

CONTINUING EDUCATION

CERTIFICATE AND NON-CREDIT COURSES AND PROGRAMS

Autumn
2005

NORTH OKANAGAN



okanagan
college

WHAT'S NEXT IS WHAT'S HERE.

SHUSWAP REVELSTOKE • NORTH OKANAGAN • CENTRAL OKANAGAN • SOUTH OKANAGAN SIMILKAMEEN

www.okanagan.bc.ca/ce

BANKING CUSTOMER SERVICE CERTIFICATE

A busy bank, trust company, or credit union could become your new employer upon successful completion of Okanagan College's certificate program in Banking Customer Service.

You'll acquire the fundamental skills necessary to work as a customer service representative or financial services assistant. You'll learn about a wide variety of financial products and services and how to handle common transactions such as processing cheques, exchanging currencies, calculating interest rates, and working with credit and ATM cards.

Lectures, role playing, and practice sessions will help you to understand teller and central cash procedures, including balancing. Quality customer service skills will be taught, and you'll also acquire new communication and marketing skills which allow you to recognize sales opportunities by uncovering client needs and then matching them with appropriate products.

The program includes an optional 30-hour observation in a financial institution.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: BCS 021-023
24-Jan to 16-May TuTh 18:30-21:30
Plus observation (optional)
\$810 (plus text and observation)

BASIC ACCOUNTING CERTIFICATE

If you're struggling to keep the books competently for a small business, or want to pursue an attractive entry-level accounting job, acquire the necessary background expertise by completing Okanagan College's Basic Accounting certificate program. This program also prepares individuals who are planning to advance into studies of computer-based accounting.

This hands-on program features two courses which are carefully interwoven with a series of challenging individual assignments. The program's initial course covers accounting concepts, generally accepted accounting principles, and the rules of debit and credit. You'll review the accounting cycle for a service business, using the general journal to record transactions and posting to the general ledger. The preparation of financial statements, periodic adjustments, and year-end books is also covered.

In a subsequent course you'll learn about specialized journals and the use of sub-ledgers to track customers and vendors for a merchandising business. Additional topics range from inventory concepts and sales taxes to internal cash controls and payroll preparation. Graduates of this program may apply for transfer credit into BuAd 111.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: BAC 011-012
Choose one of the following dates:
26-Sep to 12-Dec MTh 18:30-21:30
30-Jan to 04-May MTh 18:30-21:30
\$495 per certificate (plus text)

CPA PAYROLL EXAM

Introduction to Payroll and Intermediate Payroll students have the option to write the Canadian Payroll Exam at the end of each of their courses for an additional cost of \$150 (plus GST).

Course code: MGR 065
Choose one of the following dates:
21-Nov M 18:30-21:30
16-Mar Th 18:30-21:30
\$150 (plus GST) per exam

ENTREPRENEURIAL SKILLS CERTIFICATE

Starting or buying a business can be risky. But your chances of success increase significantly if you have a toolkit of fundamental business skills. Such a toolkit is available through Okanagan College's Entrepreneurial Skills certificate program.

You'll begin with an overview of the essential planning and management issues involved in starting a small business. You'll learn how to analyze business opportunities and generate new business ideas. Other courses will identify various ways of getting into business, including franchises. Essential start-up issues such as market research, legal requirements and business plan preparation are included. You'll also learn about "street-smart" marketing and personal selling, interpreting financial statements and forecasting cash-flow. You'll also learn how to manage a fledgling business which is finally ready to grow.

No later than six months after enrolling in the program, you will finish your business plan which will simultaneously serve as a working blueprint for the development of your business.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: ENT 021-026
13-Sep to 13-Dec TuTh 09:00-12:00
\$766

FUNDAMENTALS OF INSURANCE - LEVEL I

This basic qualification and licensing course, developed by the Insurance Brokers Association of British Columbia, touches on all areas of insurance including Autoplan theory, and has been approved by the governing body in BC (and other provinces) as an acceptable licensing course. Successful completion of the program will allow the participant to fulfil the educational qualifications for a Level I General Insurance Salesperson's license in BC. The instructor has considerable experience in the industry and teaching "Insurance" courses. Course fee includes text, materials, and exam fee. No admission requirement.

