining payroll records and disbursing cash payments. Upon completion of this course, the student will possess the skills necessary to complete all payroll functions for small to medium businesses, including journalizing payroll entries, issuing payments, managing payroll benefits and reporting to CRA, HRDC and Work Safe BC. Students with credit for ABT 142 cannot take this module for further credit.

Prerequisites:
- OADM 140

OADM 152-60 hours
Accounting Software I
Upon successful completion of this course, the student will be able to create company files, record transactions in the General, Receivables, Payables, Payroll, Inventory and Job Costing ledgers and print month-end statements using the Simply Accounting program. Students will also be able to use the email and Microsoft integration features of Simply Accounting. Students with credit for ABT 152 cannot take this course for further credit.

Prerequisites:
- OADM 140
- OADM 167

Corequisites:
- OADM 142

OADM 155-50 hours
Accounting Software II
This course introduces a computerized accounting software program such as QuickBooks. Students will learn how to set up a computerized accounting system, record transactions in the appropriate journals, and maintain the financial records including the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory and Job Costing Subsidiary ledgers.

OADM 156-30 hours
Accounting Assistant Simulation
This capstone course extends and applies students' skills and knowledge of spreadsheets, databases, manual accounting and computerized accounting through a variety of practical and integrated projects.

Prerequisites:
- OADM 140
- OADM 142
- OADM 150
- OADM 155
- OADM 168
- OADM 169

OADM 165-30 hours
Presentation Graphics
Upon successful completion of this course, the student will understand how to create a slide presentation and enhance it with graphs, tables, embedded visuals, builds, and transitions. Students will also learn how to plan and organize presentation content, evaluate the content, and to design an effective slide show. Students with credit for ABT 165 cannot take this course for further credit.

Prerequisites:
- OADM 100 and OADM 167
  or familiarity with MS Word

Also offered by Distance Education

OADM 167-50 hours
Computer Essentials and the Internet
In this course the student is introduced to correct computer terminology and ethical business uses of these tools. The student will identify and manipulate data within a networked computer environment using the Windows operating system. Upon completion of this course the student will demonstrate confidence in navigating the Internet with commonly used Internet browser software, conduct basic research necessary in a business office, communicate with others using e-mail and synchronous text chat, conduct online meetings and be familiar with online learning. Students with credit for ABT 167 cannot take this course for further credit.

Also offered by Distance Education

OADM 168-50 hours
Database
Upon successful completion of this course, the student will have a comprehensive understanding of basic and advanced database functions using Microsoft Access. After completing the course, the student will have reliably demonstrated the ability to create and modify a database; sort, index and query a database; and use a database to print labels and reports. Students with credit for ABT 168 cannot take this course for further credit.

Prerequisites:
- OADM 167

Also offered by Distance Education

OADM 169-50 hours
Spreadsheets
This course includes spreadsheet terminology, concepts, commands, functions and capabilities of Microsoft Excel. The student will be able to create professional attractive multi-tabbed workbooks that include formulas, charts, graphics, maps, and macros. Students will also manage spreadsheet templates, combine multiple worksheets and workbooks, and work with data lists, queries and pivot tables. Students with credit for ABT 169 cannot take this course for further credit.

Prerequisites:
- OADM 167
- OADM 130

OADM 170-45 hours
Managing a Website for Business
Upon successful completion of this course the student will be able to complete routine website maintenance tasks. Using a hands-on, practical approach, students will learn how to manipulate Hypertext Markup Language (HTML), tags, tables, images, links, special formatting, and forms using text and web authoring programs. Students with credit for LSEC ABT 170 cannot take this course for further credit.

Also offered by Distance Education

OADM 171-60 hours
Desktop Publishing
This course introduces desktop publishing software. Students will plan, design, and produce business-quality publications such as web pages, letterhead, flyers, brochures, forms, and newsletters.

Prerequisites:
- OADM 167
- OADM 174
- OADM 175
- keyboarding speed of 40 net words per minute (nwpm)

Also offered by Distance Education

OADM 174-30 hours
Keyboarding
This course focuses on keyboarding technique, accuracy, and speed. Students will learn to touch type accurately to a minimum of 40 net words per minute.

OADM 175-120 hours
Word Processing
This course introduces word processing software. Students will learn to key, format, proof, and edit business documents from text and speech. Prior Learning Assessment is a challenge exam that includes both theory and practical components. Students with credit for ABT 100or OADM 100 cannot take this course for further credit.

OADM 180-30 hours
Self-Management Skills
This 30-hour course will help the student discover strategies for personal, educational and professional success. This course will identify critical academic, personal management and teamwork skills required by the Canadian workforce. Topics include stress management, interpersonal relationships, leadership skills, problem solving, conflict resolution and working effectively as a member of a group. Students with credit for ABT 180 cannot take this course for further credit.

Also offered by Distance Education

OADM 181-30 hours
Job Search Techniques
This course provides learners with skills to identify attitudes and behaviours that will lead to career success. Students will master effective job search techniques and understand the importance of matching skills and abilities with employer's needs. Students will complete pre-employment skills inventories, assess and access job markets, prepare a professional resume, write employment correspondence, and practice employment interview techniques. Prior Learning Assessment: Students interested in receiving PLA for this course should contact the department chair for more information. Students with credit for ABT 181 cannot take this course for further credit.

Prerequisites:
- OADM 175

Also offered by Distance Education

OADM 182-90 hours
Office Practicum
The student will participate in a three-week practicum in a business office to apply skills and knowledge acquired in course work. Students will assist with the business's day-to-day operations and learn industry-specific concepts and procedures. Students with credit for ABT 182 cannot take this course for further credit.
6 hours per day.

Prerequisites:
- successful completion of all courses in the Administrative Assistant program

Also offered by Distance Education

OADM 183-90 hours
Practicum - Accounting
The student will obtain and complete a three-week practicum in a business office to apply accounting related skills and knowledge acquired in the Accounting Assistant Certificate program. Students will assist with the business's day-to-day operations and apply industry specific concepts and procedures.

Prerequisites:
- OADM 130
- OADM 140
- OADM 142
- OADM 152
- OADM 155
- OADM 156

- OADM 168
- OADM 169
- OADM 181

Online Office Administration

OADO 099-15 hours
Online Learner Success
Online Learner Success(OLS) is designed to provide the online learner with a working knowledge of the program call Desire 2 Learn(D2L). Assignments or activities in the course have been designed to demonstrate the use of various tools in the D2L program.

Only offered by Distance Education

OADO 110-90 hours
Business English
Business English focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation,and style, as well as business spelling and vocabulary development.

Prerequisites:
- OADO 099

Only offered by Distance Education

OADO 111-60 hours
Busness Communications
Business Communications teaches you how to plan, organize, and write correct and effective "reader firendly" business documents appropriate for use in today's global business environment. the student will learn how to write business letters, memo, reports, and electronic messages.

Prerequisites:
- OADO 176 or OADO 110

Only offered by Distance Education

OADO 126-30 hours
Transcription
This course will provide the student with the opportunity to learn how to transcribe a variety of business documents from digital audio files using digital transcription software, transcription equipment, and word processing. The student will also learn transcription terminology and effective transcription techniques.

Prerequisites:
- OADO 110
- OADO 175

Only offered by Distance Education

OADO 127-40 hours
Integrated Projects - Administrative
This capstone course helps the student extend word processing, spreadsheet, database, desktop publishing, and presentation software knowledge by completing a variety of practical, integrated projects. The student will also develop decision-making, prioritizing, and other administrative skills.

Prerequisites:
- OADO 136
- OADO 165
- OADO 168
- OADO 169
- OADO 171

Only offered by Distance Education

OADO 130-45 hours
Business Math and Calculators
Business Math and Calculators follows current trends in office technology, teaches the touch method of calculator use, explains common calculator features, and emphasizes business problem solving.

Prerequisites:
- OADO 099

Only offered by Distance Education

OADO 135-35 hours
Records Management
This course will provide the student with the knowledge, skills, and abilities to create, store, use, retrieve, protect, control, archive, and dispose of paper-based and electronic files.

Prerequisites:
- OADM 099

Only offered by Distance Education

OADO 136-40 hours
Administrative Procedures
In this course, the student will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

Prerequisites:
- OADO 110
- OADO 176

- OADO 130 is recommended

Only offered by Distance Education

OADO 140-60 hours
Accounting I
This course provides the student with an introduction to manual accounting. Accounting I covers basic bookkeeping and accounting skills including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a ten-column worksheet, producing period-end financial statements, closing the temporary accounts, maintaining petty cash, and preparing bank reconciliations.

Prerequisites:
- OADO 099
- OADO 130 is highly recommended

Only offered by Distance Education

OADO 141-90 hours
Accounting II
This course is designed to provide students with knowledge of intermediate manual accounting processing including sales, purchases, taxes, inventory, and payroll. The student will also be introduced to specialized journals, combined journals, year-end procedures and worksheets, HST/GST/PST, bad debts, and inventory. Students will prepare detailed financial statements including classified balance sheets and income statements including cost of goods sold.

Prerequisites:
- OADO 140
- OADO 130 is highly recommended

Only offered by Distance Education

OADO 152-75 hours
Computerized Accounting
This course introduces the student to an integrated computerized accounting system. Upon completion, the student will be able to establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, and payroll features; and create financial statements.

Prerequisites:
- OADO 141

Only offered by Distance Education

OADO 156-40 hours
Integrated Project - Accounting
This course is a capstone course that helps accounting assistant students extend and apply their spreadsheet, database, manual and computerized accounting knowledge by completing a variety of practical, integrated projects. Learners will also develop decision-making, prioritizing, and other administrative skills.

Prerequisites:
- OADO 141
- OADO 152
- OADO 168
- OADO 169

Only offered by Distance Education

OADO 165-30 hours
Presentation Software
The course provides the student with the opportunity to apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations.

Prerequisites:
- OADO 167

Only offered by Distance Education

OADO 167-50 hours
Introduction to Computers and the Internet
This course will introduce the student to a Windows computer operating system and electronic file management. The student will also be introduced to the Internet, including email basics and advanced features, web brower basics, web navigation, and web research.

Prerequisites:
- OADO 099

Only offered by Distance Education

OADO 168-50 hours
Database
This course focuses on planning, designing, and creating a database to meet the information management needs of today's workplace. The student will learn terminology, database concepts, and features of relational databases. The student will use various commands and features to create tables, queries, forms, and reports; and will enter data, work with calculations, extract information; and generate and print reports.

Prerequisites:
- OADO 167

Only offered by Distance Education

OADO 169-50 hours
Spreadsheets I
This course provides the student with a working knowledge of electronic spreadsheets. The student will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. The student will also learn how to illustrate and present spreadsheet data in graphic form.

Prerequisites:
- OADO 167

Only offered by Distance Education

OADO 170-45 hours
Website Design and Maintenance
This course will provide the student with the skills required to complete routine website maintenance and updates. Using a hands-on, practical approach, the student will learn how to manipulate hypertext markup language(HTML), tags, tables, images, graphics, heyperlinks, special formatting, and forms using text and web authoring programs.

Prerequisites:
- OADO 167
- OADO 175

Only offered by Distance Education

OADO 171-45 hours
Desktop Publishing
This course will introduce elements of page design and organizational tools, and the planning. design, and production process. Students will apply word processing and desktop publishing software, as well as integration elements, to produce publications such as letterheads, flyers, brochures, business forms, web pages, and newsletters.

Prerequisites:
- OADO 176

Only offered by Distance Education

OADO 173-45 hours
Keyboarding I
The course provides the learner with the necessary techniques to keyboard accurately at a minimum of 25 net words per minute (nwpm) using the alpha and numeric keyboard.

Prerequisites:
- OADO 099

Only offered by Distance Education

OADO 174-35 hours
Keyboarding II
The course provides the learner with the necessary techniques to keyboard accurately at a minimum of 45 net words per minute (nwpm) using the alpha and numeric keyboard.

Prerequisites:
- OADO 099
- OADO 173 or proof of mimimum 25 net wpm on a 3-minute keyboarding assessment

Only offered by Distance Education

OADO 175-50 hours
Word Processing I
Work Processing I is designed to tech the student the basic functions of a word processing program as as how to properly formate documents such as letters and memorandums.

Prerequisites:
- OADO 099
- OADO 167
- OADO 173 or proof of minimum 25 net wpm on a 3-minute keyboarding assessment

Only offered by Distance Education

OADO 176-50 hours
Word Processing II
Word Processing II will cover additional instruction and practice with letter styles, tables, and charts and reports plus many advanced features of word processing software such as merge, macros, outlines, graphics, and stules.

Prerequisites:
- OADO 175

Only offered by Distance Education

OADO 180-30 hours
Human Relations
Human Relations concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examination and assessment, development of

effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

Prerequisites:
- OADO 175

Only offered by Distance Education

OADO 181-30 hours
Job Search
Job Search techniques will help the student develop successful job search strategies, for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumes, employment-related communications, application forms, portfolios, and interviews.

Prerequisites:
- OADO 110
- OADO 175

Only offered by Distance Education

PACE (Preparing for Access to Careers and Education)

LSPM 001-40 hours
Strategies for Success A
This course will focus on providing students with the skills and strategies necessary for success at OC and in the workplace. Students will work on developing learning strategies and skills for organizing themselves, managing their time and for coping with stress.

LSPM 002-40 hours
Strategies for Success B
This course focuses on providing students with the skills and strategies necessary for success at OC and in the workplace. Students will work on developing learning strategies and skills for coping with change. Students will learn about safety in the workplace and they will also learn how to deal with disability-related employment issues such as workplace accommodations and disclosure of disability.

LSPM 003-60 hours
Workplace Interpersonal Skills A
This course will cover the interpersonal and self-awareness skills necessary for an individual to function successfully in the workplace. Students will focus on communication and assertiveness skills. Much of the time will be spent building self-esteem and developing confidence through self-understanding.

LSPM 004-60 hours
Workplace Interpersonal Skills B
This course covers the interpersonal and self-awareness skills necessary for an individual to function successfully in the workplace. Students will learn self-advocacy and conflict resolution skills. Much of the time will be spent building self-esteem and developing confidence through self-understanding.

LSPM 005-70 hours
Career Exploration
In this course students will complete a series of vocational assessment inventories and will explore careers through information interviews and library research. Through this work, students will establish three clearly stated vocational goals. Some students will also identify educational goals involving a modified second-year program.

LSPM 006-70 hours
Job Search Skills
In this course students will develop job search and interview skills. Students will also become familiar with community agencies and services related to employment.

LSPM 007-50 hours
Working World A
This course provides the student with an awareness of the world of work and develops the values, ethics, and attitudes, necessary for success in the work place. Students will be introduced to organizational structure. Students will acquire an understanding of leadership styles, personal and work values and successful employee qualities and employer expectations.

LSPM 008-50 hours
Working World B
This course provides the student with an awareness of the world of work and develops the values, ethics, and attitudes, necessary for success in the workplace. Students will be introduced to the free enterprise system, the role of unions and professional associations as well as the role of the Employment Insurance Commission and Employment Standards Act and Regulations.

LSPM 027-220 hours
Employment Connection
Employment Connection will provide individualized and small group community access and employment support for ASE students in their next environment as they leave Okanagan College.
Content will include the practical application of skills taught in PACE and SAME. Based on individual need,

skills may include job search and job maintenance, community awareness, assertiveness skills, communication skills, stress management, problem solving skills, conflict resolution, and anger management skills. Students will be supported to develop the attitudes, values, and behaviours of successful employees.

Prerequisites:
- registration in or successful completion of PACE or SAME Program (corequisite)

LSPM 031-110 hours
PACE Applied Skills I
In this course students will compile lists of employment possibilities. With the support of the ASE Coordinator, students will use these lists to explore careers by participating in three information interviews and two job shadows. Throughout these experiences students will work on personal goals related to employment success and begin to identify an appropriate first-year work experience placement.

Prerequisites:
- acceptance into the PACE program

LSPM 032-110 hours
PACE Applied Skills 2
In this course students will continue to develop lists of employment possibilities based on the career exploration work completed in the classroom portion of the PACE program. With the support of the ASE coordinator, students will use these lists to explore careers by participating in two job shadows and one short two- to three-week work experience placement. Thoughout these experiences students will work on personal goals related to employment success and begin to identify an appropriate major work expeience placement.

Prerequisites:
- LSPM 031

LSPM 033-110 hours
PACE Applied Skills 3
In this course students will work with the ASE coordinator and the PACE instructor to put all of the their learning together to choose, secure and plan for a final work experience placement that complements their vocational goals. Students will also complete two additional information interviews and one final job shadow.

Prerequisites:
- LSPM 032

LSPM 034-110 hours
Pace Applied Skills 4
In this course students will complete one major work experience placement that complements their vocational goals. Throughout the work experience students will work with the ASE coordinator and the host employer to review, revise, complete and evaluate learning goals related to specific vocational skills and the attitudes, values and behaviours of a successful employee. Students will complete weekly work journals to present in class. Students will also present a final work experience report in class.

Prerequisites:
- LSPM 033

Pastry Arts

BAKP 101-120 hours
Occupational Skills
This course introduces the student to workplace safety and appropirate use and maintenance of tools and equipment. The use of formula and production planning, ingredient and supply chain management is introduced. Portioning and retail packaging are also covered.

BAKP 102-42 hours
Basic Technique
This course introduces the student to all the various mixing and handling techniques used in the bakery from kneading, blending, rolling and piping to sugar boiling and chocolate tempering.

BAKP 103-60 hours
Quick Breads
This course covers the subject in depth; all types of chemically aerated goods are taught, from cookies, squares and biscuits to loaves and shortcakes.

BAKP 104-120 hours
Pastries
This course introduces students to pastry work and includes scratch preparation of short, chou and puff doughs and the fabrication of related products, including tarts, eclairs and strudels.

BAKP 105-120 hours
Creams
This course covers the subject in depth; every type of cream dessert is taught including mousses, baked and stirred creams, cheesecakes, gelatins, curds and sauces.

BAKP 106-60 hours
Cakes
This course introduces the student to cake making; all basic techniques will be taught including simple finishing technique. Cakes covered here include foam, hi-ration, and conventional.

BAKP 107-120 hours
Yeast Goods
This course introduces students to the theory of bread making through the application of fermentation techniques in the production of single stage and sponge and dough products.

BAKP 108-30 hours
Hot Desserts
This course includes the preparation and service of simple baked, flambe and souffle desserts.

BAKP 109-12 hours
Buffet Design
This course prepares the student to plan and execute a high-end dessert buffet for 100 covers.

BAKP 110-30 hours
Practical Exam
This is a timed exercise where students are expected to demonstrate competence and skills in basic technique by producing quick bread, pastry, cake cream and yeast products as directed by the instructor.

BAKP 111-6 hours
Theoretical Exam
This examination covers the curriculum in Level one.

BAKP 201-60 hours
Pastries
This course continues the work done at the previous level and specializes in savoury goods and individual pastries, quiche, tourtiere, sausage rolls, spanaikopita as well as croquembouche and tartlets.

BAKP 202-30 hours
Cakes and Tortes
This course continues the work done at the previous level in cakes, specialising in pound cakes, traditional fruit cakes and birthday cakes.

BAKP 203-18 hours
Frozen Desserts
This course covers ice cream, gelato, sobret and sherberts, both production and service.

BAKP 204-30 hours
Plated Desserts
This course builds on concepts already taught in the previous level, concentrating on the elements of visual presentation and textural complexity for individually-plated desserts.

BAKP 205-30 hours
Viennoiserie
This course continues the work already covered in the previous level and specialises in high-quality laminated goods including croissant, Danish and brioche.

BAKP 206-24 hours
Regional Breads
Thsi course contiues the work already covered in the previous level and looks at specialty breads associated with other cultures, Flat breads, soda breads, Grissini, Pumpernickel, and Challah will be covered.

BAKP 207-18 hours
Centrepieces
The course introduces students to pieces montees; chocolate, pastillage and nougatine will be covered.

BAKP 208-12 hours
Buffet Design
This course prepares the student to plan and execute a high-end dessert buffet for 100 covers. The buffet is to include appropriate centre pieces and at least one action station.

BAKP 209-12 hours
Practical Exam
This is a timed exercise where students are expected to demonstrate competence in skill and intermediate technique by producing, pasties, tortes, cream and yeast products as directed by the instructor.

BAKP 210-6 hours
Theoretical Exam
This examination is based on the curriculum covered in Levels one and two.

BAKP 301-42 hours
Organics and Healthy Goods
This course is the first in a series focused on the produce of the Okanagan, Similkameen and Spallumcheen regions. Grinding and milling of whole grains will be covered as well as low-calorie, low-glycemic and low-fat baked goods.

BAKP 302-12 hours
Farm to Table
This course continues the work done at the previous level; local producers will be visited and seasonal produce used to make appropriate baked goods.

BAKP 303-18 hours
Beverage Pairing
This course covers the use of local wines, beers and spirits as ingredients and as pairings; students will be expected to create a unique dessert paired with a local wine, beer or cider.

BAKP 304-30 hours
Friandise

This course covers various types of petit four; marzipan fruits, chocolate truffles, and moulded chocolates are included.

BAKP 305-42 hours
Celebration Cakes

This course continues the cake work already covered and specialises in wedding cake design using royal icing and rolled fondant Students will be expected to design and produce a wedding cake.

BAKP 306-24 hours
Centrepieces
This course covers cast, pulled and blown sugar; students will be expected to produce a centre piece suitable for buffet presentation.

BAKP 307-42 hours
Artisan Breads
This course builds on the skills already learned in previous levels; it focuses on traditional sourdough bread production.

BAKP 308-12 hours
Buffet Design
This course builds on skills already learned in previous levels the students will work on small groups to plan and execute a high-end dessert buffet for 50 covers. The buffets must feature local produce, include appropriate centre pieces, have at least one action station and a souffle station.

BAKP 309-12 hours
Practical Exam
This is a timed exercise where students are expected to demonstrate competence in skill in advanced technique by producing artisan breads and plated desserts to include a selection of Friandise.

BAKP 310-6 hours
Theoretical Exam
This examination is based on the curriculum covered in Levels one, two and three.

Pharmacy Technician

PHRM 101-21 hours
Introduction to Pharmacy Practice
This course familiarizes the learner with the role of the pharmacy technician, pharmacist and pharmacy in the Health Care delivery system. The learner is introduced to common concepts, principles and procedures in pharmacy practice (fundamentals).

Prerequisites:
- Admission to Pharmacy Technician Program.

PHRM 102-63 hours
Medical Terminology
This course introduces learners to human anatomy, including the major body systems. Learners will study anatomical language, studying basic word structure, including prefixes, suffixes and terms pertaining to the body as a whole.

Prerequisites:
- Admission to Pharmacy Technician Program.

PHRM 103-42 hours
Pharmacy Law
In this course, learners will study the federal and provincial Acts, the records required for the acquisition and use of pharmaceuticals, and the types of contracts used for payment by third party agencies. The relationship and authority of each position is clearly delineated.

Prerequisites:
- Admission to Pharmacy Technician Program.

PHRM 104-42 hours
Pharmacy Computer Applications
This course provides and introduction to the use of computers in pharmacy using pharmacy software programs.

Prerequisites:
- PHRM 101

PHRM 105-42 hours
Communications and Employment Preparation
This course focuses on the study and application of effective written and oral communication skills essential to the pharmacy technician. Topics include interpersonal, intercultural and intra-professional communication in the health care industry. Learners will have the opportunity to develop and use active listening and conflict management skills in a manner that encourages and emphasizes ethical communication, self-evaluation and critical thought.

Prerequisites:
- Admission into the Pharmacy Technician Program.

PHRM 106-91 hours
Pharmacology I
This course presents the major prescription drug classes used in health care. Learners will acquire knowledge in the technicianâ€™s role concerning medications used in pharmacy practice.

Prerequisites:
- PHRM 101

PHRM 107-77 hours
Drug Distribution
This course introduces the learner to all aspects of dispensing. Learners complete a calculation component related to dispensing prescriptions as well as fill prescriptions and complete all required pricing and record keeping functions. Private plan and billing is introduced and learners using the Drug Benefit List and Lowest Cost Alternative for applicable client groups.

Prerequisites:
- PHRM 104

PHRM 108-91 hours
Pharmacology II
This course deals primarily with the non-prescription (over-the counter) medications available in Canada and their use, merchandising, and operation of community pharmacies.

Prerequisites:
- PHRM 101

PHRM 109-77 hours
Product Preparation I
This course is a continuation of all aspects of dispensing introduced in PHRM 107, and also focuses on the principles of compounding and the preparation of a variety of pharmaceuticals. Pharmacy compounding calculations are completed using the appropriate system of measurement.

Prerequisites:
- PHRM 106 and PHRM 107

PHRM 110-105 hours
Product Preparation II
In this course, learners receive individual as well as group instruction in the preparation of sterile products under aseptic conditions. Special techniques involved in the preparation of anti-neoplastic drugs will also be presented and practiced.

Prerequisites:
- PHRM 101 and PHRM 104 and PHRM 106 and PHRM 107 and PHRM 108

PHRM 111-150 hours
Hospital Practicum
The practicum provides the student with practical experience as a Pharmacy Technician in a hospital setting. Students will be placed in a hospital pharmacy. If PHRM 112 is the learner's second practium, a Pass (P) grade in PHRM 111 is required.

Prerequisites:
- PHRM 102 and PHRM 103 and PHRM 105 and PHRM 109 and PHRM 110

PHRM 112-140 hours
Community Practicum
The practicum provides the student with practical experience as a Pharmacy Technician in a community setting. Students will be placed in a community pharmacy.

Prerequisites:
- PHRM 102 and PHRM 103 and PHRM 105 and PHRM 109 and PHRM 110

Philosophy

Prerequisites may be waived by the Philosophy department. See prerequisite waiver.

PHIL 111-3-3
Introduction to Philosophy I
This course introduces students to outstanding philosophers and their systems by examining the following topics: ethics, political philosophy, metaphysics and philosophy of religion. (3,0,0)

PHIL 114-3-3
Introduction to Logic and Critical Thinking I
This course is intended to develop critical thinking and reasoning skills. Topics include the diverse functions of language, analysis and resolution of confusion, ambiguities, fallacies, techniques of persuasion, and the place of reasoning in human knowledge. (3,0,0)

PHIL 121-3-3
Introduction to Philosophy II
This course introduces students to outstanding philosophers and their systems by examining the following topics: theory of knowledge, logic, and contemporary philosophy. (3,0,0)

PHIL 124-3-3
Introduction to Logic and Critical Thinking II
This course provides practice in evaluating arguments by examining foundations of scientific reasoning, decision making techniques and problem solving methods. (3,0,0)

Prerequisites:
- PHIL 114

PHIL 211-3-3
Ethics
This course is designed to familiarize the student with some of the major traditional theories of moral value and key issues in moral thought, such as absolutism,

relativism and various criteria for evaluating both moral reasoning and ethical theories. (3,0,0)

Prerequisites:
- second-year standing

PHIL 222-3-3
Knowledge and Reality
This course in intended to familiarize students with fundamental issues about the nature of and our knowledge of reality. Topics may include time, causality, personal identity, and the mind-body problem. (3,0,0)

Prerequisites:
- PHIL 111 or PHIL 121 or PHIL 114

PHIL 231-3-3
Symbolic Logic
This course is an introduction to symbolic or formal logic. Topics include: sentential and predicate logic, the development of a system of natural deduction, and the translation of natural language into formal language. (3,0,0)

PHIL 240-3-3
Social and Political Philosophy
This course is an introduction to philosophical issues concerning society, its fundamental institutions, and their nature. How is society constituted? How does it relate to the individual? How should one arrange the social lives of human beings? How are basic political concepts such as freedom, equality, community and nation-state understood? Why might they be valuable? Lectures will also address philosophic questions concerning legal reasoning. The approach will be mainly systematic, although some reference to the history of certain philosophical views may be included. (3,0,0)

Prerequisites:
- second-year standing

PHIL 241-3-3
Contemporary Moral Issues
This course is an introduction to moral philosophy through selected contemporary issues such as abortion, euthanasia, pornography, Aboriginal rights, poverty, war and terrorism and other current moral issues. Students will learn basic moral theory and moral reasoning using real world personal and social ethical issues. (3,0,0)

Prerequisites:
- second-year standing

PHIL 250-3-3
Applied Ethics for Criminal and Social Justice Professions
The course will create an understanding of the nature of ethical conflict, reasoning and decision-making in the context of society's practices of criminalization. The focus will be on ethical dilemmas that will confront criminal justice professionals, and on the ethical principles that apply in such situations. Students with credit for CRIM 240 may not take PHIL 250 for additional credit. (3,0,0)

Prerequisites:
- CRIM 111 and CRIM 121

PHIL 251-3-3
Environmental Ethics
This course is a study of moral problems arising in the context of human relations to nature and to non-human living things. Principal among these problems are animal rights, obligations to future generations, pollution, use of hazardous materials, depletion of natural resources, treatment of non-living things, poverty as an environmental problem, and ecology of property rights. (3,0,0)

Prerequisites:
- second-year standing

PHIL 260-3-3
Science and Pseudoscience
This course provides an introduction to the philosophy of science by investigating the difference between science and pseudoscience. By studying theories about science, students will learn why astronomy but not astrology is considered a science. Other examples include creationism, UFOs, psychics and the paranormal. Topics covered include religion versus science, scientific realism and anti-realism and the role of evidence in science. (3,0,0)

Prerequisites:
- second-year standing

PHIL 331-3-3
Ethics of Computer Usage
This course examines ethical and professional issues facing those who work with computers. Issues include piracy, hacking, responsibility and liability for the use of software, cyberpornography and freedom of information, computerised invasion of privacy, computers in the workplace, the use of artificial intelligence and expert systems.
(3,0,0)

Prerequisites:
- third-year standing in the Bachelor of Computer Information Systems program.

PHIL 350-3-3
Business Ethics
This course examines moral and ethical principles as they apply to business. The case method will be used extensively. This course is integrated with the other Business Capstone courses by a small-business-across-the-curriculum theme. (3,0,0)

Prerequisites:
- admission to the Business Administration Degree program

PHIL 361-3-3
Practical Ethics
This course will familiarize students with general theoretical approaches to questions of right and wrong, and the application of these approaches to both general ethical problems and ethical problems specific to the writing and publishing industry such as intellectual property, civil disobedience, conflict of interest, and protection of sources. (3,0,0)

Prerequisites:
- third-year standing

Physics

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Physics and Astronomy department. See prerequisite waiver.

PHYS 111-3-6
Calculus-Based Physics I
A calculus-based introduction to mechanics for students who intend to pursue careers in the physical sciences (e.g. physics, chemistry, astronomy, mathematics) or engineering. Topics covered include: Newtonian mechanics; translational and rotational kinematics and dynamics, momentum and energy conservation principles; transformations between reference frames; and a brief introduction to special relativity. In any centre where PHYS 112 is not offered, PHYS 111 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar. (3,3,0)

Prerequisites:
- ABE MATH 012[1] or MATH 120[2] and ABE PHYS 011[3] or ABE PHYS 012
  or Principles of Math 12[4]
  or Pre-Calculus 12[5]; and Physics 12 or Physics 11[6]

Corequisites:
- MATH 112

[1] minimum grade of 67 required
[2] minimum grade of 60 required
[3] minimum grade of 73 required
[4] minimum score of 70 required
[5] minimum score of 67 required
[6] minimum score of 73 required

PHYS 112-3-7
Introductory Physics I
This course is an algebra-based introduction to Physics. This course is generally for students of the life sciences or others who do not plan to pursue careers in the physical sciences or engineering. This course studies the basic concepts of physics in the areas of mechanics, fluids, waves and modern physics. Topics include particle kinematics and dynamics, work and energy, momentum, gravitation and satellite motion, simple harmonic motion and sound, fluid statics and dynamics, and topics in modern physics. Some important concepts will be investigated experimentally to reinforce the concepts and to develop the experimental method of investigating and reporting results. (4,3,0)

Prerequisites:
- MATH 120 or ABE MATH 012 or Pre-Calculus 12 or Principles of Math 12
- Physics 11 or ABE PHYS 11 strongly recommended

PHYS 117-3-5.5
Physics for Analytical Chemistry Technology
This course introduces Newtonian mechanics including both kinematics and dynamics, heat, waves, optics, basic electricity, and fluids. Topics will be discussed with special reference to application in the field of instrumentation and electronics for the Analytical Chemistry Technology program. Laboratory experiments (three hours every second week) will be completed to expand on the topics covered in the lectures and will emphasize data acquisition and analysis using computers. (4,1.5,0)

Prerequisites:
- admission to the Analytical Chemistry Technology diploma program

PHYS 121-3-6
Calculus-Based Physics II
An introductory survey of electricity, magnetism and light: electrostatics, electric fields, capacitance, potential, currents, resistance, electric circuits, magnetic forces, magnetic fields, electromagnetic induction, alternating currents; waves and light, interference and diffraction. Experimental laboratory investigations in electricity, magnetism and light, and consideration of numerical problems and special topics are included. In any centre where PHYS 122 is not offered, PHYS 121 shall have, in addition to the

three lecture hours and the three lab hours, a one-hour seminar.
(3,3,0)

Prerequisites:
- PHYS 111 or PHYS 112 with permission of the department

Corequisites:
- MATH 122

PHYS 122-3-7
Introductory Physics II
An algebra-based introduction to physics. This course is generally for students of the life sciences or others who do not intend to pursue careers in the physical sciences or engineering. This course is a study of the basic concepts of physics in the areas of electricity, magnetism, physical optics and special relativity. Topics include electrostatics, electric currents, resistance, DC circuits, magnetic forces and fields, electromagnetic induction, alternating current, waves and light, interference, diffraction and special relativity. Experimental laboratory investigations in electricity, magnetism and light and consideration of numerical problems and special topics are included. (4,3,0)

Prerequisites:
- PHYS 112 or PHYS 111

PHYS 125-3-5.5
Physics for Electronic Engineering Technology
An introduction to Newtonian mechanics, fluid dynamics, heat, waves, optics, acoustics and electromagnetic radiation. Topics will be discussed with special reference to application in the field of electronics. Laboratory experiments (three hours every second week) will be completed to expand on the topics covered in the course work. (4,1.5,0)

Prerequisites:
- ABE PHYS 011
  or Physics 11; and MATH 147

PHYS 130-3-3
Physics for Future Leaders
This course examines the physics underlying major technological aspects of modern society and issues of global concern. It will address themes such as global warming, the energy problem and alternative sources of energy, nuclear power and nuclear weapons, health and medical technology, pollution of the atmosphere, satellites, telecommunication, and the internet. This course is meant for future leaders in business, politics, arts, and science. This course requires no scientific or mathematical background and is accessible to students in any discipline. (3,0,0)

PHYS 200-3-4
Relativity and Modern Physics
Special relativity: Lorentz transformation, dynamics and conservation laws. Quantum physics: the experimental evidence for quantization; a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei. (3,0,1)

Prerequisites:
- PHYS 122 or PHYS 121
- MATH 122

PHYS 202-3-4
Engineering Mechanics I
This course begins with a review of vector algebra and continues with forces, moments, conditions of equilibrium and application to particles and rigid bodies. Analysis of statically determinate structures including beams, trusses and arches using free body diagrams (FBD) will be covered. The kinematics component will include rectilinear and curvilinear motion, and the dynamics component will include Newton's second law, dry friction, impulse, momentum, work and energy.

Although exceptional students may do the course in their first year, it is strongly recommended that they wait until second year after PHYS 111 and MATH 112 and 122 are complete before attempting this course. (3,0,1)

Prerequisites:
- ABE PHYS 012 or Physics 12

Corequisites:
- PHYS 111 and MATH 112

PHYS 215-3-3
Thermodynamics
Thermodynamics at an intermediate level. Topics include temperature, heat and work, the First Law, heat transfer, heat engines, entropy and the Second Law. (3,0,0)

Prerequisites:
- PHYS 121 or PHYS 112[1] and PHYS 122[1] or admission to the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering

[1] minimum grade of 68 required

PHYS 219-3-4
Methods of Measurement I
This course covers basic laboratory techniques with emphasis on the use of computers in the collection and analysis of data. The student will be expected to

write basic computer programs to allow interface boards to collect data. The course will use various transducers to measure physical quantities such as temperature, sound, velocity and acceleration, pressure and magnetic field. Spread sheets for the analysis of data and word processors for the preparation of formal reports are used. The construction of basic equipment will be encouraged. Technical writing of reports is emphasized. (0,3,1)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 122

PHYS 220-3-3
Environmental Physics
This course examines contemporary environmental issues, focussing on the Physics of climate modification, ozone depletion, energy sources for electrical generation, energy storage, energy conservation strategies, transportation, pollutant transport, non-ionizing radiation, risk analysis, and other current topics of interest. This course is also offered as EESC 220. Students with credit for BIOL 290 or EESC 220 cannot take PHYS 220 for further credit. (3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 122[1]
- second-year standing
- a first-year course(s) in BIOL, CHEM, EESC, and/or GEOG would be useful but is (are) not required.

[1] minimum grade of 60 required

PHYS 225-3-3
Intermediate Electricity and Magnetism
Electrostatics, Gauss' law, electric potential, DC circuits, conduction models, strain gauges, RTD, circuit analysis theorems, magnetic fields, Hall effect, Ampere's law, Faraday's law, inductance, and semiconductors with basic applications. (3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 112[1] and PHYS 122[1]

[1] minimum grade of 68 required

PHYS 227-3-4
Instrumentation Physics for Analytical Chemistry Technology(ACT)
This course covers basic laboratory techniques with emphasis on process control instrumentation and the use of computers in the collection and analysis of data. This course will provide an introduction to analogue and digital signals, data acquisition, signal conditioning, measurement theory, instrument calibration and process control loops. Students will be expected to use spreadsheets for the analysis of data and word processors for the preparation of formal reports. Technical writing of reports will be emphasized. (2,2,0)

Prerequisites:
- COSC 171
- MATH 136
- PHYS 117

PHYS 228-3-4
Classical Mechanics
Classical mechanics at an intermediate level in inertial and non-inertial reference frames. (3,0,1)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 112[1] and PHYS 122[1]

Corequisites:
- MATH 225

[1] minimum grade of 68 required

PHYS 229-3-4
Methods of Measurement II
A continuation of the PHYS 219 laboratory course. Experiments will be selected from appropriate areas of physics to complement the other physics courses currently taken by the students enrolled. Experiments from other scientific disciplines may be included if enrollment warrants. Emphasis will be on the use of computers as a tool in collecting, analyzing and reporting data. Topics include transducers, interfacing, statistical data analysis, curve fitting and report writing. Programming related to the collection of data is included. Software packages related to the above topics are used. (0,3,1)

Prerequisites:
- PHYS 219

PHYS 240-3-3
Introduction to Biophysics
This course presents an analysis of biological systems from a physicist's perspective and provides science students with some understanding of the physics underlying biological phenomena, and a deeper appreciation of the range of application of simple physical principles. Topics include form and size in plants and animals, strength and energy storage in structural elements, thermal regulation, fluid motion within organisms, life in fluids, and topics

in molecular physics. This course is also offered as BIOL 240. Students with credit for BIOL 240 cannot take PHYS 240 for further credit.
(3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 122[1]
- second-year standing
- BIOL 121, or both BIOL 112 and BIOL 122, would be useful but is not required

[1] minimum grade of 60 required

Physics - ABE

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

PHYS 011-112 hours
Physics 011
This course is an algebra-based introduction to physics. The basic concepts of Physics in the areas of kinematics, dynamics, energy, work, power and electricity will be studied. Selected concepts will be investigated experimentally and the scientific method will be developed. A laboratory component is included.

Prerequisites:
- ABE MATH 085[1] or ABE IALG 011[1] or Principles of Mathematics 10[2] or Introductory Algebra 11[2] or Pre-Calculus 10[2]
- ABE ENGL 070[1] or ABE ENGL 071[1] or ABE ENGL 072[1] or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

[1] minimum grade of 60 required
[2] minimum score of 60 required

PHYS 012-96 hours
Physics 012
This course is algebra-based. The basic concepts introduced in Physics 011 will be expanded. The areas of study will be vector kinematics, dynamics, statics, momentum, wave topics and electromagnetism. Selected concepts will be investigated experimentally and the scientific method will be further developed. A laboratory component is included.

Prerequisites:
- ABE PHYS 011[1] or Physics 11[2]

Corequisites:
- ABE MATH 011

[1] minimum grade of 60 required
[2] minimum score of 60 required

PHYS 075-40 hours
Topics in Physics
Topics in Physics may inclue, but are not limited to, the scientific method, scientific knowledge and social issues, vectors, mechanics, kinematics, dynamics, statics, energy, work, power, electricity, waves, and electrormagnetism.

PHYS 085-40 hours
Topics in Physics
Topics in Physics may inclue, but are not limited to, the scientific method, scientific knowledge and social issues, vectors, mechanics, kinematics, dynamics, statics, energy, work, power, electricity, waves, and electrormagnetism.

Prerequisites:
- ABE MATH 085[1] or MATH 010[1] or ABE IALG 011[1] or Principles of Mathematics 10[2] or Introductory Algebra 11[2]
  or the corequisite of ABE ENGL 011 or the corequisite of ABE COMP 011 or English 11

Corequisites:
- ABE ENGL 080

[1] minimum grade of 60 required
[2] minimum score of 60 required

PHYS 095-40 hours
Topics in Physics
Topics in Physics may inclue, but are not limited to, the scientific method, scientific knowledge and social issues, vectors, mechanics, kinematics, dynamics, statics, energy, work, power, electricity, waves, and electrormagnetism.

Prerequisites:
- ABE PHYS 011[1]

Corequisites:
- ABE MATH 011

[1] minimum grade of 60 required

Political Science

Prerequisites may be waived by the Political Science department. See prerequisite waiver.

POLI 101-3-4
Introduction to Politics
As a comprehensive introduction, this course explores the major concepts, issues and institutions of the process of politics and various methodologies used in understanding the political world. Taking a comparative approach, this course studies the traditional components of politics as well as contemporary issues such as transitional politics, terror and politics, ethnic nationalism, and religion and politics. (4,0,0)

POLI 111-3-4
The Government of Canada
This course introduces students to the basic institutions and processes of government in Canada. It deals with the major challenges Canada faces in its political process. Specific emphasis is given to the origins, development and changing nature of Canadian political institutions. Constitutional , regional, gender and aboriginal issues, and the impact of economic and social cleavages on political behaviour are analyzed. (4,0,0)

POLI 202-3-3
Women and Politics
This course provides a critical examination of women as political actors in contemporary societies. Using gender as a unit of analysis, the course will study changing societal and political roles of women, traditional and non-traditional ways of participation of women in politics. Following a historical analysis of the gendering of politics , and the impact of women's movements in defining the political agenda from various theoretical perspectives. This course is also offered as WMST 202. Students with credit for WMST 202 cannot take POLI 202 for further credit. (3,0,0)

Prerequisites:
- POLI 101 or WMST 100 or second-year standing

POLI 204-3-3
Canadian Environmental Policy
This course explores the process of environmental policymaking and the major factors that influence governments in developing and implementing environmental policy in Canada. After introducing the historical development and current issues of environmental policy in Canada, the course examines basic perspectives, processes and institutions and major developments in Canadian environmental policy and politics. The roles, interests and powers of main stakeholders in shaping environmental policies are also studied. (3,0,0)

Prerequisites:
- second-year standing

POLI 210-3-3
Canada and the United States
This course fosters an understanding of the complex and multilayered relationship between Canada and the United States with particular emphasis upon the distinguishing features of Canadian and American social, economic, and political interests, and security related concerns (3,0,0)

Prerequisites:
- second-year standing

POLI 211-3-3
Comparative Government
This course examines the function of different political systems. It introduces key concepts in comparative politics, surveying the historical trajectories of social and political institutions, political representation and participation. Further examination includes how elements of political culture and identity and interactions among policy actors and institutions shape public policies of developed and developing countries. (3,0,0)

Prerequisites:
- second-year standing

POLI 219-3-3
Canadian Public Administration
This course introduces students to the theory and practice of public administration and the machinery of government in Canada. Topics covered include the structures and processes of government bureaucracies, key components and concepts of modern public sector administration and the changing roles Canadian bureaucrats play in policy formulation and implementation processes. (3,0,0)

Prerequisites:
- second-year standing

POLI 220-3-3
The Politics of Human Rights
This course introduces students to the issues of human rights with respect to international, regional and national politics, and legal conventions. It will study the origins of the current human rights regime; the transformations and extensions of human rights into the second- and third-generation rights; the institutionalization of human rights in the global arena and the limitations of the international treaty system. The last section of the course examines several distinct human rights issues such as torture, genocide, humanitarian intervention, and punitive and restorative justice. This course is also offered as CRIM 220. Students with credit for POLI 220 cannot take CRIM 220 for further credit. (3,0,0)

Prerequisites:
- POLI 101 or second-year standing

POLI 221-3-3
Global Politics
This course explores developments in global politics and provides a context for better understanding the impact of global developments on individuals. Different theoretical perspectives are used to analyze the interplay of nation-states, multinational corporations, international organizations and non-governmental organizations in shaping current global issues including terrorism, poverty and global governance. (3,0,0)

Prerequisites:
- second-year standing

POLI 222-3-3
Global Political Economy
This course develops an understanding of the interaction of economics and politics in shaping global relations. After studying the historical development of global economy from a political perspective, basic concepts and theoretical approaches of the field are explored. An interdisciplinary approach is employed to examine the trade, finance, security and knowledge structures in the current global political economy. (3,0,0)

Prerequisites:
- second-year standing

POLI 240-3-3
Contemporary Political Ideologies
formerly POLI 121

This course reviews political phenomena through different lenses, by examining the major ideologies that have determined politics within the last two centuries. The ideologies examined include, but are not limited to, liberalism, conservatism, fascism, communism, feminism, environmentalism, and religious fundamentlism. Each ideology is studied with reference to its historical development, its major tenets, and its applications to the political arena. (3,0,0)

Prerequisites:
- second-year standing

POLI 326-3-3
Politics of the Middle East
This course focuses on current issues in the Middle East and sheds light on the root causes of these issues. It provides a comprehensive analysis of historical, cultural, economic, sociological and political factors in a broader context and illustrates the interplay of different actors at different levels in shaping the politics in the region. (3,0,0)

Prerequisites:
- 6 credits of POLI or third-year standing

POLI 339-3-3
Sustainable Development
This course explores the major challenges that have to be confronted in achieving sustainable development, the existing national and international responses to these challenges, and the search for a better system of governance for sustainability. Following an exploration of theoretical approaches and practical applications of sustainability, the course studies the problems of sustainable development in contemporary societies and the social, cultural, economic and institutional aspects of sustainable development.
(3,0,0)

Prerequisites:
- third-year standing or six credits of POLI. Of the six credits POLI required, at least three credits must be at the 200-level.

POLI 346-3-3
Institutions of Global Governance
This course assists students to develop an understanding of the concept of global governance, the evolution of global governance institutions and their roles in the contemporary world, as well as their failures and successes in responding to the challenges posed by global developments. It explores the structures, processes, and functions of global institutions, and the problems and prospects of cooperation at the global level. (3,0,0)

Prerequisites:
- 6 credits of POLI or third-year standing

Practical Nursing

PNSG 111-30 hours
Health Promotion I
Health promotion by definition includes: health enhancement, health protection, disease prevention, health restoration/recovery, care, and support. Health promoton is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions. (WHO, 2010). This course introduces the learner to the concepts of health promotion, determinants of health and health inequities. Students will also gain a beginning knowledge of normal growth and development.

Prerequisites:
- Admission to the Practical Nursing program

Concurrent Registration: PNSG 112, PNSG 113, PNSG 114, PNSG 115, PNSG 116, PNSG 117

PNSG 112-25 hours
Professional Practice I
This theory course provides the learner with an introduction to the profession of practical nursing. Legislation that informs practical nursing practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of practical nursing within the Canadian health care system will be discussed. The philosophy and the foundational concepts of the Provincial Practical Nursing Program are explore.

Prerequisites:
- admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 113, PNSG 114, PNSG 115, PNSG 116, PNSG 117

PNSG 113-40 hours
Variations in Health I
This introductory course provides the learner with the foundational knowledge of disease and illness across the lifespan. Learners gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices is explored as well as the incorporation of evidence informed practice.

Prerequisites:
- admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 114, PNSG 115, PNSG 116, PNSG 117

PNSG 114-30 hours
Pharmacology I
This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, Indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.

Prerequisites:
- admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 115, PNSG 116, PNSG 117

PNSG 115-35 hours
Professional Communication I
This course provides the learner with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice. Communication theory, the nurse-client relationship, therapeutic communication, cross-cultural communication, and effective teamwork are covered.

Prerequisites:
- admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 114, PNSG 116, PNSG 117

PNSG 116-140 hours
Integrated Nursing Practice I
This course emplasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. The learner applies nursing knowledge through the practice of clinical decision making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist learners to integrate theory from other semester-one courses.