Course code: MGR 040
Choose one of the following dates:
26-Sep to 05-Dec MTh 18:30-21:30
(held at Kelowna campus)
20-Feb to 01-May MTh 18:30-21:30
(held at Kelowna campus)
\$710 per course

INSTITUTE OF CANADIAN BANKERS - INVESTMENT FUNDS IN CANADA

Get your mutual fund sales license using the most popular investment funds course available, and guide your clients in their selection of mutual fund products while offering superior service. This course will prepare you to give the high-performance skills you need to swing into this exciting investment area.

Okanagan College is pleased to offer a 30-hour classroom-based tutorial designed for individuals who wish to pass the "Investment Funds in Canada" course offered through the Institute of Canadian Bankers.

Prior to the course start date, students must register with the Institute of Canadian Bankers online at www.icb.org or toll free at 1-800-361-7339 and receive their course package.

Course code: MGR 051
15-Feb to 10-May W 18:30-21:30
\$675 (plus \$275 ICB course package & exam fee)

INTRODUCTION TO OFFICE ADMINISTRATION CERTIFICATE

You're bright, motivated, and eager to begin your first job in a small or medium-sized business. All you need are the relevant skills and an opportunity to prove you have what it takes.

The Introduction to Office Administration certificate program teaches a comprehensive package of skills designed to ensure that your application demands serious consideration from potential employers, even if you've had little or no previous work experience.

This challenging program blends coursework in all of the interpersonal and technical skills essential for success in an office.

You'll learn to problem-solve, multi-task, and work effectively in a team. You'll become adept at the language of business, both written and spoken, as well as math and basic accounting, whether manual or computer-based. Completion of a suite of computer courses will ensure you can handle with ease everything from word processing and spreadsheets to e-mail and Internet research. You'll also master basic office procedures to foster effective receptionist, phone, mail, filing, and banking skills.

A three-week work practicum with a local employer leads up to the program's final week of classes during which you and your fellow students will review workplace experiences. Finally, you will develop a job-search plan to ensure your first job comes sooner rather than later.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: OA
17-Oct to 16-Dec MTuWThF 09:00-16:00
Practicum and follow-up dates TBD
\$3,627 (plus practicum and follow-up)

INTRODUCTION TO PAYROLL – CPA MANAGEMENT

The Canadian Payroll Association's Payroll Management certificate program (PMCP) is offered to people interested in beginning a career in payroll or enhancing their current payroll knowledge. Recognized nationally as the standard of excellence for payroll training, the PMCP has enhanced the careers of more than 22,000 payroll and other business professionals. The CPA's core payroll courses will provide students with a highly standardized level of payroll knowledge. Introduction to Payroll is one step towards acquiring the CPA's Payroll Administrator Certificate (PA).

Introduction to Payroll will cover the following: payroll overview, Employment Standards, earnings, taxable benefits (Part I), Canada/Quebec pension plans, Employment Insurance, taxation, net pay, and Records of Employment.

An optional CPA Exam is available for \$150 (plus GST). The 42-hour course includes the three-hour exam.

Course code: MGR 041

03-Oct to 21-Nov MTh 18:30-21:30
\$800

INVESTING IN REAL ESTATE

Making the choice to invest in real estate is one of the strongest, safest, and smartest investments you can make. This six-hour seminar will help you to better understand the potential benefits and pitfalls of investing in the Okanagan and British Columbia real estate market. Learn how to identify a good investment property, inspection and legal procedures, how to approach a financial institution for funding, investment networks and joint ventures, and finding the right tenant for your property.

Course code: PIR 015

22-Oct Sa 09:00-16:00
\$75 (plus GST)



JUSTICE INSTITUTE OF BRITISH COLUMBIA



JUSTICE
INSTITUTE
of BC

Ever experienced conflict? Whether it's in your personal or professional life, conflict has the power to be either a positive or a negative influence. If you are interested in enhancing your negotiation or mediation skills, these courses presented by Okanagan College and the Justice Institute of BC will provide you with practical experience and skill development for both personal and professional situations. These courses form part of the JIBC Certificate in Conflict Resolution, a 15-credit, 210-hour, part-time program. Complete JIBC certificate program description is available at www.jibc.bc.ca.