Prerequisites:
- admission to the Practice Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 114, PNSG 115, PNSG 117

PNSG 117-90 hours
Consolidated Practice Experience (CPE) I
This first clinical experience provides the learner with an opportunity to integrate theory from semester-one coursework into practice. The learner gains experience in various settings with a focus on the healthy client. Learning the role of the Practical Nurse, perosnal care skills, organization of care, focused assessment, beginnning medication administration and professional communication are emphasized in this course. Continued enrolment in this course is contingent on successful completion of all orher semester-one courses.

Prerequisites:
- admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 114, PNSG 115, PNSG 116

PNSG 211-30 hours
Health Promotion II
This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 212, PNSG 213, PNSG 214, PNSG 215, PNSG 216, PNSG 217

PNSG 212-20 hours
Professional Practice II
This course examines the legislation influencing Pracitcal Nursing (PN) practice with clients experiencing chronic illness and those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in the residential care are explored.
Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice are also addressed.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 213, PNSG 214, PNSG 215, PNSG 216, PNSG 217

PNSG 213-45 hours
Variations in Health II
This course will increase the learners understanding of pathophysiology as it relates to the ageing process and selected chronic illness. The main focus of this course is the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 214, PNSG 215, PNSG 216, PNSG 217

PNSG 214-30 hours
Pharmacology II
This course builds on PNSG 114 to increase the learner's understanding of pharmacotherapeutics prescribed for illness across the lifespan. This course may offer opportunity for an interprofessional education experience.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 215, PNSG 216, PNSG 217

PNSG 215-30 hours
Professional Communication II
This course provides the learner with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communiciation is further developed.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 216, PNSG 217

PNSG 216-175 hours
Integrated Nursing Practice II
This practical course builds on the foundation of semester-one and emphasizes the development of clinical decision making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences will help learners to integrate theory from semester-one and semester-two courses to provide safe, competent, and ethical nurisng care with older adults.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 215, PNSG 217

PNSG 217-120 hours
Consolidated Practice Experience (CPE) II
This clinical experince provides learners with the opportunity to integrate theory from semester-one and semester-two courses into practice. Students will work with ageing clients and/or those with chronic illness in residential care settings. Medication administration, nursing care, organization, comprehensive health assessment, wound care and introduction to leadership are emphasized in this course. Continued enrolment in this course is contingent on successful completion of all other semester-two courses.

Prerequisites:
- completion of all semester-two courses

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 215, PNSG 216

PNSG 311-24 hours
Health Promotion III
This course focuses on health-promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Relevant health promoting strategies during hospitalization may improve or help maintain the client's health status after discharge. The learner focuses on preparing clients for discharge, through teaching and learning of health promoting strategies.

Prerequisites:
- PNSG 217

Concurrent Registration: PNSG 312, PNSG 313, PNSG 315, PNSG 316, PNSG 317

PNSG 312-20 hours
Professional Practice III
This course prepares the learner for the role of the practical nurse(PN) in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and specifically the working partnership with registered nurses in the acute care setting are explored.

Prerequisites:
- PNSG 217

Concurrent Registration: PNSG 311, PNSG 313, PNSG 315, PNSG 316, PNSG 317

PNSG 313-50 hours
Variations in Health III
This course increases the learner's understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including, nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses - the implications of these complexities are addressed. Cultural diversity in healing practices are explored as well as evidenced informed research and practice.

Prerequisites:
- PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 315, PNSG 316, PNSG 317

PNSG 315-20 hours
Professional Communication III
The focus of this course is on the advancement of professional communication within the acute care setting across the lifespan. The practice of collaboration with health care team members and clients will be further developed.

Prerequisites:
- PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 316, PNSG 317

PNSG 316-186 hours
Integrated Nursing Practice III
This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences help learners build on theory and practice from semester one, two and three to integrate new knowledge and skills relevant to the acute care setting.

Prerequisites:
- PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 317

PNSG 317-200 hours
Consolidated Practice Experience (CPE) III
This clinical experience provides the learner with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. Learners focus on clients with exacerbations of chronic illness and/or acute illness across the lifespan and will consolidate knowledge and skills such as: post operative care, surgical wound management, IV therapy, focused assessment, and clinical decision-making in acute care settings. Continued enrolment in this course is contingent on successful completion of all other semester three courses.

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 316

PNSG 411-36 hours
Health Promotion IV
This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and maternal child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.

Prerequisites:
- PNSG 317

Concurrent Registration: PNSG 412, PNSG 413, PNSG 415, PNSG 416, PNSG 417

PNSG 412-20 hours
Professional Practice IV
This course integrates the concepts from previous professional practice courses and introduces the learner to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.

Prerequisites:
- PNSG 317

Concurrent Registration: PNSG 411, PNSG 413, PNSG 415, PNSG 416, PNSG 417

PNSG 413-45 hours
Variations in Health IV
This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. The learner explores athophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities. Cultural diversity in healing approaches are explored as well as the incorporation of evidence informed research and practice.

Prerequisites:
- PNSG 317

Concurrent Registration: PNSG 411, PNSG 412, PNSG 415, PNSG 416, PNSG 417

PNSG 415-20 hours
Professional Communication IV
This course provides learners specific professional communication skills used with community care clients of all ages. Communication with members of the health care team is also covered.

Prerequisites:
- PNSG 317

Concurrent Registration: PNSG 411, PNSG 412, PNSG 413, PNSG 416, PNSG 417

PNSG 416-119 hours
Intergrated Nursing Practice IV
This practical course builds on the theory and practice from semester one, semester two, and semester three. Through classroom, laboratory, simulation, and other experiences, learners continue both to develop and practice comprehensive nursing assessment and planning and to develop knowledge and interventions for clients experiencing multiple health challenges.

Prerequisites:
- PNSG 317

Concurrent Registration: PNSG 411, PNSG 412, PNSG 413, PNSG 415, PNSG 417

PNSG 417-60 hours
Consolidated Practice Experience (CPE) IV
This clinical experience introduces the learners to community practice and provides an opportunity to apply and adapt knowledge gained in semester one, two and three within a continuum of care for clients across the lifespan. The learner may gain experience through simulation and in a variety of community and residential care agencies and settings. Continued enrolment in this course is contingent on successful completion of all other semester four courses.

Prerequisites:
- PNSG 317

Concurrent Registration: PNSG 411, PNSG 412, PNSG 413, PNSG 415, PNSG 416

PNSG 511-30 hours
Transition to Preceptorship
This course prepares the learner for the preceptorship. A combination of faculty-led simulation experiences and self-directed learning provides the learner with increased competence and confidence in their final practice experience.

Prerequisites:
- PNSG 417[1]

[1] minimum grade of P required

PNSG 512-180 hours
Preceptorship
This final practice experience provides an opportunity for the learner to demonstrate integration and consolidation of knowledge, skills and abilities within the realities of the workplace.

Prerequisites:
- PNSG 511

PNUR 113-52 hours
Human Anatomy and Physiology
This course is an overview of the structure and function of ten body systems. Various health

promotion strategies that work toward optimal function of these systems are discussed.

Prerequisites:
- A minimum grade of 67% in a Grade 12 biology course which includes human anatomy and physiology or an equivalent Provincial Level Adult Basic Education Biology course. However, students with a minimum grade of 80% in Biology 11 or an equivalent Advanced Level Adult Basic Education Biology course may take Biology 12 as a corequisite.

Only offered by Distance Education

Psychology

Prerequisites may be waived by the Psychology department. See prerequisite waiver.

PSYC 111-3-3
Introduction to Psychology: Basic Processes
This course is a survey of topics in psychology which relate to basic processes. The topics covered will include: the nervous system and physiological processes, sensation and perception, learning, cognition, and memory. Introductory methods and statistics will also be studied. (3,0,0)

Also offered by Distance Education

PSYC 121-3-3
Introduction to Psychology: Personal Functioning
This course will include a survey of topics in psychology, which relate to personal functioning. The topics covered in this course will include: motivation, emotion, development, social processes, personality, abnormal behaviour, and psychotherapy. Introductory research methods and statistics will also be studied. (3,0,0)

Also offered by Distance Education

PSYC 210-3-3
Perception
This course introduces the study of perception (seeing, hearing, touching, smelling and tasting) and discusses the basic principles that govern perception, action and knowledge. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 214-3-3
Child Development
This course is an introduction to the field of child development. It will examine biosocial, cognitive, and psychosocial development of the individual from conception to late childhood. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 219-3-3
Human Information Processing
formerly PSYC 226

A survey of topics involved in the study of humans as information processors. Specific topics may include signal detection, attention, memory, storage and retrieval strategies and problem solving. Current theories and perspectives will be considered. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 220-3-3
Lifespan Development
An introduction to the field of lifespan developmental psychology. Examination of the physical, cognitive, and psychosocial development of the individual from conception through later adulthood. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

Also offered by Distance Education

PSYC 225-3-3
Adult Development
This course is an introduction to the field of adult development. It will entail an interdisciplinary examination of biosocial, cognitive, and psychosocial development of the individual through the adult years. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 230-3-3
The Biopsychology of Behaviour
formerly PSYC 216

This course surveys topics in the study of the biopsychology of behaviour. Topics include the structure and function of the nervous system related to a combination of the following topics: human brain damage, vision, movement, eating and drinking, sex,

sleep, drug addiction, memory, neuroplasticity, lateralization, and mental disorders. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 231-3-3
Drugs and Behaviour
This course surveys topics related to the effects of drugs on behaviour. Specific topics will include cellular mechanisms of action, drug absorption, tolerance, addiction, withdrawal and placebo effects. Classes of drugs studied will include alcohol, tranquilizers, nicotine, stimulants, opiates, marijuana, hallucinogens, antidepressants and antipsychotics. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 240-3-3
Health and Adjustment
formerly PSYC 222

An introduction to the characteristics of human adjustment, physical health, and psychological health, this course includes an examination of the adjustment demands of major life events such as friendship and love, marriage, school, and work. Current research and major theories regarding the effect of stress will be covered, along with preventative health behaviour and strategies for coping. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 241-3-3
Personality
formerly PSYC 217

This course will focus on a variety of personality theories, including psychoanalytic, behaviouristic, cognitive, humanistic and trait perspectives. Topics may include methods of research and critical analysis of theoretical foundations and research. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 242-3-3
Abnormal Psychology
formerly PSYC 227

An examination of contemporary paradigms in psychopathology and therapy and application of these paradigms to the analysis of selected disorders currently classified in the DSM IV. The investigation of classification systems up to the present DSM IV with an accompanying exploration of assessment techniques will be included. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 250-3-3
Interpersonal Relations
Students will be exposed to the research on interpersonal relations and social processes in this course. Topics may include social interaction, language and communication, power, conflict, negotiation, gender, racism, violence and altruism. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 252-3-3
Social Psychology
formerly PSYC 211

An introduction to social psychology, topics include attitudes, opinions and beliefs, persuasion, mass communication, group processes, prejudice, interpersonal attraction, conformity, aggression and conflict. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 255-3-3
Introduction to Psychology and Law
This course is a survey of topics involved in the application of psychology to the legal system. Topics may include eyewitness memory, criminal profiling, theories of crime, forensic assessment, police psychology, detecting deception, recovered memories, and jury decision-making. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 260-3-4
Introduction to Research Methods and Design
Introduction to the procedures and difficulties in the design and critical evaluation of research in experimental psychology. Topics include various

research designs, probability theory, and simple statistics. A recommended course for students considering a psychology major.
(3,1,0)

Prerequisites:
- PSYC 111
- PSYC 121
- STAT 121 is recommended

PSYC 270-3-3
Statistics and Data Analysis
This course in statistical data analysis is designed to provide an introduction to descriptive and inferential statistics in the behavioural sciences. Lectures will help students to develop a conceptual understanding of statistical techniques, as well as the ability to carry out many of these techniques. Assignments will provide an opportunity for students to gain experience in working with actual research data. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121

PSYC 309-3-3
Selected Topics in Personality
This course will focus on critically evaluating research and theory in the area of personality. Topics will include psychoanalytic, behaviourist, cognitive, and humanist theories. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121
- third-year standing

PSYC 341-3-3
Theory of Personality
(3,0,0)

SAME (Supported Access to Modified Education)

LSSM 020-110 hours
Life Skills Supported Access
This course supports SAME students to succeed in modified Okanagan College Programs and work experience placements and work experience placements as well as in the workplace. Students will set and evaluate academic and personal development goals. They will further develop, as needed, the assertiveness, communication, study, stress management, problem solving, conflict resolution, and anger management skills taught in the PACE Program. The focus of the course is the reinforcement of the attitudes, values, and behaviours of successful students and future employees.

Prerequisites:
- Successful completion of PACE Program (80% average) and recommendation of ASE and Vocational instructors, OR recommendation of ASE and Vocational instructors based on one or more of the following:
- 1. previous attendance in ASE program and recommendation from the instructor
- 2. previous attendance in an AACP fundamental program and recommendation from the instructor
- 3. recommendation from an agency/advocacy group or high school
- 4. recommendation from employer or work experience supervisor (recommendations must indicate clear and realistic vocational goals supported by prior experience)

Science - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

SCIE 070-80 hours
Science 070
This course includes units in the scientific method, biology, chemistry and physics. Topics may include mechanics, heat, ecology, earth science and chemistry of gases. It prepares students for entry into the trades or ABE advanced level sciences.

SCIE 080-80 hours
Advanced General Science 080
An overview of the basic principles of biology, chemistry and physics with an introduction to some of the social issues related to the development and use of scientific knowledge.

Social Studies - ABE

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

SOST 011-80 hours
Social Studies 011
The history of Canada from Confederation to the present with emphasis on the evolution of political and social institutions. Current Canadian problems are analyzed in the perspective of our recent history. A study of population and urbanization and an assessment of world-wide trends are included.

SOST 070-80 hours
Social Studies 070
Course content consists of four units: Canadian government; law and citizenship; economics and people; and multiculturalism. The role of the citizen, family member, consumer, community member, worker and learner are examined. All units offer a broad, and yet integrated, cross-section of contemporary social studies.

Social Work

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

SOCW 200A-3-3
An Introduction to Social Work Practice
An introduction to the general practice of social work with emphasis in interdisciplinary approaches and the roles of consumer and self-help groups in the helping process. This course reviews the knowledge base and skills of social work practice, and assists students to evaluate their interests and capacities for entering the profession of social work. (3,0,0)

Also offered by Distance Education

SOCW 200B-3-3
An Introduction to Social Welfare in Canada
An introduction to and analysis of major social policies and programs in Canada. Emphasis will be given to policies on income security, corrections, health, family and children, and housing, and will include an examination of the role of the social worker in formulating policy. (3,0,0)

Also offered by Distance Education

Sociology

Prerequisites may be waived by the Sociology department. See prerequisite waiver.

SOCI 111-3-3
Introduction to Sociology I
The basic questions that sociologists ask to understand how society influences human behaviour are: What is the relationship between individuals and society? What is our social nature? Why is there inequality in the world? What causes social change? How does socialization, the groups we belong to, and the way society is organized and structured affect the way we think and act? The subject matter of sociology ranges from the intimate family to the global corporate elite; from crime to religion; from the divisions of race, gender and social class to the shared beliefs of a common culture; from the sociology of work, education and health, to the sociology of violence. This course will explore some of these topics and introduce the way sociologists gather information and explain social behaviour. (3,0,0)

Also offered by Distance Education

SOCI 121-3-3
Introduction to Sociology II
A further examination of the relationship between individuals and society, and the theories and methods sociologists use to examine social life. Topics may include an analysis of gender relationships, race and ethnicity, families and the intimate environment, education, work, media and technology, inequality and power, crime and deviance, the impact of population changes, the structure of the economy, politics and the state, globalization, conflict, and social change. (3,0,0)

Prerequisites:
- SOCI 111

Also offered by Distance Education

SOCI 202-3-3
Introduction to Social Problems
This course examines the emergence of select social issues or problems and how these are influenced by socio-economic and political structures. It also considers the persistence of social problems and historically and currently employed strategies to improve the social condition. Topics will vary but will include some of the following: substance (mis)use, environmental concerns, economic concerns, economic inequality, healthcare, race and ethnicity, education and ageism. (3,0,0)

Also offered by Distance Education

SOCI 203-3-3
Canadian Social Issues
Issues facing Canadian society are examined from a theoretical perspective that focuses on inequality and social policy. Topics may include poverty, foreign domination, nationalism, multi-culturalism, ethnicity and race, regional inequality, Aboriginal peoples, women, immigration, work and unemployment, health care and social welfare. (3,0,0)

SOCI 204-3-3
Women, Crime and Justice
In this course we will examine the history of women and crime and consider crimes as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constructs women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social

order. This course is also offered as WMST 204 and CRIM 204. Students with credit for WMST 204 ot CRIM 204 cannot take SOCI 204 for further credit. (3,0,0)

Prerequisites:
- SOCI 111 or CRIM 111 or WMST 100

SOCI 205-3-3
Childhood and Society
An examination of children's cultural experience and the institutions that shape them. Topics may include the historical evolution of childhood; families, schools and socialization; violence against children; the state and social policy; street culture; and the media. Films and novels may be used to illustrate issues. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 210-3-3
Foundations of Sociological Thought
This course traces the foundations of the sociological thought of the key thinkers who contributed to the development of sociological theory. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

Also offered by Distance Education

SOCI 211-3-3
Canadian Society I
An examination of the Canadian social structure and the relationship between social class and education, religion, ethnicity, regional location, politics and culture. The historical development of class and power in Canada and an analysis of various theories of development may be included. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 212-3-3
Race and Ethnic Relations I
An analysis of the various perspectives, models and theories of race and ethnic relations. Ethnic stratification systems and the sources of racial and ethnic inequality are examined under different social conditions. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 213-3-3
Sex, Gender and Society I
Sex and gender differences are examined through an analysis of how socialization and the structure of society affect women's and men's behaviour, roles, and relationships. The cultural, historical and economic foundations of the position of women are explored with reference to topics such as the family, class, politics, religion, deviance, health care, the media and popular culture. Multi-disciplinary explanations for gender differences and a cross-cultural comparison of sex and gender roles will add to the understanding of contemporary gender relations. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 216-3-3
Media and Society
Examination of the form and content of mass communication in contemporary society. The relationship between culture, social behaviour and public channels of communication such as the news, advertising, television, film and popular literature will be subject to critical and contextual analysis. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 217-3-3
Consumer Society
This course introduces students to classical and contemporary theories of modern consumption and examines recent research on consumer society. Students will be able to think critically about modern consumption, decipher the theoretical language that frames the current research on consumption, and identify what is at stake in the discussion of that research. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 218-3-3
Introduction ot Research Methods
This course introduces students to a foundational understanding of social science research methods as practiced within sociology. Specifically, this course focuses on the theory of inquiry, scientific method, inductive versus deductive reasoning, qualitative and quantitative approaches to research design and data

collection, data sources, common errors in research, and research ethics. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 219-3-3
Sociology and Religion
This course provides an overview of theoretical issues in the sociology of religion. In addition to basic themes such as the social function of religion, more complex themes such as religion's relation to social cohesion and conflict, and to social change will be considered. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 221-3-3
Canadian Society II
A study of Canadian social issues including poverty, regional disparity, national unity, urbanization, deviance, social change, social movements, political protest, Canadian identity, minority groups, prejudice and Canadian independence. Social theories will be tested for their applicability to Canada. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 222-3-3
Race and Ethnic Relations II
Canadian race and ethnic relations will be examined by testing models and theories. Specific ethnic and racial groups, social policy, and bilingual, bi-cultural, multicultural and immigration issues are analyzed. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 223-3-3
Sex, Gender and Society II
Theoretical perspectives on sex and gender roles and social change within a Canadian context are examined. A historical introduction will analyze the social and political roots of the women's movement as a case study in social change, and the effect such change has on men, the family and institutions in society. Contemporary social issues such as sexual abuse, prostitution, pornography and family violence may be discussed within the context of gender relations. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 225-3-3
Adolescence and Society
This course will examine the cultural and structural contexts of the social construction of adolescence. Topics may include contemporary youth culture; socialization, identity, and development; class, gender, ethnic, and sexual diversity; family life, friendships, intimate relations, education, work, and leisure; economic and demographic issues; violence; cultural resistance and social change; historical and cross-cultural comparisons. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 226-3-3
Work, Technology and Social Change
An examination of the relationship between work, technological innovation and social change with particular emphasis on the industrial and communications revolutions. The effects of modern technology and changes in the economy, work, social stratification, the family, gender, religion and politics may be studied. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 250-3-3
Crime and Society
An introduction to crime as a social phenomenon, focussing on the changing definitions of crime in relation to social and political change in Canada and other societies; the scope and nature of the crime problem; the growth of criminology; and the institutional responses to criminal behaviour by the Canadian justice system. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 260-3-3
Youth, Crime and Deviance
From the minor deviance of green hair and loud music to the serious crime of patricide, this course examines norm-breaking behaviour as it applies to youth as perpetrators and victims. By studying how and why social control is applied to juveniles as distinct from adults, students can develop an understanding of the place and perception of youth in modern society. By comparing theories of crime and delinquency with

actual findings, this course will critically examine the "social problem" of youth through the dimensions of class, race, gender and social change. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 270-3-3
Deviance and Social Control
This course is a critical examination of deviance and social control in society. Theoretical perspectives on deviance, social control, moral regulation, surveillance, penalty and law are studied. Theoretical issues will be stressed rather than social problems and their remedies. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

Also offered by Distance Education

SOCI 271-3-3
Statistical Analysis in Sociology I
formerly SOCI 371

This course is an introduction to the logic and interpretations of elementary statistics in the social sciences, with special emphasis on problems unique to sociology. The calculation and interpretation of basic measures of central tendency, variability and association will be stressed. Problems of measurement, sampling, estimation, and inference are covered. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 295-3-3
Current Topics in Sociology
This course is an examination of selected topics in contemporary sociology. Consult with the department for current offerings. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 303-3-3
Environmental Sociology
This course examines the reciprocal interactions between the physical environment, social organization, and social behaviour. It will take a sociological approach to the study of environmental issues, including the impact of economic growth, land use planning and natural resource development, focusing on environmental values, community change, social impact assessment as well as environmental activism. (3,0,0)

Prerequisites:
- SOCI 111 and SOCI 121
  or third-year standing

SOCI 304-3-3
Globalization and Social Change
The term globalization describes global connectivity, integration and interdependence in economic, cultural, technological, political, social and ecological fields. This course offers a sociological approach to the subject of globalization with a focus on social justice. Globalization affects people worldwide in diverse ways. This course explores the major theories and debates with these differences in mind. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121 or third-year standing

Spanish

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

SPAN 111-3-3
Spanish I
This course is an introduction to Spanish. It covers reading, writing, speaking and listening skills through the study of basic Spanish. (3,0,0)

SPAN 121-3-3
Spanish II
This course is a continuation of SPAN 111. (3,0,0)

Prerequisites:
- SPAN 111

SPAN 203-3-3
Oral Expression I
This course will build oral communication skills and expand vocabulary through a varierty of interactive activities in different media. Activities will include individual and group presentations, conversational strategies, discussion of current topics, video and audio comprehension, cultural awareness, online assignments and study and review of relevant grammar. Readings and short compositions will further develop students' communicative ability. Students with credit for SPAN 231 may not take SPAN 203 for credit. (3,0,0)

Prerequisites:
- SPAN 121 or Spanish 12[1]
- not suitable for native Spanish speakers

[1] minimum score of 70 required

SPAN 204-3-3
Oral Expression II
This course is a continuation of SPAN 203 with a focus on the development of speaking interaction and production skills for academics and everyday contexts and the study of relevant grammar and vocabulary. Student with credit for SPAN 241 may not take SPAN 204 for credit. (3,0,0)

Prerequisites:
- SPAN 203 or SPAN 211 or SPAN 231
- not suitable for native Spanish speakers

SPAN 211-3-3
Spanish III
This course continues the study of Spanish, emphasizing the development of reading and writing skills. (3,0,0)

Prerequisites:
- SPAN 121

SPAN 221-3-3
Spanish IV
This course is a continuation of SPAN 211. (3,0,0)

Prerequisites:
- SPAN 211 or SPAN 231

SPAN 231-3-3
Conversation and Reading
This is a course in conversation and reading that assumes sufficient oral ability and knowledge in grammar to succeed. Topics will include composition, conversation, and reading about current topics. This course may be taken concurrently with SPAN 211 and SPAN 221. (3,0,0)

Prerequisites:
- SPAN 121[1]

[1] minimum grade of 65 required

SPAN 351-3-3
Spanish for Business
This course develops reading, writing, listening, and oral communication skills through an integrated skills approach. The course will target vocabulary, structures, cross-cultural situations, and written communication which are useful in a variety of business contexts. (3,0,0)

Prerequisites:
- 6 credits of SPAN with a minimum grade of 70% per course
- third-year standing

Statistics

Prerequisites may be waived by the Mathematics & Statistics department. See prerequisite waiver.

STAT 121-3-4
Elementary Statistics
This course is an introduction to descriptive and inferential statistics. Topics include but are not limited to descriptive statistics; elementary probability; the normal probability distribution; introduction to simple sampling strategies; introduction to randomized, controlled experiments; estimation of parameters; confidence intervals; hypothesis testing; and correlation and linear regression.

Students with credit for STAT 124 cannot take STAT 121 for further credit. CA, CMA credit. Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree (3,1,0)

Prerequisites:
- ABE MATH 011 or Pre-Calculus 11 or Foundations of Mathematics 12 or Principles of Math 11 or permission of the department.

Also offered by Distance Education

STAT 124-3-4
Business Statistics
An introduction to surveys and simple sampling strategies; descriptive methods for one and two variables, from frequency distributions to correlation and regression; descriptive methods for time series and index numbers, and probability and its relationship to statistical inference.

Students with credit for STAT 121 cannot take STAT 124 for further credit.
CA, CMA credit. (3,1,0)

Prerequisites:
- ABE MATH 011 or Pre-Calculus 11 or Foundations of Mathematics 12 or Principles of Math 11 or Applications of Mathematics 11[1] or Introductory Mathematics 11[2] or Admission to the Bachelor of Business Administration degree program, or the Business Administration Diploma program.

[1] minimum score of 67 required
[2] minimum score of 70 required

STAT 230-3-4
Elementary Applied Statistics
An introductory course in applied statistics with a focus on life sciences for students with a first-year calculus background. Topics include estimation and testing of hypotheses about population parameters, an introduction to analysis of variance, linear regression, chi-square analysis, and some non-parametric tests. Essential preliminary topics in descriptive statistics and probability are presented as a basis for such procedures. Emphasis includes problem formulation, models, assumptions and interpretation of results. This course is also offered in the Department of Biology as BIOL 202. Students will receive credit for only one of BIOL 202,STAT 230, STAT 121, STAT 124 (4,0,0)

Prerequisites:
- MATH 112

Corequisites:
- MATH 122

STAT 240-3-4
Applied Statistics II
Topics include simple and multiple linear regression, correlation, nonlinear regression, analysis of variance, factorial experiments, nonparametric methods, and basic quality control charts. (3,1,0)

Prerequisites:
- STAT 230

Sustainable Construction Management Technology

Prerequisites may be waived by the Sustainable Construction Management department. See prerequisite waiver.

SCMT 111-2-6
Procurement Process I
This course provides an overview of the common procurement routes used in the Canadian construction industry. The procurement topics include design and build, public private partnerships and traditional procurement methods. Student will learn the basic principles of procurement, the effect on project delivery and areas where sustainability can be implemented most efficiently. This short course is taught at the start of the SCMT program. (6,0,0)

Prerequisites:
- Admission to the SCMT program

SCMT 112-3-3
Introduction to Quantity Surveying
This course provides an introduction into the role of the quantity surveyor (QS) and their areas of responsibility. Students shall undertake learning through applied problem solving gained through interpretation and measurement of construction projects from drawings and specifications. (3,0,0)

Prerequisites:
- admission to the SCMT program

Concurrent Registration:

SCMT 113-3-3
Introduction to Estimating
Learners are introduced to the role and responsibilities of the construction estimator and methods of estimating. Topics covered include, overhead contingencies, labor and equipment costs in construction as well as estimating by division and due dilligence methods associated with determining accuracy of estimating takeoffs. Learners prepare cost estimates applying costs to the measured quantities. The course also introduces the General Conditions costs on a project (Division 1), as well as which sustainable construction methods can enhance overall cost savings. (2,1,0)

Prerequisites:
- SCMT 112[1]

Concurrent Registration:
[1] minimum grade of 60 required

SCMT 114-3-3
Introduction to Sustainability
In this course, learners examine the three pillars of sustainability (economic, social, environmental) and investigate how these relate to the built environment and the construction industry. It will provide a multi-disciplinary perspective of sustainability and how sustainability principles and initiatives can influence the well-being and resiliency of communities at both the local and global scale. (3,0,0)

Prerequisites:
- Admission to the SCMT Program.

SCMT 115-4-6
Construction Methods I
This introductory course on construction methods provides an overview of the equipment and materials associated with construction projects. Learners study the basic principles of equipment and material selection, safety implications and operational procedures. Learners physically construct a range of construction systems and details that are commonly

used in projects. Many of these construction elements are related to foundations and formwork. (3,3,0)

Prerequisites:
- -Admission to SCMT Program.

SCMT 123-2-2
Construction Managament - Scheduling
This course provides an introduction to critical path scheduling for construction projects. Students review the construction contract in the context of completion dates, penalties, hours of work, and implications to the project budget. Students also create an activity list and a bar schedule (tender staget) for the project. Students are taught an introduction to Critical Path Management(CPM) scheduling software commonly used in construction. (1,1,0)

Prerequisites:
- admission to the SCMT program

Concurrent Registration:

SCMT 124-3-3
Sustainable Construction
This introductory course provides an overview of the opportunities and methods commonly used to enhance sustainable practice within the construction industry. Through case studies and live projects of sustainable buildings and infrastructure, learners investigate green policies, rating systems, energy efficiency and conservation, greenhouse gas emissions reduction, pollution mitigation and water conservation. (3,0,0)

Prerequisites:
- SCMT 114

Concurrent Registration:

SCMT 125-4-6
Construction Methods II
This introductory course is a continuation of SCMT 115 and expands on equipment and materials associated with construction projects. Learners study basic principles of equipment and materials selection, safety implications and operational procedures. Learners physically construct a range of construction systems and details that are commonly used in projects. Many of these construction elements are related to framing. (3,3,0)

Prerequisites:
- SCMT 115

SCMT 132-3-3
Sustainability Assessment
This course provides students with an introduction to nationally and internationally recognised methodologies used by the construction industry to measure and assess sustainability. This include Leadership in Energy and Environmental Design(LEED), the Living Building Challenge(LBC) and others selected by the professor and or student investigation. The students tour local sustainable buildings and investigate the sustainable interventions that were made in the design and construction process, as well as carrying out their own assessments. (3,0,0)

Prerequisites:
- SCMT 114

Concurrent Registration:

SCMT 212-3-3
Advanced Quantity Surveying and Estimating
In this course challenges students to prepare a complete bid document for a given construction project tender package. The elements of the bid include a bill of materials, construction costs, general condition costs and scheduling costs. Students must also carry out a risk analysis as part of the full tender submission - including bonding and insurance. At the end of the course, the student's tender submission is peer-reviewed. (3,0,0)

Prerequisites:
- SCMT 113

Concurrent Registration:

SCMT 214-3-3
Green Building Principles
This course offers a whole systems thinking approach to the development of green buildings. Learners are introduced to modern and vernacular design strategies; the human needs for comfort and shelter; heat transfer and loss; building form; bioclimatic design; passive heating and cooling; green roofs and walls; daylighting; and high performance building envelopes. (3,0,0)

Prerequisites:
- SCMT 124

SCMT 221-3-3
Construction Management - Cost Control
The course provides an overview of how a budget is managed through a construction project. From a case study to live project, students take the project estimate and convert it into a job cost report. Students monitor the job costs, whilst simultaneously forecasting the project cash flow and profitability. (3,0,0)

Prerequisites:
- SCMT 123[1]

Concurrent Registration:
[1] minimum grade of 60 required

SCMT 222-3-3
Sustainable Construction Technologies
Students are taught to identify and to select appropriate technologies and methods required for building a broad range of sustainable construction projects. Methods and technologies include dewatering methods, reusable forming systems, electrical vs fossil fuel driven equipment, waste segregation and recycling, benefits of prefabrication off-site and minimizing site distrubance. (3,0,0)

Prerequisites:
- SCMT 124[1]

Concurrent Registration:
[1] minimum grade of 60 required

SCMT 223-3-4
Sustainable Construction Design & Practice
The students study construction materials that minimize or eliminate the environmental impact of a project. Students investigate how concrete can be more sustainable through the use of recycled aggregates, cement replacement (pulverized fuels ash, ground granulated blast furnace slag) and concrete add-mixtures. Additionally, students appraise sustainable timber/forestry products, recycled metals and natural materials in place of man made products, e.g. earth dam vs.concrete dam. (2,2,0)

Prerequisites:
- SCMT 222

SCMT 224-3-3
Greening Existing Infrastructure
In this course learners will examine the issues, techniques and processes that are involved in turning the existing built environment into more sustainable and resilient infrastructure. Topics include assessing existing performance, instituting commissioning, improving energy and water efficiency, limiting (re)construction waste, improving indoor environmental quality supporting sustainable operations, passive survivability and consideration of renewable energy sources. (3,0,0)

Prerequisites:
- SCMT 214 and SCMT 231

SCMT 231-3-3
Sustainable Infrastructure Assessments
This course requires the students to investigate how the sustainability of large-scale infrastucture projects can be assessed. The projects include roads, utilities and energy generation. Through case study investigation of large-scale infrastructure projects, the students also produce their own methodologies for improving sustainable performance across the triple and multi-bottom lines. (3,0,0)

Prerequisites:
- SCMT 132[1]

Concurrent Registration:
[1] minimum grade of 60 required

SCMT 311-3-3
Procurement Process II
This course provides students with the knowledge and first-hand experience required to award contracts to suppliers or subcontractors through the preparation of bid recap documents. Students carry out analysis of quotations, risk assessment and real costs to identify the preferred subcontractor or supplier. They also prepare a subcontract, vendor purchase order and supplier purchase orders. A theme of the course requires students to study the art of ethical negotiations. (3,0,0)

Prerequisites:
- SCMT 111[1]

Concurrent Registration:
[1] minimum grade of 60 required

SCMT 321-3-3
Construction Management - Conflicts
The students investigate common conflicts that often arise for a variety of reasons during construction projects. Through the analysis of case studies and live projects, students identify the causes of conflicts, impact of delays upon projects and the financial penalities that conflicts cause. Students are shown how to identify and avoid potential conflicts before they occur, as well as methods of conflict resolution. (2,1,0)

Prerequisites:
- SCMT 221

SCMT 322-3-3
Construction Management - Leadership
This course draws together the knowledge from other courses and asks the student to consider the roles and responsibilities of team members throughout a typical construction project. The course is taught partly through role-play as a cohort in the context of a real-life construction project, providing experience

appropriate for the final year of construction project. (3,0,0)

Prerequisites:
- SCMT 321[1]

Concurrent Registration:
[1] minimum grade of 60 required

SCMT 324-3-4
Renewable Energy Technologies
This course provides a comprehensive overview of alternative energy sources, applications, technologies and strategies. Topics cover the latest developments relating to wind power systems, solar thermal heating and photovoltaic generation, geothermal heating, and electrical production, bio-fuels, waste-to-energy systems, energy storage, fuel cells, and hydroelectric power among others. Economic issues along with financial methodologies and incentives will also be considered. (2,2,0)

Prerequisites:
- SCMT 224

SCMT 331-3-3
Sustainable Design and Development
Students perform an advanced investigation into how the design and development procedures of construction projects can be improved and made more sustainable. The students develop their own sustainable deisgn proposals and present these in a format that is suitable for formal review by consultants. The students, drawing experience from pervious courses, also present their sustainable design proposals in a financial format appropriate for developers/owners. (3,0,0)

Prerequisites:
- SCMT 224

Concurrent Registration:

SCMT 334-3-3
Sustainable Business Case
Learners investigate the financing of construction projects and how sustainable performance can be improved through detailed commercial understanding. Through case studies of live projects, learners carry out economic analysis of whole life costs, life cycle assessments and simple paybacks in order to assess the relative financial impacts and benefits of delivering sustainable projects. (3,0,0)

Prerequisites:
- SCMT 331

SCMT 351-3-4
Project: Planning
This final-year project course provides learners with a challenging project requiring the demonstration of skills and knowledge gained throughout the program. This team-based project is selected based on its potential to contribute to the economic, environmental, and social well-being of the community. Learners will prepare and present to members of the community a complete proposal outlining the project schedule, estimates, costs, and contribution to community sustainability. (0,4,0)

Prerequisites:
- SCMT 125 and SCMT 212

Concurrent Registration: CMNS 143

SCMT 352-3-4
Project: Delivery
This final-year project course is a continuation of the project proposed in SCMT 351. This team-based project selected based on its potential to contribute to the economic, environmental, and social well-being of the community. Learners will manage the construction of the proposed project and officially present the final constructed project to the members of the community. (0,4,0)

Prerequisites:
- SCMT 351[1]

Concurrent Registration:
[1] minimum grade of 60 required

Therapist Assistant

THER 102-3-3
Communication and Group Process
This course will introduce the fundamentals of interpersonal communication, group dynamics and group leadership skills. Key concepts such as active listening, verbal and non-verbal communication strategies, conflict management and resolution and managing group processes will be addressed. (3,0,0)

Prerequisites:
- admission to the Therapist Assistant program or by permission of the department

THER 103-3-3
Disease and Disability
This course is an overview to the mechanism of common physical diseases and disabilities across the lifespan. The student will acquire skills in gathering and organizing relevant medical and clinical

information on selected conditions. Medical management strategies and the impact on the individual will be considered. Relevant medical terminology will be included and discussed. (3,0,0)

Prerequisites:
- admission to the Therapist Assistant program

Also offered by Distance Education

THER 104-3-5
Client Care Principles & Practice: Introductory
This course introduces the principles of professional practice skills including effective communication (written and oral), the establishment of the therapeutic relationship, critical thinking, professional responsibility and accountability. Client care skills including principles of safety, medical asepsis, client positioning, transfers, basic mobility, dressing, feeding and swallowing, bathing, and managing elimination are introduced through lab demonstration and practice.
(2,3,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131[1]
- PSYC 111[1]
- 3 credits ENGL 100,150,153,154

[1] minimum grade of 50 required

THER 120-3-5
Occupational Therapist Assistant: Principles & Practice I
This course is an introduction to Occupational Therapy theory and practice and the role of the assistant. Knowledge and skills will be applied to the role of the Occupational Therapist and Assistant (OTA) in the practice areas of geriatrics, orthopedics and with the medically complex client. This course has a lab component where skills will be demonstrated and practiced. (3,2,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131[1]
- PSYC 111[1]
- 3 credits ENGL 100,150,153,154

[1] minimum grade of 50 required

THER 125-1-1
Practicum Preparation
This course will prepare the student for success in first year practicum placements. The student will explore different practice settings in the disciplines of Occupational Therapy, Physiotherapy and Recreation Therapy through research, observations and site visits. The students will share clinical experiences to expand their knowledge of practicum sites. The students will be prepared for their performance expectations in their placements. (0,1,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131[1]
- PSYC 111[1]
- 3 credits ENGL 100,150,153,154

[1] minimum grade of 50 required

THER 130-3-5
Physical Therapist Assistant: Principles & Practice I
This course is an introduction to Physical Therapy theory and practice. Knowledge and skills will be applied to the role of the Physical Therapist and Assistant (PTA) in the practice areas of the older adult, orthopedics and the medically-complex client. This course has a lab component. (3,2,0)

Prerequisites:
- THER 102
- THER 103
- THER 104
- BIOL 131[1]
- PSYC 111[1]
- 3 credits ENGL 100,150,153,154

[1] minimum grade of 50 required

THER 140-3-5
Recreation Therapy Assistant: Principles & Practice I
This course is an introduction to the basic principles, purpose, and practice of leisure activity. Leisure's contribution to quality of life and the role of the Recreation Therapist and the Therapist Assistant (RTA) in facilitating leisure activities in the areas of gerontology and neurology will be explored. Case-based scenarios will be used to enhance the learning process.
(3,2,0)

Prerequisites:

- admission to the Therapist Assistant program or by permission of the department

THER 141-3-5
Recreation Therapy Assistant: Principles & Practice II
Theory and skills learned in THER 140 and other foundational courses will be applied to recreation intervention strategies in the practice areas of pediatrics, mental health, developmental disability, and the community. Case-based scenarios will be used to enhance learning in these areas. Therapeutic exercises in various group settings will also be covered. (3,2,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131[1]
- PSYC 111[1]
- 3 credits ENGL 100,150,153,154

[1] minimum grade of 50 required

THER 150-3-36
Practicum I: Combined OTA/PTA/RTA
In this four-week practicum students will provide direct and indirect treatment programs under supervising therapist(s): a Recreation Therapist (RT) and either an Occupational Therapist (OT) or a Physical Therapist (PT). Using a partnership model (student, site and Therapist Assistant program), students will apply the knowledge, skills and professional behaviours learned through classroom instruction to the role of the Therapist Assistant (OTA/PTA/RTA). (0,36,0)

Prerequisites:
- THER 104
- THER 120
- THER 125
- THER 130
- THER 141
- BIOL 133[1]
- PSYC 121[1]

[1] minimum grade of 50 required

THER 151-3-36
Practicum II: OTA and/or PTA Placement
In this four-week practicum students will provide direct and indirect treatment programs under the supervision of an Occupational Therapist (OT) and/or Physical Therapist (PT). Using a partnership model (student, site and Therapist Assistant program), students will apply the knowledge, skills and professional behaviours learned during classroom instruction to the role of the Therapist Assistant (OTA/PTA). (0,36,0)

Prerequisites:
- THER 150[1]

[1] minimum grade of P required

THER 201-3-6
Gross Anatomy & Kinesiology
This lecture- and lab-based course is designed to examine the musculoskeletal system and how it interfaces with the neuromuscular and vascular systems in the human body. Surface anatomy and kinesiology of the musculoskeletal system is explored for each quadrant of the body. (3,3,0)

Prerequisites:
- THER 151

THER 203-3-3
Psychiatry & Mental Health
This course examines social, emotional and cognitive development over the lifespan; psychiatric classifications and common psychiatric illnesses; and cognitive disorders in psychogeriatrics. Conditions will be examined from a perspective of effect on occupational function. Models of intervention from acute care to the community and the roles of the multidisciplinary team in mental health will be discussed. (3,0,0)

Prerequisites:
- THER 151

THER 204-3-5
Client Care Principles & Practice: Advanced
This course will examine health care and social service systems from a variety of perspectives, including future directions, trends, ethical and professional issues. Advanced client care skills including managing the challenging client, applied principles of pharmacology, pain management, and the care needs of the complex and medically fragile client will be covered. (2,3,0)

Prerequisites:
- THER 151

THER 205-3-4
Therapeutic Modalities
This lecture- and lab-based course is designed to introduce electrical, thermal and mechanical therapeutic modalities for treatment. The lecture will discuss theories and how these modalities work, their limitations and contraindications. The lab section will give the student the opportunity to apply the

modalities safely and to learn how to maintain them. Case studies will be used to facilitate learning. (2,2,0)

Prerequisites:
- THER 201
- THER 203
- THER 204
- THER 220
- THER 230

THER 215-3-3
Professional Practice
This course prepares the student for professional practice as a Therapist Assistant. Emphasis will be on clinically focused communication with the client and health care team, and will include charting and documentation, supervisory skills, advocacy, and promotion of the profession. Clinical simulations will enhance learning in these areas. Outcomes are based on national competency guidelines for Therapist Assistants. (3,0,0)

Prerequisites:
- THER 201
- THER 203
- THER 204
- THER 220
- THER 230

THER 220-3-6
Occupational Therapist Assistant: Principles & Practice II
Theory and skills learned in THER 120 and other foundational courses will be applied to the areas of Rheumatology, Plastics and Neurology. The student will learn occupational therapy treatment approaches and skills applicable to these practice areas and the role of the Occupational Therapist Assistant (OTA) through the acute, transition and community re-integration phases. (3,3,0)

Prerequisites:
- THER 151

THER 221-3-6
Occupational Therapist Assistant: Principles & Practice III
This course is an application of theory and skills learned in THER 120 and THER 220 and other foundational courses to the areas of community, mental health and pediatrics. The student will learn treatment approaches and skills applicable to these areas and the role of the Occupational Therapist Assistant (OTA) in the various environments of practice. Case-based learning opportunities, guest speakers, and visits to clinical sites in the community will be incorporated into the learning experience. (3,3,0)

Prerequisites:
- THER 201
- THER 203
- THER 204
- THER 220
- THER 230

THER 230-3-6
Physical Therapist Assistant: Principles & Practice II
This course is an application of theory and skills learned in THER 130 and other foundational courses to the areas of orthopedics, rheumatology and neurology. The student will learn treatment approaches and skills applicable to these areas and the role of the assistant. Learning opportunities will include case studies, guest speakers and visits to clinical settings. This course has a lab component. (3,3,0)

Prerequisites:
- THER 151

THER 231-3-6
Physical Therapist Assistant: Principles & Practice III
This course is an application of theory and skills learned in THER 130 and other foundational courses to the areas of cardiorespiratory, pediatrics and specialized areas of care. The student will learn treatment approaches and skills applicable to these areas and the role of the assistant. Learning opportunities will include case studies, guest speakers and visits to clinical settings. This course has a lab component. (3,3,0)

Prerequisites:
- THER 201
- THER 203
- THER 204
- THER 220
- THER 230

THER 250-3-36
Preceptorship I: Occupational or Physical Therapist Assistant
This is an advanced four-week placement in either an Occupational Therapist Assistant (OTA) or Physical Therapist Assistant (PTA) setting . Students will provide direct and indirect treatment programs under the supervision of a therapist: an Occupational Therapist (OT) or a Physical Therapist (PT). Using a partnership model (student, site and therapist assistant program), students will apply the knowledge, skills and attitudes developed during classroom instruction. Students will be placed in an occupational therapy or a physiotherapy setting based on the content of their other Year Two preceptorship.

Students will post assignments and case studies on Blackboard and classmates will be required to respond to them.
(0,36,0)

Prerequisites:
- THER 205
- THER 231
- THER 221
- THER 215
- THER 260
- all Therapist Assistant program course work

THER 251-3-36
Preceptorship II: Occupational or Physical Therapist Assistant
This is an advanced four-week placement in either an Occupational Therapist Assistant (OTA) or Physical Therapist Assistant (PTA) setting . Students will provide direct and indirect treatment programs under the supervision of a therapist: an Occupational Therapist (OT) or a Physical Therapist (PT). Using a partnership model (student, site and therapist assistant program), students will apply the knowledge, skills and attitudes developed during classroom instruction. Students will be placed in an occupational therapy or a physiotherapy setting based on the content of their other Year Two preceptorship. Students will post assignments and case studies on Blackboard and classmates will be required to respond to them.
(0,36,0)

Prerequisites:
- THER 250
- all Therapist Assistant program course work

THER 260-3-3
Capstone Project
The student will integrate their academic learning, practicum experience and awareness of the rehabilitation needs of the community into a capstone project. The student will: identify a specific need, research relevant information, and provide a product, service or presentation. The capstone project will encourage innovation, self-directed learning, and cooperation. The intent of the capstone project is to provide a practical contribution to the health care community. (0,3,0)

Corequisites:
- THER 205
- THER 215
- THER 221
- THER 231

Water Engineering Technology

Prerequisites may be waived by the Water Engineering Technology department. See prerequisite waiver.

WET 100-1-30
Surveying
An introductory one-week course on basic surveying principles to include types of survey equipment, equipment use, equipment care and maintenance, level and transit loops, loop adjustment, basic computations and record keeping, and selected construction layout exercises. (0,30,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 111-3-4
Hydrology
This course introduces the basic principles of hydrology, including the examination of the components of the hydrological cycle and their interaction with elements of the physical environment and human activities. Applied aspects of hydrology and land use activities that affect the storage, movement and quality of water resources are also discussed. The acquisition, analysis and interpretation of hydrologic data also are emphasized. (2,2,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 112-3-4
Water Quality and Treatment Processes
This course provides essential theory and understanding of treatment methods that will be applied to water, wastewater and solids residuals in further courses. Methods of water treatment are examined, including physical, chemical and biological operations and processes, as well as the nature of water and its contaminants. (2,2,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 115-3-4
Basic Instrumentation
This course provides an introduction to applied physics as a foundation to instrumentation. Topics include mass, force, velocity, acceleration, volume, weight, density, viscosity, heat, electricity, Newton's laws, friction, energy, work, power, thermodynamics and statics, hydraulics and pressure. (2,2,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 120-1-30
Chlorination
This one week course will cover the areas of safe handling of chlorine and chlorine compounds, plus hypo-chlorination and gas chlorination as means of disinfection. Topics include: the Transportation of Dangerous Goods Act; properties of chlorine, safety and emergency procedures. Hypo-chlorination and gas chlorination equipment, equipment maintenance and troubleshooting are emphasized. (0,30,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 121-3-4
Introduction to Water and Wastewater Management
This course provides an overview of water and wastewater quality management issues and treatment processes. Quality characteristics and criteria for various water sources and uses, as well as wastewater, are studied along with an overview of treatment processes and approaches for both water and wastewater treatment. (2,2,0)

Prerequisites:
- WET 112
- admission to the Water Engineering Technology program

WET 122-3-4
Hydraulics
An introduction to various hydraulic phenomena with emphasis on understanding the hydraulic operation of municipal water distribution systems, industrial water delivery systems, wastewater collection systems, and municipal and industrial water and wastewater treatment systems. Delivery systems for fish farms, and closed conduit and stream flow measurements are covered. (2,2,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 123-3-4
Instrumentation
This course provides a survey of the instrumentation used for pressure, temperature, level, flow and chemical analysis. Particular emphasis is on the maintenance and calibration of transmitters and sensing elements for dissolved oxygen, conductivity, pH and turbidity analysis. (2,2,0)

Prerequisites:
- WET 115 or WQT 115

WET 125-3-4
Operations, Planning and Maintenance for WET
This course provides an introduction to a variety of topics in operations, planning and maintenance in the Water Engineering Technology field. The course focuses on the planning, supervision and implementation of maintenance schedules including safety standards and standard operating procedures. Hands on skills such as blueprint reading and troubleshooting common water engineering equipment are also covered. (2,2,0)

Prerequisites:
- admission to the Water Engineering Technology program

WET 201-3-5
Applied Environmental Hydrogeology
This course covers fundamentals of hydrogeology with a focus on the important aspects of major design calculations used in the field of soil and groundwater remediation. Topics covered include fundamental principles of hydrogeology, groundwater flow, well hydraulics, groundwater quality and contamination, soil and groundwater assessment and remediation, data analysis and problem solving. Labs and local field work will introduce students to relevant techniques and reinforce concepts introduced in the lectures. (2,3,0)

Prerequisites:
- WQT 111 or WET 111

WET 202-3-4
Wet Capstone Project
This capstone course introduces students to project management and includes a supervised project on an advanced topic related to Water Engineering Technology(WET). This course provides the student with a general background in project management and an opportunity to apply their technical, creative, communication and teamwork skills to significant projects. It includes research, problem analysis, project comparisons and solutions, proposal and report writing and technical presentations. (2,2,0)

Prerequisites:
- 36 credits in WET Program
- successful completion of 38 credits in the WET program

Concurrent Registration: WET 225

WET 211-3-4
Wastewater Treatment

The course reviews conventional treatment of municipal wastewater. Students investigate primary and secondary/biological treatment principles and processes. Management of municipal wastewater treatment sludge and disinfection of municipal effluents are also covered. This course prepares students for advanced wastewater treatment processes, including industrial wastewater, in further treatment courses. (2,2,0)

Prerequisites:
- WQT 121 or WET 121

WET 214-3-4
Water Treatment
This course is a continuation of WET 121 focusing on the theory, design, and operations of water treatment plants and processes and how they meet the standards required for drinking water and industrial water treatment. Present practices and future trends in control and monitoring water distribution systems and treatment plants are included. Water supply assessment relative to various standards and legislative requirements are also explored. (2,2,0)

Prerequisites:
- WET 121 or WQT 121

WET 215-3-4
Applied Process Analysis for WET
This course provides an introduction to a variety of topics in process analysis for the Water Engineering Technology field, with emphasis on the application of Proportional, Integral and Differential control, rates of change of water fill/flow, and analysis of the Area/Volume of watersheds, vessels and pipes, data logging and analysis. (2,2,0)

Prerequisites:
- MATH 128; and WET 115
  or WQT 115

WET 219-2-2
Applied Water Law
This course reviews water related acts and regulations with a focus on applying these laws to common water related industry activities. As part of this, permit applications, environmental monitoring standards and permitted tolerance levels, regulatory agencies, inter-agency relationships and jurisdictions are explored. The topics also include an overview of liability and ethics with emphasis on the responsibility of the water engineering technologist. (2,0,0)

Prerequisites:
- 36 credits in WET Program

WET 222-3-4
Water Distribution and Wastewater Collection
A continuation of WET 122, including the operation of complex water distribution and wastewater collection systems. The computer hydraulic model EPANET will be used extensively to simulate system operation and troubleshooting. (2,2,0)

Prerequisites:
- WQT 122 or WET 122

WET 225-3-4
Computer Applications for WET
This coure covers computer aided drafting and design, geographic information systems and project scheduling software. (2,2,0)

Prerequisites:
- 36 credits in WET Program

Concurrent Registration: WET 202

WET 226-3-4
Advanced Wastewater Treatment
This course reviews advanced wastewater treatment technologies with emphasis on enhanced solids and nutrient removal, pathogens, anaerobic and alternate processes, and industrial wastewater treatment technologies. Landfill leachate collection and treatment is covered, along with wastewater recycling and reuse. (2,2,0)

Prerequisites:
- WQT 211 or WET 211

WET 227-3-4
Process Control for WET
This course focuses on building an understanding of measurement and control in industrial processes, and includes an introduction to a variety of topics in control theory, including discrete control, analog control, PCL technology, valves and VFDs. (2,2,0)

Prerequisites:
- WET 123

WET 240-3
Directed Studies in WET
Individualized study of a specialized topic related to the expected future employment of the student. Involves both library and field activities. Topics will be approved by the department and under the guidance of an instructor.

WET 240 is an approved elective for the Water engineering Technology Program.

Women's Studies

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

WMST 100-3-3
Introduction to Women's Studies
formerly WMST 212

This course surveys the cross-cultural and historical philosophies of women's studies and what they have initiated, including feminist activism and men's movements. Through theoretical analysis, research, history and literary sources students will consider how gender is constructed across race, ethnicity, sexuality, (dis)ability, age and geographical location, to understand how women's lives are changed through socialization, ideology, and institutions. (3,0,0)

WMST 202-3-3
Women in Politics
This course provides a critical examination of women as political actors in contemporary societies. Using gender as a unit of analysis, the course will study changing societal and political roles of women, traditional and non-traditional ways of participation of women in politics, and impact of women's movements in defining the political agenda from various theoretical perspectives. This course is also offered as POLI 202. Students with credit for POLI 202 cannot take WMST 202 for further credit. (3,0,0)

Prerequisites:
- WMST 100 or POLI 101 or second-year standing

WMST 204-3-3
Women, Crime and Justice
In this course we will examine the history of women and crime and consider crime as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constructs women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social order. This course is also offered as SOCI 204 and CRIM 204. Students with credit for SOCI 204 or CRIM 204 cannot take WMST 204 for further credit. (3,0,0)

Prerequisites:
- WMST 100 or CRIM 111 or SOCI 111

WMST 210-3-3
Women in Literature
Techniques of literary study, with emphasis on how women are represented in and have contributed to the literary tradition, will be combined with a selection of representative texts written by women. This course will examine the relationship of women's writing to the canon of English Literature in the context of some critical and literary works. This course is also offered as ENGL 210. Students with credit for ENGL 210 cannot take WMST 210 for further credit. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

WMST 211-3-3
Women and the Economy
This course focuses on economic issues of particular relevance to women. Topics discussed will include women's participation in the labour force, male-female education and income differences, discrimination, feminization of poverty, empowerment of women in developing countries, and women's role in home production and child-rearing.
This course is also offered as ECON 210. Students with credit for ECON 210 cannot take WMST 211 for further credit. (3,0,0)

Prerequisites:
- second-year standing

WMST 213-3-3
Women in Crosscultural Perspective
This course includes an exploration of topics from anthropology focusing on explanations, in current and historical perspective, for variations in the situation of women. This course is also offered as ANTH 213. Students with credit for ANTH 213 cannot take WMST 213 for further credit. (3,0,0)

Prerequisites:
- WMST 100 or ANTH 121

WMST 215-3-3
Women and Popular Culture
formerly WMST 111

This course examines how women are represented in a variety of genres in popular culture (for example, television, advertising, music, fiction, film and the Internet). Students will engage in an analysis of the historical, social and cultural contexts which influence the representation of women in popular culture. The social and personal implications of these representations will be explored as well as the extent to which these media can be used to provoke social and personal change. (3,0,0)

WMST 216-3-3
Feminism and Film
This course will explore theoretical and practical points of contact between feminism and film. It will examine various feminist approaches to the study and production of film including, but not limited to,

psychoanalysis, narrative and ideological analysis as well as semiotic, material or cultural studies. Students will learn how to read film, currently one of our most powerful cultural technologies. (3,0,0)

Prerequisites:
- WMST 100

WMST 222-3-3
Eco-Feminism
Eco-Feminism is based on the proposition that women and nature as configured by western philosophy are conceptually linked as feminine or female nature. This course will make visible the connections between the understanding of nature as feminine and global processes based on the control of people and resources for the sake of capital accumulation to the detriment of the natural world. (3,0,0)

WMST 225-3-3
Men and Masculinities
This course is a critical study of the multiple forms of oppression and privilege that are produced through interpretations, interactions and definitions of masculinity. Learners explore masculinities as maintained and reproduced on individual, cultural and institutional levels of society. Specific topics may vary but will include some of the following intersections with masculinity: sport, violence, religion and ethnicity, geography, health, crime and punishment, sexuality, education and social class. (3,0,0)

Prerequisites:
- WMST 100

WMST 295-3-3
Current Topics in Women's Studies
This course is an examination of selected topics in women's studies including, but not limited to, history, labour, feminist theory, race and ethnicity. Consult with the department for current offerings. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- WMST 212 or WMST 100
- permission of the department

Trades

Aircraft Maintenance Engineer

AMEP 100
Human Factors in AME Training

AMEP 101-71 hours
Practical Use of Hand and Machine Tools

AMEP 102-49 hours
Rivet Installation

AMEP 103-80 hours
Aluminum Forming, Assembly and Repair

AMEP 104-68 hours
Structural Repair

AMEP 105
Shop Cleanup

AMEP 106A-57 hours
Electrical Components and Circuits

AMEP 106B-98 hours
Electrical Installation

AMEP 107-106 hours
Engine Maintenance

AMEP 108-58 hours
Engine Components

AMEP 109-17 hours
Safetying & Hydraulics

AMET 100-9 hours
Course Introduction

AMET 101-40 hours
Theory of Flight

AMET 102-38 hours
Blueprint & Parts

AMET 103-64 hours
Aircraft Electricity

AMET 104-24 hours
Non-Destructive Inspection

AMET 105-32 hours
Tools for Aircraft Maintenance

AMET 106-64 hours
Materials & Structures

AMET 107-24 hours
Hydraulics

AMET 108-64 hours
Regulations & Publications

AMET 109-40 hours
Reciprocating Engines

AMET 110-54 hours
Reciprocating Engine Components

AMET 111-72 hours
Turbine Engines

AMET 112-48 hours
Engine Auxiliary Systems

AMET 113-32 hours
Propellers

AMET 114-24 hours
Aircraft Handling & Inspection

AMET 115-24 hours
Aircraft Controls & Rigging

AMET 116-27 hours
Fuel & Environmental Systems

AMET 117-37 hours
Landing Gear and Dynamic Drive Trains

AMET 118-40 hours
Navigation & Communication

AMET 119-21 hours
Aircraft Auxiliary Systems

AMET 120-24 hours
Troubleshooting & Human Factor

Aircraft Maintenance Engineer S

AMES 100-150 hours
Introduction to Aviation Structures
This course provides students with the introductory knowledge of the standard shop practices, workplace safety, and the fundamental concepts of aircraft design and construction. They will learn basic aerodynamics, aircraft components and their functions, and aircraft systems. Students will begin their training on shop skills by fabricating a basic steel shape and basic aluminum shapes.

AMES 101-180 hours
Metal A/C Construction 1
This course will coninue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. Students will be introduced to fastener installations and continue their training on shop skills by fabricating increasingly more complex aircraft structural components.

AMES 102-150 hours
Metal A/C Construction 2
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. Students will continue their training on shop skills by fabricating complex aircraft structural components and then joining these components into aircraft structural assemblies.

AMES 200-150 hours
Special Processes/Practices
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction by learning and applying shop skills to special processes and practices.

AMES 201-180 hours
Composite Fabrication/Repair
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. In this course students will train on the special shop skills required for composite fabrication and repairs. The course includes a module on fight control balance and aircraft weight and balance.

AMES 202-150 hours
Damage Assessment/Repair 1
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and constrction. In this course students will learn about the modification of existing aircraft structure, and begin learning about repairs to damaged structure.

AMES 300-150 hours
Damage Assessment/Repair 2
This course will continue to build on the student's knowledge of the Aviation Structures and the fundamental concepts of aircraft design and construction. Students will learn about damage assessment and complete their training on repairs to damaged structures.

Automotive Refinishing

AREF 101-36 hours
Use Safe Work Practices
This course introduces students to safe work practices and to the WCB Occupational Health and

Safety Regulations relating to safety procedures in the Automotive Refinishing Industry.

AREF 102-54 hours
Tools and Equipment

AREF 103-192 hours
Surface Preparation

AREF 104-30 hours
Sheet Metal Repair
This course involves minor sheet metal repair techniques that are performed in the automotive refinishing industry.

AREF 105-30 hours
Plastics and Composites
This course involves minor plastic and composite repair techniques to various substrates.

AREF 106-60 hours
Undercoats
This course exposes the students to the types, proper usage, and application techniques of the various types of automotive undercoats used in the refinishing process.

AREF 107-120 hours
Topcoats
This course exposes the students to the types, proper usage, and application techniques of the various types of automotive topcoats used in the refinishing process.

AREF 108-72 hours
Spot Repairs
This course involves techniques in performing spot repairs and blending.

AREF 109-42 hours
Pre-Delivery
This course exposes the student to the steps and techniques in preparing a refinished vehicle for delivery to the customer.

AREF 110-18 hours
Preparation for Employment
This course involves the preparation and review of resumes and exposes the student to job interview procedures.

AREF 111-6 hours
Automotive Refinishing Prep Technician Final Exam
This course involves curriculum review, preparation for final exam and completion of the Collision Repair Level 1 Exam.

Automotive Service Technician

ELMC 101A-10 hours
Describe Safe Work Practices
This course introduces students to safety practices that are required in automotive shop environments.

ELMC 101B-20 hours
Describe Safe Work Practices
In this course students will use and demonstrate safety practices.

ELMC 102A-16 hours
Describe Employability Skills
This course introduces students to employability skills that are required in an automotive shop.

ELMC 102B-8 hours
Describe Employability Skills
In this course students will use and demonstrate employability skills.

ELMC 103A-25 hours
Use Tools and Equipment
This course introduces students to tools and equipment that are found and used in an automotive shop environment.

ELMC 103B-65 hours
Use Tools and Equipment
In this course students will operate tools and equipment that are found in an automotive shop environment.

ELMC 104A-46 hours
Demonstrate General Automotive Maintenance
This course will introduce students to the general automotive maintenance that they will be required to perform as apprentices.

ELMC 104B-116 hours
Demonstrate General Automotive Maintenance
In this course students will be required to perform general automotive maintenance.

ELMC 105A-50 hours
Demonstrate General Automotive Practices
This course will introduce students to the general automotive practices that they will be required to perform as apprentices.

ELMC 105B-40 hours
Demonstrate General Automotive Practices
In this course students will be required to perform general automotive practices.

ELMC 106A-43 hours
Service Brakes
This course will introduce students to the fundamentals of braking systems and brake system troubleshooting and repair procedures.

ELMC 106B-95 hours
Service Brakes
In this course students will service, troubleshoot and repair brake systems.

ELMC 107A-39 hours
Service Steering Systems
The course will introduce students to the fundamentals of steering systems and steering system troubleshooting and repair procedures.

ELMC 107B-105 hours
Service Steering Systems
In this course students will service, troubleshoot and repair steering systems.

ELMC 108A-34 hours
Service Suspension Systems
This course will introduce students to the fundamentals of suspension systems and suspension troubleshooting and repair procedures.

ELMC 108B-50 hours
Service Suspension Systems
In this course students will service, troubleshoot and repair suspension systems.

ELMC 109A-60 hours
Service Electrical/Electronic Systems
This course will introduce the student to the principles of electricity and electronics and the different electrical circuits in automotive vehicles.

ELMC 109B-72 hours
Service Electrical/Electronic Systems
In this course students will demonstrate the principles of electricity and electronics and describe the operation of electrical circuits in automotive vehicles.

ELMC 110A-6 hours
First Level Final Exam
In this course students will write the first-year apprentice automotive service technician exam.

Carpentry

ELCA 101-53 hours
Safe Work Practices

ELCA 102-30 hours
Trades Mathematics

ELCA 103-30 hours
Read/Interpret/Sketch/Draw Specifications

ELCA 104-114 hours
Identify and Use Materials

ELCA 105-112 hours
Use of Carpentry Tools and Equipment

ELCA 106-145 hours
Site Layout, Build Concrete Forms

ELCA 107-126 hours
Frame Floors, Walls and Roofs

ELCA 108-104 hours
Interior and Exterior Details

ELCA 109-6 hours
Carpentry First Level Final Exam

Carpentry Joinery

ELCJ 101-53 hours
Safe Work Practices

ELCJ 102-30 hours
Trades Mathematics

ELCJ 103-45 hours
Read/Interpret/Sketch/Draw/Specifications

ELCJ 104-116 hours
Identify and Use Materials

ELCJ 105-124 hours
Use Joinery Tools and Equipment

ELCJ 106-130 hours
Construct Cabinets

ELCJ 107-145 hours
Use of Carpentry Tools and Equipment

ELCJ 108-85 hours
Site Layout, Build Concrete Forms

ELCJ 109-160 hours
Frame Floor, Walls and Roof

ELCJ 110-6 hours
Joinery First Level Exam

ELCJ 111-6 hours
Carpentry First Level Exam

Collision Repair Technician

CRTF 101-6 hours
Introduction to Collision Repair
This course provides the student with an insight into the collision repair industry and will involve a tour of a collision repair facility. The students will be given orientation on the program and student requirements.

CRTF 102-18 hours
Safety in the Collision Repair Industry
This course covers WHMIS, WCB, shop safety procedures,material handling, storage and PPE requirements.

CRTF 103-18 hours
Applied Shop Practices
This course covers processing technical documents such as estimates and work orders, as well as locating and interpreting technical documents. Topics include deciphering vehcle identification plates and using shop terminology. It also covers the use of computers and the internet as they apply to the collision repair industry.

CRTF 104-18 hours
Tools and Equipment
This course involves the selection, maintenance and safe operation of automotive collision repair tools and equipment. Covered material includes hand and power tools, compressors, spray booths, jacking and hoists.

CRTF 105-30 hours
Body Structure and Components
This course involves the identification of various body structures and their components, bolt-on panel replacement and alignment techniques as well as full frame and unitized structure service techniques. It also includes mechanical component identification, and an in depth lesson on fastener technology.

CRTF 106-24 hours
Fixed and Moveable Glass
This course covers identification, installation and service of all types of OEM automotive fixed and moveable glass. It also includes glass polishing and aftermarket film application as well as various leak detection methods.

CRTF 107-30 hours
Cutting and Heating Technologies
This course introduces the student to various methods of cutting and heating metallic substrates found on today's vehicles. Technologies included are Oxy-Acetylene, Plasma Arc, and Induction Heating.

CRTF 108-60 hours
MIG Welding Steel
This course covers MIG butt, lap and plug welding techniques on all gauges and types of automotive steels. Other topics covered include MIG Brazing, out of position steel welding techniques and reference to OEM welding standards to today's high-tech steels.

CRTF 109-60 hours
MIG Welding Aluminum
This course covers MIIG butt, lap and plug welding techiniques on automotive grade alumimum. The course demonstrates various processes involved including conventional IG, Push Pull Feeder and Spool Gun use.

CRTF 110-36 hours
TIG Welding Steel and Aluminum
This course introduces the student to the Tungsten Inert Gass welding procedures for Steel and Aluminum. Techniques introduces include lap, butt and plug welding.

CRTF 111-60 hours
Automotive Sheet Metal Repair Fundamentals
This course exposes the student to various sheet metal damage repair techniques used in the collision repair industry. It also includes an introduction to paintless dent repair and the latest tools and techniques used in the collision repair industry.

CRTF 112-30 hours
Plastic Repair Technologies
This course involves the repair and replacment of multiple types of plastics found on today's modern vehicles. Topics include means of identification, plastic welding and adhesive repair using the latest materials and techniques found in industry.

CRTF 113-24 hours
Composite Plastic Repair Technology
This course covers the repair and replacement of fibre-reinforced plastics such as FRP, SMC and SRIM. Topics include repair, sectioning and full panel replacement procedures.

CRTF 114-30 hours
Aluminum Repair
This course covers all aspects of aluminum repair. Topics include methods of identifying the various series of aluminum, properties, annealing procedures and specialized techniques required for successful repairs.

CRTF 115-18 hours
Aluminum Panel Replacement
This course covers all aspects of aluminum panel replacement. Topics include welded panel

replacement, adhesive bonding procedures and mechanically fastened panels.

CRTF 116-60 hours
Surface Preparation

This course exposes student to the various steps involved in preparing a vehicle surface for the refinishing process. Substrate evaluation, abrasives, masking, specialized tools and sanding techiques are covered in this course.

CRTF 117-60 hours
Undercoats
This course exposes the student to the types, proper usage, and application techniques of the various type of automotive undercoats used in the refinishing process. New technology such as waterborne primer surfacers are covered in this course.

CRTF 118-18 hours
Topcoats for the Collision Technician
Thsi course exposes the student to the types, proper use and application techniques of the various type of automotive topcoats used in the refinishing process. Included topics are spot repairs and blending. This component is necessary to maintain alignment with the National Occupational Analysis and Inter-Provincial Certification for Collision Repair technicians.

CRTF 119-12 hours
Detailing
This course exposes the student to the steps and techniques in preparing a refinished vehicle for delivery to the customer. This component is necessary to maintain alignment with the National Occupational Analysis and Inter-Provincial Certification.

CRTF 120-30 hours
Unibody Panel Replacement and Sectioning
This course covers the full or partial replacement of cosmetic and structural panels on unitized vehicles. Panel bonding and STRSW are introduced in this course as well. OEM and I-Car procedures are covered in depth throughout this component of training.

CRTF 121-30 hours
Full Frame Replacement and Sectioning
This course focuses on procedures approved by the OEM and I-Car. Sectioning and full frame replacement is the principal topics. Repair/replace decisions, heating, welding and riveting comsiderations are also covered.

CRTF 122-12 hours
Corrosion Protection and NVH Technologies
This coure covers methods for restoring corrosion protection and NVH materials to the vehicle structire post-collision. Other topics include seam sealing technology and undercoating.

CRTF 123-24 hours
Mechanical Components 1 - Heating/Cooling/HVAC
This course gives the student the ability to service components related to the heating, cooling and air condition system. Topics include evacuation and recharging of A/C components, coolant system flushing and HVAC overhaul(retrofit).

CRTF 124-12 hours
Mechanical Components 2 - Electrical Systems
This course exposes the student to the fundamentals of electricity. Topics include implementation of Ohm's law, troubleshooting faults, wiring repairs, batteries and basic DVOM use.

CRTF 125-12 hours
Mechanical Components 3 - Hybrid Vehicle Technology
This course covers the complexities of the Hybrid electrical systems found on today's modern vehicles. Safe handling, disabling and enabling the systems are covered in this course.

CRTF 126-12 hours
Mechanical Components 4 - Electronic Diagnostics
This course covers the use of scan tools and metering devices used to diagnose fault codes in the various computer controlled systems on today's modern vehicles. Code retrieval, diagnostic charts, troubleshooting and repair through the flow of diagnosis are components of this course.

CRTF 127-30 hours
Mechanical Components 5 Restraint Systems
This course exposes the student to supplemental restraint systems. Components of the course include diagnosis, service, replacement and repair of frontal, side impact and rollover protection systems.

CRTF 128-12 hours
Mechanical Components 6 - Braking Systems
This course covers the fundamentals of today's modern braking systems. Topics include basic brake service, ABS braking systems and diagnostics.

CRTF 129-12 hours
Mechanical Components 7 - Fuel & Exhaust Systems
This course focuses on the various components of the fuel delivery system and the exhaust system fro a collision repairer's standpoint. Components included

are fuel system electronics and hardware and exhaust system service.

CRTF 130-12 hours
Mechanical Components 8 - Drivetrain & Mounts
This course introduces the student to the various mechanical and driveline components that are found on today's vehicles Identification and inspection along with the R&I procedures are the main focus of this course.

CRTF 131-60 hours
Collision Impact Analysis
This course introduces the student to the various forces present during a collision, Topics covered include inertial damage to the body/frame structure, mechanical and interior components.

CRTF 132-60 hours
Measuring Collision Damage
This course covers methods of determing collision damage through the principles of measuring. Topics include new measuring technologies, damage conditions, measuring tools, repair plan/damage tracking and the use of computer based measurement programs.

CRTF 133-60 hours
Anchoring Systems & Principles
This course covers the anchoring techniques required for full frame and Unibody structures. Topics covered are anchoring relative to structure and damage type, supplemental anchoring, and anchoring systems.

CRTF 134-90 hours
Structural Pulling and Straightening
This course covers the techniques and processes required to correct collision damage through the application of controlled force. Topics include multiple pulls, challenges with new steel technologies and structures, and heat applicaton to structure.

CRTF 135-60 hours
Advanced Repair & Sectioning Techniques
This course exposes the student to the latest changes in vehicle construction technologies and repair techniques. Topics include OEM repair and sectioning recommendations and information on how to retrieve on-ine technical information.

CRTF 136-60 hours
Wheel Alignment & Damage Diagnosis
This course focuses on wheel alignment and how it relates to collision repair. During the course the student will learn the fundamentals of wheel alignment, toubleshooting driveability problems and diagnosing collision damaged steering and suspension.

CRTF 137-18 hours
Business Management & Insurance Liasion
This course describes the business practices of today's body shop. Entrepreneurship and customer relations as well as computer-based and manual estimating practices are covered in depth.

CRTF 138-12 hours
Preparation for Employment
This course prepares the student for the challenge of securing employment. Interpersonal skills, resume writing and job searching tools are topics covered.

Collision Repair/Paint & Refinishing

CLSN 01A-36 hours
TH: Use Safe Work Practices

CLSN 01B
PR: Use Safe Work Practices

CLSN 02A-36 hours
TH:Process Technical Inform

CLSN 02B
PR:Process Technical Inform

CLSN 03A-90 hours
TH:Tools and Equipment

CLSN 03B
PR:Tools and Equipment

CLSN 04A-72 hours
TH:Hardware and Trim

CLSN 04B
PR:Hardware and Trim

CLSN 05A-141 hours
TH:Surface Preparation

CLSN 05B
PR:Surface Preparation

CLSN 06A-30 hours
TH:Oxy-Acetylene Welding

CLSN 06B
PR:Oxy-Acetylene Welding

CLSN 07A-90 hours
TH:MIG Welding

CLSN 07B
PR:MIG Welding

CLSN 08A-153 hours
TH:Sheet Metal Repair

CLSN 08B
PR:Sheet Metal Repair

CLSN 09A-60 hours
TH:Plastics and Composites

CLSN 09B
PR:Plastics and Composites

CLSN 101A-30 hours
Use Safe Work Practices

CLSN 101B-12 hours
Use Safe Work Practices

CLSN 102A-30 hours
Process Technical Information

CLSN 102B-6 hours
Process Technical Information

CLSN 103A-30 hours
Tools and Equipment

CLSN 103B-60 hours
Tools and Equipment

CLSN 104A-24 hours
Hardware and Trim

CLSN 104B-48 hours
Hardware and Trim

CLSN 105A-30 hours
Surface Preparation

CLSN 105B-110 hours
Surface Preparation

CLSN 106A-10 hours
Oxy-Acetylene Welding

CLSN 106B-20 hours
Oxy-Acetylene Welding

CLSN 107A-18 hours
MIG Welding

CLSN 107B-72 hours
MIG Welding

CLSN 108A-30 hours
Sheet Metal Repair

CLSN 108B-174 hours
Sheet Metal Repair

CLSN 109A-18 hours
Plastics and Composites

CLSN 109B-30 hours
Plastics and Components

CLSN 10A-60 hours
TH:Undercoats

CLSN 10B
PR:Undercoats

CLSN 110A-10 hours
Undercoats

CLSN 110B-50 hours
Undercoats

CLSN 111A-18 hours
Topcoats

CLSN 111B-72 hours
Topcoats

CLSN 112A-20 hours
Panel Replacement

CLSN 112B-44 hours
Panel Replacement

CLSN 113A-18 hours
Mechanical Components

CLSN 113B-12 hours
Mechanical Components

CLSN 114A-12 hours
Pre-Delivery

CLSN 114B-30 hours
Pre-Delivery

CLSN 115A-24 hours
Preparation for Employment

CLSN 115B-6 hours
Preparation for Employment

CLSN 116-6 hours
Collision Repair Level I Exam

CLSN 117-6 hours
Auto Refinishing Prep Lvl I Ex

CLSN 11A-60 hours
TH:Topcoats

CLSN 11B
PR:Topcoats

CLSN 12A-90 hours
TH:Selected Repairs

CLSN 12B
PR:Selected Repairs

CLSN 13A-60 hours
TH:Panel Replacement

CLSN 13B
PR:Panel Replacement

CLSN 14A-60 hours
TH:Structural Repair

CLSN 14B
PR:Structural Repair

CLSN 15A-30 hours
TH:Steering and Suspension

CLSN 15B
PR:Steering and Suspension

CLSN 16A-90 hours
TH:Mechanical Components

CLSN 16B
PR:Mechanical Components

CLSN 17A-42 hours
TH:Pre-Delivery

CLSN 17B
PR:Pre-Delivery

CLSN 18A-30 hours
TH:Preparation for Employment

CLSN 18B
PR:Preparation for Employment

Electrician

ELEC 101-60 hours
Trades Math

ELEC 102-72 hours
Trades Science Concepts

ELEC 103-36 hours
Safe Work Practices

ELEC 104-18 hours
Rigging & Hoisting Equipment

ELEC 105-18 hours
Hand Tools

ELEC 106-18 hours
Portable Power Tools

ELEC 107-90 hours
Principles of Electricity

ELEC 108-90 hours
Electrical Circuits

ELEC 109-60 hours
Conductors & Raceways

ELEC 110-30 hours
Test Equipment

ELEC 111-60 hours
AC Motor Controls

ELEC 112-18 hours
Prints & Drawings

ELEC 113-60 hours
Canadian Electrical Code

ELEC 114-30 hours
Solid State Devices

ELEC 115-60 hours
Level One Technical Exam

Heavy Duty/Commercial Transport

ELHD EX-6 hours
Module One Final Exam

Heavy Mechanical Foundation

HMFP 101A-220 hours
Occupational Skills (Theory)
This course introduces learners to all the elements required to function safely in the work environment. This will include Occupational Health and Safety regulations and the use of safe environmental practices. Students will also gain an understanding of the use of electronic media, math and science principles, hand tools and welding. Assessment will be done through exams, quizzes and assignments.

HMFP 101B-98 hours
Occupational Skills (Practicum)
On completion of this course learners will be able to demonstrate knowledge of occupational skills learned in HMFP 101A and show competency in the areas of welding, lifting and supporting loads, using electronic media and operating various types of equipment in a shop environment. Assessment will be based on submitted service report, observed competency and ability to follow instructions in a safe manner.

HMFP 102A-60 hours
Brakes (Theory)
This course involves the basic principles of braking, identifying parts of the braking system and their function, and servicing of related components. The theory material will cover both hydraulic and air operated braking systems. Assessment will be done through exams, quizzes and assignments.

HMFP 102B-68 hours
Brakes (Practicum)
On completion of this course the learner will be able to demonstrate knowledge of skills learned in HMFP 102A and show competency in the areas of brake service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 103A-45 hours
Hydraulics (Theory)
This course involves the basic principles of fluid hydraulics, identifying the parts of the hydraulic systems and their function, and servicing of related components. The theory material will cover all aspects of hydraulic systems including pumps, controls and cylinders. Assessment will be done through exams, quizzes, and assignments.

HMFP 103B-19 hours
Hydraulics (Practicum)
On completion of this course the learner will be able to demonstrate knowledge of skills learned in HMFP 103A and show competency in the areas of hydraulic system service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 104A-52 hours
Electrical (Theory)
This course involves the basic principles of electricity and how it applies to the Heavy Duty industry, identifying parts of the electrical system and their function, and servicing of related components. Students will also gain an understanding of schematic diagrams and their use for troubleshooting and repair. Assessment will be done through exams, quizzes and assignments.

HMFP 104B-59 hours
Electrical (Practicum)
On completion of this course the learner will be able to demonstrate knowledge of skills learned in HMFP 104A and show competency in the areas of electrical system service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 105A-69 hours
Frames, Steering, Suspension and Tracks (Theory)
This course involves the basic principles of frames, steering and suspension on wheel-driven and track driven equipment, identifying the parts of the braking system and their function, and servicing of all related components. The theory material will cover both hydraulic and air operated braking systems. Assessment will be done through exams, quizzes, and assignments.

HMFP 105B-92 hours
Frames, Steering, Suspension and Tracks (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 105A and show competency in the areas of frame, steering and suspension service and repair on both wheel-driven and track-driven equipment. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 106A-44 hours
Trailer (Theory)
This course involves the basic principles of trailer construction, identifying the parts of the trailer and their function, and servicing of related components. The theory material will also cover heating and air conditioning systems as they relate to trailers. Assessment will be done through exams, quizzes and assignments.

HMFP 106B-20 hours
Trailers (Practicum)

On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 106A and show competency in the areas of trailer service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 107A-16 hours
Heating, Ventilation and Air Conditioning (Theory)
This course involves the basic principles of heating, ventilation and air conditioning (HVAC), identifying the parts of the HVAC system and their function, and servicing of related components. Assessment will be done through exams, quizzes, and assignments.

HMFP 107B-16 hours
Heating, Ventilation and Air Conditioning (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 107A and show competency in the areas of HVAC service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 108A-31 hours
Engines and Supporting Systems (Theory)
This course involves the basic principles of diesel and gasoline engines, identifying parts of the system and their function, and servicing of related components. The theory material will also cover supporting systems such as fuel and ignition systems. Assessment will be done through exams, quizzes and assignments.

HMFP 108B-66 hours
Engines and Supporting Systems (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 108A and show competency in the areas of engine, fuel system and ignition system service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 109A-31 hours
Powertrains (Theory)
This course involves the basic principles of clutches, manual transmissions, automatic transmissions, drivelines and final drive assemblies, identifying parts of each system and their function, and servicing of related components. Assessment will be done through exams, quizzes, and assignments.

HMFP 109B-55 hours
Powertrains (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 109A and show competency in the areas of powertrain service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 110A-8 hours
Structural Components & Accessories (Theory)
This course involves the basic principles of structural components and accessories, identifying parts of each system and their function, and servicing of related components. Assessment will be made through exams, quizzes and assignments.

HMFP 110B-3 hours
Structural Components & Accessories (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 110A and show competency in the areas of protective structure, cab and accessory service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 111-60 hours
Industry Work Placement
Learners will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program. Assessment will be provided by the employer and input will be given by the instructor as well.

HMFP 112-6 hours
Final Exam
This course includes curriculum review, preparation for the final exam, and completion of the Industry Training Authority Level 1 examination(s).

IP Auto Refinishing Refresher

IPAR 101-24 hours
Occuptational Skills & Safety
This course introduces the student to safe work practices and to the WCB (Workers' Compensation Board) Occupational Health and Safety Regulations relating to safety procedures in the Automotive Refinishing industry.

IPAR 102-36 hours
Guns & Equipment
This course introduces the selection, maintenance and safe operation of automotive refinishing spray guns and equipment.

IPAR 103-24 hours
Handling of Vehicle Components
This course introduces the steps in disassembly,

reassembly, and safe handling of vehicle components prior to the refinish process.

IPAR 104-70 hours
Surface Preparation
This course introduces the student to the various steps and processes involved in preparing a vehicle surface for the refinishing process.

IPAR 105-20 hours
Undercoats
This course explains the functions of the various undercoat systems and the mixing and application techniques of each.

IPAR 106-28 hours
Solvents & Chemical Additives
This course introduces the student to the functions and safe handling procedures of solvents and chemical additives used in an automotive paint system.

IPAR 107-38 hours
Restoring Corrosion Protection
This course introduces the procedures used for restoring corrosion protection on a collision damaged automobile.

IPAR 201-58 hours
Topcoat Materials
This course introduces the types and functions of topcoat systems used in the automotive refinish trade.

IPAR 202-52 hours
Color Theory
This course introduces the procedure used in color mapping when tinting paint in the refinish operation.

IPAR 203-14 hours
Masking Procedures
This course introduces the various procedures used in masking a vehicle prior to painting.

IPAR 204-6 hours
Tri-Coat Applications
This course introduces the tri-coat application process and the steps required when repairing a tri-coat finish.

IPAR 205-48 hours
Paint Problems
This course introduces the student to various problems in a painted surface and the repair procedures for each.

IPAR 206-24 hours
Pre-delivery
This course covers pre-delivery techniques used after the refinish process.

IPAR 207-30 hours
Treatment of Plastics
This course covers the procedures involved in refinishing plastic and composite components on an automobile.

IPAR 208-8 hours
Management of VOC Regulations
This course introduces the student to the need for environmental concern when using solvents and covers the VOC (Volatile organic compound) regulations as they apply to the automotive refinish industry.

IPAR 300-480 hours
Four-Month Paid Work Term
Students will be placed into a paid work term throughout the Province of BC.

IP Collision Repair Refresher

IPAC 101-6 hours
Occupational Skills & Safety
This course introduces the student to safe work practices and to the Workers' Compensation Board Occupational Health and Safety Regulations relating to safety procedures in the Automotive Collision Repair industry.

IPAC 102-9 hours
Tools & Equipment
This course involves the selection, maintenance and safe operation of automotive collision repair tools and equipment.

IPAC 103-8 hours
Oxy-Acetylene Welding
This course involves oxy-acetylene welding, brazing, and cutting techniques on sheet steel.

IPAC 104-44 hours
MIG Welding
This course involves MIG (Metal inert gas) butt, lap, and plug welding techniques on sheet steel and aluminum.

IPAC 105-80 hours
Basic Sheet Metal Repair
This course introduces the student to basic sheet metal damage repair techniques used in the collision repair industry.

IPAC 106-36 hours
Plastics & Composites
This course involves repair techniques to various types of automotive plastics and composites including fibreglass reinforced plastic and sheet moulded compound.

IPAC 107-24 hours
Surface Preparation
This course introduces the student to the various steps and processes involved in preparing a vehicle surface for the refinishing process.

IPAC 108-12 hours
Auto Body Construction and Components
This course involves bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.

IPAC 109-21 hours
Mechanical Components
This course involves diagnostic and servicing techniques to the automotive HVAC (Heating, Ventilation, and Air Conditioning), electrical, and restraint systems as they apply to the collision repair process.

IPAC 201-60 hours
Advanced Sheet Metal Repair
This course introduces the student to advanced sheet metal damage repair techniques used in the collision repair industry.

IPAC 202-108 hours
Structural Repair
This course introduces the diagnosis and repair procedures required for structural repair of full-frame and unibody vehicles.

IPAC 203-27 hours
Suspension & Steering
This course involves diagnosing problems relating to suspension misalignment and damage on full-frame and unibody vehicles.

IPAC 204-9 hours
Insurance Estimating and Industry Liaison
This course introduces the student to basic estimating techniques and the steps to establish a successful working relationship between the collision repair shop and the insurance company.

IPAC 205-36 hours
Refinishing For Collision Repair Technicians
This course covers refinishing theory beyond the surface preparation steps including topcoating, tinting, and blending procedures.

IPAC 300-480 hours
Four-Month Paid Work Term
Students will be placed into a paid work term throughout the Province of BC.

IP Cook Training Refresher

IPCO 101-20 hours
Human Resources Development I
This course introduces the student to basic kitchen management policies, interpersonal and communication skills.

IPCO 102-20 hours
Vegetable & Starch Cookery I
This course introduces the student to the many different preparations for vegetables and starches.

IPCO 103-20 hours
Meat & Poultry Cookery I
This course introduces the student to the proper cooking methods for meat and poultry.

IPCO 104-20 hours
Seafood Cookery I
This course introduces the student to the proper cooking methods for fish and shellfish.

IPCO 105-30 hours
Stocks, Soups and Sauces I
This course introduces the student to making stocks, soups and sauces as required by industry standards.

IPCO 106-20 hours
Meat, Poultry and Seafood Cutting I
This course introduces the student to the proper cutting techniques for beef, pork, lamb, veal, fish and shellfish.

IPCO 107-20 hours
Garde Manger I
This course introduces the student to all aspects of the cold kitchen including sandwiches, salads, buffet platters and butchery.

IPCO 108-20 hours
Baking, Pastry and Desserts I
This course introduces the student to the many aspects of a commercial bakery including yeast breads, quick breads, and pastries.

IPCO 109-20 hours
Basic Food Service and Kitchen Management I
This course introduces the student to basic kitchen mathematics, food costing and menu preparation.

IPCO 110-20 hours
Safety, Sanitation and Equipment I
This course introduces the student to the safety rules in the kitchen as set out by the WCB (Workers' Compensation Board), FOODSAFE, and equipment identification.

IPCO 111-10 hours
Healthcare and Nutrition I
This course introduces the student to basic personal healthcare and basic understanding of nutrition.

IPCO 112-20 hours
Egg & Breakfast Cookery I
This course introduces the student to egg cookery and breakfast service.

IPCO 201-20 hours
Human Resource Development II
This course introduces the student to advanced management including interviewing, resume writing, and employee relations.

IPCO 202-20 hours
Vegetable & Starch Cookery II
This course introduces the student to the many advanced preparations for vegetables and starches.

IPCO 203-20 hours
Meat & Poultry Cookery II
This course introduces the student to the advanced cooking methods for meat and poultry dishes.

IPCO 204-20 hours
Seafood Cookery II
This course introduces the student to advanced cooking methods for fish and shellfish.

IPCO 205-30 hours
Stocks, Soups and Sauces II
This course involves the student to making stocks, specialty soups and sauces as required by industry standards.

IPCO 206-20 hours
Meat, Poultry and Seafood Cutting II
This course introduces the student to the advanced cutting techniques for beef, pork, lamb, veal, fish and shellfish.

IPCO 207-20 hours
Garde Manger II
This course introduces the student to showpieces, lard sculpting, advanced salad and salad dressings, canapes and cold hors d'oeuvres.

IPCO 208-20 hours
Baking, Pastry and Desserts II
This course introduces the student to the many aspects of a commercial bakery including fancy tortes, creams and pastries.

IPCO 209-20 hours
Basic Food Service and Kitchen Management II
This course introduces the student to advanced kitchen mathematics, food costing and menu preparation.

IPCO 210-20 hours
Safety, Sanitation and Equipment II
This course introduces the student to the safety rules in the kitchen as set out by the WCB (Workers' Compensation Board), FOODSAFE, and Equipment identification.

IPCO 211-10 hours
Healthcare and Nutrition II
This course introduces the student to basic personal healthcare and basic understanding of nutrition.

IPCO 212-20 hours
Egg & Breakfast Cookery II
This course introduces the student to egg cookery, breakfast service, brunch production, and breakfast meats.

IPCO 300-480 hours
Four-month Paid Work Term
Students will be placed into a paid work term in various locations through the Province of BC.

Joinery

ELJO 01-53 hours
Safe Work Practices

ELJO 01A-53 hours
TH: Safe Work Practices

ELJO 01B
PR: Safe Work Practices

ELJO 02-30 hours
Trades Mathematics

ELJO 02A-30 hours
TH: Trades Math

ELJO 02B
PR: Trades Math

ELJO 03-30 hours
Read/Interpret/Sketch/Draw Specifications

ELJO 03A-33 hours
TH: Drawings & Specifications

ELJO 03B
PR: Drawings & Specifications

ELJO 04-116 hours
Identify and Use Materials

ELJO 04A-114 hours
TH: Identify & Use Materials

ELJO 04B
PR: Identify & Use Materials

ELJO 05-189 hours
Use Joinery Tools and Equipment

ELJO 05A-189 hours
TH: Use Joinery Tools & Eqpmnt

ELJO 05B
PR: Use Joinery Tools & Eqpmnt

ELJO 06-194 hours
Construction Cabinets

ELJO 06A-235 hours
TH: Construct Cabinets

ELJO 06B
PR: Construct Cabinets

ELJO 07-132 hours
Interior and Exterior Finishing Details

ELJO 07A-148 hours
TH: Interior Finishing Details

ELJO 07B
PR: Interior Finishing Details

ELJO 08-6 hours
Joinery First Level Final Exam

ELJO 1A-53 hours
TH: Safe Work Practices

Metal Fabricator (Fitter)

MTFB 101A-12 hours
TH:Safety
This course introduces students to specific occupational health and safety rules and regulations currently in effect in the metal fabrication industry and instructs students on safe work practices.

MTFB 101B
PR:Safety
This course introduces students to specific occupational health and safety rules and regulations currently in effect in the metal fabrication industry and instructs students on safe work practices.

MTFB 102-66 hours
Trades and Mathematics
This course reviews basic math skills for students who have completed Grade 10 Math and further develops math skills required in the metal fabrication industry. Topics covered include fractions, ratio and proportion, squares and square roots, geometry, and trigonometry relating to the metal fabricating industry.

MTFB 103A-40 hours
TH:Hand Tools/Power Equipment
This course introduces students to the operating methods and maintenance of basic hand and power tools and shop equipment that are used in the metal fabricating industry.

MTFB 103B
PR:Hand Tools/Power Equipment
This course introduces students to the operating methods and maintenance of basic hand and power tools and shop equipment that are used in the metal fabricating industry.

MTFB 104A-96 hours
TH:Blueprint Reading/Sketching
This course introduces students to basic symbols, lines and techniques used to create blueprints. Students will learn how to extract information and measurements from construction drawings and will learn the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the metal fabricating industry.

MTFB 104B
PR:Blueprint Reading/Sketching
This course introduces students to basic symbols, lines and techniques used to create blueprints. Students will learn how to extract information and measurements from construction drawings and will learn the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the metal fabricating industry.

MTFB 105A-60 hours
TH:Patterns and Templates
This course introduces students to concepts associated with the design and development of patterns and templates. Students also learn how to increase productivity and minimize material through the use of patterns and templates.

MTFB 105B
PR:Patterns and Templates
This course introduces students to concepts associated with the design and development of patterns and templates. Students also learn how to

increase productivity and minimize material through the use of patterns and templates.

MTFB 106A-107 hours
TH:Welding and Cutting
This course introduces students to the various welding and burning methods that are used by metal fabricators and further develops the pertinent welding skills of the students.

MTFB 106B
PR:Welding and Cutting
This course introduces students to the various welding and burning methods that are used by metal fabricators and further develops the pertinent welding skills of the students.

MTFB 107A-33 hours
TH:Material Handling
This course introduces students to various material handling devices such as hoists, cranes, and forklifts and the associated gear such as ropes, cables, chains, slings, shackles, and clamps and other rigging attachments. Students also learn hand signals and appropriate piling and storage procedures and handling techniques of heavy objects.

MTFB 107B
PR:Material Handling
This course introduces students to various material handling devices such as hoists, cranes, and forklifts and the associated gear such as ropes, cables, chains, slings, shackles, and clamps and other rigging attachments. Students also learn hand signals and appropriate piling and storage procedures and handling techniques of heavy objects.

MTFB 108A-90 hours
TH:Fitting-Plate & Structural
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 108B
PR:Fitting-Plate & Structural
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 109A-12 hours
TH:Cleaning & Painting
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 109B
PR:Cleaning & Painting
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 110A-168 hours
TH:Metal Fabrication Projects
In this course students build a variety of projects allowing them to apply the various metal fabricating techniques learned in the program.

MTFB 110B
PR:Metal Fabrication Projects
In this course students build a variety of projects allowing them to apply the various metal fabricating techniques learned in the program.

MTFB 111-6 hours
Metal Fabricator (Fitter) Level 1 Apprenticeship Exam
In this course students will review program materials prior to writing the Metal Fabricator (Fitter) Level 1 Apprenticeship exam.

Plumber

PLMB 101-60 hours
Trades Mathematics

PLMB 102-90 hours
Plumbing Science

PLMB 103-30 hours
Safety

PLMB 104-60 hours
Hand Tools and Power Equipment

PLMB 105-180 hours
Pipes, Valves, & Fitting

PLMB 106-30 hours
Rigging

PLMB 107-60 hours
Soldering and Brazing

PLMB 108-30 hours
Drafting and Blueprint Reading

PLMB 109-60 hours
Electricity

PLMB 110-30 hours
Level One Technical Exam

Plumbing and Pipefitting

PPTF 101-48 hours
Use Safe Work Practices
This course introduces specific occupational health and safety rules and regulations in effect in the piping industry and instructs students on safe work practices including use of Personal Protective Equipment(PPE), fire safety training, equipment lockout procedures and the Workplace Hazardous Materials Information System (WHMIS).