Resolving Conflict in the Workplace (CR110B)

This course is equivalent to Dealing with Interpersonal Conflict (CR110A), but focuses on workplace conflict situations. It explores the dynamics of conflict, both generally and in the work environment. Participants assess their own conflict style and broaden their range of ways to resolve conflicts effectively. Emphasis is on effective communication and skills, concepts, and approaches for collaborative conflict resolution. This is a highly participatory course with an emphasis on increasing self-awareness and skill development through structured exercises and simulations. Students are encouraged to bring a VHS videotape to record their role-play on the final day of the course. This course is equivalent to CR110A and is a prerequisite for all other required courses.

Course code: MGR 054

Choose one of the following dates:

13-Oct to 15-Oct ThFSa 08:30-16:30 (held in Kelowna)
16-Feb to 18-Feb ThFSa 08:30-16:30 (held in Penticton)
\$550 per course

Asserting Yourself in Conflict Situations (CR105)

This course addresses assertiveness in a variety of challenging situations and gives you opportunities to practice improving and maintaining an assertive style under pressure. Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict, or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you. In conflict situations, it can be especially difficult to maintain an assertive stance rather than overreacting or selling yourself short.

Course code: MGR 052

04-Nov & 05-Nov FSa 08:30-16:30 (held in Penticton)
\$450

Critical Skills for Communicating in Conflict (CR102)

If you have not had previous training in interpersonal communication skills, start with this elective. It is also effective as a stand-alone learning experience. This course focuses intensively on the communication theory and skills that are the building blocks of mediating, negotiating, or resolving interpersonal conflict. Each skill will be demonstrated and then practiced in short exercises involving conflict situations. Specific skills will include non-defensive listening, questioning, reframing, and assertive speaking.

Course code: MGR 053

25-Nov & 26-Nov FSa 08:30-16:30 (held in Salmon Arm)
\$450

Negotiation Skills – Level I (CR 260)

Negotiation skills are essential in daily interactions. Traditional negotiation approaches promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interests of both parties. This course introduces the skills, theory, and process for applying interest-based negotiation in both work and day-to-day situations. Learn to prepare for negotiations, assess alternatives, build a climate of collaboration, get beyond stubborn positioning, and develop agreements that work for both sides. Emphasis is on skill development through simulated negotiations assisted by trained coaches.

Course code: MGR 055

02-Mar to 04-Mar ThFSa 08:30-16:30 (held in Salmon Arm)
\$550

Coaching Strategies: Developing People to Resolve Conflicts (CR 111)

This course is for anyone who wants to help others resolve conflicts respectfully and effectively! Coaching strategies engage disputants in proactively resolving their own challenges. This course combines coaching with conflict resolution theory and practice, so that you can coach others towards practical, interest-based resolution. Based on a business coaching model, the methodologies presented are easily transferable to personal coaching and will be of particular interest to leaders, managers, and those involved in dispute resolution.

Course code: MGR 056

21-Apr & 22-Apr FSa 08:30-16:30 (held in Kelowna)
\$450

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

Supervisors in today's organizations are under increasing expectations to produce more tangible results with less resources, support, and personnel. Maximizing the personal effectiveness of people at all levels of the organization is critical to the bottom-line and to a healthy work environment.

This 12-day certificate program will equip you with the necessary skills and tools needed to be an effective supervisor. The course is designed to ensure:

- Hands-on management training that is immediately useful on the job
- 90 hours of experiential, integrated, structured material
- High credibility; tested with over 4,000 British Columbia supervisors
- Adaptability in a cross cultural, international setting

The following certificate courses can be taken individually. For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Interpersonal Skills

This course focuses on effective communication, including communicating effectively and persuasively, improving relationships with others, enhancing interviewing techniques, and using an effective system for making quality decisions.

Course code: MSS 001
07-Nov to 10-Nov MTuWTh 08:30-16:30
\$650

Group Skills (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.