PPTF 102-240 hours
Use Tools and Equipment
This course introduces principles of operation, methods of use and maintenance of basic hand and power tools and shop equipment that are used in the piping industry. Various material handling devices such as hoists, cranes and forklifts and the associate gear such as ropes, knots, cables, chains, slings, shackles and clamps and other rigging attachments are covered. Learners also learn hand signals, appropriate piling and storage procedures, handling techniques for heavy objects, ladders, scaffolding and shoring used in the piping trades as well as cutting, soldering and brazing of metal using air-fuel and oxy-fuel.

PPTF 103-252 hours
Organize Work
This course introduces math and science concepts relating to the piping trades including properties of matter, pressure and force, displacement and flotation, fluid power, exlansion and contraction, and heat measurement and transfer. It also includes drafting and blueprint reading and an introduction to the codes and standards, including manufacturers' documents used in the piping trades.

PPTF 104-180 hours
Install and Service Piping Systems
This course introduces the learner to the various materials and methods used to convey fluids in the piping trades. Concepts such as threadig and welding steel pipe, as well as soldering and brazing copper tubing and the installation, testing, identification and protection of piping systems will also be covered.

PPTF 105-30 hours
Technical Exam
This course reviews prior courses in preparation for writing the Level One technical training examination. On successful completion of the examination learners are granted Level One Technical Training credit for the Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter and Sprinkler Installer Apprenticeship.

Recreation Vehicle Technician

RVTE 101A-72 hours
TH:Tools & Safety

RVTE 101B-64 hours
PR:Tools & Safety

RVTE 102A-27 hours
TH:Exterior Construction

RVTE 102B-45 hours
PR:Exterior Construction

RVTE 103A-34 hours
TH:Electrical Systems

RVTE 103B-62 hours
PR:Electrical Systems

RVTE 104A-34 hours
TH:Propane Systems

RVTE 104B-26 hours
PR:Propane Systems

RVTE 105A-12 hours
TH:Brakes & Undercarriages

RVTE 105B-18 hours
PR:Brakes & Undercarriages

RVTE 106A-60 hours
TH:Appliances

RVTE 106B-80 hours
PR:Appliances

RVTE 107A-16 hours
TH:Water Systems

RVTE 107B-26 hours
PR:Water Systems

RVTE 108A-12 hours
TH:Welding

RVTE 108B-18 hours
PR:Welding

RVTE 109A-12 hours
TH:Hitching Systems

RVTE 109B-18 hours
PR:Hitching Systems

RVTE 110A-12 hours
TH:Interior Construction

RVTE 110B-18 hours
PR:Interior Construction

RVTE 111A-12 hours
TH:Accessories

RVTE 111B-18 hours
PR:Accessories

RVTE 112A-12 hours
TH:Computer Skills

RVTE 112B-18 hours
PR:Computer Skills

RVTE 113A-12 hours
TH:Hydraulic Systems

RVTE 113B-18 hours
PR:Hydraulic Systems

RVTE 114A-12 hours
TH:Leveling Systems

RVTE 114B-18 hours
PR:Leveling System

RVTE 115A-12 hours
TH:Slide-out Systems

RVTE 115B-18 hours
PR:Slide-out systems

RVTE 116A-18 hours
Prepare for Employment

RVTE 117A-6 hours
First Level Final Exam

Refrigeration & Air Conditioning Mechanic

RACM 100-30 hours
Application of Trades Math for the Refrigeration Mechanic Trade
In this course students will review math principles used by Refrigeration and Air Conditioning Mechanics. Students will then apply those principles to perform calculations and create graphs required for refrigeration mechanics projects.

RACM 101-30 hours
Safety Techniques
This course introduces the student to various job hazards, B-52 Code, WorkSafeBC rules and regulations, and safe rigging procedures. Students will also complete the CFC/HCFC/HFC Control course.

RACM 102-30 hours
Welding and Brazing Techniques
This course introduces the student to the use of air-acetylene and oxy-acetylene welding methods.

RACM 103-30 hours
Basic Work Skills
This course introduces students to the refrigeration trade, employer/employee rights and obligations, as well as basic mechanical concepts. The course will also introduce the student to the development of communication skills within the trade.

RACM 104-30 hours
Application of Drafting Skills
This course introduces the students to the use of drafting skills and interpretation of mechanical drawings.

RACM 105-60 hours
Use of Tools
This course describes the proper use of tools (hand, power, powder-actuated, and precision measuring tools) and electric meters. The course also describes the proper use of charging, evacuation and reclaiming tools.

RACM 106-12 hours
Application of Computers
This course introduces students to the basic terminology of computers and their use in the refrigeration and air conditioning mechanics trade.

RACM 107-60 hours
Basic Electrical Concepts
This course introduces students to the fundamentals of electricity and transformer theory. The course also introduces students to single-phase and three-phase power characteristics.

RACM 108-60 hours
Electrical Wiring Schematics
This course prepares the student to identify circuit components and analyze simple circuits.

RACM 109-30 hours
Single-Phase Motor Theory
This course introduces students to the operation of motors and the analysis and causes of motor failure.

RACM 110-60 hours
Piping Practices
This course introduces students to the identification of copper pipe, fittings and connectors used within this trade. The course also introduces students to working with coiled tubes along with the proper use of tube cutters.

RACM 111-222 hours
Fundamentals of Refrigeration
This course introduces students to the properties of matter and heat; principles of gases; forms of energy; and properties of refrigerants.

RACM 112-60 hours
Refrigeration Systems Cycles
This course introduces students to basic refrigeration systems, mechanical refrigeration cycles, direct expansion system components and flooded system components.

RACM 113-30 hours
Refrigeration System Components
This course introduces students to compressor performance by calculating theoretical and actual displacement and factors limiting performance.

RACM 114-6 hours
Final Exam
In this course, students will write the first-year Refrigeration and Air Conditioning Mechanic exam.

Residential Construction

RCST 01-60 hours
Work Safe

RCST 02-50 hours
Trades Mathematics

RCST 03-70 hours
Drawings & Specifications

RCST 04-110 hours
Materials

RCST 05-204 hours
Tools and Equipment

RCST 06-60 hours
Bldg. Science/Special Const.

RCST 09-150 hours
Site Layout, Concrete Forms

RCST 10-190 hours
Frame Residential Housing

RCST 11-6 hours
Level One Carpentry Final Exam

Sheet Metal Worker

SHMT 110-30 hours
Safe Work Practices
Students wil learn occupational health and safety rules and regulations currently in effect in the sheet metal worker trade. Students will focus on safe work practices including basic crane operator hand signals, fire safety traning, and Workplace Hazardous Materials Inform

SHMT 111-90 hours
Tools and Equipment
Students will learn to select, use, inspect and maintain tools appropriate to the sheet metal processes. Students will learn different methods of welding and cutting. Students will be able to cut using plasma and oxyacetylene tools and weld using Gas Metal Arc Welding(GMAW) and Shield Metal Arc Welding(SMAW). The student will also be able to describe hoisting, lifting and rigging equipment.

SHMT 112-80 hours
Organize Work
Students will solve mathematical problems using whole numbers. fractions, decimals, measurements, volumes, ratio and proportion, precent, powers and roots, simple graphs, formulas, geometry, and Imperial and metric conversion relating to the sheet metal worker trade. The student will learn to interpret the information on a shop drawing and construct a project from shop drawing.

SHMT 113-240 hours
Layout and Development Patterns
Students will learn how to create construction drawings using symbols and lines, how to extract information and measurements from construction drawings and the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the sheet metal worker trade. They will also develop geometric constructions and patterns using parallel line development, radial line development and trangulation.

SHMT 114-100 hours
Fabricate Trade-Related Products
Students will learn and apply the theory involved in layout procedures including calculations for seams, locks, edges and joints while utilizing various tools including sheet metal hand and power tools, shop equipment, soldering methods, riveting techniques and the use of CAD/CAM equipment.

SHMT 115-30 hours
Install Air Handling Systems
The student will be able to describe and install air handling ductwork and components to given project specifications.

SHMT 116-30 hours
Level One Review and Examination
Students will review all courses taken in preparation for writing the Level One technical training examination. On successful completion of the examination students are granted Level One Technical Training credit for the Sheet Metal Worker Apprenticeship.

Studio Woodworking

STWW 101-10 hours
Safe Work Practices
This course introduces students to a variety of shop hazards and to the Worksafe BC and WHMIS regulations.

STWW 102-90 hours
Organizational Skills
This course introduces students to standard drafting practices, layout and quantity calculations, trade communications, and the use of quality standards.

STWW 103-60 hours
Materials
This course introduces students to the structure and properties of wood, species identification, production and grading, panel products, adhesives, fasteners and hardware, specialty materials and materials handling.

STWW 104-90 hours
Hand Tools
This course introduces students to the use and maintenance of hand tools. Topics include tools for measuring, layout, sawing, planing, scraping, edge cutting, boring, fastening, filing, and honing.

STWW 105-90 hours
Portable Power Tools
This course introduces students to the use and maintenance of both electric and air-operated portable power tools. Topics include the following tools: saws, drills, drivers, power planes, routers, spline cutters, sanders, staplers, and nailers.

STWW 106-214 hours
Woodworking Machines
This course introduces students to stationary woodworking machinery. Topics include the following machines: radial arm saw, tablesaw, jointer, thickness planer, bandsaw, scrollsaw, drilling and boring machines, routing machines, sanding machines, edgebanding machines, and lathes. Students will use machinery appropriately to perform initial breakout of solid wood and sheet goods, and detail machining.

STWW 107-150 hours
Assemble Products
This course introduces students to the use of handclamps, preparation for assembly, assembly procedures, and preparation for shipping.

STWW 108-40 hours
Apply a Finish
This course introduces students to prefinishing repairs, abrasives, sanding aids and techniques.

STWW 109-200 hours
Specialty Techniques
This course introduces students to a number of topics beyond the typical level 1 curriculum and will allow students the opportunity to use advanced techniques in their designs. Topics include mortise and tenon machines, shapers, panel saws, creating curved products, CNC equipment, clamping and pressing machines, the layup and use of veneer, and the selection and use of finishing products.

STWW 110-100 hours
Professional Presentation and Portfolio
A brief history of the trade, including design basics, will be explored in this course. This course is also the integration of all the trade-specific hand skills with a focus toward a professional presentation of the product. Topics to be discussed range from the development of proper shop drawings and estimates to photographing your work to its best advantage. Students will design, construct and present a finished final project for a public showing of the class's work.

STWW 111-6 hours
Final Exam
In this course the student will write the Level 1 Cabinetmaker/Joiner exam.

Trades Technology Teacher Education

TTTE 110-3-4
Health and Safety
This course provides students with an overview of general safety requirements for trades technology shop and lab situations. The students will be required to evaluate processes and procedures to determine adherence to safety standards and regulations. Emphasis will be placed on interpreting and implementing Occupational Health and Safety Regulations and WHMIS Regulations.
(2,2,0)

Prerequisites:
- admission to the TTTE program

TTTE 113-3-4
Hand Tools
This course involves the identification, selection, use and maintenance of hand tools commonly used in trades. Safety will be emphasized throughout the course. Learners will be required to analyze the work to be done, select the appropriate tool for the job, and use it in a safe manner. Students will learn to recognize the common deficiencies in hand tools and the corrective measures used.
(2,2,0)

Prerequisites:
- admission to the TTTE program

TTTE 114-3-4
Portable Power Tools and Shop Equipment
This course involves the identification, selection, use, and maintenance of portable power tools and shop equipment. Safety will be emphasized throughout the course. Learners will be required to analyze the work to be done, select the appropriate tool for the job and use it in a safe manner. Students will learn to recognize the common operational issues related to portable power tools and shop equipment, and the corrective measures used.
(2,2,0)

Prerequisites:
- admission to the TTTE program

TTTE 115-3-4
Materials Identification and Management
Students will be required to identify materials commonly used in middle and secondary school shops. Studens participate in and pass a variety of labs that form a foundation from which they can teach the middle/secondary school technology curriculum. Proper handling and storage techniques will be an integral component of this course. Middle/secondary school student project plans and their implementation schedules will also be covered.
(2,2,0)

Prerequisites:
- admission to the TTTE program

TTTE 118-3-4
Drafting
This course introduces students to drafting principles using Computer Aided Drafting (CAD). Industry-standard software is used throughout.
(2,2,0)

Prerequisites:
- admission to the TTTE program

TTTE 120-3-4
Life and Work
This course examines the role of trades work from historical and contemporary perspectives. The societal impact of technology; history of the trades and development of trades training; and changes in trades law and labour relations will be studied.
(4,0,0)

Prerequisites:
- admission to the TTTE program

TTTE 122-3-5.5
Basic Electricity and Electronics
This course includes a brief history of the development of electronics; the effect it has on our daily lives; and the types of careers available in the electronics field. The course covers the fundamentals of electricity, magnetism and the analysis of resistive and reactive circuits under DC excitation. Semiconductor devices will be introduced and their properties and uses will be examined.
(3,2.5,0)

Prerequisites:
- admission into the TTTE program

TTTE 123-3-4
Stationary Equipment
This course involves the identification, selection, use and maintenance of stationary equipment used in carpentry and joinery. Safety is emphasized throughout the course. Learners will be required to analyze the work to be done, select the appropriate equipment for the job and use it in a safe manner. A strong emphasis is placed on the set-up of the equipment for various tasks. (2,2,0)

Prerequisites:
- TTTE 110
- TTTE 113
- TTTE 114

TTTE 124-3-5
Mechanical Fabrication
This is a practical course involving instruction in machine shop processes and the selection and use of machine tools. Students will use milling machines, lathes, and a variety of other fabrication equipment and measuring instruments. Topics of study will include metal cutting and forming processes. Safety and shop discipline are emphasized. (2,3,0)

Prerequisites:
- TTTE 110

- TTTE 113
- TTTE 114
- TTTE 118

TTTE 126-3-4
Automotive Tires, Brakes and Drivelines
This course will give students knowledge of tires, wheels, bearings, steering systems, brake systems, suspension systems, transmissions and differentials. It will identify different types of systems and their relationship to each other. Maintenance and operation of these systems will be covered. Safety while doing repairs and servicing is an integral portion of this course. (2,2,0)

Prerequisites:
- TTTE 110
- TTTE 113
- TTTE 114

TTTE 211-3-4
Basic Cabinet Construction
Topics covered in this course include: drafting and design; project planning; material selection and breakout; layout, cutting and assembly of cabinet components; and preparation for and application of finishes. Economic uses of materials and appropriate construction methods will be emphasized. (2,2,0)

Prerequisites:
- TTTE 123

TTTE 212-3-5.5
Advanced Electricity and Electronics
This course covers the analysis of resistive, reactive and semiconductor networks under DC and AC excitation. The course will include: basic amplifier concepts, signal sources, discrete and integrated devices, regulated power supplies, and related topics. The course also includes a brief introduction to digital circuits and number systems. (3,2.5,0)

Prerequisites:
- TTTE 122

TTTE 214-3-5
Mechanical Technology and Project Development
This course covers basic properties of metals, polymers and ceramics that are used for mechanical fabrication. Some jewellery and art ceramic materials will be discussed. Students will also study selected manufacturing technology methods that may be used in small fabrication shops. The course extends a student's knowledge in project development and is oriented toward developing shop skills. Students spend a significant amount of shop time building projects that are typical for high schools. (3,2,0)

Prerequisites:
- TTTE 124
- TTTE 118

TTTE 216-3-4
Automotive Engine Systems
This course will give students knowledge of automotive engines. It will identify different types of engines and their operation as well as some of the other support systems required. Maintenance and operation of these systems will be covered. Safety while doing repairs and servicing is an integral portion of this course. (2,2,0)

Prerequisites:
- TTTE 110
- TTTE 113
- TTTE 114

TTTE 217-3-4
Oxy-acetylene and Shielded Metal Arc Welding
This course provides the student with the basic knowledge and skills necessary to safely use and demonstrate the applications of several oxy-acetylene welding processes. In addition, this course also provides the student with basic knowledge and practical skills in the use of common shielded metal arc welding electrodes. (4,0,0)

Prerequisites:
- TTTE 110
- TTTE 113
- TTTE 114

TTTE 218-3-5
Robotics
This is a project-based course that introduces students to robotics. The course will focus on robots that are typically used in middle and secondary school programs. Students will study robot structures, mechanical components, and electronic components. They will learn how to plan and design a robot to achieve a specified task, then build and test their robots. (3,2,0)

Prerequisites:
- TTTE 122

Corequisites:
- TTTE 212

TTTE 221-3-4
Autobody Basics
This course will provide the student with an overview of various tasks performed in the autobody trade. Course components include: safe work practices, tools and equipment, hardware and trim, MIG welding

sheet steel, sheet metal repair, plastic and composite repair, surface preparation, undercoats, topcoats, selected paint repairs, panel replacement, structural repair, and body-related mechanical components. The various topics will include theory and practical sessions with an emphasis, where applicable, on hands-on application of the concepts involved. (1.5,2.5,0)

Prerequisites:
- TTTE 110
- TTTE 113
- TTTE 114

TTTE 222-3-4
Automotive Electronic and Electrical Systems
This course will give students knowledge of electrical and electronic automotive systems. Some of the systems covered will be the battery, charging, starting, ignition, lighting as well as some accessory systems. It will identify different types of systems and their relationship to each other. Maintenance and operation of these systems will be covered. Safety while doing repairs and servicing is an integral portion of this course. (3,1,0)

Prerequisites:
- TTTE 110
- TTTE 113
- TTTE 114
- TTTE 212

TTTE 227-3-4
Gas Metal and Gas Tungsten Arc Welding
This course provides the student with the basic theory and setup of the gas-tungsten arc welding (GTAW) torches. Practical objectives include practicing fitted and butt welds. In addition, this course will also provide the student with practical skills development, basic troubleshooting skills and an understanding of the machine setting parameters required to produce a satisfactory weld using gas metal arc welding (GMAW). (1,3,0)

Prerequisites:
- TTTE 217

TTTE 228-3-5
Computer Numeric Control Basics
This course covers current computer-aided design/computer-aided manufacturing (CAD/CAM) software for creating part geometry and toolpaths for Computer Numerical Control (CNC) machine programming. Students are introduced to the programming and operation of CNC equipment, including routers, lathes, and milling machines. (2,3,0)

Prerequisites:
- TTTE 118
- TTTE 214

Welding

WELD 100A-30 hours
TH:Safety (P1)

WELD 100B
PR: Safety (P1)

WELD 101A-45 hours
TH:Oxy Fuel Cutting (P2)

WELD 101B
PR:Oxy Fuel Cutting (P2)

WELD 102A-75 hours
TH:Oxy-Acet Weld/Brazing (P3)

WELD 102B
PR:Oxy-Acet Weld/Brazing (P3)

WELD 103A-360 hours
TH:Shielded Metal Arc Weld(P4)

WELD 103B
PR:Shielded Metal Arc Weld(P4)

WELD 104A-30 hours
TH:Air Carbon Arc Cutting (P5)

WELD 104B
PR:Air Carbon Arc Cutting (P5)

WELD 105A-100 hours
TH:Gas Metal Arc Welding (P6)

WELD 105B
PR:Gas Metal Arc Welding (P6)

WELD 106A-100 hours
TH:Flux Cored Arc Welding (P6)

WELD 106B
PR:Flux Cored Arc Welding (P6)

WELD 107-30 hours
RK-1 Material Handling
The student will be required to tie knots, bends and hitches.

WELD 108-40 hours
RK-2 Blueprint Reading I
This course introduces the student to the use of

alphabet of lines, the principles of orthographic projection, principles of scale drawings and sectioning. Students will be shown how to make three-view sketches of simple objects to the required scale.

WELD 109-30 hours
RK-3 Metallurgy I
The course introduces students to the terms ferrous and nonferrous. The course also describes tensile strength, elasticity, elongation, yield strength and ultimate tensile strength, ductility and malleability, brittleness, physical properties of metals and corrosion resistance. The course defines brittleness, impact, compression and fatigue strength and hardness.

WELD 200A-240 hours
TH:Shielded Metal Arc Weld(P7)

WELD 200B
PR:Shielded Metal Arc Weld(P7)

WELD 201A-25 hours
TH:Gas Metal Arc Welding (P8)

WELD 201B
PR:Gas Metal Arc Welding (P8)

WELD 202A-25 hours
TH:Fluxed Core Arc Welding(P9)

WELD 202B
PR:Fluxed Core Arc Welding(P9)

WELD 203A-90 hours
TH:Gas Tungsten Arc Weld (P10)

WELD 203B
PR:Gas Tungsten Arc Weld (p10)

WELD 204-25 hours
RK-4 Weld Quality Control and Inspection Procedures

WELD 205-25 hours
RK-5 Welding Codes, Standards and Specifications

WELD 206-25 hours
RK-6 Blueprint Reading II

WELD 207-25 hours
RK-7 Welding MetallurgyII

WELD 300A-120 hours
TH:Shield Metal Arc Weld (P11)

WELD 300B
PR:Shield Metal Arc Weld (P11)

WELD 301A-80 hours
TH:Gas Tungsten Arc Weld (P12)

WELD 301B
PR:Gas Tungsten Arc Weld (P12)

WELD 302-20 hours
RK-8 Welding Metallurgy III

WELD 303-20 hours
RK-9 Blueprint Reading III

Continuing Studies

Advanced GIS

CGIS 101-100 hours
GIS Essentials
This course provides students with an in-depth understanding of how to create maps using ArcGIS software while learning the fundamentals of cartography. Students become familiar with both spatial data and the attributes used to describe the spatial data as well as how to filter data using query definitions.

CGIS 102-25 hours
GIS Data
In this course students learn the skills necessary to identify and work with the main datasets used in GIS. Students will create new GIS data as will as edit existing data. Students learn to edit both spatial data and the associated attributes.

CGIS 103-25 hours
GIS Project #1
In this course students complete a major GIS project and present it to the class for review and feedback. Students will demonstrate their knowledge of the topics covered and will be required to complete both a printed map and a written project proposal.

CGIS 104-25 hours
GPS
Students are introduced to GPS technologies to gather data for use in a GIS

CGIS 105-75 hours
GIS Analysis & Automation
In this course students learn the skills needed to

perform GIS analysis through the use of geoprocessing. Students learn how to automate geoprocessing by designing, building and running models and will be introduced to scripting GIS processes using Python.

CGIS 106-75 hours
Relational Databases
In this course students develop the skills necessary to work with modern database technologies. They will apply their skills by designing and building databases and by connecting to databases from within ArcGIS

CGIS 107-25 hours
GIS Project #2
Students complete a major GIS project and present it to the class for review and feedback. Students will demonstrate their knowledge of the topics covered and will be required to complete both a printed map and a written project proposal.

CGIS 108-25 hours
Raster Analysis
Students will develop the skills needed to work with raster data and perform analysis using the ArcGIS Spatial Analyst extension.

CGIS 109-25 hours
3D Modeling
Students will develop the skills needed to create 3D models and perform analysis on the models using GIS.

CGIS 110-25 hours
Geometric Networks
Students will examine geometric networks and their use as a GIS tool to solve complex problems.

CGIS 111-25 hours
Linear Referencing
Students are introduced to linear referencing. Students will develop the understanding and skills necessary to implement linear referencing solutions.

CGIS 112-15 hours
Temporal Data & Animation
Students will develop the skills needed to use time based GIS data in their workflows and to create animations for presentation.

CGIS 113-10 hours
Map Books
Students will develop the skills needed to create map books and atlases.

CGIS 114-25 hours
Directed Project
Students complete an assigned project that is intended to challenge their understanding of a wide range of the topics covered during the program.

American Sign Language (CS)

ASL 11-30 hours
Preparatory Level I
This course provides an introduction to American Sign Language (ASL) for individuals who have little or no knowledge of the language. Based on principles of second language acquisition, students will learn to recognize various visual grammatical features of the language and develop beginning level vocabulary permitting them to engage in basic introductions, the exchange of personal information, and some ability to talk about the student's surroundings. In addition, students will learn how to form questions and learn how to give basic directions. Students will learn some basic information regarding the deaf community, the impact of handedness on signing, and the use of visual three-dimension space in ASL.

ASL 12-30 hours
Preparatory Level II
This course is a further introduction to American Sign Language (ASL) for individuals who have little or no knowledge of the language. Students will begin to discuss personal information, including where they live, family information and various physical activities. Students will begin to refine visual perception to assist with receptive skills in the language. They will be introduced to spatial referencing, contrastive structures, the expression of time and the formulation of negative statements. In addition, students will be introduced to the concept of fingerspelling and some rules for social interaction.

ASL 13-30 hours
Preparatory Level III
This course begins with a review including norms for getting attention, understanding the role of name signs, negotiating a signing environment, asking for repetition, meeting others, and gaining basic information about the daily lives of deaf people. Students will begin to make simple requests, give directions and learn how to identify other people. Numbers will be introduced and students will develop a basic understanding of various types of verbs.

ASL 14-30 hours
Preparatory Level IV
Students will learn how to discuss families with greater detail, including occupations and ages. The concept of role shifting will be introduced and applied to descriptions of others. Students will begin to discuss daily routines, including clock numbers and activities. In addition, students will be provided with a brief history of deaf people in Canada and the U.S., learn rules for interrupting conversations, and other

rules for social interactions. This course will end with a cumulative review of Preparatory level courses.

ASL 21-30 hours
Basic Level I
Building on ASL grammatical and linguistic skills from the Preparatory level, students will develop a number of linguistic skills, including: describing people and locations and making and responding to complaints, suggestions, and requests. Students will strengthen skills in opening conversations, asking clarifying questions, making corrections and confirming information. Grammatical focus will be placed on topic-comment structure, use of non-dominant hand for referents, question forms, recurring, continuous temporal forms, verb inflection, role shifting, conditionals and several numbering systems.

ASL 22-30 hours
Basic Level II
Students will increase their ability to incorporate proper phrasing and pausing in ASL utterances, use descriptive and locative classifiers, apply the use of certain numbering systems, and use possessive forms correctly. Instrumental classifiers will be introduced, as well as money numbers and lower facial grammatical markers. Students will be expected to incorporate all linguistic and grammatical features learned to date in longer monologues, sharing information such as family history and major life events.

ASL 23-30 hours
Basic Level III
Students will develop greater confidence in their ability to ask and give fairly lengthy responses to questions in ASL, incorporating linguistic and grammatical features learned to date. They will be introduced to element classifiers, additional numbering systems, and the use of durative aspect. They will be able to gain, direct and maintain visual attention, control the pace of a conversation, interrupt and resume a conversation, and confirm information appropriately.

ASL 24-30 hours
Basic Level IV
This course will review and reinforce all skills developed at the Preparatory and Basic levels for a provincial mastery exam. All linguistic functions and grammatical features will be integrated into a comprehensive application to more complex monologues and dialogues. There will be particular focus on the review and use of classifiers and on facial grammatical and affective markers.

ASL 31-30 hours
Intermediate Level I
In this course grammar will be refined and linguistic abilities expanded. Students will be introduced to the concept of "contact signs" and comparisons will be made between this English-based form of signing and ASL. Focus will be given to topic/comment versus subject-verb-object structure, and to yes/no, wh-, and rhetorical-question forms. There will also be a systematic introduction to advanced fingerspelling and numerical skills critical to emerging intermediate-level signing skills.

ASL 32-30 hours
Intermediate Level II
This course will focus on grammatical refinement on directionality, use of space, and embedded affirmation/negation. Continued comparisons will be made between ASL and contact signing and students will complete work on advanced fingerspelling and numerical skills. Expressive skills development will focus on continued implementation of expansion techniques, including role shift, 3-D, contrasting, and faceting. Using articles on deaf culture as the stimulus material, students will engage in dialogue and debate during which they will apply the linguistic and grammatical principles mastered to date.

ASL 33-30 hours
Intermediate Level III
This course will focus on mastery of classifiers, conditionals, and the use of real-time sequencing in text construction. Using several tables, students will interface grammatical and linguistic abilities with emerging exposure to the history of oppression in the deaf community. Students will develop greater facility in the use of expansion techniques taught in ASL 32 and will add the techniques of reiteration, explanations with listing or examples, and couching, to maximize effect visual communication in ASL.

ASL 34-30 hours
Intermediate Level IV
This course will provide a cumulative knowledge and skills review of all major concepts presented in the Intermediate Level in preparation for taking the American Sign Language Proficiency Interview (ASLPI).

ArcInfo GIS

GISA 01-150 hours
GIS Basics and Applications
This module introduces students to the two essential aspects of a GIS system; spatial data and attribute data, and their representation and manipulation through the use of ArcInfo. The students will build towards a thorough understanding of how to solve GIS problems while covering the basics of ArcInfo. In this module the students will complete a presentation-quality GIS project.

GISA 02-150 hours
Programming and Automation
In this course students will build skills developing GIS solutions through the creation of programs, menus and dialog boxes. Programming, customizing and automating ArcInfo using various tools and techniques will be covered, which will allow the students to tackle projects of a much larger scale and complexity. In this module students will automate the different phases of a GIS project.

GISA 03-200 hours
Advanced Arc/Info
In this course students will understand how to solve GIS problems using more advanced aspects of ArcInfo. Alternate methods of representing GIS information in Arc/Info and more complex methods of manipulating, analyzing and displaying information will be studied. Students will complete a GIS project of the type and complexity typically encountered in government or industry, while continuing to develop their skills with ArcInfo.

Audio Engineering and Music Production

AEMP 110-30 hours
Introduction to Audio Engineering
This course introduces the fundamental principles of sound. Topics covered include propagation of sound and how it travels, units of measurement, sound in relation to music, harmonic content, and wave form changes.

AEMP 111-39 hours
Hearing and Music
This course explains how to interpret sounds in the environment in order to recognize and apply those elements to audio projects. Topics covered include the anatomy of the ear, hearing ranges, frequencies in the relation to music, listening environments, transducers, ear training, and basic music theory.

AEMP 112-39 hours
Audio Electronics
This course covers basic electronic components within audio processing equipment. Topics covered include: electricity, impedance, circuitry, soldering, equipment maintenance and repair, and electronic signal flow.

AEMP 113-81 hours
Signal Flow and Processing
This course covers signal flow and the devices used to process sound. Topics covered include: cables, connectors, amplification, and processing devices.

AEMP 114-45 hours
Microphone Techniques
This course covers miking techniques used in various sound applications, different types of microphones, placement, phase, stereo, and surround sound. Students will use various microphones on multiple input signals to learn their applications.

AEMP 115-24 hours
Mixing and Mastering
This course explores techniques and tools used to create final sound projects. Topics include equalization, panning, balancing, depth of field, dynamics, and mastering.

AEMP 116-30 hours
AEMP Industry Standards
This course is designed to develop the student's awareness and understanding of the audio engineering and music production industry standards. Topics covered include a review of audio/music industry positions, roles and responsibilities, first impressions, teamwork, listening skills, networking, presentation techniques, self-employment, and time management.

AEMP 117-81 hours
Live Sound Engineering
This course covers the fundamentals of live sound and the duties required of a live Sound Engineer. Topics covered include PA equipment, set up, ringing out, live mixing, feedback and trouble shooting. Students will also set up and operate live audio equipment in a live show atmosphere to gain experience.

Prerequisites:
- AEMP 115[1]

[1] minimum grade of 70 required

AEMP 118-30 hours
Analog Processing and Recording
This course covers analog processing and recording equipment, and techniques. Topics covered include analog recording mediums, analog recording techniques, analog processors, and the history of recording practices.

Prerequisites:
- AEMP 115[1]

[1] minimum grade of 70 required

AEMP 119-84 hours
MIDI Music Programming
This course focuses on hands-on music programming utilizing MIDI (music instrument digital interface).

Topics covered include MIDI routing, parameters, synchronization, messages, sampling, hardware and software, music production, step-time and real-time sequencing, and electronic music.

Prerequisites:
- AEMP 115[1]

[1] minimum grade of 70 required

AEMP 120-132 hours
Digital Audio Recording
This course explores techniques and practices used in the modern music industry. Topics covered include digital audio work stations, digital recording, hybrid recording, digital processing devices, DJing hardware and hardware requirements, digital music creation and amplification, analog to digital conversion, and multimedia synchronization. Students will apply knowledge using in-class studio equipment for recording and music creation.

Prerequisites:
- AEMP 115[1]

[1] minimum grade of 70 required

AEMP 121-115 hours
Applied Audio Engineering and Production
During this course students will learn and apply music production skills and techniques. Topics covered include pre-production and production, music theory, copyright, fees, and royalities. Students will use an on-site recording studio to create and record music projects.

Prerequisites:
- AEMP 115[1]

[1] minimum grade of 70 required

Autism Spectrum (CS)

AUSP 111-15 hours
An Overview of the Spectrum
This course is designed to give participants a thorough overview of the Autism Spectrum Disorder (ASD). Various topics will be discussed: the changing definition and treatment of autism in recent history, the complex process of diagnosis, and some of the real challenges in assessing and understanding the very different capabilities of persons living with autism. Participants will take part in a series of activities to better understand the unique communication, social and sensory challenges that persons with autism face on a daily basis.

AUSP 121-18 hours
Every Day on the Autism Spectrum
This course will deal with common everyday issues such as: dressing, eating and sleeping behaviours/routines, sensory challenges, toileting challenges, anxiety behaviors, sexual health education, accessing and sharing in public spaces and outings, and building positive social connections with the community.

AUSP 131-18 hours
How to Information Share and Provide Good Care
This course deals with information sharing and communication strategies around ASD. An overview of practical approaches and strategies to explain and respond to ASD-related behaviors by extended family, friends, educators, potential caregivers and related professionals is provided. Communication, anxiety and a range of social and physical challenges are reviewed and discussed. Included are some 'survive' and 'thrive' strategies for parents and caregivers, for those days, weeks or months when the challenges of living with autism everyday seem overwhelming.

AUSP 141-15 hours
Education and the Social Side of Life
This course identifies the complex educational needs of persons on the autism spectrum, and the special challenges and educational potential of the inclusive classroom, and an inclusive school environment. This course emphasizes skill-building in working with children and teenagers with ASD and practical strategies and useful tips for the school/playground environment are reviewed. Potential windows of opportunity for building and enhancing longer-term positive social connections for persons with ASD, their families (parents, siblings) and the wider community are also identified and discussed.

AUSP 151-15 hours
Making Plans and Finding Facts Across a Person's Lifetime
This course identifies available options and benefits for persons with ASD and their families and caregivers, across the course of their lifetime. This course looks at transition points planning (early years, youth/adolescence and adult and senior), as well as challenges in terms of long-term financial, social and housing supports. Advocacy and self-advocacy is examined, as are the legal rights and human rights laws in Canada. Changes in government and social policy, application procedures, and program availability are also reviewed.

AutoCAD GIS (CS)

BDA 01-9 hours
AutoCAD Upgrade
This course is an AutoCAD software update as well

as a refresher for several advanced AutoCAD uses such as Paper Space and External Referencing. Emphasis will be on Layouts and AutoCAD plotting.

AutoCAD Skills (CS)

AD 001-70 hours
Introduction to AutoCAD Skills
This course introduces students to creating basic two-dimensional 2D drawing within AutoCAD. Drawing and editing tools, organizing drawing objects on layers, adding text and basic dimensions, and preparing to plot will be studied.

AD 002-78 hours
Applied AutoCAD Skills
This course will teach students more advanced techniques and tools within AutoCAD. Techniques and topics studied within this module include styles and advanced object tools, drawing management, conceptual design tools, layout and advanced plotting features, space planning and areas, and customization. Prerequisite: AD001 Introduction to AutoCAD Skills or equivalent.

Bartending (CS)

BC 10-40 hours
Bartending Knowledge
Introduction to basic alcohol knowledge, bar set-up and equipment, cash handling and reconciliation, and basic supervisory skills. Personal development as it relates to bartending is addressed. Includes field trips.

BC 11-15 hours
Bartending Skills
On-site training to apply the knowledge from BC 10, with emphasis on improving speed, showmanship, and variations in operating practices. Mixing of standard cocktails and use of bar utensils and equipment is stressed.

BC 12-25 hours
Bartending Practicum
On-site experience under supervision in a new setting to refine bartending skills.

Basic Accounting Concepts (CS)

BAC 11-33 hours
Introduction to Accounting Level I
This course covers accounting concepts, generally accepted accounting principles, and the rules of debit and credit including the accounting equation. The material covers the accounting cycle for a service business, using the general journal to record transactions, posting to the general ledger, and completing the accounting cycle. Also covered is preparing month and year-end adjustments, closing the books at year end, and the preparation of financial statements.

BAC 12-33 hours
Introduction to Accounting Level II
This course introduces specialized journals, including the combination journal, and the use of sub-ledgers to track customers and vendors for a merchandising business. Topics include inventory concepts, GST and sales tax, internal control of cash, bank reconciliations, petty cash, and preparing payroll.

Bookkeeping

BOOK 100-33 hours
Spreadsheets for Bookkeeping
Students in this course focus on the use of spreadsheets for bookkeeping and accounting purposes. Students learn how to design, modify, format and utilize spreadsheets to record and report typical business transactions.

Also offered by Distance Education

BOOK 110-45 hours
Payroll Administration
This course is an introduction to Canadian payroll rules and procedures. Students learn how to access and use Canada Revenue Agency information and how to create, maintain and report individual and company payroll records. Course equivalency OADM 142 (Payroll).

Prerequisites:
- BOOK 100[1]

[1] minimum grade of 70 required

Also offered by Distance Education

BOOK 120-45 hours
Computerized Accounting
Students in this course focus on the use of current computerized accounting software. Students learn how to create and modify accounting records and how to enter, adjust and report typical daily and year-end business transactions. Course equivalency OADM 152 (Accounting Software).

Also offered by Distance Education

Bookkeeping Bridging (CS)

BACC 241-45 hours
Computerized Accounting I
Upon completion of this course, the student will be able to create company files, record transactions in the General, Receivable, Payable, Payroll, Inventory and Job Costing ledgers and print month-end statements using a computerized accounting program. CIB (Canadian Institute of Bookkeeping) credit. Transferable to OADM 152 â€“ Accounting Software I.

Only offered by Distance Education

BACC 242-45 hours
Computerized Accounting II
Upon completion of this course, the student will be able to establish computerized accounting records, maintain daily transactions using the General, Accounts Payable, Accounts Receivable, Inventory, Payroll and Job Costing ledgers and produce month-end financial statements. CIB (Canadian Institute of Bookkeeping) credit. Transferable to OADM 155 â€“ Accounting Software II.

Only offered by Distance Education

BACC 243-45 hours
Payroll Administration
Participants will be introduced to the complexities of administering a payroll system. Students will gain an understanding of payroll records keeping and procedures by reading and analyzing relevant legislation and then applying it to practical real-life situations. Topics will include calculating gross earnings, maintaining payroll records, taxable benefits, statutory and other deductions, CRA payroll remittances, WorkSafeBC and employment standards. CIB (Canadian Institute of Bookkeeping) credit. Transferable to OADM 142 â€“ Payroll.

Only offered by Distance Education

Building Service Worker

CBSW 100-9 hours
Developing Professional Skills
Professionalism is the blending and integration of a variety of skills that model responsibility, integrity, accountability and excellence in the workplace. Basic skills and techniques for active listening, communication, conflict resolution, customer-service, time management, and personal presentation will be examined.

CBSW 110-9 hours
Chemistry of Cleaning
The principles of chemical safety and practices will be examined in relation to Workplace Hazardous Material Information System (WHMIS) training. Reading of labels and observing manufacturers' recommendations will be studied to promote personal and property protection; and industry-approved "green" products will be introduced. A WHMIS certificate will be issued upon successful completion of this course.

CBSW 120-24 hours
General Cleaning
Principles of proper cleaning and maintenance procedures including tools required for cleaning, proper cleaning techniques and the safe use of floor polishers will be examined.

CBSW 130-12 hours
Carpet and Upholstery Cleaning
Industrial carpet and upholstery cleaning requires knowledge of their construction and fibres, and skills to maintain and clean them using commercial products and methods according to industry standards. All aspects of carpet and upholstery maintenance from daily cleaning to more advanced methods such as steam cleaning and shampooing will be examined.

CBSW 140-33 hours
Complete Floor Care
Principles and practices of complete floor care maintenance including scrubbing, stripping, sealing and finishing, spray buffing and burnishing, and using automatic scrubbers will be examined.

CBSW 150-15 hours
Special Area and Project Cleaning
Principles of proper cleaning procedures for specialized areas; the application of cleaning lights, ceilings, walls, windows, furniture, and metals; and the basics of recycling in the cleaning industry will be examined.

CBSW 160-12 hours
Industrial Kitchen Cleaning
The principles of proper cleaning procedures for Industrial kitchens, kitchen-cleaning equipment and specialized chemicals, and their correct use will be examined.

Career Facilitator (CS)

CF 01-36 hours
Foundations in Career Facilitation
This course provides an overview of the theoretical and practice foundations of career facilitation. The major career decision-making constructs will be covered, from an internal, external and interactive perspective, including vocational implications and

case examples. Adult learning and motivation theories will be examined. A discussion of employment barriers will give an overview of the major physical and mental disabling conditions, and will include attitudinal, social, personality and substance abuse issues. Casework and caseload management principles will be discussed, with an emphasis on high-volume caseloads.

Also offered by Distance Education

CF 02-36 hours
Career Assessment
Assessment is an important aspect of the career facilitation process. This course will provide the student with a broad framework for understanding and applying assessment techniques. Types of assessment will be discussed with an accent on competency-based approaches followed by an analysis of graduated assessment. Case examples will be used throughout, with opportunities for students to self-administer various assessment instruments. Use of an Individualized Written Employment Plan (IWEP) will be covered.

Also offered by Distance Education

CF 03-36 hours
Group Facilitation
This course covers aspects of group work relevant to the career facilitator. Understanding and applying critical facilitation/instruction skills within the group setting will be introduced as well as group development, life cycle and various types of group programming. Group program evaluation principles and techniques will be covered, with the expectation that each student will gain a solid understanding and ability to set up and run effective groups.

Also offered by Distance Education

CF 04-36 hours
Professional Development & Labour Market Research
On-going professional development is an important aspect for the career facilitation professional. The issues of confidentiality and ethical practice will be explored as well as an overview of credentialling issues. Labour Market Information as it relates to individual career choice will be covered. Client and agency development will focus on two critical areas: advocacy in terms of helping the client advocate for themselves, and the role of facilitator as advocate. Information on the contracting process will be reviewed.

Also offered by Distance Education

CF 05-36 hours
Support Development
Success in career facilitation depends not only on effective support and programming. It is essential that resources are available to address issues on a personal, social and community level. This includes identifying and resolving issues around stress, fears, problem solving, decision making, and personal adjustment related to the work and home environment. A needs assessment for support development is discussed. An understanding of the need for referring clients to other agencies and services will be addressed.

Also offered by Distance Education

CF 06-36 hours
Placement & Followup
Placement is an integral part of the career facilitation process. This course will assist the participant to understand various placement models. Techniques and methods for developing placement plans will be covered, including negotiation of contracts. Strategies for follow-up and monitoring will be outlined. Placement administration details will be covered, with information on forms management, liaison with client and agency personnel, and evaluation structures needed during the placement process.

Also offered by Distance Education

Community Brain Injury (CS)

CBI 01-36 hours
Understanding Brain Injury
This course is designed to give the participant an introduction to the field of brain injury and issues in community service delivery. Specifically, this course will introduce the participant to the fundamental anatomy and physiology of the brain and provide an understanding of the brain as a system. In addition, students will learn about behavioural, physical, emotional, cognitive, social, psychological and personality issues that are consistent with the sequelae of brain injury.

Only offered by Distance Education

CBI 02-24 hours
Professionalism in Community Care
This course is designed to introduce the students to rehabilitation theories for individuals with brain injuries and will emphasize models that have a person-centreed approach to community service. The course will challenge the student to define professionalism and their professional role in community care. This course is designed with the assumption that the rehabilitation of individuals with brain injury can not happen in isolation of other professionals. The student

will understand their role in the interdisciplinary team and understand their ability to impact quality of life issues for individuals with brain injury.

Also offered by Distance Education

CBI 03-48 hours
Program Planning and Rehabilitation Strategies
This course will emphasise the importance of developing rehabilitation goals that include practical strategies and active participation of the individual with brain injury and their families. The course will assist students to understand and appropriately utilise information contained within medical reports and assessments in order to plan for day-to-day activities. The culmination of this course will allow participants an opportunity to integrate the concepts from all three courses and be prepared for employment as community service providers for individuals with brain injury. Prerequisite: CBI 01 and CBI 02.

Also offered by Distance Education

Computers in the Workplace (CS)

MSCW 110-51 hours
Computers in the Workplace
A practical introduction to the use of Windows, word processing, spreadsheets and email.

Custodial Worker (CS)

CW 03-30 hours
Floor Care and Maintenance
Basic principles of floor care, together with equipment and procedures used in wet mopping, damp mopping, scrubbing, stripping, polishing, spray buffing, burnishing, and the proper application of floor finishes and sealers. (30 hours)

CW 04-16 hours
Carpet Cleaning and Maintenance
Introduction to the types and construction of carpets and rugs. Application of equipment and supplies, as well as the procedures used in cleaning and maintaining carpets. (16 hours)

CW 05-60 hours
Work Experience
Individually-arranged placement in appropriate settings for up to 60 hours of practical work experience. (Optional)

CW 06-33 hours
Basic Cleaning Procedures
Introduction to basic techniques of cleaning. This course includes worker motivation, care and upkeep of equipment, motion economy, safety in the workplace, fire safety, security, dusting, dust mopping, chemicals of the industry, the housekeeping cart, servicing dispensers, restroom sanitation, cleaning light fixtures, and washing walls, chalkboards and windows. (33 hours)

CW 07-15 hours
Special Cleaning and Maintenance
Instruction and practice in cleaning special areas and fixtures, including metallic objects, venetian blinds, wooden furniture, stairways, lobbies, gymnasiums, kitchens, and shops.

Dental Administrative Assistant

DAA 100-15 hours
Communication Skills
Positive and effective communication and conflict resolution skills are crucial to good working relationships with co-workers and customers. Students will study communication styles, strategies for effective communication, and basic conflict resolution skills and techniques.

DAA 101-39 hours
Introduction to Dentistry
This course includes introductory information on the relevant dental and medical specialities, dental terminology, tooth anatomy, patient records, and basic dental procedures.

DAA 102-66 hours
Dental Office Procedures and Computers
This course is an overview of the different types of dental insurance and their rules and regulations as well as basic office procedures. Topics covered include accounting basics, introduction to dental computer programs, telephone and digital communication skills, and record keeping, including reports and activities.

Dental Reception (Introduction (CS))

IDR 01-37 hours
Introduction to Dentistry
This course includes introductory information on the relevant dental and medical specialties, dental terminology, tooth anatomy, patient records, basic dental procedures, appointment control, and professional conduct in the dental office.

IDR 02-46 hours
Dental Office Procedures
An overview of the different types of dental insurance and their rules and regulations, basic office procedures, the one-write accounting system, an introduction to business machines and dental

computer programs, telephone skills, and record keeping.

Education Assistant (CS)

EA 111-12 hours
School Organization
This course is an introduction to the organizational structure and administration of schools with an emphasis on the school and the community. The role of Education Assistants in the classroom and school, their relationships with other professional groups and constituencies, ministerial categories, and funding structures will be addressed.

EA 112-30 hours
An Introduction to Exceptional School Children
This course includes a review of the development of child psychology; approaches to the education of exceptional children; and an introduction to general educational principles with particular attention on individualized instruction; cooperative learning and the importance of creating a positive learning environment. Understanding the differences between intellectually-challenged, neurologically-impaired and learning-disabled students will be included.

EA 113-60 hours
Workshop I
This course includes basic training in personal-care skills including: manual and mechanical lifts, transfers, positioning and handling techniques, back care, safety with medications, observation and documentation, seizure management, and first aid with a focus on school scenarios. Exposure to catheter care, feeding, toileting with a focus on professionalism and the importance of communication in personal care are an important part of this course. Basic student skills such as study techniques and time management will also be covered. Observation and/or informational interviews with individuals currently working in the field will be required and documentation skills will be evaluated.

EA 114-30 hours
Behaviour Management
An introduction to a variety of behaviour theories will create a foundation for students as they focus on development of tactics to effectively manage inappropriate behaviours. Students will review the range of behaviours and how they may relate to both exceptional and typical students.

EA 115-48 hours
Implementing and Integrating Curriculum
Understanding the IEP, its implementation and the Education Assistant's role in the execution of a student's individual plan will be included. Development of skills necessary to carry out modifications or adaptations of curriculum to meet the needs of special education students are the focus. Practice in implementing adapted and modified activities, unit plans, and daily plans will enable the student to gain both confidence and experience in a college classroom setting.

EA 116-21 hours
Technology in Special Education
This practical introduction to computers in the school system will include familiarization with common applications, including operating systems, word processing, spreadsheets, file management, and presentation software. Internet research techniques and some exposure to special education software will be included.

EA 121-12 hours
Issues in Education
This course will consist of an introduction to key educational issues that impact the role of the Education Assistant with an emphasis on the principles of inclusion.

EA 122-54 hours
Exceptional School Children
This course will focus on the study of adolescents and the role of the schools in the education of exceptional children. Educational approaches, current practices, issues, and the role of Education Assistants in the education of students with exceptionalities are included. Awareness of the range of syndromes, disorders and disabilities will be a focus.

EA 123-60 hours
Workshop II
Guest speakers and activities that focus on topics such as Autism Spectrum Disorder and Fetal Alcohol Spectrum Disorder will be included. Development of the imagination and creative ability of each student in the program will be addressed through hands on activities. A review of academic skills as well as a debriefing of the practical experience gained during the program will also be included.

EA 124-120 hours
Practicum
Practicum experiences by individual arrangement.

Esthetician (CS)

ESTH 101-106 hours
Introduction to Esthetics
The practice of self-grooming and beautification has its origins in ancient cultures. This course will review the history of Esthetics and skin care in order to acquaint the student with some of the ways that men and women have tried to improve on nature by changing and enhancing their appearance. Students

will also learn how their own professional image is important to the client, employer and industry.

ESTH 102-128 hours
General Sciences
Estheticians work on the human body, and it is essential that they have some knowledge of human anatomy and physiology as well as bacteria and how to prevent the spread of disease. This course will provide students with an understanding of cells, the skeletal system, muscles, skin and the nervous system. Students will also gain an understanding of basic chemistry as it relates to Esthetics as well as the use of electrical equipment in performing Esthetic procedures.

ESTH 103-252 hours
The Skin Sciences
The science of skin histology and physiology includes the functions, layers, and anatomy of the skin. This course will also cover many of the common skin disorders and diseases that they may encounter in their daily work as well as the fundamental skills required for skin analysis. Students will also be introduced to a variety of products that they would commonly use in the field of Esthetics.

ESTH 104-218 hours
The Principles of Esthetic Procedures
This course will cover many of the procedures that Estheticians will be expected to perform as part of their job duties. In addition to massage, facials, hair removal and brow and lash tinting, students will learn about the equipment used to perform these procedures as well as cosmetics and their many applications.

ESTH 105-96 hours
The Business of Skin Care
Once considered a luxury, esthetics has evolved into a significant part of the health, beauty, and wellness movement, responsible for generating a growing number of full-service salons, day spas, medi-spas and wellness centres. The course will cover elements of the skin care business as well as product sales and service and career planning in the Esthetics field.

Esthetics and Nail Technology

ESNT 101-30 hours
History and Professionalism in Esthetics
In this course, students study the practice of self grooming and beautification and its origins in history. The advancements in teh field of Esthetics during the 19th, 20th & 21st centuries are the focus. Students also learn how their own professional image is important to the client, the employer and the industry.

ESNT 102-20 hours
Infection Control: Principles and Practice
In this course, students are introduced to the types of viruses, bacteria, parasites, and fungi that are potential threats in the spa environment. Review of how pathogens enter body, principles of infection and provention, and current regulartory laws and practices are included. Control strategies such as disinfectants, sanitizers, and sterilizers are studied and applied in the classroom environment as they would be in a professional spa facility. Consideration of universal precautions and the student's responsibility as a spa professional are addressed.

ESNT 103-95 hours
General Esthetic Sciences
Basic review of human anatomy, nutrition and physiology provides students with an understanding of cells, the skeletal system, muscles, skin, circulation, respiration, and the nervous system. Systems such as endocrine, digestive and reproductive all contribute to the health and appearance of the skin and nails are studied. Students are introduced to chemistry basics as relate to Esthetics and the use of electrical equipment employed in performing Esthetic procedures.

ESNT 104-40 hours
Nail Structure & Growth: Diseases and Disorders
Focusing on the physiology of the hand and foot and the anatomy of the nail in its structure and growth, students study nail diseases and disorders, when to provide service to a client and when to refer that client for medical consultation.

ESNT 105-50 hours
Natural Nail Care: Manicures and Pedicures
Focusing on the implements and tools required to perform a manicure and pedicure students learn about the safe and approved handling of equipment and professional procedures for these nail services. Students learn to identify the basic nail shapes, perform all levels of spa manicures and pedicures, and to incorporate safety, sanitation and disinfection procedures. This course covers nail polish applications including French polish, hand and arm massage techniques, foot and leg massage techniques, and basic paraffin-wax treatment.

Prerequisites:
- ESNT 102[1]
- ESNT 103[1]
- ESNT 104[1]

[1] minimum grade of 70 required

ESNT 106-60 hours
Artificial Nail Enhancements: Techniques and Procedures

Students are introduced to current industry standard nail enhancements and develop their own creative abilities using the tools and techniques taught in this course. Nail art and design are introduced.

Prerequisites:
- ESNT 102[1]
- ESNT 103[1]
- ESNT 104[1]

[1] minimum grade of 70 required

ESNT 107-50 hours
The Skin Sciences
The science of skin histology and physiology includes the functions, layers and anatomy of the skin. This course addresses many common skin disorders and diseases that the Esthetician may encounter in their daily work. Students are introduced to the fundamental skills required for skin analysis in creating personalized facial treatments.

ESNT 108-25 hours
Product Selection and Ingredients: Making Informed Choices
Building on skin analysis, students examine the skin's barrier functions, product interactions with the skin, and pathways of penetration into and through the skin barrier. Students develop their knowledge base of product ingredients and the importance of making informed choices for their client.

ESNT 109-60 hours
Skin Care and Facials
Skin care and facials are considered to be core services the Esthetician performs. Through hands-on experience the student learns to demonstrate and guide their client in suitable skin care and basic facials as suit their personal needs. A variety of standard spa equipment is used in delivery of this training.

Prerequisites:
- ESNT 102[1]
- ESNT 103[1]
- ESNT 107[1]
- ESNT 108[1]

[1] minimum grade of 70 required

ESNT 110-50 hours
Waxing Essentials
In this course, students develop skills in appropriate client consultation and identification of conditions that may contraindicate hair removal. They study the morphology of hair and its growth stages and are introduced to a variety of hair removal techniques.

Prerequisites:
- ESNT 102[1]
- ESNT 103[1]
- ESNT 107[1]

[1] minimum grade of 70 required

ESNT 111-11 hours
Aromatherapy: An Introduction
In this course, students explore the ancient healing art of aromatherapy, be able to explain where essential oils come from, name the most commonly used oils in the beauty industry, identify carrier oils and their uses, and understand how aromatherapy can be used in the services an Esthetician performs.

ESNT 112-20 hours
Reflexology for the Esthetician
Students gain a basic level of understanding and how an Esthetician would incorporate reflexology into their service.

Prerequisites:
- ESNT 103[1]

[1] minimum grade of 70 required

ESNT 113-25 hours
Relaxation Massage and Hot Stone Therapy
This hands-on course introduces students to the basics of Swedish body Massage and the art of heated stones. Focusing on client comfort, professional draping, the importance of staging the environment and the treatment room, the basic principles of massage and the types of massage movements; students will learn the potential benefits of massage, contraindications, special equipment needed and the limitations to the Esthetician's scope of practice.

Prerequisites:
- ESNT 103[1]

[1] minimum grade of 70 required

ESNT 114-25 hours
Body Scrubs and Body Wraps
This course focuses on the various methods, products and equipment used in body exfoliation and detoxification.

Prerequisites:
- ESNT 103[1]

[1] minimum grade of 70 required

ESNT 115-10 hours
Introduction to Advanced Esthetics
In this course, students are introduced to the medi-clinical spa environment and explore options around working with a Dermatologist.

ESNT 116-10 hours
Eyelash and Brow Tinting
In this course, students learn how to create subtle changes in the client's appearance using lash and brow tinting. Preparation and application methods as well as safety and contraindications are the focus.

Prerequisites:
- ESNT 102[1]
- ESNT 103[1]

[1] minimum grade of 70 required

ESNT 117-25 hours
Make-Up Foundations
Analysis of facial shapes, bone structure, and skin tone are the basis for this course. Once these basics are understood, students learn the principles of camouflage, choosing base colors, eye techniques, lash extensions, blending and contouring, and how to choose the right brush.

ESNT 118-34 hours
Business Skills, Retailing and Career Skills
This course addresses the fundamentals of skin care and nail business including product sales, retailing, and booking services. The option of self-employment will be addressed and topics such as business licenses, business records, reception protocols, and the importance of having a sound business plan are included. As well, preparing for employment with a solid resume and strong interview skills are a focus. Students develop an employment portfolio that features the student's own strengths.

ESNT 119-230 hours
Practical Skills
Under the direct supervision os a licensed professional instructor, students practice and develop their applied skills.

ESNT 120-200 hours
Advanced Practical Skills
Under the direct supervision of a licensed professional instructor, students practice and develop their advanced skills and treatments.

ESNT 121-30 hours
Practicum
In this course, students have the opportunity to gain knowledge from a supervised placement in the esthetics field. This allows students to test their knowledge gained throughout the program and to integrate both theory and practical applications. From this each student gains insight into the type of esthetics environment they may desire to work in the future.

File and Desktop Management (CS)

MSFD 101-12 hours
File and Desktop Management
Proper file and desktop management skills are essential in today's workforce. This course will enable students to become proficient with the current operating system used by most employers. Topics covered include creating and customizing folders, organizing and managing files and folders, selecting, copying, deleting and renaming files and folders, formatting floppy disks, customizing the desktop and using various items in the control panel.

Students must pass each component with a minimum of 60% to receive a certificate.

Floral Design (CS)

FD 01-12 hours
Basic Plant Care Principles
This module covers basic plant care principles such as light, watering, feeding, repotting, soil needs, propagation, and insect and disease problems of popular houseplants, as well as plant identification.

FD 02-12 hours
Principles of Floral Design
This module introduces basic design elements and principles such as colour balance, focal point, texture, types of flowers, and use of foliage.

FD 03-36 hours
Basic Floral Arrangements
Introduction to basic types of arrangements including circular and triangular designs, table centres, baskets, novelties, etc.

FD 04-36 hours
Designing Funeral Arrangements
This module discusses basic types of arrangements including sprays, wreaths, and set designs which would be suitable for funerals. It also discusses the protocol of dealing with customers in these circumstances.

FD 05-36 hours
Designing Wedding Arrangements
In this module you will be introduced to designs for all members of the wedding party. Also discussed will be arrangements for the church and reception. Colour

and flower co-ordination for the whole wedding will be emphasized.

FD 06-18 hours
Floral Marketing
This module introduces the business aspects of purchasing and marketing for the floral design industry and includes such topics as buying flowers, effective sales techniques, pricing, wire service, and shop and personal appearance.

Geographical Information Systems

GISS 101-150 hours
GIS Basics and Applications
This course introduces students to the two essential aspects of a Geographical Information System(GIS); spatial data and attribute data, and their representation and manipulation through the use of industry-standard software. The students will build towards a thorough understanding of how to solve GIS problems while covering the basics of the software. In this course the students will complete a presentation ready GIS project.

GISS 102-200 hours
Programming and Automation
In this course students will build skills developing Geographical Information System (GIS) solutions through the creation of programs, menus and dialog boxes. Programming, customizing and automating of industry-standard software using various tools and techniques will be covered, which will allow the students to tackle projects of much larger scale and complexity. In this course students will automate the different phases of a GIS project.

Prerequisites:
- GISS 101[1]

[1] minimum grade of 70 required

GISS 103-150 hours
Advanced GIS
Students will learn how to solve Geographical Information System (GIS) problems using more advanced aspects of industry-standard software. Alternate methods of representing GIS information and more complex methods of manipulating, analyzing and displaying information will be studied. Students will complete a GIS project of the type and complexity typically encountered in government or industry, while continuing to develop their skills.

Prerequisites:
- GISS 102[1]

[1] minimum grade of 70 required

Golf Course Maintenance

GCM 21-30 hours
Trees and Turfgrasses
Focusing on the similarities and differences between trees and turfgrasses, this section takes a closer look at these two very distinct life forms. Field trips to observe and collect tree samples are included and possibly a field trip to a turf farm.

GCM 22-16 hours
The Golf Course
A brief history of the development of the game and the general layout of a golf course are discussed. Detailed information on golf course components and their maintenance criteria are studied. An overview of specialized golf course maintenance equipment will be provided, and a field trip to look at equipment may be included. Major diseases and insect pests of golf courses are discussed.

GCM 23-16 hours
Golf Course Trees and Their Care
The role of trees and the positive and negative attributes of trees in the golf course landscape are discussed. A tree-pruning workshop will be included.

Green Building Design

GBDC 100-65 hours
Building Sciences Basics
This course provides students with a comprehensive understanding of the role of the building envelope within its environment with a sustainable focus. Applications of building science, building envelope field services, and roles and responsibilities of industry are examined with a sustainable topic focus. Impact of extreme environments on design and construction and severity of environmental loads are reviewed.

Only offered by Distance Education

GBDC 110-60 hours
Concepts and Design Principles
The concepts and design principles of sustainable building in application to building envelopes are examined. Students will learn the basic principles of sustainable design â€“ energy, heat transfer, ventilation and moisture â€“ in relation to rating systems, climate change, envelope design, energy and light modeling, and indoor environmental quality. Additionally, values and attitudes towards sustainable building are discussed.
Prerequisite: GBDC 100

Also offered by Distance Education

GBDC 120-135 hours
Building Concepts
Components of a building envelope, below grade, roof, walls, windows and operations, are studied, with students learning the sustainable choices available in the construction of a building envelope. Appropriate choices according to environment are examined. Decommission buildings and construction site maintenance and practices are also studied.
Prerequisite: GBDC 110

Also offered by Distance Education

GBDC 125-50 hours
Existing Buildings
Students will examine the characteristics of existing buildings related to age and intended use and will focus on what improvements can be made to increase sustainability while maintaining or even reducing the costs of building operations. Cost benefit analysis for these improvements will be carried out and consumer education is discussed.
Prerequisite: GBDC 120

Corequisites:
- GBDC 120

Also offered by Distance Education

GBDC 130-50 hours
Building Envelope Project
Students will complete a work-based project in which theoretical knowledge is applied.
Prerequisite: GBDC 125

Corequisites:
- GBDC 120

Also offered by Distance Education

Hearing Assistant (CS)

HEA 100-15 hours
Introduction to Audiology
This course provides a basic introduction to the parts and functions of the ear, degrees and types of hearing loss, and the correlation of hearing loss to speech perception. An understanding of audiological assessments is covered as well as the identification and troubleshooting various equipment available to deaf or hard-of-hearing children to assist them in an educational or daycare setting.

HEA 110-30 hours
Language Development in Children with a Hearing Loss
This course presents information regarding the principles, theories, and research findings that contribute to our understanding of development of speech and language in children from birth to early adolescence. The effects of hearing loss on language development, auditory processing, speech perception and production, phonological awareness, communication options, language and reading development, and effects of hearing loss as a sensory impairment are examined.

HEA 120-15 hours
Social and Emotional Development of Children with a Hearing Loss
The effects of hearing loss on social skill, familial and emotional development within the home, school and community is examined through the understanding of the psychosocial effects of hearing loss. Students will learn the effects of hearing loss on behaviour, how to manage difficult behaviours in relation to hearing loss and strategies to support positive social interactions.

HEA 130-15 hours
Hearing Loss in Children with Developmental Issues
Issues of hearing loss in children are compounded when a child has developmental issues. The impact of developmental issues, such as Down Syndrome, anxiety and autism combined with hearing loss, will be examined. How to manage multi-challenged children in relation to hearing loss and strategies to support positive social interactions will also be discussed.

HEA 140-60 hours
Introduction to Sign Language Level I
This introductory course introduces students to the basics of sign language.

HEA 150-60 hours
Introduction to Sign Language Level II
This course continues to teach students the basic concepts of sign language.

HEA 160-30 hours
Working as a Language Facilitator
The role of a language facilitator working with deaf or hard-of-hearing children is examined through the discussion and analysis of ethics, roles and responsibilities, facilitating difficult language settings, how to support concept development, implementing adaptations and/or modified curriculum. Issues and ethics in deaf education is also covered.

HEA 170-21 hours
Final Project
Students will learn how to provide support to deaf or hard-of-hearing children through observation and interactions. Through the support of the instructor, this course provides students the opportunity to integrate the knowledge, skills and values students learned in

the classroom. Students will be required to report on their observations and interactions to reflect upon their practice, problem solving and issues encountered.

Home Inspection (CS)

HINS 101-42 hours
Building Science
This course presents a thorough introduction to the physical relationships between buildings and their interior and exterior environments. Topics include terminology used to describe building envelope materials, assemblies, and performance, properties of air and water vapour, characteristics of indoor and outdoor environments, exterior claddings, roofing and waterproofing, rain wetting and moisture penetration, need for flexible joints with sealants which prevent leakage when bonded to various common envelope substrates, windows and glazing. Samples and models of building envelope materials and assemblies will be presented. Students will complete a course project on a relevant topic of their choice.

HINS 102-21 hours
Safety
This course covers electrical and gas safety issues related to home inspection as well as issues related to inspection in confined spaces, indoor air quality, use of proper safety equipment in exterior areas (particularly the roof), and WHMIS. It will also cover the obligations of Home Inspectors to report safety issues beyond the client (for example to appropriate Provincial Safety Authorities), will address the issue of risk assessment in establishing a priority list for remedial
action and will address the issue of when to recommend more specialized inspections.

HINS 103-15 hours
Defect Recognition
This course focuses on the recognition and analysis of defects and the synthesis of appropriate recommendations. Emphasis will be placed on understanding the ethical and legal responsibilities of the Home Inspector, the relative importance and prioritization of various defects, communication of appropriate recommendations, and the importance of referring specialized evaluation when the conditions are beyond the scope of a home inspection.

Topics will include defects related to building safety, building envelope, roofing and basement water infiltration, electrical, heating, cooling, and ventilation systems, plumbing, structure, and environmental issues. Case studies and specific concerns in B.C. will be stressed.

HINS 104-84 hours
Home Inspection - The Interior
This course focuses on the visual inspection and practical fundamentals of a home's interior components, and will include basic safety, terminology, and theory of each system. Topics covered include electrical, heating, air conditioning, ventilation, plumbing, insulation, flooring, ceiling and walls, windows and doors. Samples of various interior components will be presented.

HINS 105-84 hours
Home Inspection - The Exterior
This course focuses on the visual inspection and practical fundamentals of a home's exterior components, and will include basic safety, terminology, and theory of each system. Topics covered include roofing, flashing, chimneys, gutters, downspouts, wall surfaces, windows, doors, the foundation and the grading around it. Samples of various exterior components will be presented.

HINS 106-21 hours
Professional Practice - Ethics and Law
This course covers practical law, occupational health and safety, employment law and professional practice and ethics for home inspectors and will include an overview of the "Real Estate Transaction" and the role of the Home Inspector in providing an objective and professional evaluation. It will also cover the various types of insurance that professional inspectors will be expected to carry.

HINS 107-21 hours
Communications and Reporting
This course will cover effective oral and written communication skills beginning with the initial client meeting through to the preparation of professional home inspection report requirements including an introduction to the basic requirements of computer-generated inspection reports. Reporting standards and methodologies will be included along with the methodology and limitations of a "Standard" inspection and the responsibilities of the Home Inspector.

HINS 108-17 hours
BC Building Code: Building Envelope, Health & Safety, Green Buildings
This course introduces students to parts of the B.C. Building Code Part 9 that are most pertinent to Home Inspectors and will include plan examination and inspections of the house structure and the building envelope, roles of Building Inspectors and Home Inspectors and an introduction to the proper construction of footings, foundation walls, concrete slabs on ground; roof and ceiling construction; floor construction, wall construction; other structural components.

Emphasis will be placed on the health and safety related aspects of the house including fire safety and protection, chimneys, fireplaces, inserts and solid-fuel-burning appliances, stairs, guards, insulation; health and comfort requirements, party walls, and final inspections.

Students will also be introduced to proposed "Green Building" provisions including sustainable sites, water conservation, energy efficiency, materials and resources, re-using existing buildings; reducing construction waste; using sustainable building materials, indoor environment, innovation and design process, and facilitating green building through administrative processes. An inspection field trip will be included.

HINS 109-50 hours
Practical Inspections
This course will provide students with an opportunity to perform five full home inspections producing a formal written report for each in standard format and presenting an oral debriefing of each to the class.

Horticulture

HT 11-30 hours
Botany and Soil Science
An overview of basic Botany and Soil Science as they relate to landscaping and the use of ornamental plants. Also discussed are the topics of horticulture training, computers in horticulture and the structure of the ornamental horticulture industry in B.C.

HT 12-30 hours
Plant Identification
The identification, choice and use of common landscape plants for the interior of B.C. is covered. Also discussed are plant classification, nomenclature, hardiness, and the use of identification keys.

HT 13-30 hours
Landscape Construction
Various aspects of landscape design and construction are discussed, including site analysis, designing the plan, plant selection, plan reading and costing, contract procedures, site works, automatic irrigation systems and their installation, layout, planting and turf grass installation.

HT 14-30 hours
Landscape Maintenance
Integrated Pest Management, pruning, cultivating, mulches, fertilizing, watering and turf grass management are the major topics covered. Equipment choice and use are also discussed.

Interior Decorating (CS)

IND 01-15 hours
Introduction to Interior Decorating
This course is an overview of interior decorating and how these basics combine through a logical process to achieve a harmonious decorative scheme. Students will analyze decorating styles throughout history and gain knowledge of form, function, harmony and unity in a decorating plan. Students will also learn the steps necessary before hands on planning begins.

IND 02-15 hours
Working With Floor Plans
Students will learn to accurately measure a room and transfer these measurements to a floor plan, study the basics of the room plan as the first step in the process of a complete room design and draw floor plans to scale, determine traffic flow, balance points, room axis and focal points.

IND 03-18 hours
Perspective Drawing
Perspective drawing brings ideas to life, enables effective visualization and communication of design on paper. Students will learn to represent objects and space realistically by creating the impression of three dimensions on a two-dimensional surface. Projects will include sketching and drafting of interior space and furnishings, using one- and two-point perspectives.

IND 04-9 hours
Drawing and Colour Rendering
From simple freehand sketches to detailed coloured renderings, drawings allow us to record our ideas, express our creativity and communicate our designs to our clients. Students will discover how line, tone, shadow and colour, provide ordinary drawings with mood and feel. Artistic ability is a plus, but anyone with a desire to learn and a willingness to practice will succeed.

IND 05-30 hours
Using Colour in Your Home
Colour is one of the most important elements in creating a successful interior decor. Students will gain a thorough and practical understanding of colour theory by exploring the properties, harmonies and effects of colour, not only in the space being decorated, but also as seen by the viewer. Students will learn how appropriate lighting affects colour. Students will also gain confidence and the ability to accurately analyze and coordinate colour schemes by painting a colour visual chart and working with related and complementary colours.

IND 06-15 hours
Fabrics and Furnishings

This course will explore various choices of furniture styles and how to mix them, properties of fabrics, estimating yardage and the world of soft and hard window coverings - from curtains to draperies and blinds to shutters.

IND 07-21 hours
Lighting, Accessories and Art
Effective use of lighting and accessories has always played an important role in interior decorating. It may be the focal point or inspiration for a dÃ©cor theme or act as an accessory. In this course, students will learn to create an effective lighting plan that will enhance and unify other elements within a space.

IND 08-15 hours
Materials for Surface Finishes
This course covers floor, ceiling, wall treatments and how to choose the right surface. Function, esthetics and budget considerations will be examined. The course will include examples of use in rooms and estimating for cost and quantity.

IND 09-24 hours
The Final Project
This course will allow students to apply their skills and knowledge by developing and completing a presentation in an individual residential design project. Emphasis will be on concept, budget, function, esthetics, visual communication and self-evaluation of the student's work.

Leadership Skills

LSC 111-30 hours
Approaching Leadership
This course learners explore effective leadership and develop an understanding of what makes an effective leader and the tools required. Learners will determine their personal leadership style and develop their leadership vision.

LSC 112-30 hours
Building High Performance Teams
This course emphasizes the development of leadership strategies and includes topics such as engagement, motivation, innovation, teamwork, communication and conflict management skills.

LSC 113-30 hours
Managing for Performance
This course develops the student's awareness and understanding of the leadership skills required to develop and manage high performance employees. This includes goal setting, planning, and time management. Human resource topics addressed include human relations, hiring techniques, and performance management.

Leading in a Learner-Centred Organization

LLCO 101-10 hours
Leading from a People-centred Perspective

Only offered by Distance Education

LLCO 102-10 hours
Using Strengths to Lead

Only offered by Distance Education

LLCO 103-10 hours
Leading through Coaching

Only offered by Distance Education

LLCO 104-10 hours
Leading Dynamc Teams

Only offered by Distance Education

LLCO 105-10 hours
Using Interpersonal Skills to Lead

Only offered by Distance Education

LLCO 106-10 hours
Leading to Inspire

Only offered by Distance Education

Learner Centred Instructor

LCI 101-10 hours
Building a Learner Centred Culture
At the conclusion of the LCI 101 course learners will be able to:
- Describe adult learning styles and processes
- Conduct a pre assessment to establish learner understanding and expectations
- Create an engaging, learner-centred environment
- Establish a learning community of practice

Only offered by Distance Education

LCI 102-10 hours
Instructional Planning
At the conclusion of the LCI 102 course learners will be able to:
- Create a detailed course outline
- Develop the ability to formulate learner-centred learning outcomes

- Develop a series of learner centred lesson plans that reflect the seven undergraduate teaching principles

Only offered by Distance Education

LCI 103-10 hours
Teaching Techniques
At the conclusion of the LCI 103 course learners will be able to:
- Describe effective teaching strategies
- Design and conduct micro lessons
- Share feedback on instructional practices
- Use direct and indirect classroom management techniques

Only offered by Distance Education

LCI 104-10 hours
Multi Media and Technology
At the conclusion of LCI 104 course learners will be able to:
- Plan the use of instructional media to meet learner needs
- Effectively use a variety of instructional media and technology
- Demonstrate an understanding of learning platforms and their use to enhance face to face and distance learning.

Only offered by Distance Education

LCI 105-10 hours
Learning Assessment and Course Evaluation
At the conclusion of the LCI 105 course learners will be able to:
- Understand a variety of evaluation and assessment strategies to appropriately measure learning
- Design a learning assessment plan
- Design a course evaluation plan

Only offered by Distance Education

LCI 106-10 hours
Instructional Evaluation and Development
At the conclusion of the LCI 106 course learners will be able to:
- Reflect on the effectiveness of their instructional skills
- Actively participate with a mentor in learning activities
- Participate in two peer observations
- Develop an action plan to manage their own learning

Only offered by Distance Education

Life Skills Facilitator

LSF 01-36 hours
Introduction to Interpersonal Communications
Interpersonal communications theory will be examined and the participant will be expected to develop skills in relating to others on an empathic level. Emphasis will be on basic self-awareness, interpersonal awareness, and interpersonal communication skills. As a part of the course requirement, participants will be expected to share personal experiences as they learn to self-disclose on a deep level.

LSF 02-36 hours
Group Skills
This course will introduce participants to the basic principles of working with small groups. Types of groups, group effectiveness, group structure and organization, the process of group formation and development, group dynamics, and dealing with group and individuals needs are areas which will be explored with a view to developing competency in group leadership.

LSF 03-36 hours
Career and Employment Counselling
Introduction to the knowledge and skills used in vocational counselling including: career development theories, strategies and techniques for career planning, decision-making theory, skills in helping clients assess their strengths, values, interests, and abilities, skills in assisting clients formulate career goals and employment action plans, and methods of teaching job search techniques.

LSF 04-36 hours
Instructional Techniques
This course will include skills training in lesson and curriculum planning, developing learning outcomes, presentation of lesson materials, evaluating evidence of learning, giving and receiving feedback, and use of various instructional aids and techniques. Participants will prepare and present mini lessons.

LSF 05-36 hours
Introduction to Life Skills Programming
This course will introduce participants to various life skills curricula. Participants will become familiar with the theory, principles, methodology and content of life skills programs. Concepts such as balanced self-determined behaviour, creative problem solving, and the major dimensions of responsibility in life (self, family, leisure, community, work) will be studied.

LSF 06-40 hours
Life Skills Facilitation Techniques
The function of facilitating will be examined including: creating an environment conducive to learning,

establishing models of behaviour, introducing new values and examining current value structures, facilitating communication, and participating as a group member. The participant will develop expertise in essential life skills facilitation techniques such as role playing, questioning techniques, use of the case method, leading group discussions, modeling, and creating structured experiences.

LSF 11-100 hours
Practicum
Participants will be placed in one or more experiential settings to observe and participate in the application of knowledge and skills gained in the classroom portions of the program. As well, they will have the opportunity to be reflective about their performance and make plans for improvement.

Management Skills (CS)

MSS 01-30 hours
Interpersonal Skills for Supervisors
The focus of this course is on effective communication, with topics including communicating effectively and persuasively, improving relationships with others, enhancing interviewing techniques, and using an effective system for making quality decisions.

MSS 02-30 hours
Team Building
This course emphasizes the development of leadership skills and includes such topics as setting the climate for motivation, using the preferred leadership style effectively, team building, and running meetings.

MSS 03-30 hours
Performance Management Skills
Developing a comprehensive performance management process, conducting a performance review, job training skills, managing change, managing time effectively, preventing performance barriers related to harassment, dealing with substance abuse, hiring effectively.

Medical Device Reprocessing

MEDR 110-48 hours
Anatomy and Physiology
This introductory course develops the learnerâ€™s understanding of the basic structure and functions of selected organs and systems in the human body. Medical terminology and pathology are introduced.

MEDR 111-48 hours
Human Workplace Relations
Designed to develop the learner's interpersonal skills and their understanding and application of teamwork, problem-solving and critical thinking, conflict resolution, patient relations, death and dying, health care delivery systems, and legal, moral and ethical aspects of health care.

MEDR 112-36 hours
Introduction to Medical Terminology
Study of prefixes, suffixes, and word roots from which most medical terms are derived. Introduction to abbreviations is also included.

MEDR 113-42 hours
Microbiology and Infection Control Concepts
Overview to material management, an introduction to microbiology, infection control, aseptic techniques and workplace environmental hazards.

MEDR 114-66 hours
Decontamination Procedures and Recommended Practices
Introduction to decontamination, structural requirements, dress code, workflow, cleaning and disinfecting, including various types of equipment used, and collection and transportation of used materials and surgical instruments.

MEDR 115-48 hours
Packaging Instruments and Patient Care Equipment
Introduction to packaging materials, labeling, shelf life, hand-held surgical instruments, power instruments, surgical instruments inspection parameters, and patient care equipment.

MEDR 116-54 hours
Sterilization Concepts and Techniques
Key principles of steam and dry heat, factors affecting sterilization cycle, lot controls, air powered instruments, ethylene oxide, and chemical sterilization.

MEDR 117-60 hours
Quality Assurance and Introduction to Surgical Instrumentation
In this course Quality and Quality Control are explained as well as how a Quality Program is documented. The technician's role and practices in the Quality Assurance System is also identified. The basic categories of surgical instruments and how they function are addressed, and there is some hands-on with basic instruments. Also addressed are specialty instruments and inventory replenishing.

MEDR 118-12 hours
MEDR Workshop
This course provides basic training in skills and techniques as preparation for work in the health industry.

MEDR 119-400 hours
Practicum
This supervised experience provides the learner with an opportunity to integrate the theory into practice at one of several accredited practicum sites. During this hands-on experience, the students will gain further insights, awareness and knowledge of the working setting.

Medical Office Assistant (CS)

MOA 01-72 hours
Medical Terminology
This course is designed to introduce students to human anatomy, including the ten major body systems. Students will learn basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those related to general body systems. Abbreviations, an overview of basic medical terminology with an emphasis on the roots of complex terms and symbols, will also be covered.

Also offered by Distance Education

MOA 02-36 hours
Medical Office Procedures
This course will provide students with an introduction to receptionist and administrative duties required in a medical office. Basic clinical procedures, booking appointments, patient record management, confidentiality and communication skills, will also be included.

MOA 03-20 hours
Medical Office Observation
Students will have an opportunity to become familiar with routines and procedures in a medical office, by participating in directed observation.

MOA 06-30 hours
Medical and Surgical Transcription
Students will have an opportunity to practice transcription of medical and surgical dictation, using a computer. Emphasis will be placed on spelling, punctuation, acceptable abbreviations, setting up letters and reports, and speed improvement.

Pre-requisites: experience in a medical office or completion of MOA 01 and keyboarding speed of 40 words per minute.

MOA 104-45 hours
Medical Office Practice Management Systems
In this course students will learn about managing the flow of information in the medical office and will be introduced to the role of computers. Students apply the skill of entering patient information, scheduling, coding medical procedures, billing and claims management. Students will have hands-on training in a computer lab and in using practice management computer systems, an essential in today's medical office.

Microcomputer Accounting (CS)

MSAC 105-24 hours
Simply Accounting for Windows - Introduction
In this course students will explore the GL, AR and AP functions in an integrated software package for small businesses.

MSAC 201-24 hours
Simply Accounting for Windows - Intermediate
Building on the skills learned in the Introductory course, this course introduces students to more advanced options including inventory control procedures and all payroll functions from recording time worked to printing T4s.

Microcomputer Applications - Internet (CS)

MSIN 102-15 hours
Internet Fundamentals
This introductory course covers topics such as browsing, searching, and basic navigation features, simple downloads, Internet Service Providers, and basic e-mail communication.

MSIN 103-24 hours
Basic Web Page Development
This course provides an introduction to basic web page creation and site management. In a hands-on environment, students will learn how to create and edit web pages, work with graphics, create links between files, maintain a web site, and add special effects to web pages.

Microcomputer Spreadsheets (CS)

MSSS 101-18 hours
Spreadsheets Introduction - Excel
Students will learn basic spreadsheet techniques with Microsoft Excel including the creation of simple worksheets, formatting and printing worksheets and creating graphs and charts. There may be other topics specific to the version of software being taught.

MSSS 201-24 hours
Spreadsheets Intermediate - Excel
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of larger, more complex spreadsheets and workbooks. Topics include templates, database operations, functions and

macros. There may be other topics that are specific to the version of software being taught.

Microcomputer Supporting Applications Software (CS)

MSMS 103-24 hours
Microsoft Office Integration
In this course you will learn how the integration of the components offers possibilities far beyond the sum of its parts. By employing technologies such as drag-and-drop, object linking and embedding (OLE), and Dynamic Data Exchange (DDE) students will learn how to create cross-platform applications such as Word mail merges from Access databases, PowerPoint presentations based on Excel charts, and multimedia components tied into Office binders. Only students who have successfully completed the previous three courses in this program will be admitted to this course.

Microcomputer Word Processing (CS)

MSWP 101-18 hours
Word Processing Introduction - Word
In this course students will learn the basic techniques of word processing with Microsoft Word for Windows including the ability to create, edit, and print documents and the application of appropriate formatting. There may be other topics that are specific to the version of software being taught.

Also offered by Distance Education

MSWP 201-24 hours
Word Processing Intermediate - Word
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of large multipage documents. Topics include file management, text manipulation, tables, merging, sorting, page numbering and headers and footers. There may be other topics that are specific to the version of software being taught.

Also offered by Distance Education

MSWP 301-30 hours
Word Processing Advanced - Word
Building upon skills learned in earlier classes, students will learn advanced features to enhance productivity and document design. Topics include: working with long documents, generating a table of contents and index, design printed and online forms, apply document design features such as backgrounds and styles, work with text boxes, insert and customize graphics, insert WordArt, link and embed worksheets, track changes to a document and use passwords for protection.

Also offered by Distance Education

Nail Technician (CS)

NATE 101-20 hours
Introduction to Nail Technologies
This course will review the origins of appearance enhancement and describe the advancements made in cosmetology during the 19th, 20th and early 21st centuries. As well, students will be introduced to the career opportunities available to licensed nail technicians.

NATE 102-180 hours
General Sciences
This course will review types of disinfectants and how they are used in a modern spa facility. In addition students will learn about hepatitis and HIV transmission and how to safely clean and disinfect salon tools and equipment. Students will be introduced to the differences between cleaning, disinfection and sterilization and will discuss Universal Precautions and their responsibilities as salon professionals.

NATE 103-180 hours
Nail Care
This course will introduce the four types of nail implements and/or tools required to perform a manicure and demonstrate the safe and correct handling of nail implements and tools. In addition, students will demonstrate three-part procedures for nail services, identify five basic nail shapes and perform a basic and conditioning oil manicure incorporating all safety, sanitation and disinfection requirements. This course will also cover nail polish applications, hand and arm massage techniques, basic paraffin-wax treatment and define and understand aromatherapy and its use in salon services.

NATE 104-20 hours
Business Skills
This course will cover issues related to self-employment and factors to consider when opening a salon. Also covered will be issues related to ownership, the importance of accurate business records, proper reception area techniques and effective phone service and advertising.

Nursing Unit Assistant (CS)

NUC 01-21 hours
Communication Skills for Nursing Unit Clerks

This course is designed to help students acquire the knowledge, skills, and techniques required to communicate effectively with hospital staff, patients, and visitors in a range of routine and emergency situations.

NUC 02-15 hours
Patient Chart Records
Students will learn the skills and knowledge involved in assembling and maintaining patient hospital charts, charting rules and procedures, and ethics in regard to confidential patient information.

NUC 03-21 hours
Admissions, Transfers, and Discharge
This course introduces the learner to the Nursing Unit Clerk's role in patient admissions, discharge, and transfer procedures within the hospital. Students will process admissions, transfers, discharges and will learn to differentiate between elective and emergency admissions.

NUC 04-30 hours
Pharmacology I
This course reviews the pharmaceutical knowledge required by the nursing unit clerk to carry out relevant duties, including developing a pharmacology vocabulary, listing various types of drugs and their categories, and describing ways of administering drugs.

NUC 05-30 hours
Processing Medication Orders
This course will provide students with the skills and knowledge necessary to process physiciansâ€™ treatment orders, including preparing and updating dietary information. They will learn to transcribe and process medication orders and to identify the forms that must be prepared for use by professional staff.

NUC 06-30 hours
Processing Laboratory Orders I
Students will learn to transcribe physicians' orders for the most common chemistry and hematology lab tests using reference resources as needed. They will learn the communication system used to ensure that complete information regarding patient test results is shared with all relevant individuals and/or departments.

NUC 07-30 hours
Processing Laboratory Orders II
This course will introduce the student to the principles and procedures for physicians' orders related to common laboratory requisitions for Microbiology, Bacteriology, Pathology, and Provincial labs. Students will utilize appropriate reference resources to complete laboratory orders.

NUC 08-30 hours
Processing Diagnostic Orders
This course includes information on processing common diagnostic orders and working with various departments such as Diagnostic Imaging, Nuclear Medicine, and Patient Escort. Students will become skilled at assisting in patient preparation and communicating diagnostic orders to appropriate individuals and departments.

NUC 09-45 hours
Processing Surgical and Treatment Orders
Understanding and processing common surgical and treatment orders, is a major component of the role of the Nursing Unit Assistant. Course topics will include various types of feedings and diets, new admissions including pre and post surgical admissions, completing discharge orders. An introduction to various types of equipment used within a surgical centre, will also be discussed.

NUC 21-100 hours
Practicum
This placement introduces students to hands-on experience in performing unit clerk duties in a planned, supervised manner. Students will have the opportunity to complete their practicums in both medical and surgical units.
Prerequisite: Successful completion of MOA 01, NUC 01, NUC 02, NUC 03, NUC04, NUC 05, NUC 06, NUC 07, NUC 08 and NUC 09

Office Administration (Introduction (CS))

OA 90-30 hours
Communication Skills
This module will teach the learner to recognize and identify parts of speech, apply grammar and punctuation rules, understand and use business vocabulary and develop written material specific to business scenarios.

OA 92-30 hours
Basic Office Procedures
This course will teach the student basic office procedures including effective telephone techniques, postal services, banking duties, receptionist skills, and basic filing rules.

OA 93-30 hours
Business Math
This course will teach the learner basic mathematical skills, use of an electronic calculator to solve business problems and to complete a variety of business documents.

OA 94-30 hours
Basic Accounting
Upon completion of this course, the learner will be able to journalize and post business transactions, prepare a trial balance, an income statement and a classified balance sheet for a service business.

OA 98-6 hours
Basic Supervisory Skills
This course will teach the learner strategies for stress management, setting priorities, time management, leadership skills, organizational skills, and interpersonal skills.

OA 99-30 hours
Simply Accounting for Windows
Learn how to effectively use the components of this integrated accounting software for small business. Topics covered include General Ledger, Accounts Receivable, Accounts Payable, Projects, Inventory and Payroll.

Palliative Care (CS)

PAL 01-30 hours
Understanding Palliative Care
This course explores attitudes to and definitions of death, dying and grief through the use of audio-visual materials, lectures and group discussions. The role of cultural and religious influences is considered and the importance of effective communication is highlighted.

PAL 02-30 hours
Caring for the Terminally Ill
This course addresses specific issues such as HIV and AIDS, nutrition in palliative care, care planning, modification of personal care as required and resource management. Ethical issues and caring for the caregiver are also examined.

Pharmacy Technician (CS)

PHAR 01-45 hours
Communications in Pharmacy
This course includes the study of techniques to improve skills in writing, reading comprehension, active listening, interpersonal skills, conflict resolution, and public speaking which are necessary for the work setting.

Only offered by Distance Education

PHAR 02-45 hours
Pharmacy Practice I
This course familiarizes the student with the role of the pharmacy technician, pharmacist, and pharmacy in the HealthCare delivery system. The student is introduced to common concepts, principles, and procedures in pharmacy practice (fundamentals). A self-study medical terminology program is incorporated into this course.

Only offered by Distance Education

PHAR 03-45 hours
Pharmaceutical Calculations
In this course the student is required to practice and master accurate computation in dispensing, pricing, systems of measure, compounding, and parenteral preparations as they apply in pharmacy.

Only offered by Distance Education

PHAR 04-45 hours
Pharmaceutical Products I
This course presents the major drug classes used in health care. Pertinent anatomy, physiology, pathology, pharmacology, and terminology are discussed. A major goal of the course is to familiarize the student with the generic names, trade names, manufacturers, and common classifications of approximately 300 medications most prescribed.

Only offered by Distance Education

PHAR 05-45 hours
Pharmacy Laws and Agreements
This course presents the relationship that exists between the pharmacy technician and pharmacist. It clearly delineates the responsibilities of each and the authority vested in the positions. The student studies the Federal and Provincial Pharmacy Acts and the records required for the acquisition and use of pharmaceuticals. Contracts for payment by third-party paying agencies are studied along with their payment forms.

Only offered by Distance Education

PHAR 06-45 hours
Computer Skills (Lab)
This course provides an introduction to the use of computers in pharmacy using a pharmacy software program. A one-week on-campus component in Kelowna is required.
Prerequisite: PHARM 02

Only offered by Distance Education

PHAR 07-75 hours
Dispensing I (Lab)
This course introduces the student to all aspects of dispensing. Students fill prescriptions and complete all required pricing and record keeping functions. Students use the Drug Benefit List and Lowest Cost Alternative for applicable client groups. Initially,

students fill prescriptions manually then change to computers equipped with a pharmacy software program. A one-week on-campus component is required.
Prerequisite: PHARM 02

Only offered by Distance Education

PHAR 08-45 hours
Community Pharmacy
This course provides an introduction to merchandising, inventory control and operation of community pharmacies.

Only offered by Distance Education

PHAR 09-45 hours
Pharmaceutical Products II
This course continues the presentation of major drug classes used in health care.
Prerequisite: PHARM 04

Only offered by Distance Education

PHAR 10-45 hours
Pharmacy Practice II
This course deals primarily with non-prescription (over-the-counter) medications available in Canada and their use.
Prerequisites: PHARM 02 and PHARM 05

Only offered by Distance Education

PHAR 11-45 hours
Hospital Pharmacy
This course gives the student exposure to the practice of Pharmacy as it specifically applies to the institutional setting. It develops an awareness of the guidelines under which hospital pharmacies operate. The student learns the principles involved in preparing pharmaceuticals and antineoplastics under aseptic conditions.
Prerequisite: PHARM 03

Only offered by Distance Education

PHAR 12-75 hours
Dispensing II (Lab)
This course is a continuation of all aspects of dispensing in which the student uses a computer to assist in the process. The principles of compounding in the preparation of a variety of pharmaceuticals are the second major component of this course. A one-week on-campus component is required.
Prerequisites: PHARM 03, PHARM 05 and PHARM 07

Only offered by Distance Education

PHAR 13-50 hours
Aseptic Technique (Lab)
In this course, each student receives group and individualized instruction in the actual preparation of sterile products under aseptic conditions. The special techniques involved in preparing antineoplastic drugs will also be presented and practiced. A one-week on-campus component is required.
Prerequisites: PHARM 03 and PHARM 11

Only offered by Distance Education

PHAR 14-140 hours
Community Practicum
The practicum provides the student with practical experience as a Pharmacy Technician in a community setting. Students will be placed in a community pharmacy for a four-week period.
Prerequisite: Successful completion of PHARM 01 through PHARM 13

PHAR 15-150 hours
Hospital Practicum
The practicum provides the student with practical experience as a Pharmacy Technician in a hospital setting. Students will be placed in a hospital pharmacy.
Prerequisite: Successful completion of PHAR 01 through PHAR 13

PowerPoint Presentation Manager (CS)

MSPP 101-18 hours
PowerPoint Presentation Manager
In this course, students will learn how to create professional-looking presentations using PowerPoint Presentation Manager. Discover how to develop slides, apply design templates and custom backgrounds, insert graphics and drawing images, and apply features to enhance the delivery of your presentation including audience handouts and speaker's notes.

Also offered by Distance Education

Production & Inventory Management (CS)

PIM 07-36 hours
Basics of Supply Chain Management
This is an introductory course for production and inventory management personnel and Certified in Production and Inventory Management (CPIM) candidates. This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It

explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and just-in-time manufacturing.

PIM 27-39 hours
Master Planning of Resources
In this course, students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to the environment, and developing and validating the master schedule.

In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic operations plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule.

PIM 28-39 hours
Detailed Scheduling and Planning
This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.

PIM 29-39 hours
Execution and Control of Operations
This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback.

PIM 30-39 hours
Strategic Management of Resources
In this course, students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply-chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

For maximum comprehension of course content, students should be familiar with the information and concepts presented in other CPIM modules before taking this course.

Project Management (CS)

PRM 111-12 hours
Introduction to Project Management
This course is designed to provide the student with the foundational knowledge upon which today's project management practices are based. Topics covered include the definition of project management, the role of the project manager and stakeholders, the life cycle and phases of a project, and an overview of current and emerging project management tools and processes.

PRM 112-16 hours
Initiating a Project
This course provides students with a detailed understanding of the initiation phase of project management. Students establilsh the project requirements, define the project scope, and identify the elements of a business case. Emphasis is given to defining project milestones and timelines resulting in successful project delivery. Topics covered include: the role of stakeholder, the purpose of a project charter, and the importance of having a project charter signed off by the project sponsor.

Only offered by Distance Education

PRM 113-30 hours
Project Time and Cost Management
This course requires students to create a project scope statement, a project schedule, define the project's activities, and identify key milestones. Students will use project management software to create a responsibility matrix, Work Breakdown Structure (WBS), and WBS dictionary. Students identify the critical path for their project and learn how it can be used to monitor the project's progress. Students will discuss the different types of project costs and explore different estimation tools and techniques. Students also create a project budget and establish a cost baseline for their project.

Only offered by Distance Education

PRM 114-27 hours
Planning the Management of a Project
This course engages the student in the tasks necessary to plan and manage a project. Managing projects in the workplace requires practical skills to work through issues that arise during a project's life cycle and manage factors that impact project scope. Students will develop plans for procurement management, quality management, risk management, human resource management, and communicaitons.

Only offered by Distance Education

PRM 115-20 hours
Project Execution and Leadership
This course discusses leadership styles, roles and effective strategies for leading a project team.The ability to create, develop, and lead a team is vital to the success of the project manager in the completion of a project. Students use technology to direct and manage the work on their project. Discussion focuses around challenging areas such as team formation, decision making, and conflict resolution. The course covers how to effectively report on progress, schedule, and deliverables from project inception to completion.

Also offered by Distance Education

PRM 116-21 hours
Monitoring, Controlling and Closing a Project
This course requires students to demonstrate their ability to monitor and control projects. Students will learn to manage project change by implementing a change control process. Students measure the success of their project by using earned value principles to determine how the project is progressing against the original project plan, and to forecast the project outcome. Students will learn how to successfully close a project and enable final sign-off by the project sponsor.

Only offered by Distance Education

PRM 117-12 hours
Capstone Project
This capstone course is designed to have students demonstrate their ability to interview a project sponsor to establish the purpose and scope of a project, and their aptitude to working with a project team to plan the project. The program culminates with each student presenting a project plan for evaluation by the instructor and industry representatives.