Course code: MSS 002
06-Dec to 09-Dec TuWThF 08:30-16:30
\$650

Administrative Skills (Performance Management)

The aim of this course is to sharpen the participant's administrative skills, including such aspects as managing the job effectively, communicating effectively in writing, and using a comprehensive system of performance appraisal.

Course code: MSS 003
24-Jan to 27-Jan TuWThF 08:30-16:30
\$650

UPDATE ON COMPETITIVE BIDDING

Competitive bidding laws in Canada are constantly changing. As they change, legal risk grows. Business owners must act with care and skill in this increasingly perilous landscape. You need to stay current with the ever-changing laws that affect your day-to-day contracting and purchasing affairs.

Update on Competitive Bidding 2005 explores recent Court decisions in Canada to provide you with the skills and knowledge necessary to keep you and your company protected. Who has legal rights and what are they? How must a competitive bid be conducted? Who can sue? Who will win? Did you know:

- Bidders must be compliant with the Invitation/Request? What if the bidder is not compliant? Can the owner waive non-compliance? What can be waived?
- Some competitions are not legally binding? When will they be binding?
- Competitive bidding rules have been extended to the sub-trades who bid to prime contractors? How do these new laws affect an owner?
- How to use effective limitation of liability clauses in your competitive bid documents?

We'll give you the up-to-date law in a nutshell. Anyone who works with competitive bid documents in an owner organization will benefit greatly from this course.

Author and teacher Robert C. Worthington guides you through the perils of legal contracting and competitive bidding with clarity and humour. A former barrister and award-winning university lecturer, Worthington has written and taught legal education courses for the past 22 years, focusing on contract and purchasing law, and is a leading authority on procurement law in Canada. He is the author of two books on contract and purchasing law for procurement specialists: the *Purchasing Law Handbook* and *The Public Purchasing Law Handbook*. Bob makes complex legal matters easy to understand and apply. No legalese - just straight talk and straight answers. To contact Bob, call 604-488-0114 or visit his website at www.purchasinglaw.com.

Course code: SSC 00
15-Nov Tu 08:30-17:00
\$425

COMPUTERS AND TECHNOLOGY

COMPUTER-AIDED DESIGN

ARCHITECTURAL DESKTOP LEVEL I

This course will enable students to create basic floor plans, including walls, doors, and windows; use Design Content to add furniture, fixtures, and equipment; create specialty objects like column and ceiling grids, stairs, and roofs; generate elevations and sections; add marks, dimensions, tags, and schedules; and understand the 3D capabilities of Autodesk® Architectural Desktop.

This course is offered in self-directed format. Contact Vernon CE for details, and for information on admission requirements.

Course code: EGR 011
Continuous Intake (start anytime after Sep 19)
\$410

ARCHITECTURAL DESKTOP LEVEL II

Upon completion of the class, the student will be able to construct conceptual massing studies using mass elements and mass groups; design buildings using spaces and areas; create an ADT project and use Project Navigator to manage drawings; define multi-view blocks, masking blocks, and customized design content; use advanced editing tools for walls and curtain walls; create wall, window, door, and other object styles; and customize layer properties and display systems.

This course is offered in self-directed format. Contact Vernon CE for details, and for information on admission requirements.

Course code: EGR 012
Continuous Intake (start anytime after Sep 19)
\$410

AUTOCAD® 2006 UPDATE

These courses introduce the new features of AutoCAD 2006 to users of AutoCAD 2005. Among the many changes in this new release, two major innovations will likely have the greatest impact on users. First, dynamic input will change the way new users learn to draw with AutoCAD, and veterans will find that it simplifies many procedures. Second, dynamic blocks make blocks much more versatile for all who use them and open up new possibilities for the CAD managers and other advanced users who create them.

These courses are offered in self-directed format. Contact Vernon CE for more information.