Residential Building Drafting Technician (CS)

RBDT 100-18 hours
Residential Blueprint Reading
This course is an introduction to blueprint reading. Students will be introduced to the design process from conceptualization to finalization and will attain the skills and knowledge to read complete working sets for residential construction. Students will also be introduced to common North American home styles, to recognize and categorize the homes.

Topics covered:
- Residential blueprints
- Types of residential home styles
- Drawings from consultants
- Basic drawing package

RBDT 110-18 hours
Residential Site Plans
Within this course, students will be introduced to the basics of property site design. Upon completion, students will be able to read and draft a residential site plan and will know how to properly locate a home on the piece of property as determined by local building codes.

Topics covered:
- Reading a legal survey plan
- Local bylaws, building codes and covenants and differences between
- Site services
- Contour lines
- Soil conditions
- Geotechnical information and conditions
- Proper placement of home on site
- Zoning

Prerequisite: Residential Blueprint Reading

RBDT 120-36 hours
Building and Construction Theory
An introductory understanding of building materials and structural loads is critical when drafting home design. Students will learn how typical forces apply to a residential dwelling, understand the effects of forces on structural members and recognize and understand the use of conventional building materials and manufactured structural materials. Upon completion, students will have general working knowledge to understand building and construction theory and how it applies to blueprint design.

Topics covered include introduction to:

- Roof structures
- Live and static loads
- Bearing walls and beams
- Floors

- Foundations and footings
- Joist plans
- Building calculations
- Building codes
- R - Values
- Building materials

Prerequisite: Residential Site Plans

RBDT 130-45 hours
Working Drawing Package
Within this course, students will receive an introduction to designing and drafting a working drawing package. Students will work towards completing a full to-scale working drawing package. Students will create working drawings using predetermined specifications. Field trips to construction sites will further student knowledge in relevant areas. Upon completion, students will understand and be able to draw elevations, sections and details in relation to residential blueprint design. The course covers functional characteristics of a home, floor plan dimensioning, sections elevations and schedules.

Topics covered:
- functional characteristics of a home
- garage access
- windows and doors
- electrical
- plumbing
- ventilation
- stairs, layout, function and construction
- foundation or basement
- floor plan dimensioning
- roof plan
- section elevations
- roof drainage
- schedules

Prerequisite: Building and Construction Theory.

RBDT 140-30 hours
Residential Building Design
This course is an introduction to interior and exterior design. Upon successful completion, students will understand the key concepts of interior design and building styles and how they relate to residential design. The course covers home styles, client relationships and lifestyle considerations, barrier-free design, room relationships, and kitchen, bathroom and lighting design.

Topics covered:
- identification of home styles and design features of those home styles
- working with the client
- lifestyle considerations
- budgeting
- functional characteristics of a home
- traffic patterns and clearances
- room relationships
- lighting
- barrier-free design
- kitchen and bathroom design

Prerequisite: Working Drawing Package

RBDT 150-12 hours
Blueprint Design - Final Project
Using theory and skills learned in previous courses, students will design a single-level, single-family residential home for a specified site plan. Prerequisite: Residential Building Design.

Service and Support in a Learner-Centred Organization

SLCO 101-10 hours
Know Yourself
To be able to recognize the characteristics within yourself that enhance support and service in a learner-centred organization.
At the conclusion of SLCO 101, students will be able to:
1. describe their strengths and abilities.
2. identify their level of self-esteem and how it pertains to their role at work.
3. list some areas of self-improvement with regard to service goals and career goals.
4. explain the characteristics needed for good client service
5. identify the components of a professional image

Only offered by Distance Education

SLCO 102-10 hours
Know your Organization
To draw on knowledge of the institution to enhance service and support in a learner-centred organization.

At the conclusion of SLCO 102, students will be able to:
1. describe what service and support means in a learner-centred organization
2. articulate how the goals of the institution align with their personal professional goals
3. apply their knowledge to challenging referral scenarios involving service and support situations across the institution

Only offered by Distance Education

SLCO 103-10 hours
Know Your Client
To identify their clientsâ€™ characteristics and needs to enhance service and support in a learner-centred organization

At the conclusion of SLCO 103, students will be able to:
1. assess client needs.
2. recognize how issues of diversity can impact how they provide client service.
3. identify best practices and apply their knowledge to their work environment.

Only offered by Distance Education

SLCO 104-10 hours
Know How to Communicate Effectively
To utilize effective communications skills to enhance service and support in a learner-centred organization.

At the conclusion of SLCO 104, students will be able to:
1. identify nonverbal communication and active listening.
2. use clear language in verbal and written communication.
3. apply knowledge to get their message across appropriately.
4. describe how they use communication effectively in their workplace

Only offered by Distance Education

SLCO 105-10 hours
Know How to Find Solutions
To apply decision making, problem solving, and conflict resolution techniques to enhance service and support in a learner-centred organization.

At the conclusion of SLCO 105, students will be able to:
1. acquire and practice the skills of diagnosing and resolving conflict to achieve a positive outcome.
2. practice problem-solving techniques.
3. use decision-making methods to achieve quality results

Only offered by Distance Education

SLCO 106-10 hours
Know Your Team
To identify and practice ways of working together to enhance service and support in a learner-centred organization.

At the conclusion of SLCO 106, students will be able to:
1. determine strengths and abilities of themselves and their team members.
2. describe the stages of team development and apply them to their current team situations.
3. apply their decision making skills in a collaborative team environment.
4. develop a client service and support promotion plan for their current work team

Only offered by Distance Education

Special Education

SPED 011-12 hours
School Organization
Introduction to the organization and administration of schools with emphasis upon the school and the community. Role of the Education Assistants in the classroom and their relationships with other professional groups and constituencies.

SPED 012-54 hours
An Introduction to Exceptional School Children
Review of development of child psychology, approaches to the education of exceptional children, and introduction to general educational principles and the process of individualized instruction. Focus on contact with and understanding of children in schools.

SPED 013-60 hours
Workshop I
Basic training in skills and techniques as preparation for work in school libraries, positioning and handling techniques, recreation and leisure activities for the handicapped. Workshops in children's creative activities.

SPED 014-120 hours
Fieldwork I
Fieldwork experiences by individual arrangement. This course may be waived for persons currently working in a relevant setting.

SPED 015-39 hours
Implementing and Integrating Curriculum
Development of an appreciation of the processes necessary for curriculum modification to meet the needs of special education students.

SPED 016-21 hours
Computers in Special Education
A practical introduction to microcomputers in the school system. Familiarization with common application programs, including operating systems and spreadsheets. The focus of the program will be on word processing and working with equipment and software used with special needs children at the school-level.

SPED 021-21 hours
Issues in Education
Theory and philosophy relating the school to society from historical and contemporary perspectives. Examination of some controversial issues in

education, public school legislation, discipline, and child management.

SPED 022-54 hours
Exceptional School Children
Overview of developmental child psychology and approaches to education of the exceptional child, with emphasis on the study of adolescents and the role of schools in the education of exceptional children

SPED 023-66 hours
Workshop II
Continuation of training in skills and techniques for working with the handicapped.

Special Needs Worker

SNW 110-30 hours
Foundations of Community Living
Students will be provided with an historical overview of the development of services and supports to persons with disabilities. Social, political and economic factors will be examined. An introduction to the values and beliefs of the disability rights movement will be included. Students will have the opportunity to explore personal experiences, beliefs and behaviours concerning people with disabilities.

SNW 111-68 hours
Health, Safety and Wellness
This course introduces students to the basic concepts and issues related to health, safety and wellness. Coursework will cover the characteristics of good health, the values of caring, and support strategies needed to enhance and promote a safe and healthy lifestyle. Skills in effective personal care, understanding of medication, nutrition, and lifting and transferring are included. Practicing safety and examining issues relating to abuse and neglect will be emphasized.

SNW 112-30 hours
Interpersonal Skills for the Human Services Professional
This course introduces students to the skills required to work effectively as members of the human services team. Positive, respectful and effective communication and interpersonal skills will be emphasized. Opportunities are provided to develop and practice the skills to collaborate effectively with others, resolve conflicts and problem solve as part of a team.

SNW 113-30 hours
Human Development/Lifespan Development
This course provides an overview of human development from birth through to death. Theories of development will be introduced emphasizing the understanding of human social, emotional and cognitive behavior. An understanding of typical growth and development patterns will provide students with the ability to distinguish between normal stages of growth and development that have been affected by a disability. Issues and experiences relating to aging, death and dying are explored.

SNW 114-50 hours
Individualized Supports and Services
This course is an introduction to the concept of individualized or person-centreed supports and services. Strategies for developing a person-centred plan will be covered. Approaches that offer positive and valuing support to individuals who experience communication and behavioural challenges are studied. The use of effective persaonland community advocacy is presented.

SNW 115-30 hours
Professional Practice in the Human Services
This course reflects on the beliefs, values and attitudes in the field of human services. Students will examine their motives for working in this area, and the impact of values and beliefs on attitudes toward persons with disabilities. Professional and legislated standards/guidelines that direct a workers' behaviour and practice are reviewed. A problem-solving process will be applied to ethical situations that may be encountered in professional practice. Students will articulate their personal philosophy for practice and understand the importance of life long learning.

SNW 116-40 hours
Relationship Development with and for People with Disabilities
Students will explore relationships that individuals with disabilities may experience throughout their lifetime. Challenges and barriers to the development and support of relationships in the lives of these individuals are discussed as well as issues regarding sexuality, intimacy and vulnerability.

SNW 117-27 hours
SNW Workshops
This course consists of a variety of workshops to provide basic training in skills and teshniques as preparation for work in the Special Needs Industry.

SNW 118-70 hours
Practicum
This supervised experience provides the learner with an opportunity to integrate the theory into practice at one of several practicum sites. During this hands-on experience, the learner will gain further insights, awareness and knowledge of the working setting.

Staffing Services Clerk (CS)

STSC 110-48 hours
Workplace Relations
Designed to develop the learner's interpersonal skills and their understanding and application of teamwork, problem-solving and critical thinking, conflict resolution, time management, customer service, and good communication skills from a Human Resource perspective.

STSC 120-6 hours
Workplace Skills
Introduction to healthcare-industry standards, confidentiality, policies and procedures, and a basic understanding of collective agreements.

STSC 130-27 hours
Environment for Scheduling Personnel
Learn how to manage staffing and scheduling in hospitals and community health environments by using a fully automated system that is used in health facilities.

STSC 140-100 hours
Practicum
Students will complete the practicum requirements at accredited practicum sites. This placement introduces students to hands-on experience in performing Staffing Services Clerk duties in a planned, supervised manner.

Sterile Processing & Distribution (CS)

SPD 11-400 hours
Practicum
Students will complete the practicum requirements at accredited practicum sites. Practicum experience will include decontamination processing, prep and pack (processing and OR instruments), sterilization steam and ETO where available, supply and distribution and case cart picking.

SPD 21-48 hours
Anatomy and Physiology
This introductory course develops the learner's understanding of the basic structure and functions of selected organs and systems in the human body. Medical terminology and pathology are introduced.

Also offered by Distance Education

SPD 23-48 hours
Human Workplace Relations
Designed to develop the learner's interpersonal skills and their understanding and application of teamwork, problem-solving and critical thinking, conflict resolution, patient relations, death and dying, healthcare delivery systems and legal, moral and ethical aspects of healthcare.

Also offered by Distance Education

SPD 24-36 hours
Introduction to Medical Terminology
Study of prefixes, suffixes and word roots from which most medical terms are derived. Introduction to abbreviations is also included.

Also offered by Distance Education

SPD 25-36 hours
Microbiology and Infection Control Concepts
Overview to material management, an introduction to microbiology, infection control, aseptic techniques and workplace environmental hazards.

SPD 26-54 hours
Decontamination Procedures and Recommended Practice
Introduction to decontamination, structural requirements, dress code, workflow, cleaning and disinfection including various types of equipment used, and collection and transportation of used materials and surgical instruments.

SPD 27-42 hours
Packaging Instruments and Patient Care Equipment
Introduction to packaging materials, labeling, shelf life, hand-held surgical instruments, power instruments, surgical instruments inspection parameters, and patient-care equipment.

SPD 28-48 hours
Sterilization Concepts and Techniques
Key principles of steam and dry heat, factors affecting sterilization cycle, lot controls, air powered instruments, ethylene oxide, and chemical sterilization.

SPD 29-42 hours
Hospital Policies, Management of Supplies and Distribution
Introduction to material management functions, orthopedic equipment, inventory control, distribution systems and case carts, portering, sterile storage, stock rotation, medical device alerts, quality assurance, and accreditation and hospital policies.

SPD 30-9 hours
SPD Workshop
This course provides basic training in skills and techniques as preparation for work in the health industry.

Teaching English as a Second Language (CS)

TESL 014-20 hours
Teaching Vocabulary
This module provides participants with a linguistic understanding of vocabulary as well as an examination of vocabulary in context. Throughout the module, students examine the various ways in which vocabulary is learned, understood in context, and tested in a language classroom.

TESL 015-20 hours
Teaching Grammar and Phonology
In this module, participants receive training in grammar-teaching methodology and examine various teaching techniques to create engaging and effective grammar lessons. Participants also examine the various aspects of pronunciation and learn how to assess, target, and improve student pronunciation.

TESL 016-20 hours
Supervised Practicum
This module enables teacher trainees to apply their studies of theory and methodology of second language teaching in an ESL classroom. Trainees will have the opportunity to observe experienced teachers, and reflect on classroom considerations and the needs of various types of students. Trainees will plan and teach observed lessons with subsequent feedback and guidance on their teaching.

TESL 017-20 hours
Project
This module is designed to meet the needs of students interested in conducting further studies within the field of TESL. Students will have the opportunity to investigate and write a response paper regarding one of several inquiries into second-language teaching. These topics may include teaching methodology and theory, curriculum or program issues, or ESL material usage and development.

TESL 023-20 hours
Language Skills Development: Reading and Writing
This module focuses on teaching theory and methodology used to develop students' reading and writing skills in a second-language classroom. It also offers practical application in teaching these skills, using various techniques for motivation, targeting student challenges, and directing student progress in reading and writing.

TESL 032-20 hours
Language Skills Development: Speaking and Listening
This module focuses on teaching theory and methodology used to develop students' speaking and listening skills in a second-language classroom. It examines the skills needed for oral proficiency and offers practical application toward improving these skills. Various techniques for motivation, targeting student challenges, and directing student progress in speaking and listening are addressed.

TESL 041-20 hours
Cross-Cultural Communication
This interactive module examines the impact of culture on communication and on cross-cultural communicative skills. Cultural concepts are studied as they relate to multicultural classroom considerations, teacher-student relations, and second-language acquisition.

TESL 051-20 hours
Teaching English as a Second Language
This module is designed to introduce participants to the concepts of second-language acquisition, teaching principles, classroom management, and diversity in learning styles. Attention will also be paid to types of curricula; teaching objectives; and material selection and development.

TESL 114-20 hours
Teaching Pronunciation and Vocabulary
In this course, teacher trainees receive training in how to integrate pronunciation and vocabulary skills into their ESL teaching. They will be introduced to basic linguistic tools for pedagogical use and will examine various techniques to create engaging and effective activities in both pronunciation and vocabulary. Current trends in pronunciation and vocabulary instruction will be investigated and teacher trainees will be required to develop two pronunciation activities and a vocabulary activity for use with an existing lesson plan.

TESL 115-20 hours
Teaching Grammar
In this course, teacher trainees receive training in grammar teaching methodology and examine various teaching techniques to create engaging and effective grammar lessons. In addition, teacher trainees review some of the challenging concepts in English grammar and learn effective strategies for teaching these concepts.

TESL 116-20 hours
Supervised Practicum
This course enables teacher trainees to apply their studies of theory and methodology of second-language teaching in an ESL classroom. Teacher trainees will have the opportunity to observe experienced teachers, and reflect on classroom considerations and the needs of various types of ESL students. Teacher trainees will plan and teach observed lessons with subsequent feedback and

guidance on their teaching.
Prerequisites: TESL 151, TESL 141, and TESL 123 or 132

TESL 117-20 hours
Project
This course is designed to have teacher trainees reflect on their learning and prepare for a career in the field of TESL. Teacher trainees will have the opportunity to investigate and write a response paper regarding one of several inquiries into second language teaching. Teacher trainees will also have the opportunity to create a professional portfolio which contains lesson plans, micro-teaching self evaluations, and teaching philosophy.
Prerequisites: TESL 151, TESL 141, and TESL 123 or 132

TESL 123-20 hours
Language Skills Development: Reading and Writing
This course focuses on teaching theory and methodology used to develop ESL students' reading and writing skills in a second language classroom. It also offers practical application in teaching these skills, using various techniques for motivation, targeting ESL student challenges, and directing ESL student progress in reading and writing.

TESL 132-20 hours
Language Skills Development: Speaking and Listening
This course focuses on teaching theory and methodology used to develop ESL students' speaking and listening skills in a second language classroom. It examines the skills needed for oral proficiency and offers practical application toward improving these skills. Various techniques for motivation, targeting student challenges, and directing student progress in speaking and listening are addressed.

TESL 141-20 hours
Cross-Cultural Communication
This interactive course examines the impact of culture on communication and on cross-cultural communicative skills. Cultural concepts are studied as they relate to multicultural classroom considerations, teacher-student relations, and second language acquisition.

TESL 151-20 hours
Teaching English as a Second Language
This course introduces teacher trainees to the concepts of second language acquisition, teaching principles, classroom management, and diversity in learning styles. Attention will also be paid to types of curricula; teaching objectives; and material selection and development.

Viticulture (CS)

VIT 04-27 hours
Operation, Management and Safety of Vineyard Equipment
Participants will be introduced to the machinery and equipment used in the vineyard. Safety in handling equipment will be explored. The opportunity for certification in WHMIS and Transportation of Dangerous Goods (TDG) will be included in this section.

VIT 13-40 hours
Practicum
Orientation to, and practical experience in, a vineyard.

VIT 22-72 hours
Introduction to Grape Growing
This course will focus on the following fundamental areas of grapevine biology: taxonomy, nomenclature and grapevine species; cultivars; clones; vine growth and development; physiology of the grape plant; vine propagation; pests; and soil chemistry.

VIT 23-123 hours
Vineyard Management
All aspects of the day-to-day activities and decisions involved in the growing of grapes will be observed and practised. Topics such as the choice of a trellis system, the purpose and objectives of pruning, soil and irrigation management, nutrient requirements and pest control, canopy management, human resource management, and financial considerations will be examined in depth.

Wine Sales (CS)

WS 01-18 hours
Introduction to Wine Sales
The role of wine sales staff; an overview of the industry, both past and present; the development of wine standards and the current regulations within the industry will be discussed. Strategies involved in emplementing the marketing plan and gaining an understanding of marketing terminology and marketing research will be emphasized. Students will determine the importance of good industry and customer relations and identify techniques to maintain and develop accounts.

WS 02-21 hours
Retail Sales
Classroom discussion and coursework will identify types of sales, the significance of documentation, types of liquor licensing, and the role of the Liquor Control Board. Students will identify current training programs within the industry and participate in field trips to various agencies and information centres. The

relationship between food and wine; the importance of menu consultation; and the significance of merchandising will be discussed.

WS 03-21 hours
Wine Shop and Winery Promotions
An understanding of the role and functions of the wine shop will be provided. The relationship between tourism and the wine industry will be discussed along with specific information relating to tours, merchandising, promotional materials, logos, tasting notes, information sheets, press kits, and point of sale. Tours to wineries will be included in this course.

WS 04-12 hours
Wine Sales Class Project
Students will complete a class project and presentation on a specific wine sales topic.

WS 11-30 hours
Wine Sales Work Experience
Supervised practical experience.

Winery Assistant (CS)

WINE 14-50 hours
Practicum
Supervised practical experience in a winery.

WINE 21-45 hours
Introduction to Grapes and Wines
This course will introduce the various legal, health, historical, production, viticultural regions and marketing aspects of the wine trade in Canada. An overview of wine styles from around the world; packaging and presentation; cellaring; sensory evaluation; wine and food and wine marketing will be included.

Also offered by Distance Education

WINE 22-90 hours
Introduction to Winemaking
The annual cycle of winemaking activities will be explored including harvest and crush, the art of winemaking, and grape and wine analysis. Participants will be introduced to winery terminology, be able to assess grape quality, have an understanding of processing and preparation, gain knowledge of equipment, and recognize good winemaking practices.

WINE 23-60 hours
Cellar Management
The course presents the fundamentals of winery cellar operations, including equipment operation and maintenance, quality control, hygiene, and sanitation. Students will become familiar with the techniques used to promote the ageing and clarification of the wine. The storage of wine will also be discussed.

WINE 24-63 hours
Quality Control and Public Relations
The importance of quality assessment will be discussed, and students will become familiar with the process of VQA wine evaluation, be able to evaluate wine for defects, identify varietal characteristics, assist in the packaging process, and be knowledgeable of industry standards. The role of the tasting room and wine shop and the importance of customer service will also be covered.

WINE 31-45 hours
Understanding Food & Wine Pairing
This course provides students with insight into successful food and wine pairing. Students are given an overview of wine styles, wine production and sensory evaluation of wine. A combination of theory and practical exercises will cover factors in food and wine that affect pairing. The course will discuss traditional pairings, the modern approach to pairing, and multi-course pairing with single and multiple wines. Students must be 19 years of age or older to register.

GENERAL ACADEMIC REGULATIONS AND POLICIES

In this section the College refers to Okanagan College.

Admission Policies

1. Limit of Applications

A prospective student may apply for admission to one or more programs in any given semester or term, whether degree, associate degree, diploma or certificate, as described in this calendar.

A student may apply for admission to a given program at more than one campus location. Such will be deemed to be a single program application. Each program will allow the prospective applicant to indicate their first and second choice of attendance with respect to the campuses offering the program.

Okanagan College is a multi-campus institution, and many programs are offered at more than one campus. However, not all programs are offered at all campuses.

A student must accept a formal offer of admission to a program specific to a given campus, within a prescribed period of time, as articulated in the letter of admission.

A student may choose to accept an offer of admission to one program and remain actively waitlisted for, at most, one other program.

2. Determination of Admissibility

Notwithstanding the general and specific program prerequisites set out in this calendar, Okanagan College reserves the right to determine the admissibility of all applicants and to deny admission when, in the opinion of the College, there is reason to conclude that granting admission would not be in the best interest of the applicant or the College. This includes, but is not restricted to, applicants with a criminal record. Applicants thus denied admission may appeal the decision to an Admissions Appeal Committee.

Criminal record searches are required for applicants to certain programs. The cost of this search is the responsibility of the student. Results which identify relevant criminal convictions may disqualify an applicant from admission into a program. Subsequent criminal record searches may be required by the program or provincial certification bodies prior to field placement or professional registration.

3. Unconditional Admission

Students granted "Unconditional Admission" on their letter of admission have satisfied all admission requirements for the program to which they are being admitted. The student can register into their program of study (see registration procedures).

4. Conditional Admission

Students granted "Conditional Admission" on their letter of admission, must complete or confirm all of the stated admission requirements by a specific deadline as indicated on their letter of admission. The student is cleared to register conditionally (see registration procedures). Applicants who do not meet admission requirements or proof of enrolment by dates specified and are cancelled by Admissions may seek reinstatement. Applicants will be reinstated on the date that the College receives the required documents provided there is still space in the program.

To expedite the processing of applications, the College strongly encourages applicants to take advantage of the online application form at www.okanagan.bc.ca.

The College recognizes that students may be completing their studies at the time they apply for admission and consequently will not be able to submit their final, official transcript. Grade 12 students must submit an interim statement of all grade 11 and 12 subjects if they are applying for a program with specific admission requirements. If applicants are enrolled in the stated admission requirements, they will be admitted on a conditional basis according to the date on their completed application and statement of marks is received.

The conditional status will be removed when the College receives a final, official transcript confirming that all admission requirements have been satisfied. Okanagan College should be named as a recipient of the official provincial transcript. B.C. and Yukon grade 12 students must provide their provincial student I.D. number (PEN).

a) Mature Student Applicants: Mature applicants may be granted conditional admission on the basis of

enrolment in a course of studies which, if successfully completed, will satisfy the specific admission requirements before registration or by a specific deadline as stated in their letter of admission. Failure to do so may lead to ineligibility and cancellation of the application.

5. Recipients of the President's Entrance Scholarships

Special consideration is granted to recipients of Okanagan College President's Entrance and Tuition Scholarships. Student recipients will be granted priority to program admission and course registration provided the application has been submitted and the award approved no later than May 1.

6. Aboriginal Admission

An Aboriginal applicant is a person of Native ancestry who is one of the Aboriginal peoples of Canada defined by the Constitution Act of 1982 to include the Indian, Inuit and Metis peoples of Canada.

The College is committed to enhancing the participation rate of Aboriginal peoples in post-secondary education to a level which is representative of the Aboriginal population of the region served by the College. It will strive to increase and maintain its Aboriginal student population to a level reflective of this ratio. The College, in collaboration with departments, will annually set aside a predetermined number of places specifically for Aboriginal students, the number being commensurate with student interest, available teaching and learning support resources. While the number may vary from program to program, it will not normally exceed six percent of the intake capacity for any given program in a particular year.

Pursuant to College policy, qualified Aboriginal applicants will have access to the predetermined number of reserved places specific to each program during the period from November (first allowable application submission date) to March 15 (or the last day applications are being accepted) each year for programs commencing the immediately following September and up to eight weeks before commencement of classes for multiple-intake programs. Any remaining, unused reserved space will revert to the general application pool.

Qualified Aboriginal students who apply beyond the time limit or who apply within the time limit but after the predetermined number of reserved seats for a given program have been filled, will be admitted in accordance with the general admission policies of the College, subject to the availability of space.

7. Concurrent Enrolment for Secondary School Students

A student who is enrolled in grade 11 or 12 in a B.C. secondary school may be admitted to Okanagan College to pursue "Concurrent Studies". Normally, no more than 12 credits obtained through concurrent studies may be applied toward a certificate, diploma or degree at the College. The following conditions will apply:

- The applicant must have a superior academic record;
- The applicant must have the support and written recommendation of the secondary school principal;
- The applicant must be enrolled at the grade 11 or 12 level in a program of studies that meets the regular entrance requirements of the College program to which admission is sought;
- The applicant must have the written approval of the appropriate Okanagan College dean for the courses in which the applicant plans to enrol; and
- The applicant must have the written consent of the parent or legal guardian if under the age of majority on the first day of classes.

Admission will be limited to one academic year; however, this may be renewable with the continued support of the Regional Dean and the program dean. Students in concurrent studies will be treated as regular students except that they may not enrol in a full course load. Their selection of courses must be approved by the appropriate dean, and their eligibility to register is valid for one year unless renewed by the dean. Standard transcripts will be issued, and fees, deadlines and all other regulations will be as for regular students.

Students enrolled in concurrent studies at the College who satisfy program entrance requirements upon secondary school graduation will be treated as continuing students and will not be required to reapply. Students who have enrolled in concurrent studies at other recognized post-secondary institutions before secondary school graduation may also be eligible for transfer credit.

8. Career Technology Centre (CTC) Programs

In keeping with Ministry and industry initiatives CTC programs provide a seamless transition from secondary to post-secondary education and to employment. This policy provides the opportunity for approved secondary school students to apply for and be admitted to Okanagan College programs/courses in Industrial Trades and Services, Engineering Technology and Business.

- CTC (dual credit) programs are based on the articulation of secondary and post-secondary programs/courses that allow secondary school students an opportunity to earn credits in both education levels simultaneously.
- During grades 11 and 12, secondary students must complete all Provincial foundation graduation required courses within a secondary school environment.
- Pre-determined grade 11 and 12 elective courses normally required for secondary school graduation are replaced with an educationally approved post-secondary program or course(s). The post-secondary program/course can be offered on a post-secondary institution campus or in another mutually agreed environment such as a secondary school or industry job site.
- Post-secondary credits earned are applied towards secondary school graduation.
- A CTC student must produce an approved grade 11 and 12 training plan that meets graduation requirements of both education levels. The sponsoring School District and/or secondary school are responsible for the approval process.
- Academic portions of the advertised admission requirements for post-secondary programs/courses must be met upon graduation from grade 12.
- A post-secondary credential will not be issued unless successful grade 12 graduation has been achieved.
- To be eligible as a CTC student, the student must be under the age of 19 prior to the commencement date of the post-secondary program/course and be currently enrolled in a secondary school of their choice.
- CTC students will have post-secondary fees paid by the sponsoring school district. Testing fees, the registration fee, and the nonrefundable deposit must be paid by the applicant.

(Note: for more information on CTC program admission procedures, see the online Calendar at www.okanagan.bc.ca/calendar/policy)

9. Apprenticeship Programs

Apprentices and trainees registered with the Industry Training Authority are given preferred admission into apprenticeship programs and will be considered in chronological order of receipt of their application. Apprentices may apply to be considered for more than one program level and program start date.

Waitlists: Registered apprentices and trainees may apply to be on more than one waitlist for a specific program, level and date. The waitlists for apprenticeship programs may be considered for a subsequent program. For example: if an apprentice does not secure a seat in a preferred class then the apprentice will be considered for a subsequent class date for the same program and level.

10. Criminal Record Check

Under the Criminal Records Review Act, students working with children and/or vulnerable adults or having unsupervised access to children and/or vulnerable adults must obtain a criminal record clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office.

Okanagan College Health and Social Development programs and some Continuing Studies programs include mandatory clinical, preceptorship or practicum placements involving work with children and/or vulnerable adults. Accordingly, all applicants to such programs are required to undergo a criminal record check as part of the admissions process and are advised that:

- A criminal record check clearance is a mandatory admission requirement to Okanagan College Health and Social Development programs and some Continuing Studies programs, as specified in the program admission requirements.
- The criminal record check must be completed through the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office within the timelines specified by the College's admissions offices.
- Should the criminal record check clearance not arrive at the College's admissions offices within the prescribed timelines, the

applicant's admission to, or registration in, the program to which they have applied may be cancelled.

Procedures:

The College's admissions offices will provide the applicant with the appropriate forms and instructions to obtain a criminal record check through the Solicitor General's Criminal Records Review Program Office. The Solicitor General's Criminal Records Review Program Office will determine the clearance of an applicant and issue a clearance letter to the College's admissions office.

If an applicant's record is not clear, the Solicitor General's Criminal Records Review Program Office will undertake adjudication to determine if there is risk and inform the College's admissions office of the result. An applicant determined to be a risk will be denied admission to the College in the program for which they have applied.

The decision to deny admission is made by the Solicitor General's Criminal Records Review Program Office. As a result, no appeal can be made by the applicant to Okanagan College on the denial of admission on this basis.

11. Program Waitlist - Policy and Procedure

These policies do not apply to the Bachelor of Business Administration degree and diploma, the Bachelor of Science in Nursing, the Practical Nursing and the Certified Dental Assistant programs where admission may be competitive and based on factors other than date of application.

Programs beginning in September: Qualified applicants to a program who are not admitted because of enrolment limitations will be notified:

- That their name has been placed on a waitlist for admission to the program and, in the event space becomes available, they will be admitted in chronological order of receipt of their application.
- In the event that a space in a program becomes available, the College shall notify the next applicant on the program wait list by making a formal offer of admission. If the College does not receive a reply on or before the response deadline as stated in the offer of admission, the College shall remove the applicant's name from the waitlist and offer the space to the next qualified applicant. This process will continue until the end of the registration period.
- Immediately after the registration period, the waitlists for programs with an annual intake will be discontinued. Applicants not granted admission will be required to submit a new application for the same program or an alternate program. Re-applicants must be prepared to go through the full admission review process even though they may have met the admission requirements at the time of the original application.
- Applicants will be informed that their application is being considered for one program start date only.

For programs that have start dates throughout the year (e.g. Health Care Assistant, Carpentry/Joinery, Recreation Vehicle Technician, Culinary Arts, and Welding Level C):

Applicants not admitted to the first entry date offered must submit an application to each intake of the program. Okanagan College will accept applications for more than one intake in the same program at the same time.

12. Admission Appeals

An applicant who believes that he/she has been unjustly denied admission to a program due to an error in process or who believes that he/she is deserving of special consideration is encouraged to discuss the matter with the Associate Registrar, Recruitment and Admissions with the goal of an informal resolution of the issue.

If a resolution is not achieved, the applicant may submit an appeal for review by the Program Dean*, in writing to the Registrar, clearly stating the reason for the appeal, together with copies of relevant documents.

If a decision by the Program Dean, or designate, is not satisfactory to the applicant, the applicant will have seven calendar days to notify the Registrar of a request to appeal the decision. Unless the Registrar determines that the applicant has clearly contravened College policies or clearly has failed to comply with the specific academic entrance requirements of a program, the Registrar will forward the appeal to the Admissions Appeal Committee.

The Admissions Appeal Committee shall consist of:

- the Registrar, who shall act as non-voting committee chair;
- one member of Education Council appointed by the Chair of Education Council;
- one Program Dean or designate from an area other than the program area whose admission application is under appeal;
- one Department Chair from a department related to the admission application

The appellant and the Program Dean or designate whose decision is under appeal shall have the right to appear before the committee or may be requested by the committee to attend the appeal hearing. The committee's decision is final and shall be given in writing to the appellant and the Program Dean by the Registrar.

Except for unusual circumstances, the appeal process shall be completed within 35 calendar days of the date on which the Registrar forwarded the appeal to the committee.

*In the case of a Continuing Studies certificate admission appeal this will be the Director of Continuing Studies and Corporate Development.

Registration and Courses

1. Registration for Students

It is the responsibility of a student to become familiar with the information section of the calendar pertaining to the program in which he/she is enrolled. While academic advising and career planning are freely available, it is the student's responsibility to ensure that the courses in which he/she is registered are appropriate to the specific requirements of the degree, diploma or certificate sought.

The accuracy of registration documents is ultimately the responsibility of the student. The courses and sections in which the student is registered are clearly stated on the receipt issued at the time of registration. The student is responsible for immediately notifying the Registrar's Office of errors or discrepancies. Similarly, the student is responsible for ensuring that his/her name is entered on the class list for each course taken. Grades will be assigned only for the courses in which the student is officially registered. Proper registration can be verified with the instructor's class list.

2. Maximum Course Enrolment

Written approval from the appropriate dean or designate is required for degree and diploma students who wish to enrol in more than 18 credits in any given semester. This policy does not apply to students who are enrolled in the Engineering Technology programs.

3. Course Waitlist Policy

To provide students access to specific courses in an orderly, consistent and equitable manner should course vacancies occur or should additional space become available.

Students will be allowed to move from waitlists into courses, upon the availability of space, in a sequential manner. Where demand for a specific section of a given course exceeds capacity, a waitlist for that course section will be maintained. A student will be allowed to register in only one section of a given course or waitlist for one section of that course, but not both.

Okanagan College reserves the right to manage its course waitlists so as to best serve and respond to the needs of students. Therefore, the College may authorize a student to move into a course by pre-empting the waitlist.

The Registrar, or designate, is authorized to allow pre-emption of course wait-lists in the event of the following circumstances:

- It is clear that a student, in his or her last year of studies, requires a specific course to satisfy graduation requirements and avoid unnecessarily prolonging his or her studies.
- It is clear that the College bears some responsibility for the student not being able to register in a course(s).
- It is clear that a student accidentally cancelled his or her course registrations on the web and requires assistance in being re-instated in the same courses.

For circumstances other than these, the Registrar will make an assessment in consultation with the appropriate Dean or Associate Dean.

4. Audit Status

A student who has satisfied all course prerequisites and corequisites may attend that course as an auditor

upon completion of the necessary registration procedures, which include written permission of the instructor.

Audit status entitles a student to enrol in and attend a course on the basis of reduced participation, including but not restricted to waiver of final examinations. The nature of the participation will be determined, within departmental guidelines, by way of a written agreement between the student and the instructor. A copy of the written agreement, bearing the signature of both the student and the instructor must be retained by the instructor.

Audit Registration will be restricted to the late registration period, subject to the availability of space.

No credit is awarded upon course completion and the course shall not be considered as meeting admission, prerequisite or other course requirements for a program.

While not required to write final examinations, the audit student is expected to attend classes as well as satisfy or comply with any other requirements of participation, within departmental guidelines, as agreed in writing by both the student and the instructor. Failure to do so will result in a failing grade of AUF, as recommended by the instructor in the submission of final grades

A student may change registration status from audit to credit during the late registration course change period (see academic schedule for dates). With permission of the instructor, a student may change registration status from credit to audit at any time until the last day to withdraw from a course without penalty (see the academic schedule for dates). The course withdrawal deadline will apply to students with audit registration status.

Students who are auditing courses will pay reduced tuition fees. The tuition fee reduction will not apply in the following circumstances:

a. Students who change from credit to audit status after the late registration course period;
b. If the course is a studio, laboratory or practicum course;
c. If the course is offered on a cost recovery basis;
d. If the course is offered through Distance Education.

5. Course Changes, Withdrawals and Repeating Course

a. Course Changes: Students must sign all course change forms.

A student wishing to add or change a degree or diploma course must complete the necessary form available at Okanagan College campus offices or the Registrar's Office in Kelowna or complete the action themselves at myokanagan.bc.ca.

b. Withdrawal Regulations:

A student, in either the fall or winter semester, who withdraws from one or more courses before the end of the second week of classes for a one-term course, or before the end of the third week of classes for a two-term course will have no permanent record made of his/her registration in those courses.

A student enrolled in a degree, diploma, Adult Academic and Career Preparation or ESL program may withdraw from the courses in which he/she is registered at any time until the withdrawal deadline (see Important Dates.) Withdrawal standing will not be included in calculating a student's grade average.

c. Withdrawal Due to Unforeseen Circumstances:

After the withdrawal deadline, students requesting special permission to withdraw due to unforeseen circumstances beyond their control, will not be given the option to select only certain courses from which they wish to withdraw. The withdrawal must include all courses in progress unless the student has sustained a physical injury, thereby preventing continuation in a studio, laboratory or clinical course.

d. Withdrawals:

Students must sign all withdrawal forms. Before withdrawing, students are encouraged to speak with their instructor and/or a counsellor. Often, such discussion can result in continuation of studies and successful completion of the course or program.

Students who have received provincial or federal student loans must make themselves aware of the implications of withdrawing from courses. This information is available at the Registrar's Office or the regional campus office.

Students who wish to withdraw from one or more courses or who wish to withdraw completely from the College must complete the necessary form (or complete the action themselves at

myokanagan.bc.ca.) which is available at all regional campus offices or the Registrar's Office Kelowna. Vocational students can obtain this form from their instructor. If a student is unable to submit the required form, he/she must notify the Registrar's Office in writing to enter the withdrawal on their record.

A student who ceases to attend classes or who otherwise fails to complete the requirements of a course in which the student is registered and who fails to formerly withdraw from the course will be granted a final grade based on the coursework completed.

In cases where the withdrawal is due to circumstances beyond the control of the student, the provision outlined under "Withdrawals Due to Unforeseen Circumstances" will be followed. Such requests should be submitted in writing to the Registrar's Office and be accompanied by supporting documents or, in the case of illness, a physician's certificate.

A vocational student who ceases to attend classes in a program and who fails to submit a written notice of withdrawal is subject to the probation and termination policy for vocational programs. The student's registration in the program may be terminated with a notation on his/her permanent record.

e. Repeating Courses:

For courses leading toward a baccalaureate degree, an associate degree, a two-year post-secondary diploma or an Adult Academic and Career Preparation certificate or diploma or an English as a Second Language certificate, the following policy and practice shall apply.

No course, whether previously passed, failed, audited or from which the student has previously withdrawn, subsequent to the late registration deadline, may be repeated more than once without special permission of the appropriate dean, director or designate.

Unless determined otherwise, by the dean, a student granted such permission shall not be allowed to register in or waitlist for the course until after conclusion of the advanced and regular registration periods, which may vary depending on the program and its intake dates. Enrolment shall be subject to the availability of remaining space in the course at the time of the student's registration.

f. Financial Hold:

Okanagan College reserves the right to place a student on financial hold. When a student has been placed on financial hold, no subsequent registration activity will be allowed, no statement of grades or transcripts of academic record will be issued and the student will not be allowed to graduate. The Financial Aid and Awards office and the library will be notified and use of the library may be restricted. The student will not be eligible to register in any future courses until the financial hold is removed. The financial hold will be removed when the outstanding balance, including all interest penalties, is paid in full. In respect of any other indebtedness to Okanagan College, subsequent registration may be denied until these accounts are fully paid.

Attendance

1. Attendance

While attendance is mandatory in courses with practicums or preceptorships, regular attendance is expected in all courses. The specific attendance policy is determined by departmental guidelines and will be outlined in the program syllabus or course outline distributed to students at the commencement of the program or course.

2. Participation

Class participation may be evaluated in some courses or programs. Where participation is evaluated, as determined by the instructor or professor in compliance with departmental policies or guidelines, the program syllabus or course outline distributed to students at the commencement of the class will clearly state how participation will be assessed and its effect on the determination of final grades. See Audit Status for more information.

3. Holy Days

The College recognizes the diversity of religious practices among its students. The College will review requests from students to absent themselves from regularly scheduled classes and/or examinations on formal holy days of a recognized religion actively practiced by the requester. Consideration of such requests will be subject to operating constraints. Students will be required to make up missed work or other such requirements as may be deemed necessary and appropriate in granting the request.

Students shall inform their instructors or professors within the first two weeks of classes of the holy days on which they wish to be absent during a semester,

and shall discuss possible alternative arrangements with the instructors or professors.

Instructors and professors shall make reasonable efforts to accommodate such requests. In some instances, consultation with the Program Dean or Director, or designate may be advisable.

4. Field Trips

Students enrolled in a formal course of studies at the College may on occasion have the opportunity to enrich or supplement their studies by way of a field trip arranged by instructional staff. Field trips must be formally authorized by the Program Dean or Director, or designate. Field trips may be scheduled outside of regularly scheduled class time and for some courses, the field trip is a mandatory component of the course and will be specified as such in the program syllabus or course outline.

Attendance Policy for Student Athletes on Okanagan College Competitive Sports Team

Okanagan College (OC) expects all student athletes on OC competitive sports teams to attend every scheduled class (lecture, lab or seminar) of the courses in which they are registered unless they are excused to participate in regularly scheduled college athletic competitions. Team practices, conditioning, meetings or other non-competition activities shall not be considered valid reasons for missing class.

Student-Athlete Responsibilities

It is the responsibility of the student athlete to schedule classes to eliminate as many conflicts between classes and scheduled competitions as possible.

It is the responsibility of the student athlete to provide professors or instructors with as much notice as possible when scheduled competition conflicts with class. Student athletes should meet with their professors and/or instructors during the first week of classes and provide, where possible, a schedule of their competitions. If there is a substantial conflict between class times and competitions such that there will be a significant number of absences the professor or instructor can limit the number of excused absences. In such cases the student athlete should explore registering in different sections or courses where absences will be minimal.

In all cases where a student athlete is excused for a scheduled competition it is the student's responsibility to obtain material and information missed and for making up work and assignments within the time designated by the professor or instructor.

After-the-fact notification is not acceptable. If there is a late change in the student-athlete's competition schedule the student athlete must communicate with his/her professors and/or instructors in the manner set out on the course outline.

Examinations

1. Final Examinations

The final examination time period is published annually in the College calendar and students are required to write final examinations at the scheduled times and dates. Students should be aware that examinations may be scheduled on days and times that differ from regular class schedules, including evenings and weekends. In the event of exceptional circumstances, students may apply to write a final examination at a time other than the scheduled time. These examinations are referred to as out-of-time final examinations; more information can be found below.

Also see "Aegrotat Standing" and "Standing Deferred" in Grading Practices.

a. Exam Papers

Final examination papers become the property of the College and remain in the possession of the College until destroyed.

In the event of a grade appeal, the final examination paper will be retained by the College for 12 months beyond the resolution of the appeal.

b. Arts, Science and Business Administration Courses

Students shall not be required to complete a test or exam which contributes more than fifteen percent (15%) toward the final grade in a course during the last five teaching days of the semester or in the period between the end of the semester and the beginning of final examination period.

This policy does not apply to laboratory examinations or field courses and other courses whose schedules

do not match that of the regular timetable, whether summer session or regular session.

2. Out-of-Time Final Examinations

In the event of an exceptional circumstance that meets the criteria outlined below, students may apply to write a final examination at a time other than the scheduled time. These examinations are referred to as out-of-time final examinations.

Procedure

A student may apply to write an out-of-time final examination by submitting a completed Out-Of-Time Final Examination Form to the appropriate Program Dean or Director, or designate. Except in unforeseen circumstances, as described below, students must complete and submit their request for an out-of-time examination at least two weeks in advance of their scheduled examination so an out-of-time examination can be organized at a suitable time.

Criteria for Approval of Out-of-Time Final Examinations

a. Exam Schedule Conflict

Approval of an out-of-time final examination request shall be granted if the student has two or more final examinations scheduled at the same time, has three or more final examinations scheduled within a 24-hour period or has insufficient time to travel between campuses for the purpose of writing final examinations.

b. Unforeseen Circumstances

Medical/Health: Approval of an out-of-time final examination request may be granted if the student has been injured, or hospitalized or is under the care of a health care professional/practitioner for a condition which prevents the student from writing the examination at the scheduled time.

Compassionate: Approval of an out-of-time final examination request may be granted for compassionate reasons such as, but not limited to, a death, serious illness or injury of a member of the student's immediate family. At the discretion of the Program Dean or Director, or designate, consideration may also be given for other unforeseen events beyond the student's control.

Legal Obligations: Approval of an out-of-time final examination request may be granted for legal obligations which include but are not restricted to jury duty or court appearances.

Note: In all cases the student must submit written confirmation and/or documentation verifying that the student is or was unable to write the final examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the final examination.

c. Religious Beliefs

Approval of an out-of-time final examination request shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian Charter of Rights and Freedoms. The student may be required to submit a letter from his or her church or equivalent.

d. Special Employment or Extraordinary Athletic Activities

Approval of an out-of-time final examination request may be given for reasons such as extraordinary employment (example: confirmation of a job overseas) or extraordinary athletic activities (example: participation in the B.C. Games, Canada Games or the Olympics).

e. Participation on College Athletic Teams and College-related Student Activities

Approval of an out-of-time final examination request may be given for participation as a team member in scheduled games of a College athletic team or for participation in College-related student activities such as competitions.

Note

Applications for out-of-time final examinations shall not be approved for vacations, trips or reasons other than those satisfying the aforementioned criteria.

Grading Practices

1. Official Transcript

Official transcripts are sent directly to the receiving institution by the Office of the Registrar at the request of the student only. If there are any outstanding

financial obligations, the official transcript will not be released.

2. Transcript Request

Student transcripts shall disclose the outcome of all coursework performed successfully or unsuccessfully by the student. Student transcripts shall differentiate credits granted for successful completion of Okanagan College courses, transfer credits granted for equivalent courses successfully completed at another recognized post-secondary institution or credits that may have been granted through the process of Prior Learning Assessment.

3. Posting of Final Grades by Instructors

The earliest possible dissemination of final grades is critical to students. Therefore, in accordance with the provisions of the Freedom of Information and Protection of Privacy legislation, instructors may post final grades outside their office, subject to the following conditions.

a. That the instructor take reasonable precautions to ensure and protect confidentiality.
b. That the student number and not the name of the student appear on the posting.
c. That the posting clearly state that the final grades, as posted by the instructor, are tentative only and subject to final approval of the College.

Direct questions on reasonable precautions to ensure and protect confidentiality to the Registrar.

4. Standardized Grading System

Okanagan College's standardized grading system uses final percent grades to determine semester and cumulative grade averages. The system applies to all courses, irrespective of program.

Grades for all courses, regardless of credit value, will be based on a percentage system. The minimum and maximum grades for all courses will be 0 percent and 100 percent, respectively. Transcripts will include a percentage grade for each course, along with the number of credits awarded for the course. The following categories will be used. C- and D (marginal pass) will allow a student to continue in successive courses unless otherwise stated for specific programs or courses.

90 - 100 Percent - Letter Grade: A+
85 - 89 Percent - Letter Grade: A Grades = First Class
80 - 84 Percent - Letter Grade: A-
76 - 79 Percent - Letter Grade: B+
72 - 75 Percent - Letter Grade: B Grades = Second Class
68 - 71 Percent - Letter Grade: B-
64 - 67 Percent - Letter Grade: C+
60 - 63 Percent - Letter Grade: C Grades = Pass
55 - 59 Percent - Letter Grade: C-
50 - 54 Percent - Letter Grade: D Grade = Marginal Pass
0 - 49 Percent - Letter Grade: F Grade = Failure

C- and D (marginal pass) will allow a student to continue in successive courses unless otherwise stated for specific programs or courses.

The minimum grade for nursing courses for progression within the BSN program is 60%. The minimum cumulative average to continue in the program is 65%. Students must receive a passing grade in each nursing course to progress to the next nursing course. Students must satisfy the prerequisites, co-requisites and concurrent requirements for each nursing course. Students must maintain a cumulative grade average for all required courses of 65%, and may be required to withdraw from their program if their cumulative grade average falls below 65%.

A minimum pass in a vocational course is 70%. In apprenticeship programs, Okanagan College instructors will complete both theory and practical assessments as prescribed by the Industry Training Authority for the specific apprenticeship trade program and level. The assessments (school reports) are provided to the Industry Training Authority to be included on the apprentice's apprenticeship record. The apprentice must achieve a minimum grade of 70% to pass.

A marginal pass in Adult Academic and Career Preparation and International Education courses is 50%, based on the Okanagan College standardized grading system. However, 60% is required to move to the next level in any subject.

For those science courses in which the laboratory component is evaluated separately from the lecture component, a student must pass both components to obtain a passing grade in the course. If one or both of the components are not successfully completed, the maximum possible grade awarded will be 49%. Students are not allowed to take successive laboratory courses unless they have completed the prerequisite course.

No student may repeat a course for additional credit, unless approval is given by the Registrar. The College reserves the right to review grades. The official grades awarded are those listed on the semester grade transcripts.

5. Grade Average (GA)

To determine your grade average, multiply each course credit value by the standard percent grade received. Add the weighted grades, and divide the sum by the total number of credit hours. This method produces an average grade between 0 percent and 100 percent, inclusive.

Calculation of the Grade Average for Duplicate Courses: If any course is repeated, the original and the repeated grades are listed on the student's record. Only the higher percentage is considered in the calculation of the grade average. Generally courses which are repeated are required course in which a passing grade has not been obtained.

Calculation of the Grade Average for Courses Completed Before December, 1989: Percent grades have been reported only since December 1989. For the purpose of determining grade averages, letter grades are converted to a percent grade on the following basis:

A = 87%
B = 74%
C + = 66%
C = 64%
D = 53%
F = 42%

6. Aegrotat Standing

A student who has successfully completed the term work in a course but who is unable to write a final examination because of illness or compassionate reasons may be granted "Aegrotat" standing (a final mark based on the term work). Aegrotat standing is subject to approval by the dean.

The student must apply, in writing, to the dean and provide a physician's certificate or other supporting documents confirming his/her inability to write the final examination. Application for Aegrotat Standing should be made by the student before the date of the final examination or as soon as possible thereafter, but no later than the last day for submission of grade appeals, as stated in this calendar.

7. Anecdotal Grade

Under special circumstances an anecdotal grade may be granted to a student who is unable to complete all of the requirements of a course. Generally, the reason for granting an anecdotal grade will be a specific disability, but other extenuating circumstances may also be considered. An anecdotal grade is subject to approval by the appropriate program dean and the Registrar. The student and instructor (and support service in the case of a special needs student) together must submit a Recommendation for an Anecdotal Grade to the dean as soon as possible and no later than two weeks after the commencement of the program. At the end of the term, the final grade, plus confirmation of the completed components, will be submitted to the dean for approval. If approved, the grade will be forwarded to the Registrar. The student's transcript will be annotated to show a conventional grade only for those listed course components which he/she was able to complete.

8. Standings

AU: Audit applies only to diploma, Adult Academic and Career Preparation and university courses not taken by Distance Education
AUF: Audit Fail
AEG: Aegrotat Standing (see definition this page)
CIP: Course in Progress
P: Requirements of a subject completed satisfactorily, no quality grade assigned, credit granted where applicable. (Excluded from the calculation of grade average.)
SD: Standing Deferred: Based on the decision to grant a student an extension to complete outstanding course work, submission of a final grade by the instructor is deferred for up to four months. (Excluded from the calculation of all averages.)
T: Graduating essay not submitted - course continuing.
TA: Terminated for lack of attendance (Adult Academic and Career Preparation and vocational programs only).
TP: Terminated for unsatisfactory performance (vocational programs only).
W: Withdrawal: not included in the calculation of either semester or cumulative grade average.
I: Incomplete (Adult Academic and Career Preparation only)

a. Standards

A student who obtains a semester grade average of less than 55% in a credit program will be placed on academic probation. A student must obtain a minimum cumulative grade average of 60% to be eligible for graduation in a program of studies leading toward an associate degree, degree and some

certificates. A minimum average of 70% is required to graduate from a vocational program.

b. Graduation with Distinction

For each degree, associate degree, diploma or certificate program, the top 15% of the graduating students shall have the words "with distinction" annotated on their degree, associate degree, diploma or certificate, provided that they achieve a minimum cumulative grade average of 80%. This designation will also be recorded on the student's transcript.

c. Dean's and Director's List

Students on the Dean's or Director's List are recognized and acknowledged each semester by having their names entered on the Dean's or Director's List for that semester. Their transcript shall be annotated and they shall receive a letter of commendation from the Dean or Director.

The level of scholastic excellence required for the Dean's or Director's List in any semester/term is based on all courses taken by the student during that semester/term and students must be taking a minimum of courses to qualify.

The required level of achievement varies by program according to the program area's requirements:

- Academic Degrees, Diplomas and Certificates: a semester grade average of at least 85% on at least nine credits.
- Health and Social Development diplomas: a program grade average of at least 85% on completion of the program and a recommendation from the program chair to the dean.
- Health and Social Development Certificates excluding Certified Dental Assistant: a program grade average of at least 85% on completion of the program and a recommendation from the program chair to the dean.
- Certified Dental Assistant, Business Vocational, and ESL certificates: a program grade average of at least 90% on completion of the program and a recommendation by the instructor to the Dean or Director.
- Vocational Trades certificates and Apprenticeship: students must be within the top 10 per cent of the class and be recommended by their instructor to the Dean.
- Foundational Programs (AACP and ASE): a term grade average of at least 85% on at least three courses or 15 hours a week of instruction.
- Continuing Studies Certificates: a program grade average of at least 90% on completion of the program and a recommendation by the instructor to the Director.

9. Graduating Grade Average

A student's graduating grade average (GGA) is the weighted average of grades for those courses, as specified in the regulations below, taken at Okanagan College which are used to satisfy the graduation requirements for a degree, associate degree, diploma, or certificate conferred by the College. For a given course the weight is the number of credits and the value is the assigned grade.

The GGA shall be calculated according to the following regulations:

a. Transfer credits from other institutions shall not be used in the calculation of a GGA.
b. If a course is taken more than once, then only the highest grade for that course shall be included in the calculation of a GGA, with the exception of those courses that may be taken more than once for acceptable credit (e.g., directed studies, selected topics courses).
c. Courses for which a grade of "pass" or "fail" is assigned (e.g., practica) shall not be included in the calculation of a GGA.
d. If a student has been awarded more credits than are required for a degree, associate degree, diploma, or certificate, then only that set of courses that generates the highest GGA and that minimally satisfy the program graduation requirements shall be used in the calculation of the GGA.
e. Baccalaureate Degree Programs: The GGA will be based on grades for the last 60 credits used to satisfy the graduation requirements of the specific baccalaureate program (excluding those courses for which a pass or fail grade is assigned).
f. Associate Degree, Diploma and Certificate Programs: The GGA will be based on the grades of all courses taken at the College for credit toward satisfying the graduation requirements of the specific program, (excluding those courses for which a pass or fail grade is assigned).

Note: A minimum GGA of sixty percent (60%) is required to be eligible for graduation in a baccalaureate degree, an associate degree, diploma or non-vocational certificate program.

A minimum GGA of seventy percent (70%) is required to be eligible for graduation in a vocational certificate program.

For more information, please see Academic Requirements for Program Completion and Graduation.

10. Grade Appeals

If the student believes that he/she has not been treated fairly in the assessment of his/her performance in a course, that he/she is deserving of a higher grade in a specific component of a course, or that the determination of the student's final course grade is inconsistent with the grading methodology outlined in the course syllabus, the student may request a formal review of his/her course work or final grade. Grade appeal is intended to provide an opportunity to students to have a review of the performance or final grade in a course objectively by an impartial panel from within the relevant instructional discipline. A grade appeal committee is not constituted to receive or review complaints about a course or grievances against an instructor. Such complaints and grievances must be submitted to the dean of the relevant department. Students are cautioned not to submit frivolous grade appeals. Grade appeals, which, in the opinion of the Registrar, are clearly frivolous, may be declined. The appeals committee, after reviewing the student's course work, also has the power to lower a final grade.

a. Appeal by the Student

A student who wishes to have a final grade for a course reconsidered is encouraged whenever possible to first discuss the matter with the instructor concerned. If this step does not lead to satisfactory resolution, or cannot be followed, a student may make formal request for reconsideration of a final grade by writing to the Registrar within 21 days of the date on which the final grade was made available to the student by the Registrar. This request must clearly state the reason for the appeal, and be accompanied by a deposit of $30 for each grade appealed. Appeals which are clearly frivolous may be rejected.

The deposit will be refunded in the event that the originally assigned grade is changed and results in a higher grade. Term work (tests, examinations, papers, assignment, etc.) used as part of the evaluation procedure for a course must accompany the request for the appeal. Any term work item not submitted for review shall retain the grade originally assigned. An appeal is not required for the correction of omissions or errors.

Except for unusual circumstances, the appeal process shall be completed within 35 days of the date on which the Registrar forwarded the final grade to the student. Each appeal shall be considered by an appeal committee, which shall normally have the following membership:

- the Registrar or his designate, in a non-voting capacity, shall act as chair, and shall name the members of the committee listed below, after consultation with the appropriate department and student association.
- three instructors, in a voting capacity, from the appropriate department. No instructor who has previously been substantively involved, directly or indirectly, in assessing the student's course performance and/or in determining the student's final course grade shall be eligible to serve as a member of the appeals committee. The department chair should be one of the three instructors when possible. If three instructors are not available from the department, a sufficient number of instructors shall be appointed from a related department.
- one student observer, in a non-voting capacity, who may otherwise participate in the review process.

The instructor whose grade is under review and the student appellant may request to appear before the committee, or may be requested by the committee to attend a hearing. The instructor shall state, in writing, the basis upon which the final grade was originally assigned. The committee shall review the student's performance in the course including term work and the final examination, if any, and decide whether the originally assigned grade should be changed. The committee, in its adjudication, may decide that the originally assigned grade should remain the same or should be changed to either a higher or a lower grade. The committee's decision shall be given in writing to the student and the instructor by the chair of the appeals committee.

A grade appeal committee is required by the College to perform a fair and impartial review, reassessment and adjudication of all appeals for review of final grades. Because final grades are the formal evaluation and measure of a student's comprehension and/or performance in a specific course or discipline, and because a committee is comprised of instructors with relevant pedagogical, professional and academic expertise necessary to perform this task, its decision is deemed to be final and may therefore not be appealed to higher Okanagan College authority unless for contravention of procedure to process.

b. Instructor Grade Revisions

An instructor who considers that an error was made in assigning a final grade shall submit in writing a revised grade together with an explanation to the Registrar.

Probation and Termination

1. Probation Policy (Degree and Diploma programs)

The following Academic Probation policy shall apply to all students in a degree, or diploma program. Probationary status will be entered on the student's permanent record.

a. First Academic Probation

A student who achieves a semester grade average of less than 55% will be placed on first academic probation for the next semester in which he/she registers.

b. Second Academic Probation

A student who, while on first academic probation, achieves a semester grade average of less than 55% will be placed on second academic probation, will be required to withdraw for at least one semester, and will not be permitted to subsequently register for courses in degree and diploma programs until:

- the following summer session if the student was placed on second probation at the end of the fall semester, or
- the following winter semester if the student was placed on second probation at the end of either the winter semester or summer session.

c. Third Academic Probation

A student who, while on second academic probation, achieves a semester grade average of less than 55% will be placed on third academic probation and may not be permitted to register in any degree and diploma courses during the next 12 month period, counted from the end of the second academic probation.

Probationary status will be entered on the student's permanent record. A student will remain on academic probation until:

- the student achieves a minimum semester weighted grade average of 55% over a minimum of three courses, or
- the student subsequently registers at the College after a minimum absence of two consecutive semesters, not counting the summer session.

d. Reinstatement Appeals

Appeals for reinstatement while on probation must be submitted to the appropriate dean's office no later than the last day for late registration. A student placed on second probation may appeal to the dean for reinstatement while on probation.

Subject to approval of the dean, a student will be restricted to enrolment in no more than 60% of the courses required in a given semester for the degree, diploma, associate degree or certificate program in which the student is enrolled. The number of courses will be at the discretion of the dean.

A student granted reinstatement will be restricted to registering for his/her courses during the open or late registration periods and the student's enrolment in any course will be subject to the availability of remaining space at that time.

A student placed on third academic probation will be subject to a mandatory withdrawal for a 12-month period with no provision for reinstatement while remaining on third probation.

2. Probation Policy (Vocational and Trades programs)

Okanagan College reserves the right to terminate the training of a vocational or vocational health program student. Vocational and vocational health training may be terminated for the causes listed below.

Procedure for the Imposition of Probation and Termination: This procedure is established for the imposition of probation and termination in the event of: unsatisfactory performance, unexcused absence, and failure to comply with safety standards.

In the event that a student is placed on probation by the dean for reasons of unsatisfactory performance, unexcused absence or failure to comply with safety standards, and after having met with the student to establish the terms and conditions of the probation:

- The dean shall inform the student, by means of a letter of probation, of the terms and

conditions of probation. A copy of the letter will be sent to the instructor.

- The dean shall inform the Registrar, if applicable, and notify Human Resources Skills Development Canada (and any other agency involved in the student's training),of his/her probationary status.
- The instructor shall monitor the student's performance and report to the dean, in writing, no later than three (3) days before the end of the probationary period, on the student's progress with respect to the terms and conditions set down in the letter of probation.
- The dean, based on the instructor's report, may either terminate the student's training or revoke the probationary status.
- The dean's decision shall be communicated in writing to the student, the Registrar, and, if applicable, Human Resources and Skills Development Canada.
- The termination shall be annotated on the student's permanent record.

a. Illness or Incapacity

Illness or incapacity refers to missing all or part of any scheduled classroom, laboratory, shop, clinical or practicum placement due to illness or injury. It also includes inability to perform required training activities where such inability is apparently attributable to illness, injury, disability or mental disorder.

If, in the opinion of the instructor, a student is incapable of successfully completing a program by virtue of a disability or health-related problem, the instructor shall report to the dean who shall meet with the student and inform the student that a professional assessment of the disability or health-related problem is a required condition of continued enrolment in the program. The dean shall confirm the student's conditional status in a letter to the student.

While the dean may assist the student in identifying an appropriate person, the student must make his or her own arrangements for the professional assessment to be sent directly from the person conducting the assessment to the dean's office. The dean shall request, in writing, that the student arrange to have a copy of a professional assessment sent directly from the person conducting the assessment to the Dean's office.

The dean, based on the findings of the professional assessment report, may decide to either continue or terminate the student's training. A decision to terminate the student's training shall be communicated by the dean, in writing, to the student and the Registrar.

b. Misconduct

Misconduct means conduct unbecoming of a student. It includes, but is not limited to, academic misconduct such as cheating or plagiarism, disruption of instructional activities, theft or damage to property, abuse or threatening behaviour or assault.

i. The instructor shall forward a written report on student infractions to the dean.
ii. The dean shall meet with the student and the instructor, and subsequently make a written recommendation to the President.

c. Unsatisfactory Performance

Unsatisfactory performance means failure to demonstrate satisfactory attainment of knowledge, skills and attitudes as measured through the evaluation processes applied by the instructors in the program. Poor performance may lead to a decision by the dean to place a student on probation.

The purpose of probation is to alert a student to the seriousness of the matter and to establish a set of clear objectives and strategies which have as their aim the improvement of the student's performance. However, failure to attain the objectives set down for the probationary period may result in termination of the student's training.

i. As general policy, whenever an instructor believes a student may not succeed in completing his or her training, the instructor shall meet with the student, discuss the circumstances, inform the student that he/she may not succeed, advise the student on steps which may improve the chances or his/her success, make a record of the discussion and recommendations, communicate the essence of the discussion and recommendations in the form of a letter to the student, and request that the student sign a copy of that letter. The student's signature signifies only that he/she has read the letter and not that he/she agrees or disagrees with the contents.
ii. If the student's performance does not improve, the instructor shall notify the dean, make a written recommendation regarding terms and conditions of probation, and provide the dean with a copy of any letter(s) detailing unsatisfactory performance.
iii. The dean shall meet with the student to discuss his/her performance and the terms and conditions of any probationary period imposed. The procedure for formal imposition or probation and/or termination

due to unsatisfactory performance is subsequently articulated within this policy.

d. Unexcused Absence

Regular attendance is required of all vocational and vocational health students. Absence means missing all or part of any scheduled classroom, laboratory, shop, clinical or practicum placement and includes arriving more than ten minutes late for class at commencement or following class breaks, and leaving the class at any time before the end of the scheduled instructional period.

When a student has been absent on three or more occasions within a period of three months for any reason other than: personal illness, medical treatment or a visit to a doctor, death in the immediate family, job interview, legal proceedings, care for an ill or injured dependent or spouse, or responsibilities as a parent or guardian (e.g. conference with a school teacher)

i. The instructor shall meet with the student and warn him/her that his/her training may be terminated if he/she continues to miss instructional time.
ii. The instructor shall prepare a letter documenting the meeting and the warning issued, and require the student to sign a copy of the letter to signify that the student has read its contents.
iii. If the student is unexcusably absent again, the instructor shall report the absences to the dean, and provide the dean with a copy of the letter of warning.
iv. The dean shall meet with the student to discuss his/her absences and the terms and conditions of any probationary period imposed.
v. The dean, or designate, shall inform the student, by means of a letter of probation, of the terms and conditions of probation. A copy of the letter will be sent to the instructor.
vi. The instructor shall monitor the student's attendance and report to the dean, or designate, in writing, no later than three (3) days before the end of the probationary period, on the student's attendance with respect to the terms and conditions set down in the letter of probation.
vii. The dean, or designate, based on the instructor's report, may either terminate the student's course registration or revoke the probationary status.
viii. The dean's, or designate's, decision shall be communicated in writing to the student and the instructor. In the event of the student's registration being terminated, the Registrar shall also be informed.
ix. The termination shall be annotated on the student's permanent record by way of assigning a standing of "TA" for the course.

e. Failure to Comply with Safety Standards

Failure to comply with safety standards refers to any practice which, in the opinion of the instructor, may cause personal injury to the student, to others, or which may cause property damage. In the case of failure to comply with safety standards:

i. The instructor shall meet with the student, explain the safety concern, and document the meeting in the form of a letter of warning to the student. The instructor shall require the student to sign a copy of the letter or warning to indicate that he/she has read it.
ii. In the event of any subsequent safety violation, the instructor shall provide a written report to the dean together with a copy of the letter of warning.
iii. The dean shall meet with the student and establish terms and conditions of probation, suspension or termination.

3. Probation Policy (Health and Social Development Performance and Practicum)

a. Withdrawal/Failure Policy

A student who withdraws from or receives a failing grade in any course may be required to withdraw from all other program courses due to concurrent registration requirements.

A student who withdraws or fails and who intends to apply for re-entry into the current program:

- should discuss the matter with the department chairperson;
- must normally return no later than one year from the time of withdrawal;
- must apply for re-entry through the Registrar's Office.

Re-entry following withdrawal: the College reserves the right to grant readmission to the program in accordance with its general admission policies. Students applying for re-entry will not be given preference over other applicants.

The decision to allow re-admission to the program is made on an individual basis. The following factors will be taken into account in making the decision:

- the student has demonstrated satisfactory performance in the program courses at the time of withdrawal.
- the student has not previously withdrawn or failed.
- the student has resolved the difficulty which led to the withdrawal (e.g. financial difficulties, onerous family responsibilities, obligations conflicting with studies).
- the student has kept the chairperson informed of his/her current plans for re-admission to facilitate the department planning during the student's period of absence from the program.

Concurrent registration requirements will determine courses the student must enrol upon re-entry.

b. Re-entry Following Failure

The College reserves the right to grant re-entry in accordance with its general admission policies. Students applying for re-entry will not be given preference over other applicants.

The decision to allow re-entry into the program is made on an individual basis. The following factors are taken into account in making the decision:

- the student has not withdrawn or failed previously;
- the student has resolved any difficulties which contributed to the failure (e.g. financial/work or family obligations; prerequisite knowledge deficiencies, etc.);
- the student has kept the chairperson informed of his/her current plans for readmission to facilitate the department planning during the student's period of absence from the program.

c. Practicum Placement

Clinical, practicum, and extern placements are integral components of health and social development programs. Locations are throughout, and are often outside, the Okanagan Valley. The College will endeavour to locate a placement in or near the student's community of choice. However, placement ultimately depends on the availability of suitable educational opportunities.

The College reserves the right to change a student's placement. The student has the right to be informed in writing of the reasons for a change in a planned placement. Travel associated with practicum experiences is entirely the responsibility of the student.

Attendance at clinical settings/practica sites is required. Students are expected to notify their instructor and the clinical/practicum site whenever they will be late or absent.

Students may be denied placement if the Dean of Health and Social Development programs determines their preparatory work is unsatisfactory. Students may also be denied placement if the dean determines his/her participation in a clinical or other placement puts the receiving agency or its clients at unreasonable risk.

A student may be required to withdraw on the basis of poor performance in a clinical or practicum setting. A student may be required to withdraw if the state of her/his health impairs ability to perform competently or poses a potential risk to clients.

4. Health & Social Development Review Committee

If a student is alleged to be incompetent, to have violated ethical, professional or safety standards, or to have violated agency policy or the law, and, as a consequence, in the opinion of the dean, poses a risk to the agency or its clients, the dean may suspend the student from the practicum or clinical placement until the Health and Social Services Review Committee examines the circumstances and recommends further action to the appropriate authority who may adopt the recommendation.

Recommendations may range from reinstatement to suspension to termination of the student's enrolment.

a. Committee

The Health and Social Development Review Committee will consist of:

- the Vice President Education who shall act as Chair
- two department Chairs from Health and Social Development
- one Okanagan College faculty member from a program area related to the student's studies
- a practicing representative of the profession

- a representative of the student association may attend as an observer

b. Procedures

The proceedings of the hearing are open to the student and, if he or she wishes, his or her advisor. The student may elect to give evidence and make submissions before the review committee or be requested by the review committee to give evidence.

Recommendations of the Health and Social Development Review Committee may be appealed in sequence to the General Appeals Committee and the Okanagan College Board of Governors.

General Appeals on Academic Standing

Students have a right to a fair and impartial hearing of any College decision on matters of academic standing.

A student who wishes to appeal a decision pertaining to academic standing must file a written notice of appeal with the Registrar within ten (10) days of being informed of the decision to be appealed. The Registrar shall provide the student with a copy of the Education Council Policy and Procedure for General Appeals on Academic Standing.

1. Policy

This policy affirms the student's right to a fair and impartial hearing of any Okanagan College decision on matters of academic standing, other than grade and admission appeals, which shall be governed by the College's grade and admission policies and procedures.

2. Jurisdiction

a. The Education Council shall establish an Academic Appeals Committee, hereafter called the committee.
b. The committee is the forum of final appeal for students in matters of academic standing as mandated in Section 24 of the College and Institute Act.
c. The committee has no jurisdiction where the sole question raised in an appeal turns on the exercise of academic judgement of a student's work or performance by a faculty member.

3. Composition of the Committee

a. The committee shall consist of the following: one faculty member from each of the program areas, one student enrolled in a degree or two-year diploma program (selected by Education Council), one student enrolled in a developmental or vocational program (selected by Education Council), Vice President, Education or designate.
b. The committee shall be chaired by the Vice President, Education or designate.
c. If any member of the committee is directly or indirectly involved in a matter that may be considered by the committee to put the member in a conflict of interest, a replacement for that member shall be named by the Chair of the committee. If the Chair is involved, he or she shall be replaced temporarily by a person named by the Chair of the Education Council and a temporary Chair shall be elected by the committee.
d. All members of the committee shall be voting members (one vote each). In the event of a tie vote, a motion fails.
e. The appellant may challenge for cause the neutrality of any member of the committee scheduled to hear his or her appeal. The chair, on the advice of the committee, will rule on the validity of the challenge. If the challenge is upheld, the member challenged shall not take any part in the appeal.
f. Members of the committee shall be reimbursed for travel expenses to attend meetings, in accordance with College policy.

4. Terms of Reference

a. The committee shall hear and adjudicate appeals by students pertaining to decisions on matters of academic standing.
b. The committee shall allow an appeal where it decides on the basis of clear and convincing evidence that the decision has been arrived at through improper or unfair procedures and that as a result, a wrong decision on the merits has been reached.
Without limiting the generality of the phrase "improper or unfair procedures", it shall include the consideration of information which ought not to have been considered or the failure to consider information that should have been considered.
c. Where the committee allows an appeal, it may:
    - Reverse the decision and grant such academic standing to the appellant as the committee thinks fit in the circumstances; or

- Quash the decision and send the matter back to the dean to be dealt with in accordance with proper procedures.

d. In all cases other than those falling within paragraph 4.b the committee shall confirm the decision being appealed.
e. "Dismiss the Appeal" means to decide that the decision being appealed is confirmed.

5. Grounds of Appeal

a. A student may appeal a decision on a matter of academic standing on one or more of the following grounds:
   i. There was unfairness in the process leading to the decision.
   ii. New evidence has come to light that was not available at the time of the decision which, if presented initially, could have resulted in a different decision.

6. Procedures Prior to the Hearing

a. A student (hereafter referred to as the appellant) shall make every reasonable effort to resolve an issue related to academic standing through discussions with the relevant instructor, department chairperson and dean, with the dean (hereafter referred to as the respondent) deciding the final position on the issue. A written decision on the issue under discussion shall be provided to the appellant by the respondent, within a time limit agreed to by the parties.
b. A student who wishes to appeal a decision on academic standing shall lodge a written notice of appeal with the Vice President, Education within ten days of being informed in writing of the dean's final decision.
c. Within five days of receiving a written notice of appeal the Vice President, Education shall deliver to the appellant a copy of this policy and, in addition, shall inform the appellant that he or she is entitled to appear before the committee. This policy shall be deemed to have been received by the appellant five days after having been mailed.
d. The appellant and the respondent have the right to be represented by counsel provided reasonable notice is given to the committee. If the appellant chooses to be represented by counsel, this shall be at the expense of the appellant. The committee may have the assistance of counsel.
e. Within fifteen days of receiving the notice from the Vice President, Education (under 6.c), the appellant shall file a statement of appeal with the Vice President, Education. This should contain:
   - a statement of the decision from which the appeal is being taken.
   - a statement of the relief which the appellant seeks.
   - the reason for the appeal.
   - a brief chronological statement of the circumstances relating to the appeal.
   - copies of any documents which the appellant intends to rely on at the hearing.
   - the names of any witnesses the appellant proposes to call at the hearing. It is the appellant's responsibility to ensure that such witnesses are present at the hearing.
f. Within five days of its receipt, the Vice President, Education shall send the appellant's statement of appeal to the respondent.
g. Within fifteen days of the receipt from the Vice President, Education of the appellant's statement of appeal, the respondent shall file a response with the Vice President, Education. This should contain:
   - a confirmation of the nature of the decision from which the student is appealing or, if the decision is not properly stated in the appellant's statement of appeal, a statement as to the nature of the decision;
   - the respondent's response to the grounds of appeal;
   - the respondent's comments on the chronological statements of events;
   - copies of any documents which the respondent intends to rely on at the hearings;
   - the names of any witnesses the respondent proposes to call at the hearing. It is the respondent's responsibility to ensure that such witnesses are present at the hearing.
   - the respondent's position on the relief sought and the reasons.
h. Within five days of the receipt of the respondent's response, the Vice President, Education shall send that response to the appellant.
i. Within ten days of the receipt of the respondent's response the Vice President, Education shall set a date for a hearing. The hearing shall take place within ten days of the receipt of the respondent's response unless the appellant and the respondent agree otherwise.

j. Prior to the hearing the Vice President, Education shall provide copies of material submitted by the appellant and the respondent to the members of the committee.
k. The Vice President, Education may, of his or her own volition or at the request of the appellant or the respondent, extend the time limits provided for in these regulations. If the Vice President, Education refuses to extend the time limits on the request of the appellant or the respondent, his or her decision may be appealed to the committee as a whole, and the committee may extend the time limits as it sees fit.
l. The committee may, at its discretion, dismiss an appeal for want of prosecution, for example, if timelines are not met.

7. Procedures at the Hearing

a. A quorum for any hearing before the committee shall consist of at least five members.
b. At the hearing, subject to the rulings of the committee, the following procedure should be followed.
    - The appellant may make an opening statement. The appellant may call and examine witnesses.
    - The respondent may cross-examine any of the witnesses called by the appellant, including, where appropriate, the appellant.
    - The respondent may make an opening statement. The respondent may call and examine witnesses. The appellant may cross-examine any of the respondent's witnesses.
    - The appellant may make a closing statement.
    - The respondent may make a closing statement.
    - The appellant may respond to any matters arising out of the respondent's statement to which the appellant has not yet spoken.
    - The committee may impose reasonable time limits for the hearing of witnesses and statements.
c. The committee may request that it be provided with further information other than that supplied initially by the appellant or the respondent. Without limiting this general power if, after a hearing, the committee is of the opinion that it requires further information in order to reach a decision, it may either ask that the additional information be supplied at a further hearing or, without a hearing. It may ask that the information be supplied to it in writing. In the latter case, both the appellant and the respondent must be given the opportunity of commenting on the information so supplied before the committee reaches a final decision.

8. The Decision

a. The committee shall arrive at a decision on the basis of a majority vote of those voting members of the committee present at the hearing.
b. In the event of a tie vote an appeal shall be dismissed.
c. The decision of the committee shall be communicated in writing to the appellant and to the respondent within ten days of the final hearing of the appeal or such longer period as the committee decides is necessary.
d. The committee shall give reasons for its decision, and in the case of a minority vote, the minority may if it wishes give reasons for its dissent.
e. The decision of the committee is final.

9. Reporting

a. The committee shall report to the Education Council annually, summarizing its work in the previous year and make recommendations regarding modifications to the policy and procedures under which it operates.

10. Time Limits

a. In this policy, a reference to a number of days shall exclude Saturdays or Sundays and any days on which the College is closed.

Final Appeal Tribunal

Students have an entitlement to reviews and hearings, on matters relating to academic standing and grades, which are conducted in a manner which is procedurally fair and impartial.

1. Policy

This policy establishes a Final Appeal Tribunal (the "Tribunal") to review student appeals relating to the process or procedure by which a Grade Appeal or General Appeal on Academic Standing has been determined.

The Tribunal shall hear and adjudicate student appeals which relate to the question of whether a hearing or other process was conducted in a manner which was not procedurally fair and impartial and whether that procedural defect substantially affected the outcome of the hearing or process.

2. Timing of and Content of Appeal to the Tribunal

A student wishing to initiate a review by the Tribunal must file a written notice of appeal with the Vice President, Education or his or her designate (the "Vice President, Education") within ten (10) days of the student's receipt of a decision from the Grade Appeal or General Appeal on Academic Standing committee.

The student's notice of appeal must:

a. identify the specific grounds upon which the student alleges the hearing or other process was not procedurally fair and impartial, including a chronological statement of the factual circumstances supporting the stated grounds for the appeal;
b. provide copies of any related documents or documents upon which the student intends to rely before the Tribunal;
c. provide the names of any persons whose conduct the appealing student alleges was not fair or impartial.

The student may submit other information or materials to the Vice President, Education as the student deems appropriate in the circumstances.

The Vice President, Education, Chair of Education Council and Vice Chair of Education Council shall review the information and materials submitted in the appealing student's notice of appeal to determine whether, without deciding the merits of the appeal, the notice of appeal discloses reasonable grounds for review of the hearing or process followed by the Grade Appeal or General Appeal on Academic Standing committee. No member of this group shall be involved in a matter that may be considered by the group to place that person in a conflict of interest. In the event that there is determined to be a conflict of interest, that person shall be replaced by a designate named by the Vice President, Education.

If, on a full consideration of the information and materials submitted by the appealing student, the Vice President, Education, Chair of Education Council and Vice Chair of Education Council conclude there are not reasonable grounds for a review, the appeal may be declined. In that event, the Vice President, Education shall notify the student of the decision and shall provide a synopsis of the reasons for the decision. This decision is final with no further appeal.

3. Jurisdiction of Final Appeal Tribunal

The Tribunal is the forum of final appeal for students in matters of procedural fairness and impartiality as mandated in section 24(2)(e) of the British Columbia College and Institute Act.

The Tribunal has no jurisdiction over questions raised in an appeal which relate to the merits of a Grade Appeal or General Appeal on Academic Standing. The Tribunal shall consider only appeals which relate to the question of whether a hearing or other process was conducted in a manner which was not procedurally fair and impartial.

The Tribunal has exclusive jurisdiction to inquire into, hear, and determine all matters of evidence and argument relating to the fairness and impartiality of the Grade Appeal or General Appeal on Academic Standing committees' process. The decisions of the Tribunal are final and binding on the student and are not open to question, review, or appeal in any other forum.

It is not the intention of this policy to intrude upon or interfere with the Grade Appeal or General Appeal on Academic Standing committees' discretion to conduct hearings and related processes in a manner which is expedient or efficient, within their stated terms of reference, so long as those hearings and processes are fair and impartial.

4. Composition of the Tribunal

The Tribunal shall comprise the following:

a. the Vice President, Education;
b. one student enrolled in a degree, diploma program or a certificate program of not less than 6 months, and not from the program area where the appealing student is, or has been, studying (selected by Education Council or a committee of Education Council as delegated); and
c. three faculty members from programs other than the one in which the appealing student is, or has been, studying (selected by Education Council or a committee of Education Council as delegated). The Chair of Education Council will fill one of the three faculty positions on the Tribunal in the event the Vice President, Education is found to be in conflict of interest.

The Tribunal shall be chaired by the Vice President, Education.

No member of the Tribunal shall be involved in a matter that may be considered by the Tribunal to place the member in a conflict of interest. In the event that a member of the Tribunal is found to be in a conflict of interest, that member shall be replaced by a person named by the Chair of the Tribunal. If the Chair of the Tribunal is in a conflict of interest, a replacement shall be named by the Chair of Education Council and a temporary Chair of the Tribunal shall be elected by the Tribunal.

All members of the Tribunal shall be voting members (with one vote each).

Prior to the Tribunal hearing the student's appeal, the student shall be informed of the members of the Tribunal and shall have the opportunity to challenge, to Chair of Education Council, the neutrality of any member of the Tribunal.

5. Procedures Prior to the Appeal Before the Tribunal

Within twelve (12) days of receiving the student's notice of appeal, or as soon thereafter as is reasonably possible in the circumstances (giving consideration to the time of year, especially during the months of July and August), the Vice President, Education shall deliver to the appealing student a copy of this policy and, in addition, shall inform the student of the date, location and time on which the student is entitled to appear before the Tribunal.

The Tribunal's hearing shall be scheduled for a date within forty-five (45) days of the Vice President, Education's receipt of the student's notice of appeal, or such date thereafter as is reasonably possible in the circumstances (giving consideration to the time of year, especially during the months of July and August).

The appealing student shall, no less than ten (10) days before the scheduled appeal date, notify the Tribunal if the student intends to be accompanied at the Tribunal hearing by an advocate.

Prior to the Tribunal's hearing, the Tribunal members shall each be provided with a copy of the student's notice of appeal and related materials.

The Tribunal may, at its discretion, request the appealing student to provide more information or materials prior to the Tribunal Hearing and may designate dates on which that information or materials must be submitted.

The Tribunal may, at its discretion, allow the appealing student to submit such other supplemental materials which the student believes will be of relevance to the Tribunal's determination of the appeal.

The Tribunal may, at its discretion, allow the appealing student to make amendments to the notice of appeal prior to the Tribunal hearing when those grounds, or the related circumstances, could not reasonably have been known to the student at the time of submission of the notice of appeal.

The Tribunal may solicit submissions, information, and materials from such other persons as may, in the Tribunal's discretion, be deemed to be relevant to the student's appeal. The Tribunal may invite such other persons to appear at the Tribunal hearing as may, in the Tribunal's discretion, be deemed to be relevant to the student's appeal.

The Tribunal may at any time, at its discretion, dismiss a student's appeal if the student has substantially failed to cooperate with the Tribunal in the processing and advancement of the student's appeal including, for example, the student's failure to adhere to time limitations or to respond to the Tribunal's communications in relation to the appeal.

6. Procedures at the Tribunal Hearing

The Tribunal hearing shall take place on a date and time at which all five (5) members of the Tribunal are present.

The Tribunal shall not entertain submissions from the student on new grounds for appeal which were not identified in the student's notice of appeal or any amendment thereto.

At the Tribunal hearing, subject to the ongoing rulings of the Tribunal Chair, the following procedure shall be followed.

a. The appealing student (or advocate) may make a brief opening statement (recommended timeframe of no more than 10 minutes).
b. The Tribunal Chair may call upon any other persons in attendance to make a brief opening statement (recommended timeframe of no more than 10 minutes).
c. The appealing student (or advocate) may present information and materials which support the student's assertion that the manner in which the hearing or other process was conducted was patently unfair or biased and that this procedural defect substantially affected the outcome of the

hearing or process (recommended timeframe of no more than 45 minutes).

d. The Tribunal Chair may call upon any other person in attendance to present information and materials which rebut the appealing student's assertions (recommended timeframe of no more than 45 minutes).
e. The appealing student (or advocate) may respond to any rebuttals made by any other persons in attendance (recommended timeframe of no more than 15 minutes).
f. The appealing student (or advocate) may make a brief closing statement (recommended timeframe of no more than 10 minutes).
g. The Tribunal Chair may call upon any other persons in attendance to make a brief closing statement (recommended timeframe of no more than 10 minutes).
h. The Tribunal may designate or make use of additional steps or procedures which, in the discretion of the Tribunal, are deemed appropriate in the circumstances to ensure the student has had a full and fair opportunity to be heard and to put forward the basis for the appeal. The Tribunal may, for example:
    i. extend the recommended time frames set out above;
    ii. request further information or materials from the student or another person;
    iii. request submissions from or attendance by additional persons at a further hearing date; and
    iv. make such enquiries or investigations as it considers appropriate in the circumstances.
i. At any time during the hearing the Tribunal members may ask questions of the student and any persons in attendance.
j. Upon the conclusion of the Tribunal Hearing, the Tribunal shall deliberate and shall, on that date or on such other date as the Tribunal may designate, determine the outcome of the student's appeal.

7. The Tribunal's Decision

The Tribunal shall arrive at a decision regarding the student's appeal on the basis of a majority vote of the Tribunal's five (5) members.

The Tribunal shall give full consideration to the relevant submissions of the student and of other persons. The Tribunal shall give full consideration to the processes and procedure utilized by the Grade Appeal or General Appeal on Academic Standing committee to determine whether the hearing conducted was patently unfair to the student or biased against the student and whether this procedural defect substantially affected the outcome of the hearing or process.

The Tribunal's decision shall be communicated to the appealing student within ten (10) days of the completion of the Tribunal hearing or as soon thereafter as is reasonably possible in the circumstances (giving consideration to the time of year, especially during the months of July and August). The Tribunal shall provide the student with a synopsis of the reasons for its decision.

When the Tribunal allows a student's appeal it must send the matter back to the Grade Appeal or General Appeal on Academic Standing committee for re-hearing in a manner which is fair and impartial.

When the Tribunal denies a student's appeal its decision is final and binding on the student and is not open to question, review, or appeal in any other forum.

8. Calculation of Time for the Purposes of This Policy

In this policy, a reference to a number of days shall exclude Saturdays, Sundays, statutory holidays, and any other days on which the College's administrative functions are not active.

Academic Requirements for Program Completion and Graduation

1. Baccalaureate Degrees

In addition to satisfying all course requirements for a specific degree, the student must also satisfy all other academic requirements set by the department granting the degree. This includes but is not limited to: Graduation, program and residency requirements as listed in this calendar.

Requirements for a Second or Subsequent Baccalaureate Degree:

The College currently offers the following baccalaureate degrees:

- Bachelor of Business Administration (BBA)
- Bachelor of Computer Information Systems (BCIS)

If the College has previously conferred a baccalaureate degree on a student, the College may confer a second or subsequent baccalaureate degree on the same student provided that:

- the second or subsequent baccalaureate degree is a baccalaureate degree from the above list, but different than the degree(s) that was (were) formerly conferred upon the student by the College.
- the student has satisfied the entrance requirements of the baccalaureate program of the second or subsequent degree.
- the student has successfully completed a minimum of 60 credits of course work toward the second or subsequent baccalaureate degree, beyond and in addition to the course credits required for any former baccalaureate degree.
- the student has successfully satisfied all other requirements for the second or subsequent baccalaureate degree.

Requirements for the Annotation of a Second or Subsequent Honours Designation on a Baccalaureate Degree Previously Conferred:

If a student who has previously received an Okanagan College baccalaureate degree subsequently returns and successfully completes the requirement for an honours designation relevant to and within the same baccalaureate degree, then the student will be issued an updated certificate of the baccalaureate degree. The updated degree certificate will include an annotation specific to the second or subsequent honours designation. The student will be required to surrender the degree certificate previously conferred upon the issuance of the updated certificate for the baccalaureate degree.

2. Associate Degrees and Diplomas

Second or Subsequent Associate Degree or Diploma:

The College may confer a second or subsequent diploma or associate degree provided that the student has satisfied all program and residency requirements. The College may accept up to 30 credits from the student's previous diploma or associate degree toward satisfying the specific requirements of the second or subsequent diploma or associate degree.

In the event that the first diploma or associate degree conferred by the College is in general studies, the student will be required to complete only the outstanding requirements of the second or subsequent diploma or degree. If the outstanding requirements total less than 30 hours of credit the student will be required to surrender the Diploma in General Studies.

The College will not confer a Diploma in General Studies as a second of subsequent diploma, nor will the College confer a Diploma in General Studies concurrently with any other diploma.

3. Certificates

Refer to the respective program descriptions in this calendar for specific requirements of each certificate program.

4. Transfer Credits Towards a Degree, Diploma or Certificate program

Please also see Transfer Credit Requests.

Transfer credit will be granted for a course taken at a post-secondary institution recognized by the College provided that the course grade is at least 50% and provided that an equivalent Okanagan College course exists. General or unassigned credit may be granted, at the discretion of the department, in the event that no equivalent Okanagan College course exists.

Transfer credit awarded for courses completed 10 years or more prior to the request for transfer may not be used as credit towards a degree or diploma at the College unless specifically approved by the Registrar after review and recommendation by the Dean or designate. Programs may, with the approval of Education Council, specify a shorter time period for courses to apply to a specific degree or diploma. Consult the appropriate program section in this calendar for detailed information.

The granting of credit for a transfer course does not guarantee that the transfer course will meet a particular program requirement. For courses completed at out-of-province institutions ($30 charge), course descriptions sufficiently detailed to facilitate comprehensive evaluation may be requested by the College's Admissions Office.

a. Residency Requirements

For all **Bachelor Degree** programs, a minimum of 25% of the program including a minimum of 30 credits at the 300-level or higher must be completed through

OC.

For the **Commercial Aviation** diploma program, 100% of the program must be completed through OC.

For the **Advanced Culinary Arts** diploma program, a minimum of 50% of the program must be completed through OC.

For all **Other Diploma and Associate Degree** programs, a minimum of 50% of the program must be completed through OC including the following additional requirements:

- **Business Administration** diploma: completion of a minimum of 15 credits of 200-level courses or higher;
- **Human Kinetics** diploma: completion of a minimum of 15 credits of 200-level courses or higher;
- **Practical Nursing** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;
- **Human Service Work** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;
- **Therapist Assistant** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;
- **Early Childhood Education** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;
- All **other** diploma and associate degree programs: completion of a minimum of 18 credits of 200-level courses or higher.

For all **Certificate** programs including those offered through Continuing Studies, a minimum of 50% of the program must be completed through OC.

b. Program Completion under Special Circumstances

Notwithstanding the Okanagan College Residency Requirement, a student who lacks one or two courses for graduation, and who is no longer a resident of the College region, may be granted transfer credit for up to two courses taken at another institution. Requests for special consideration may be directed to the Registrar.

The College reserves the right to determine whether transfer credit for courses completed at other institutions will be accepted. Students are strongly advised to contact the Registrar's Office in advance to ensure that the courses they intend to take are appropriate to the College's specific associate degree, diploma or certificate requirements.

c. Limitation on Course Acceptability

Okanagan College reserves the right not to accept courses as satisfying degree, diploma or certificate requirements when the courses were completed at the College 10 or more years before the College year in which application is made for a degree, diploma or certificate.

The College reserves the right not to allow transfer credit for courses that were completed at another institution 10 or more years before the College year in which application is made for transfer credit.

For courses taken more than 10 years earlier, students should consult the Registrar.

d. Transfer Credit for Adult Academic and Career Preparation

The following transfer credit guidelines from the Ministry of Advanced Education apply toward an Adult Basic Education certificate or diploma.

i. *Fundamental Certificate:* At the Fundamental Level, transfer credit will not be given for work completed in the public school system. Transfer credit may be given for courses at the Fundamental level with a 50% (C) grade or better from British Columbia colleges.
ii. *Intermediate Certificate:* Transfer credit may be given for previous study for up to two courses, with a 50% (C) grade or better, at the Intermediate or Grade 10 level or higher.
iii. *Advanced Certificate:* Transfer credit may be given for previous study for up to two courses, with a 50% (C) grade or better, at the Advanced or Grade 11 level or higher.
iv. *Provincial Diploma:* Transfer credit may be given for previous study for courses, with a 50% (C) grade or better, at the Provincial or Grade 12 level or higher.

In addition to the courses listed, transfer credit may be approved for courses chosen from (but not limited to) such programs as entry-level occupational trades training; business administration; administrative

assistant (formerly applied business technology); consumer education; university courses; education and career planning; visual graphic and performing arts; and appropriate Continuing Studies certificate programs.

Graduation

1. Application for Graduation

It is the responsibility of every candidate for a degree, associate degree, diploma or certificate to make formal application for graduation. Application forms are available at the Registrar's Office or campus offices and must be returned to the Registrar's Office by the deadlines indicated below. Students are required to inform the Registrar's Office of their intent to attend the convocation ceremony (graduation).

2. Convocation Dates

See Ceremonies page: http://www.okanagan.bc.ca/Ceremonies.

Eligibility for participation at convocation: Student eligibility is based on satisfactory completion of the requirements for degree, associate degree, diploma or full time certificate program. Certificate programs must be 14 weeks in length or longer. Students will receive transcripts and certificates by mail for programs less than 14 weeks in length.

3. Academic Achievement Awards

The College presents several achievement awards to students who achieve academic excellence. These awards, in addition to awards from the Federal and Provincial Governments are presented during the graduation ceremonies. These awards are honorary with no monetary value attached. All students completing a degree, associate degree, diploma or certificate program who have applied to graduate will automatically be considered.

a. **Silver Governor General's Academic Medal**
   Presented to the graduate who has successfully completed an Okanagan College baccalaureate program on a full-time basis with the highest graduating grade average.
b. **Governor General's Collegiate Bronze Medal**
   Presented to the graduate who has successfully completed an associate degree or diploma program on a full-time basis with the highest graduating grade average.
c. **Lieutenant Governor's Silver Medal for Vocational Studies**
   Presented to the graduate who has successfully completed a vocational certificate program on a full-time basis with the highest grade average.
d. **President's Award for Diploma Programs**
   This award is presented to the two graduates who have successfully completed an associate degree or diploma program on a full-time basis, with the highest grade average (excluding the Governor General's Collegiate Bronze Medal recipient).
e. **President's Award for Certificate Programs**
   This award is presented to the two graduates who have successfully completed a vocational certificate program on a full-time basis, with the highest grade average (excluding the Lieutenant Governor's Silver Medal recipient).
f. **Okanagan College Academic Medals**
   The College, in recognition of outstanding scholastic achievement, bestows a medal annually at convocation to the graduate with the highest graduating grade averages in each of the following degree programs: Bachelor of Business Administration, Bachelor of Computer Information Systems, the Associate of Science degree and the Associate of Arts degree.

Academic Offenses

1. Cheating

Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.

College instructors have a responsibility to define cheating and clearly outline their expectations regarding student work, either at the beginning of the course or on the course outline. If an instructor has discovered a student cheating, or suspects a student is cheating, he/she should adhere to the following procedures:

If an instructor has determined that a student is cheating, the instructor shall:

- Obtain evidence of cheating.
- Inform the student that he/she has been observed cheating.
- Obtain the student's name.

In the event of the incident occurring during an examination, immediately collect all of the material on the student's desk and dismiss the student taking care to minimize any disruption. Document the incident in writing, providing a detailed set of observations. This should be done as soon as possible. Report the incident to the program dean as soon as possible. In the event of the incident occurring at the Penticton, Vernon or Salmon Arm campuses, the regional dean shall be notified. If an instructor suspects but cannot prove that the student is cheating, the instructor shall:

- Inform the student that he/she is suspected of cheating. The student should be given an opportunity to provide an explanation.
- Obtain the student's name.