AutoCAD 2006 Update I

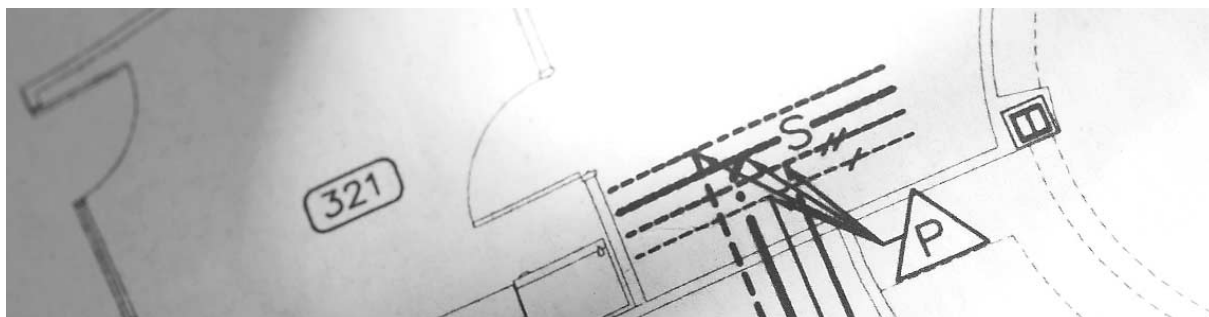
Topics covered include: General Use Enhancements, Interface and Command Enhancements, and Annotation Enhancements.

Course code: EGR 007
Continuous Intake (start anytime after Sep 19)
\$170 (plus GST)

AutoCAD 2006 Update II

Topics covered include Dynamic Blocks and Customization. For information on admission requirements, contact Vernon CE.

Course code: EGR 008
Continuous Intake (start anytime after Sep 19)
\$170 (plus GST)



AUTOCAD 3D SOLIDS MODELING

Autodesk is committed to the "Design Model" approach, which transforms our 2D design ideas into 3D models. Often we need to add additional components to our Design Model through basic AutoCAD Solids. Course topics include all solids creating and editing commands, as well as a reference to surfaces. Much of the content will focus on adding 3D drawing objects to Architectural Desktop models.

This course is offered in self-directed format. Contact Vernon CE for more information.

Course code: EGR 010

Continuous Intake (start anytime after Sep 19)

\$159 (plus GST)

AUTOCAD DRAFTING CERTIFICATE

If you want to work in today's drafting and design industry, you must be able to use the industry standard — AutoCAD software. Okanagan College offers an AutoCAD Drafting certificate program that you will find indispensable whether attempting to enter the field or advance to a more senior position within it.

You will learn to use AutoCAD software to prepare technical drawings for a variety of manufacturers including those in the machining, electronics, and woodworking fields. You will also learn the basic CAD skills required to prepare working drawings for architecture, surveying, mapping, and graphic arts.

Okanagan College's program is comprised of two courses. Among other skills, Level I gives you the tools to create, edit, manipulate, analyze, manage, and plot the production of two-dimensional drawings for mechanical and architectural applications. Model Space and Paper Space are also introduced.

Level II expands your use of basic drawing and editing tools, introduces practical applications, provides an overview of toolbar and pull-down menu design, and introduces three-dimensional concepts. Advanced concepts in Model Space, Paper Space, and Xref are also introduced.

This course is offered in self-directed format. Contact Vernon CE or visit www.okanagan.bc.ca/ce for details, and for information regarding courses and admission requirements.

Course code: AD 001-002

Accepting applications – open lab dates start Sep 19
\$2,442

AUTODESK VIZ LEVEL I

Autodesk VIZ is one of the more sophisticated and powerful visualization tools in its class. The goal of this course is to present students with the basic tools needed to work in VIZ, create and edit 3D models and scenes, understand and apply lighting and materials for realism, and perform an advanced walkthrough animation. Students should have a general knowledge of 3D modeling concepts prior to attending this course.

This course is offered in self-directed format. Contact Vernon CE for more information.

Course code: EGR 013

Continuous Intake (start anytime after Sep 19)

\$410

ESSENTIAL AND BEGINNER SKILLS

COMPUTER FUNDAMENTALS

After a brief overview of computer hardware, participants will learn the basics of the Windows operating environment with emphasis on basic terminology, the desktop, icons and shortcuts, the taskbar, launching and closing applications, multi-tasking between programs, and basic Windows properties. Particular emphasis is placed on simple file and folder management, which is a fundamental requirement when working with documents. Students wishing to continue their training with other Continuing Education computer courses will be required to successfully complete a fundamentals test during this course.