In the event of a suspected incident of cheating occurring during class or during an examination, move the student to another desk if possible, or to the invigilator's desk if necessary.

Document the incident in writing as soon as possible.

Report the incident to the program dean as soon as possible. In the event of the incident occurring at the Penticton, Vernon or Salmon Arm campuses, the regional dean shall also be notified.

In both circumstances listed above, it is important that there be a minimum of disruption. If the student disputes the instructor's action, discussion should take place outside of the classroom. If available, the dean, regional dean or department chair may be called upon to mediate the dispute. An appropriate course of action will be determined by the dean in consultation with the instructor.

2. Plagiarism Policy and Procedures

Definition

a. Plagiarism is the presentation of another person's work or ideas without proper or complete acknowledgement.

"Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

A written phrase

A graphic element

A proof

Specific language

An idea derived from the work, published or unpublished, of another person."

Carnegie Mellon University Undergraduate Academic Disciplinary Actions Overview http://www.cmu.edu/policies/documents/Cheating.html (originally issued 6/16/80, revised 1990)

b. The instructor shall determine whether the plagiarism is intentional or unintentional according to the following definitions:
   - Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own.
   - Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.

Self-Plagiarism

a. Self-plagiarism is the submission of work that is the same or substantially the same as work prepared or performed by the student for credit in another course (except in instances where the instructor receiving the work has given prior permission). Work includes but is not limited to essays, term papers, projects, and assignments. Although self-plagiarism may not involve the intellectual theft that characterizes plagiarism (as defined in 2. above), it is a form of academic misconduct and is subject to the same disciplinary actions as plagiarism. All Procedures for the Plagiarism Policy as outlined below will apply to this Policy.

Prevention

a. The primary purpose of these policies and procedures is to prevent plagiarism by

increasing awareness both of the meaning of plagiarism and of the penalties for committing plagiarism.

b. Okanagan College faculty have a responsibility to explain plagiarism and its implications for work in their course. All course outlines must contain a statement as to what constitutes plagiarism.

c. Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication Plagiarism Avoided: Taking Responsibility for your Work. This guide is available through the College bookstores or online.

Plagiarism Procedures

Informal Review

a. An instructor who believes that plagiarism has occurred shall attempt to discuss the suspected violation informally with the student within one week of the discovery of the suspected infraction.

b. Instructors are encouraged to consult at this stage with their dean or designate about the nature of the suspected infraction, the evidence and the range of penalties under consideration.

c. The instructor will advise the student of the basis of the belief, the potential penalties, a copy of the work in question and a copy of the Plagiarism Policy and Procedures.

d. During the discussion the student shall have the opportunity to respond to the allegation.

e. If the plagiarism is deemed by the instructor to be unintentional, the instructor will impose a penalty. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment.

f. The instructor shall provide written notification to the dean or designate of any penalty imposed.

g. If the plagiarism is deemed by the instructor to be intentional, the instructor will write to the student conveying the following: the basis for the belief, the penalty being recommended to the dean or designate.

h. A copy of this correspondence will be forwarded to the dean or designate.

i. Within five (5) working days of receiving notification the student may request a formal review by notifying the dean or designate. The student may request a meeting or advise that he/she will provide a statement contesting the allegation of plagiarism.

j. If the student does not respond in writing or request a meeting within five (5) days of notification the dean or designate, subsequent to reviewing the documentation and the student's previous record, shall advise the student of his/her decision. Copies of the correspondence shall be forwarded to the instructor and the Registrar.

Formal Review - Meeting with the Student

a. In the event the student requests a meeting with the instructor, the instructor and the dean or designate shall identify a meeting chair.

b. The chair shall set a date for the meeting, which is to occur within five (5) working days of receiving the request.

c. A student may have a representative in attendance at the meeting with the instructor. If the student wishes to have a representative, the student must notify the dean or designate at the time of scheduling the meeting that the student will be accompanied by a representative and must advise the instructor of the identity of the representative.

d. The student shall have the opportunity to respond to the allegation.

e. If the plagiarism is deemed by the instructor to be intentional, the student and instructor may discuss possible penalties, based on the instructor's assessment of the seriousness of the offence, including whether there are any mitigating factors.

f. After the meeting, the chair will summarize in writing the substance of the meeting, including the instructor's conclusion regarding the allegation of plagiarism and the instructor's recommendation of an appropriate penalty. The written summary will be forwarded to the student and to the dean or designate within five (5) working days.

g. The dean or designate will review the student's previous record and determine the appropriate penalty. The dean or designate will communicate the penalty, if any, to the student in writing.

Written Submission

a. After considering the student's written response in conjunction with the instructor, the dean or designate will review the student's previous record and determine the appropriate penalty, based on an assessment of the seriousness of the

offense and whether there are any mitigating factors.

b. The dean or designate will communicate the penalty within five (5) working days to the student, in writing, and forward a copy to be kept on file at the Registrar's Office.

Penalties

a. Penalties for plagiarism serve both to educate students about standards of scholarship and to deter deception and poor scholarly practices. Penalties will reflect the seriousness of the offence; including whether the offence was intentional or unintentional and whether it was a first or a repeat offence.
b. The dean or designate, on the recommendation of the instructor, may impose penalties which include a warning, the rewriting of the assignment or the submission of some other assigned work, the imposition of a reduced mark for the assignment, or the assignment of a mark of zero in the course.
c. For more serious or repeat offences, the dean or designate, on the recommendation of the instructor, may make a recommendation to the Registrar that the student be denied admission or re-admission or that the student forfeit Okanagan College financial aid. The dean or designate, on the recommendation of the instructor, may, in addition to any other penalty, recommend to the President that the student be suspended or dismissed from the College.
d. Upon receiving such recommendations, the Registrar or the President will determine the appropriate penalty and advise the student of the decision and that the student has a right of appeal.

Appeal Procedure

a. Students have a right to a fair and impartial appeal of plagiarism penalties.
    - Any penalty imposed by the instructor for unintentional plagiarism may be appealed through a grade appeal.
    - Any penalty imposed by the dean or designate may be appealed through the Education Council Appeals Committee. Such an appeal must be made in writing to the Secretary to the Education Council within ten (10) working days.
b. At such time as an appeal is filed any prior decision is stayed pending the outcome of the appeal.
c. A student may appeal on one or more of the following grounds:
    - that there was unfairness in the formal process;
    - that the penalty imposed was inappropriate;
    - that new evidence has come to light that was not available at the time of the formal process which casts doubt on the accuracy of the finding.
d. The Education Council Appeals Committee will hold a hearing in which both the student and the instructor will be given an opportunity to make oral submission and call evidence through witnesses. The committee may, at its discretion, call other witnesses whose evidence may be of assistance to the committee in its deliberations.
e. The committee will consider the evidence and submissions presented to it and decide whether or not the finding of plagiarism and the penalty imposed are reasonable in all of the circumstances. If the committee concludes that the finding of plagiarism is unreasonable, it may set aside the finding and the penalty. If the committee concludes that the finding of plagiarism is reasonable, but that the penalty imposed is unreasonable, the committee may substitute an appropriate penalty. The decision of the committee is final.
f. Only in the event of a penalty entailing a suspension imposed by the President as per 37(2) of the College and Institute Act does the student have the right of appeal to the Okanagan College Board of Governors as per 37(4) of the College and Institute Act.

Student Conduct

Okanagan College is a community of students, faculty, staff, administration, Board of Governors and Education Council dedicated to the advancement of learning and the dissemination of knowledge and skills; the intellectual development of its members; and the betterment of society and the community at large.

Okanagan College's students have the right to work, learn and socialize in a supportive, safe and healthy environment. The College is committed to developing a sense of community that is dedicated to creating a working and learning environment of the highest quality - one which is characterized by mutual respect, consideration , social and moral development of its members; and is free from harassment, discrimination and any form of disruptive behaviour or violence.

The College understands and recognizes that students have responsibility for:

1. taking full advantage of education, training and services offered;
2. informing themselves about the College's policies and procedures;
3. their conduct, either individually or in a group;
4. conducting their activities in a manner compatible with the College's commitment to creating a safe and supportive working and learning environment;
5. respecting and treating members of the College community without discrimination, harassment, intimidation, or physical or psychological abuse;
6. respecting College property and the property of members of the College community;
7. respecting College regulations and the exercise of legitimate authority;
8. respecting due process, including the avenues of redress and appeals as stated by the College;
9. participating in the governance of the College.

Student Non-Academic Conduct Policy
Violent and Threatening Behaviour Policy and Procedure
Harassment & Discrimination Policy
Use of Information Technology Policy
Alcohol Policy - Serving and Consumption of Alcohol
Smoking Policy
Scholarly Integrity Policy
Scholarly Misconduct Policy
Student Complaint Policy

The above policies can be found in the Okanagan College Policies catalogue: http://www.okanagan.bc.ca/about/Policies.html.

General Health and Safety Rules

General Health and Safety rules apply to all employees, students and contractors at the College. General rules are intended to ensure that Okanagan College is a safe campus and must be followed without exception.

1. Reporting of Injuries

In accordance with the Workers Compensation Act (sec. 53), all employees and students covered by the WCB are required to immediately report all work related injures to an Occupational First Aid attendant or Supervisor/Instructor and the Safety Office (local 4573).

2. Smoking

It is the policy of the College that smoking is prohibited in all buildings and vehicles. On College property, smoking is restricted to designated outdoor smoking areas. Moreover, cigarettes, tobacco, and other tobacco products will not be sold on premises occupied by the College. Smoking at the student residences of the College is governed by the Rules of Residence.

This is in accordance with Okanagan College Board policy to provide a smoke-free environment and with WCB Reg. 4.81(a)

3. Operation of Company Vehicles/Mobile Equipment

Only employees with a valid drivers license with the correct classification will be permitted to operate Okanagan College vehicles or mobile equipment. In addition to a valid drivers license specific training may be required for each type of vehicle. Vehicle and mobile equipment operators must wear seat belts.

4. Personal Protective Equipment

All College employees, students and visitors are required to wear the specified personal protective equipment (PPE) for the area or specific job being performed.

5. Reporting of Unsafe Conditions

All employees and students are required to report any unsafe or harmful conditions to their immediate supervisor. The supervisor must ensure that any necessary corrective action is taken without delay (Reg. 3.20) except in the case of an emergency where action must be taken immediately. Where after a one-week period, the employee is not satisfied with the action taken he/she may advise the Health & Safety Coordinator and the Safety Committee and explain the reason for dissatisfaction. Any follow-up that may be required should be reported to the Health & Safety Committee.

Potential hazards may include, but are not limited to:

- operating machinery, tool, appliances or other equipment without authority
- working at unsafe speeds
- removing or rendering guards ineffective
- defective tools or equipment

- poor material handling
- failure to lock-out or de-energize
- neglecting to wear personal protective equipment
- poor housekeeping
- horseplay

To ensure that housekeeping is maintained at a high level, all employees and students must ensure that:

- aisles are kept clear
- spilled material is cleaned up
- emergency eyewash and showers are kept clear
- tripping hazards are reported
- poor lighting is reported

6. Workers' Compensation

Coverage by the Provincial Workers' Compensation Board is to be in place for all students while participating in a required practicum at a recognized work site. For student apprentices only, the provincial Workers' Compensation Board coverage will be in place during classroom, lab or shop instruction. This coverage will not be provided for any other students.

Freedom of Information and Protection of Privacy

Personal Information

Okanagan College is a public body governed by the *Freedom of Information and Protection of Privacy Act* (FIPPA), which permits us to collect, use and share your personal information only for authorized purposes. We collect, use and share personal information that relates directly to and is necessary for Okanagan Collegeâ€™s programs and activities. The information on this form is collected under the authority of the FIPPA and the *College and Institute Act*. The information will be used for the purposes of admission and registration. If admitted, your personal information is used and shared within our institution for a variety of purposes consistent with our mandate. Your information may be shared with the studentsâ€™ association, the alumni association and the Okanagan College Foundation for purposes such as provision of student services; alumni development; recognition of academic excellence, convocation program and donor awards. Information may also be used for research purposes but in those cases, individual identities will not be disclosed. Additional information may be found in our â€œProtection of Privacy Policyâ€• on the Okanagan College website. Questions about the collection, use and sharing of your personal information may be directed to the Registrar.

Under the FIPPA, staff may not release personal information such as your student record or registration to anyone other than you without your consent. We must, therefore, deal directly with you on all inquiries, transactions or appeals. If, for any reason, you need a parent or other person to act on your behalf, and wish to give them full authority to do so, you must provide Okanagan College with your written consent authorizing the release of your personal information to that person by completing a â€œConsent to Release Personal Informationâ€• form which can be found on the Okanagan College website: www.okanagan.bc.ca/forms.

Communication

Communications from the College will be by email in most cases. Other important information and policies can be found on the College website. Please notify the College of any change to your email address. Please refer to the â€œElectronic Communication for Students and Applicants Policyâ€• in the Calendar for details: **www.okanagan.bc.ca/calendar.**

Declaration and Consent

I certify that the information contained herein and that all statements made in connection with this application are true, correct and complete. **I understand** that any misrepresentation, incomplete disclosure or falsified information on this application may result in the cancellation of my admission or registration status. **I agree** that Okanagan College may verify the information provided by contacting any secondary or post-secondary institutions. **I authorize** Okanagan College to access Okanagan University College (OUC) records in the event I previously attended OUC. **I understand and agree** that my admission will not be final until my file is complete and I have satisfied all document and other requirements by Okanagan College. **I authorize** the posting of my grades where such posting identifies me only by my personal OC student ID number.

I understand and agree to abide by the rules, regulations and policies of Okanagan College as outlined in the Calendar and on the Okanagan College website, as amended, while I am a student at Okanagan College. In the event there is a conflict between verbal advice and Okanagan Collegeâ€™s official Calendar, regulations and policies, I will rely on the official version only.

I agree to pay all tuition, fees and charges to Okanagan College within the payment deadlines posted by the College.

FOR MORE INFORMATION:
If you have questions or concerns about the collection, use and disclosure of their personal information by the College, please contact the Registrarâ€™s Office:

Office of the Registrar
Phone: (250) 862-5418
or
Director, Legal Affairs and Policy Development
Phone: (250) 862-5489

Alumni with questions about the collection, use and disclosure of their personal information by the College, please contact:

Office of Advancement and Alumni
Phone: (250) 762-5445, local 4771

Electronic Communication for Students and Applicants

Purpose

The College communicates with students and individuals applying to be students at the College (â€œapplicant(s)â€•) using electronic communication - in particular email - in lieu of many paper-based processes. It is studentsâ€™ and applicantsâ€™ responsibility to read all email communication in a timely fashion and to ensure their email address on file with the College is current.

Electronic Communication

All references in the College Calendar or in other College policies regarding communications from the College to the student or applicant shall be deemed to include communication by electronic means.

Electronic communication by the College to students or applicants is at the option of the College.

Communications by Email

The College will use the email address that was originally provided by the student or applicant.

Students and applicants are required to regularly check their email account for information about their application status, course registrations, fee payments, programming information, student policies, as well as other important information and notices.

Some emails, such as from the Library, may be directed to the applicantâ€™s or studentâ€™s myOkanagan email account. This account should be checked regularly as well.

It is the responsibility of the student or applicant to keep their email address on record with the College up to date (see â€œChange Email Addressâ€•).

In those limited cases where an applicant or student does not have access to email to receive email communications from the College, the applicant or student must contact the Registrar to arrange another means of communication.

Communications via College Website and myOkanagan

To receive announcements, programming information, student policies and other important information and notices, students and applicants are advised to regularly check:

- College website;
- College Calendar; and
- myOkanagan student portal account.

Change Email Address

Students and applicants may change their email address by updating the email address in their myOkanagan account or by providing written notice of the change to the Registrarâ€™s Office in Kelowna or the Administration office in Salmon Arm, Revelstoke, Vernon or Penticton.

The new email address will become the primary email address used by the College. Some College departments such as the Library may continue to use myOkanagan email account to communicate with students and applicants. Hence, even with the notice of change of email address, students and applicants are still required to check their myOkanagan email account for communications.

Receipt of Communication

Students and applicants are responsible to ensure that they can receive, access, read and act upon all email and notices from the College in a timely fashion.

Emails sent by the College are deemed to have been received by the student or applicant the next College business day after the email was sent.

Failure to receive or read in a timely manner College email, announcements, important notices and information about programming and policies does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

ACADEMIC SCHEDULE 2014-15

This academic schedule covers, but is not limited to, the following programs.

Arts

Advanced Certificate in Communication
Associate of Arts Degree
Diploma in Criminal and Social Justice
Diploma in Environmental Studies
Diploma in General Studies
Diploma in Journalism Studies
Diploma in Media and Cultural Studies
Diploma in Writing and Publishing (English)
International Development Diploma

Science and Health

Bachelor of Computer Information Systems Degree
Computer Information Systems Diploma
Associate of Science Degree
Human Kinetics Diploma
Bachelor of Science in Nursing (Years 1 and 2) (please note that Consolidated Practice Experiences follow the Winter term)

Engineering Technologies

Civil Engineering Technology Diploma
Electronic Engineering Technology Diploma (please note the extended Winter term)
Mechanical Engineering Technology Diploma (please note the extended Winter term)
Network and Telecommunications Engineering Technology Diploma (please note end-of-term course in Winter)
Sustainable Construction Management Technology Diploma
Water Engineering Technology Diploma (please note end-of-term courses in Winter)
Okanagan College to UBC-Okanagan Civil Engineering Bridge
Okanagan College Electronic Engineering Technology Bridge to UBC Okanagan Electrical Engineering
Okanagan College to UBC-Okanagan Mechanical Engineering Bridge

Business

Bachelor of Business Administration
Business Administration Diploma
Business Administration Certificate
Business Studies Certificate
Office Management Certificate
Pathway to Professional Accounting
Culinary Management Diploma (Business portion only)
Commercial Aviation Diploma

Fall 2014

Monday, Sept. 1	Labour Day (no classes)
Tuesday, Sept. 2	College-wide orientation day for academic programs
Wednesday, Sept. 3	Classes begin for all academic programs
Friday, Sept. 12	Last day to register for a Fall semester course Last day to receive a refund of tuition fees for course drop Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit Last day to process student requests for waiver of medical/dental insurance
Monday, Oct. 13	Thanksgiving Day (no classes)
Friday, Oct. 24	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Monday, Nov. 10	No classes
Tuesday, Nov. 11	Remembrance Day (no classes)
Friday, Dec. 5	Last day of regularly-scheduled classes for academic transfer, degree, and diploma programs
Tuesday, Dec. 9 to Wednesday, Dec. 17	Final exam period
Saturday, Dec. 20	Last day to submit final grades
Wednesday, Dec. 24	College closes at 3 p.m.
Thursday, Dec. 25 – Thursday, Jan. 1	Christmas closure (no classes) - Okanagan College will be closed to the public
Friday, Jan. 9, 2015	Last day to submit a grade appeal to the Registrar's Office for the Fall semester. Submission and fee must be received by the Registrar – deadline 4 p.m.

Winter 2015

Thursday, Jan. 1	New Year's Day (no classes)
Monday, Jan. 5	Classes begin for all academic programs
Friday, Jan. 16	Last day to register for a Winter semester course Last day to receive a refund of tuition fees for course drop Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit Last day to process student requests for waiver of medical/dental insurance
Monday, Feb. 9	Family Day (no classes)
Tuesday, Feb. 10 to Friday, Feb. 13, inclusive	Mid-semester study break. No classes for all academic programs.
Saturday, Feb. 14	Saturday classes will be held
Friday, Mar. 6	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Friday, Apr. 3 to Monday, Apr. 6	Easter (no classes)
Tuesday, Apr. 14	Last day of regularly-scheduled classes for academic programs* except Water Engineering Technology Diploma Year 1, Network and Telecommunications Engineering Technology Diploma Year 1
Friday, Apr. 17 to Saturday, Apr. 25	Final exam period*
Monday, Apr. 20 to Friday, May 1	End-of-term course(s) for Water Engineering Technology Diploma Year 1
Monday, April 27 to Friday, May 8	End-of-term course for Network and Telecommunications Engineering Technology Diploma and Mechanical Engineering Diploma Year 1
Tuesday, April 28	Last day to submit final grades*
Friday, May 8	Last day of regularly-scheduled classes for Electronic Engineering Technology Diploma program
Tuesday, May 12 to Saturday, May 23	Final exam period for Electronic Engineering Technology Diploma program
Monday, May 18	Victoria Day (no classes)
Friday, May 22	Last day to submit a grade appeal to the Registrar's Office for the Winter semester. Submission and fee must be received by the Registrar – deadline 4 p.m.*
Wednesday, May 27	Last day to submit final grades for Electronic Engineering Technology Diploma program
Wednesday, Jun. 17	Last day to submit a grade appeal to the Registrar's Office for the Winter semester for an Electronic Engineering Technology Diploma program course. Submission and fee must be received by the Registrar – deadline 4 p.m.

** except Electronic Engineering Technology Diploma*

Summer Session I 2015

Monday, May 11	Classes begin for Session I
Friday, May 15	Last day to receive a refund of tuition fees for course drop Last day to register for a Session I course Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit
Monday, May 18	Victoria Day (no classes)
Friday, June 5	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Friday, Jun. 26	Regular classes and final exams end for Summer Session I
Monday, Jun. 29	Last day for submission of final grades for Summer Session I
Friday, Jul. 24	Last day to submit a grade appeal to the Registrar's Office for Summer Session I. Submission and fee must be received by the Registrar – deadline 4:00 p.m.

Summer Session II 2015

Monday, Jul. 6	Classes begin for Session II
Friday, Jul. 10	Last day to receive a refund of tuition fees for course drop Last day to register for a Session II course Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit
Friday, Jul. 31	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Monday, Aug. 3	BC Day (no classes)
Friday, Aug. 21	Regular classes and final exams end for Summer Session II
Friday, Sept. 18	Last day to submit a grade appeal to the Registrar's Office for Summer Session II. Submission and fee must be received by the Registrar – deadline 4:00 p.m.

Office Administration
Schedule 2014 - 2015

Accounting Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2015

January 1	New Year's Day
January 5	Classes start
February 9	Family Day (no classes)
March 16 – 20	Mid-semester break (no classes)
April 3 - 6	Easter (no classes)
May 18	Victoria Day (no classes)
June 1	Classes end

Administrative Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2014

September 1	Labour Day
September 2	Classes start (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes resume
February 9	Family Day (no classes)
March 16 – 20	Mid-semester break (no classes)
April 3 – 6	Easter (no classes)
May 18	Victoria Day (no classes)
June 19	Classes end

Administrative Assistant Fundamentals Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2014

September 1	Labour Day
September 2	Classes start (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes resume
January 16	Classes end

Office Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2014	
September 1	Labour Day
September 2	Classes start (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public
2015	
January 1	New Year's Day (no classes)
January 5	Classes resume
February 9	Family Day (no classes)
February 18	Classes end

Legal Administrative Assistant Certificate (Litigation)

Kelowna only

2014

September 1	Labour Day
September 2	Classes start (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 18	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes resume
January 23	Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing)

Kelowna only

2015

January 28	Classes start
February 9	Family Day (no classes)
April 3 - 6	Easter (no classes)
May 18	Victoria Day (no classes)
June 17	Classes end

Adult Academic and Career Preparation (ABE)

Schedule 2014 - 2015

Fall 2014

September 1	Labour Day (no classes)
September 2	College-wide orientation day
September 3	Classes begin – all campuses
September 29	Flex class intake Penticton begins
October 13	Thanksgiving (no classes)
October 27	Flex class intakes begin for Penticton, Vernon, and Revelstoke
November 10	No classes
November 11	Remembrance Day (no classes)
November 24	Flex class intake Penticton begins
December 18	Classes and exams end
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) - Okanagan College will be closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

Winter 2015

January 1	New Year's Day (no classes)
January 5	Classes begin, for both four- and five-month programs, except Penticton lecture classes
January 5	Flex class intakes begin for Revelstoke, Vernon and Penticton
January 12	Penticton lecture classes begin
February 2	Flex class intake Penticton begins
February 9	Family Day (no classes)
March 2	Flex class intakes begin for Vernon, Penticton and Revelstoke
March 16 – 20	Study break – All campuses (no classes)
April 3 - 6	Easter (no classes)
April 7	Flex class intake Penticton begins

April 29	Classes and exams end for four-month classes: Kelowna, Vernon and Salmon Arm
May 4	Flex class intake Penticton begins
May 18	Victoria Day (no classes)
May 27	Classes and exams end for five-month classes: Penticton, Salmon Arm and Revelstoke
June 25	Classes and exams end for Penticton, Revelstoke and Vernon flex classes

Continuous intake classes may be available. Check at the campus you wish to attend.

Spring (Summer Session I) 2015

May 4	Two-month classes begin for Kelowna and Vernon
May 18	Victoria Day (no classes)
June 24	Classes and exams end

Summer (Summer Session II) 2015

No classes offered Penticton, Vernon, Salmon Arm and Revelstoke this session

July 1	Canada Day (no classes)
July 2	Two-month classes begin for Kelowna
August 3	BC Day (no classes)
August 25	Classes and exams end

VOCATIONAL HEALTH & SOCIAL DEVELOPMENT

SCHEDULE 2014-15

Early Childhood Education Diploma

Kelowna

2014

September 1	Labour Day
September 2	Classes start (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 12	Classes end for Semester III
December 19	Classes end for Semester I
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes start for Semester II
January 5	Classes start for Semester IV
February 9	Family Day (no classes)
April 3 – 6	Easter (no classes)
April 24	Classes end for Semester II
May 1	Classes end for Semester IV

This program is currently undergoing revisions which may affect the schedule.

Early Childhood Education Infant/Toddler Specialty Certificate

Kelowna

2015

January 1	New Year's Day
January 5	Classes start
February 9	Family Day (no classes)
April 3 - 6	Easter (no classes)
May 18	Victoria Day (no classes)
June 19	Classes end

Health Care Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

Kelowna (Fall)

2014

August 25	Classes start
September 1	Labour Day (no classes)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes resume
February 9	Family Day (no classes)
February 20	Classes end

Penticton and Vernon (Fall)

2014

October 27	Classes start
November 10	No classes
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes resume
February 9	Family Day (no classes)

April 3 – 6	Easter (no classes)
April 24	Classes end

Kelowna (Winter)

2015

January 1	New Year's Day
January 5	Classes start
February 9	Family Day (no classes)
April 3 – 6	Easter (no classes)
May 18	Victoria Day (no classes)
June 19	Classes end

Salmon Arm and Kelowna (Summer)

2015

May 1	Classes start
May 18	Victoria Day (no classes)
July 1	Canada Day (no classes)
August 3	BC Day (no classes)
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
October 16	Classes end

Therapist Assistant Diploma

Kelowna

2014

September 1	Labour Day (no classes)
September 2	College-wide Orientation Day
September 3	Classes start for Semesters I and III
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 5	Last day of classes
December 9 – 17	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes start for Semesters II and IV
February 9	Family Day (no classes)
April 3 – 6	Easter (no classes)
April 14	Last day of classes
April 17 – 25	Final exam period
April 27	Start of Fall 2014 Intake Practicum
April 27	Start of Fall 2013 Intake Preceptorship
June 19	End of Fall 2014 Intake Practicum
June 19	End of Fall 2013 Intake Preceptorship

Human Service Work Diploma

Kelowna, Salmon Arm, Vernon

2014

September 1	Labour Day
September 2	Classes start (Orientation) for Semester I (Kelowna & Salmon Arm)
September 3	Classes start Semester III (Kelowna & Vernon)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 5	Last day of classes
December 9 – 17	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes start for Semester II (Kelowna & Salmon Arm)
January 5	Classes start for Semester IV (Kelowna & Vernon)
February 9	Family Day (no classes)
April 3 – 6	Easter (no classes)
April 14	Last day of classes
April 17 – 25	Final exam period
April 20	Start of Practicum Period (all intakes) (Note: practica agencies will usually accommodate students' exam schedules)
June 12	End of Practicum Period (all intakes)

Certified Dental Assistant

Kelowna

2014

September 1	Labour Day
September 2	Classes start (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	Regular classes will be held
November 11	Remembrance Day (no classes)
December 18	Last day of classes Semester I
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes start for Semester II
February 9	Family Day (no classes)
April 2	Classes end for Semester II
April 3 – 6	Easter (no classes)
April 7	Classes start for Semester III
May 18	Victoria Day (no classes)
June 26	Classes end for Semester III

Practical Nursing Diploma

Kelowna, Vernon (August 2014)

2014

August 25	Classes start for Semester I
September 1	Labour Day (no classes)
October 13	Thanksgiving Day (no classes)
October 20	Consolidated Practice Experience (CPE) 1 starts
November 6	Classes end for Semester I
November 11	Remembrance Day (no CPE)
November 20	Consolidated Practice Experience 1 ends
November 20	Semester I ends
November 24	Classes start for Semester II
December 18	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas Closure (no classes) – Okanagan College will be closed to the public

2015

January 1	New Year's Day (no classes)
January 5	Classes resume
February 2	Consolidated Practice Experience 2 starts
February 9	Family Day (no classes or CPE)
February 26	Classes end for Semester II
March 19	Consolidated Practice Experience 2 ends
March 19	Semester II ends
March 23	Classes start for Semester III
April 3 - 6	Easter (no classes)
April 27	Consolidated Practice Experience 3 starts
May 18	Victoria Day (no classes or CPE)
June 18	Classes end for Semester III
July 1	Canada Day (no CPE)
July 16	Consolidated Practice Experience 3 ends

July 16	Semester III ends
July 20 – August 20	Summer Break
August 24	Classes start for Semester IV
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
October 15	Classes end for Semester IV
October 19	Consolidated Practice Experience 4 starts
October 29	Consolidated Practice Experience 4 ends
November 2	Transition starts
November 5	Transition ends
November 9	Preceptorship starts
November 11	Remembrance Day (Preceptorship will run)
December 17	Preceptorship ends
December 17	Semester IV ends

Kelowna, Penticton (January 2015)

2015

January 1	New Year's Day
January 5	Classes start for Semester I
February 9	Family Day (no classes)
February 23	Consolidated Practice Experience (CPE) 1 starts
March 19	Classes end for Semester I
April 2	Consolidated Practice Experience 1 ends
April 2	Semester I ends
April 3 – 6	Easter
April 7	Classes start for Semester II
May 18	Victoria Day (no classes)
June 1	Consolidated Practice Experience 2 starts
June 25	Classes end for Semester II
July 1	Canada Day (no CPE)
July 16	Consolidated Practice Experience 2 ends
July 16	Semester II ends
July 20 – August 20	Summer Break
August 24	Classes start for Semester III
September 7	Labour Day (no classes)

September 28	Consolidated Practice Experience 3 starts
October 12	Thanksgiving Day (no classes or CPE)
November 11	Remembrance Day (no classes or CPE)
November 19	Classes end for Semester III
December 17	Consolidated Practice Experience 3 ends
December 17	Semester III ends
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) - Okanagan College will be closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes start for Semester IV
February 8	Family Day (no classes)
February 25	Classes end for Semester IV
February 29	Consolidated Practice Experience 4 starts
March 10	Consolidated Practice Experience 4 ends
March 14	Transition starts
March 17	Transition ends
March 21	Preceptorship starts
March 25 - 28	Easter (Preceptorship will run)
April 28	Preceptorship ends
April 28	Semester IV ends

English as a Second Language
Schedule 2014-2015

Approved and Published (Board approved January 2014):

Winter 2015

January 1	New Year's Day (no classes)
January 2	Scheduled English Language Assessment
January 6	Classes start
February 9	Family Day (no classes)
February 10 – 13	Study Break (no classes)
April 3 – 6	Easter (no classes)
April 29	Classes and exams end

Proposed:

Winter 2015

January 1	New Year's Day (no classes)
January 5	Classes start for all students requiring English language competency assessment (this includes all new students and continuing students who elect re-assessment)
January 8	Classes start for students assessed for English language competency
February 9	Family Day (no classes)
February 10 – 13	Mid-semester study break (no classes)
April 3 – 6	Easter (no classes)
May 1	Classes and exams end

Approved and Published (Board approved January 2014):

Spring 2015

April 30	Scheduled English Language Assessment
May 4	Classes start
May 18	Victoria Day (no classes)
June 24	Classes and exams end

Proposed:

Spring 2015

May 11	Classes start for all students requiring English language competency assessment (this includes all new students and continuing students who elect re-assessment)
May 15	Classes start for students assessed for English language competency
May 18	Victoria Day (no classes)
June 24	Classes and exams end

Approved and Published (Board approved January 2014):

Summer 2015

June 26	Scheduled English Language Assessment
July 1	Canada Day (no classes)
July 2	Classes start
August 3	BC Day (no classes)
August 25	Classes and exams end

Proposed:

Summer 2015

July 1	Canada Day (no classes)
July 9	Classes start for all students requiring English language competency assessment (this includes all new students and continuing students who elect re-assessment)
July 14	Classes start for students assessed for English language competency
August 3	BC Day (no classes)
August 24	Classes and exams end

Adult Special Education
Schedule 2014 - 2015

Fall 2014

All campuses

Semester One: September 2, 2014 to January 23, 2015

September 1	Labour Day (no classes)
September 2	First day of class (Orientation)
October 13	Thanksgiving Day (no classes)
November 10	No classes
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public
January 1, 2015	New Year's Day (no classes)
January 5	Classes resume
January 23	Classes end Semester One

Winter 2015

All campuses

Semester Two: January 28 to June 17, 2015

January 28	First day of class
February 9	Family Day (no classes)
February 10	Study break
March 16 – 20	Study break
April 3 – 6	Easter (no classes)
May 18	Victoria Day(no classes)
June 17	Classes end End Semester Two

ACADEMIC SCHEDULE 2015-16

This academic schedule covers, but is not limited to, the following programs.

Arts

Advanced Certificate in Communication
Associate of Arts Degree
Diploma in Criminal and Social Justice
Diploma in Environmental Studies
Diploma in General Studies
Diploma in Journalism Studies
Diploma in Media and Cultural Studies
Diploma in Writing and Publishing (English)
International Development Diploma

Science and Health

Bachelor of Computer Information Systems Degree
Computer Information Systems Diploma
Associate of Science Degree
Human Kinetics Diploma
Bachelor of Science in Nursing (Years 1 and 2) (please note that Consolidated Practice Experiences follow the Winter term)

Engineering Technologies

Civil Engineering Technology Diploma
Electronic Engineering Technology Diploma (please note the extended Winter semester)
Mechanical Engineering Technology Diploma (please note end-of-term course in Winter)
Network and Telecommunications Engineering Technology Diploma (please note end-of-term course in Winter)
Sustainable Construction Management Technology Diploma
Water Engineering Technology Diploma (please note end-of-term courses in Winter)
Okanagan College to UBC-Okanagan Civil Engineering Bridge
Okanagan College Electronic Engineering Technology Bridge to UBC Okanagan Electrical Engineering
Okanagan College to UBC-Okanagan Mechanical Engineering Bridge

Business

Bachelor of Business Administration
Business Administration Diploma
Business Administration Certificate
Business Studies Certificate
Office Management Certificate
Post-Baccalaureate Diploma in Accounting
Culinary Management Diploma (Business portion only)
Commercial Aviation Diploma

Fall 2015

Monday, Sept. 7	Labour Day (no classes)
Tuesday, Sept. 8	College-wide orientation day for academic programs
Wednesday, Sept. 9	Classes begin for all academic programs
Friday, Sept. 18	Last day to register for a Fall semester course Last day to receive a refund of tuition fees for course drop Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit Last day to process student requests for waiver of medical/dental insurance
Monday, Oct. 12	Thanksgiving Day (no classes)
Friday, Oct. 30	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Wednesday, Nov. 11	Remembrance Day (no classes)
Thursday, Dec. 10	Last day of regularly-scheduled classes for academic programs
Saturday, Dec. 12 to Tuesday, Dec. 22	Final exam period
Thursday, Dec. 24	Last day to submit final grades
Thursday, Dec. 24	College closes at 3 p.m.
Friday, Dec. 25 to Friday, Jan. 1	Christmas closure (no classes) - Okanagan College will be closed to the public
Friday, Jan. 8, 2016	Last day to submit a grade appeal to the Registrar's Office for the Fall semester. Submission and fee must be received by the Registrar – deadline 4 p.m.

Winter 2016

Friday, Jan. 1	New Year's Day (no classes)
Monday, Jan. 4	Classes begin for all academic programs
Friday, Jan. 15	Last day to register for a Winter semester course Last day to receive a refund of tuition fees for course drop Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit Last day to process student requests for waiver of medical/dental insurance
Monday, Feb. 8	Family Day (no classes)
Tuesday, Feb. 9 to Friday, Feb. 12, inclusive	Mid-semester study break. No classes for all academic programs.
Saturday, Feb. 13	Saturday classes will be held
Friday, Mar. 5	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Friday, Mar. 25 to Monday, Mar. 28	Easter (no classes)
Tuesday, Apr. 12	Last day of regularly-scheduled classes for academic programs* except Water Engineering Technology Diploma Year 1, Network and Telecommunications Engineering Technology Diploma Year 1
Friday, Apr. 15 to Saturday, Apr. 23	Final exam period*
Monday, Apr. 18 to Friday, April 29	End-of-term course(s) for Water Engineering Technology Diploma Year 1, Mechanical Engineering Diploma Year 1
Monday, April 25 to Friday, May 6	End-of-term course for Network and Telecommunications Engineering Technology Diploma Year 1
Tuesday, April 26	Last day to submit final grades*
Friday, May 13	Last day of regularly-scheduled classes for Electronic Engineering Technology Diploma program
Tuesday, May 17 to Saturday, May 28	Final exam period for Electronic Engineering Technology Diploma program
Monday, May 23	Victoria Day (no classes)
Friday, May 27	Last day to submit a grade appeal to the Registrar's Office for the Winter semester. Submission and fee must be received by the Registrar – deadline 4 p.m.*
Wednesday, June 1	Last day to submit final grades for Electronic Engineering Technology Diploma program
Wednesday, Jun. 22	Last day to submit a grade appeal to the Registrar's Office for the Winter semester for an Electronic Engineering Technology Diploma program course. Submission and fee must be received by the Registrar – deadline 4 p.m.

** except Electronic Engineering Technology Diploma*

Summer Session I 2016

Monday, May 9	Classes begin for Session I
Friday, May 13	Last day to receive a refund of tuition fees for course drop Last day to register for a Session I course Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit
Monday, May 23	Victoria Day (no classes)
Friday, Jun. 3	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Friday, Jun. 24	Regular classes and final exams end for Summer Session I
Monday, Jun. 27	Last day for submission of final grades for Summer Session I
Friday, Jul. 22	Last day to submit a grade appeal to the Registrar's Office for Summer Session I. Submission and fee must be received by the Registrar – deadline 4:00 p.m.

Summer Session II 2016

Monday, Jul. 4	Classes begin for Session II
Friday, Jul. 8	Last day to receive a refund of tuition fees for course drop Last day to register for a Session II course Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit
Friday, Jul. 29	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
Monday, Aug. 1	BC Day (no classes)
Friday, Aug. 19	Regular classes end for Session II
Monday, Aug. 22	Last day for submission of final grades for Session II
Friday, Sept. 16	Last day to submit a grade appeal to the Registrar's Office for Summer Session II. Submission and fee must be received by the Registrar – deadline 4:00 p.m.

Biology 131, 133, 231 and 235 and select other courses may have different Summer Session dates from the above. Information will be updated as courses are scheduled.

Office Administration Schedule 2015 - 2016

Accounting Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2016

January 1	New Year's Day (no classes)
January 4	Classes start
February 8	Family Day (no classes)
March 18 - 24	Mid-semester study break (no classes)
March 25 - 28	Easter (no classes)
May 23	Victoria Day (no classes)
June 1	Classes End

Administrative Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2015

September 7	Labour Day (no classes)
September 8	Orientation
September 9	Classes start
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 24	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes resume
February 8	Family Day (no classes)
March 18 - 24	Mid-semester study break (no classes)
March 25 - 28	Easter (no classes)
May 23	Victoria Day (no classes)
June 23	Classes end

Administrative Assistant Fundamentals Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2015

September 7	Labour Day (no classes)
September 8	Orientation
September 9	Classes start
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 24	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes resume
January 15	Classes end

Office Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2015

September 7	Labour Day (no classes)
September 8	Orientation
September 9	Classes start
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 24	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes resume
February 8	Family Day (no classes)
February 18	Classes end

Legal Administrative Assistant Certificate

Litigation

Kelowna only

2015

September 7	Labour Day (no classes)
September 8	Orientation
September 9	Classes start
October 12	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes resume
January 22	Classes end

Legal Administrative Assistant Certificate

Corporate/Conveyancing

Kelowna only

2016

January 28	Classes start
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
May 23	Victoria Day (no classes)
June 16	Classes end

Adult Academic and Career Preparation (ABE)

Schedule 2015 - 2016

Fall 2015

September 7	Labour Day (no classes)
September 8	College-wide orientation day
September 9	Classes begin – all campuses
October 5	Flex class intake Penticton begins
October 12	Thanksgiving Day (no classes)
November 2	Flex class intakes begin for Penticton and Vernon begin
November 11	Remembrance Day (no classes)
November 30	Flex class intake Penticton begins
December 23	Classes and exams end
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) - Okanagan College closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

Winter 2016

January 1	New Year's Day (no classes)
January 4	Classes begin – all campuses
February 1	Flex class intake Penticton begins
February 8	Family Day (no classes)
February 29	Flex class intakes begin for Vernon and Penticton begin
March 21 - 24	Study break – all campuses (no classes)
March 25 - 28	Easter (no classes)
April 4	Flex class intake Penticton begins
April 26	Classes and exams end for four-month classes
May 2	Flex class intake Penticton begins
May 23	Victoria Day (no classes)
May 25	Classes and exams end for five-month classes

Continuous intake classes may be available. Check at the campus you wish to attend.

Spring (Summer Session I) 2016

May 2	Two-month classes begin for Penticton, Kelowna, Vernon and Salmon Arm
May 23	Victoria Day (no classes)
June 22	Classes and exams end

Summer (Summer Session II) 2016

No classes offered Penticton, Vernon and Salmon Arm this session

July 1	Canada Day (no classes)
July 4	Two-month classes begin for Kelowna
August 1	BC Day (no classes)
August 24	Classes and exams end

VOCATIONAL HEALTH & SOCIAL DEVELOPMENT

SCHEDULE 2015-16

Early Childhood Education Diploma

Kelowna

2015

August 31	Classes start for Semester I and Semester III
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 18	Classes end for Semester I and Semester III
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes start for Semester II and Semester IV
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
May 6	Classes end for Semester II and Semester IV

Health Care Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

Kelowna (Fall)

2015	
August 24	Classes start
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 23	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public
2016	
January 1	New Year's Day (no classes)
January 4	Classes resume
February 8	Family Day (no classes)
February 19	Classes end

Penticton and Vernon (Fall)

2015	
October 26	Classes start
November 11	Remembrance Day (no classes)
December 23	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public
2016	
January 1	New Year's Day (no classes)
January 4	Classes resume
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
April 22	Classes end

Kelowna (Winter)

2016

January 1	New Year's Day
January 4	Classes start
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
May 23	Victoria Day (no classes)
June 17	Classes end

Salmon Arm and Kelowna (Summer)

2016

May 2	Classes start
May 23	Victoria Day (no classes)
July 1	Canada Day (no classes)
August 1	BC Day (no classes)
September 5	Labour Day (no classes)
October 10	Thanksgiving Day (no classes)
October 14	Classes end

Therapist Assistant Diploma

Kelowna

2015

September 7	Labour Day (no classes)
September 8	College-wide Orientation Day
September 9	Classes start for Semesters I and III
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 10	Classes end
December 12 – 22	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes start for Semesters II and IV
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
April 12	Classes end
April 15 – 23	Final exam period
April 25	Start of Fall 2015 Intake Practicum
April 25	Start of Fall 2014 Intake Preceptorship
June 17	End of Fall 2015 Intake Practicum
June 17	End of Fall 2014 Intake Preceptorship

Human Service Work Diploma

Kelowna and Vernon

2015

September 7	Labour Day (no classes)
September 8	Classes start (Orientation) for Semester I
September 9	Classes start Semester III
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 10	Classes end
December 12 – 22	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes start for Semester II
January 4	Classes start for Semester IV
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
April 12	Classes end
April 15 – 23	Final exam period
April 18	Start of Practicum Period (all intakes) (Note: practica agencies will usually accommodate students' exam schedules)
June 17	End of Practicum Period (all intakes)

Certified Dental Assistant

Kelowna

2015

September 7	Labour Day (no classes)
September 8	Classes start for Semester I (Orientation)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 18	Classes end Semester I
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes start for Semester II
February 8	Family Day (no classes)
March 25 - 28	Easter (no classes)
March 30	Classes end for Semester II
April 4	Classes start for Semester III
May 23	Victoria Day (no classes)
June 24	Classes end for Semester III

Practical Nursing Diploma

Kelowna, Salmon Arm (August 2015)

2015

August 24	Classes start for Semester I
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
October 29	Classes end for Semester I
November 2	Consolidated Practice Experience (CPE) 1 starts
November 11	Remembrance Day (no classes or CPE)
November 19	Consolidated Practice Experience 1 ends
November 19	Semester I ends
November 23	Classes start for Semester II
December 17	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes or CPE) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes or CPE)
January 4	Classes resume
February 8	Family Day (no classes or CPE)
February 18	Classes end for Semester II
February 22	Consolidated Practice Experience 2 starts
March 17	Consolidated Practice Experience 2 ends
March 17	Semester II ends
March 21	Classes start for Semester III
March 25 - 28	Easter (no classes or CPE)
April 4	Consolidated Practice Experience 3 starts
May 23	Victoria Day (no classes or CPE)
June 16	Classes end for Semester III
July 1	Canada Day (no classes or CPE)
July 14	Consolidated Practice Experience 3 ends
July 14	Semester III ends
July 18 – August 18	Summer Break
August 22	Classes start for Semester IV

September 5	Labour Day (no classes or CPE)
October 10	Thanksgiving Day (no classes or CPE)
October 13	Classes end for Semester IV
October 17	Consolidated Practice Experience 4 starts
October 27	Consolidated Practice Experience 4 ends
October 31	Transition starts
November 3	Transition ends
November 7	Preceptorship starts
November 11	Remembrance Day (Preceptorship will run)
December 15	Preceptorship ends
December 15	Semester IV ends

Kelowna, Penticton (January 2016)

2016

January 1	New Year's Day (no classes or CPE)
January 4	Classes start for Semester I
February 8	Family Day (no classes or CPE)
March 10	Classes end for Semester I
March 14	Consolidated Practice Experience (CPE) 1 starts
March 25 - 28	Easter (no classes or CPE)
March 31	Consolidated Practice Experience 1 ends
March 31	Semester I ends
April 4	Classes start for Semester II
May 23	Victoria Day (no classes or CPE)
June 16	Classes end for Semester II
June 20	Consolidated Practice Experience 2 starts
July 1	Canada Day (no classes or CPE)
July 14	Consolidated Practice Experience 2 ends
July 14	Semester II ends
July 18 – August 18	Summer Break
August 22	Classes start for Semester III
September 5	Labour Day (no classes or CPE)
September 12	Consolidated Practice Experience 3 starts
October 10	Thanksgiving Day (no classes or CPE)
November 11	Remembrance Day (no classes or CPE)

November 17	Classes end for Semester III
December 15	Consolidated Practice Experience 3 ends
December 15	Semester III ends
December 23	College closes at 3 p.m.
December 24 – January 1	Christmas closure (no classes or CPE) - Okanagan College closed to the public

2017

January 1	New Year's Day (no classes or CPE)
January 2	Statutory Holiday (no classes or CPE)
January 3	Classes start for Semester IV
February 13	Family Day (no classes or CPE)
February 23	Classes end for Semester IV
February 27	Consolidated Practice Experience 4 starts
March 9	Consolidated Practice Experience 4 ends
March 13	Transition starts
March 16	Transition ends
March 20	Preceptorship starts
April 14 - 17	Easter (no classes, Preceptorship will run)
April 27	Preceptorship ends
April 27	Semester IV ends

English as a Second Language
Schedule 2015-16

Fall 2015

September 3	Scheduled English Language Assessment*
September 7	Labour Day (no classes)
September 8	College-wide orientation day
September 9	Classes start
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 23	Classes and exams end
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

*The English Language Assessment is also available at other times throughout the year.

Adult Special Education
Schedule 2015 - 2016

Fall 2015

Semester One: September 8, 2015 to January 29, 2016

2015

September 7	Labour Day (no classes)
September 8	Classes start (Orientation)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 18	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2016

January 1	New Year's Day (no classes)
January 4	Classes resume
January 29	Classes end Semester One

Winter 2016

Semester Two: February 3, 2016 to June 22, 2016

2016

February 3	Classes start
February 8	Family Day (no classes)
February 9	Study break
March 14 – 18	Study break
March 25 – 28	Easter (no classes)
May 23	Victoria Day (no classes)
June 22	Classes end Semester Two