Course code: COSS 004

This course is offered on a regular basis. Contact Vernon CE for specific dates and times.

\$159 per course (plus text)

INTERNET BASICS

This one-day course is designed to teach the new user about the basic concepts, capabilities, and functions of the Internet. Students will cover concepts on email basics, basic browsing skills, and safety on the Web.

For information on admission requirements, contact Vernon CE.

Course code: COSS 047

Choose one of the following dates:

26-Nov	Sa	09:00-12:00
25-Feb	Sa	09:00-12:00

\$69 (plus GST) per course

JUMPSTART eBay – AN INTRODUCTION TO BUYING AND SELLING

This course will introduce the basics of buying and selling on eBay – a protected site where potential buyers search for items and place bids on those they are interested in purchasing. eBay is the world's largest trading community where millions of people buy and sell items every day.

Course code: COSS 023

Choose one of the following courses:

15-Oct	Sa	09:00-13:00
04-Mar	Sa	09:00-13:00

\$60 (plus GST) per course

MS OUTLOOK BASICS

The purpose of this course is to teach new users about the basics of MS Outlook. Upon completion of the course, users should be able to send and receive email messages, manage messages, create and edit appointments or events, and work with contacts.

For information on admission requirements, contact Vernon CE.

Course code: COSS 048

Choose one of the following dates:

15-Oct	Sa	09:00-12:30
18-Feb	Sa	09:00-12:30

\$69 (plus GST) per course

OFFICE APPLICATIONS

DATA MANAGEMENT - ACCESS

In these courses, students will learn skills of database management with Microsoft Access. The introductory course includes concepts and terminology, working with tables and forms, retrieving information with queries, and presenting data with reports. The intermediate course introduces students to more advanced topics including referential integrity, complex relationships, custom designed forms, and macros. In the advanced course, students will learn to perform a complete customer analysis, database design, future need assessment, and apply troubleshooting techniques. There may be other topics that are specific to the version of software being taught.

These courses may be offered in either traditional classroom or self-directed formats. Contact Vernon CE for details, or for information on admission requirements.

Data Management Introduction - Access

Course code: MSDM 101

Choose one of the following dates:

Continuous Intake * (apply anytime) Contact Vernon CE for lab times

15-Nov to 24-Nov	TuTh & Sa	18:30-21:30 09:00-16:00
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\$270 (plus text) per course

Data Management Intermediate - Access

Course code: MSDM 201

Continuous Intake * (apply anytime)

Contact Vernon CE for lab times

\$335 (plus optional exam fee)

Data Management Advanced – Access

Course code: MSDM 221

Continuous Intake * (apply anytime)

Contact Vernon CE for lab times

\$335 (plus optional exam fee)

* Self Directed Format



SIMPLY ACCOUNTING CERTIFICATE

Keeping accurate track of the dollars coming in and going out is fundamental to the viability of any enterprise, particularly small businesses where the room for financial error is scant.

Owners, operators, and employees in the small and medium-sized business sector will all find the Simply Accounting certificate program to be a valuable professional development opportunity.

The popular integrated accounting software, Simply Accounting for Windows, is at the heart of this certificate program. An introductory course trains you to maintain general ledger, accounts receivable/payable, and payroll records. The program's intermediate course adds valuable options such as inventory control procedures and key payroll functions. You will also become proficient with Microsoft Excel as you learn fundamental spreadsheet techniques and skills required for creating budgets, projections, financial statements, databases, and charts.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: MSSS 101 & MSAC 105 & 201

Choose one of the following dates:

27-Sep to 15-Dec	TuTh & 3 Sa	18:30-21:30 09:00-16:00
31-Jan to 30-Mar	ThTh & 3 Sa	18:30-21:30 09:00-16:00

\$1,015 per certificate

SIMPLY ACCOUNTING FOR WINDOWS - INTRODUCTION

This course can be taken individually or as part of the Simply Accounting certificate program.

In this course students will explore the GL, AR, and AP functions in an integrated software package for small businesses.

For information on admission requirements, contact Vernon CE.

Course code: MSAC 105

Choose one of the following dates:

18-Oct to 03-Nov	TuTh & 1 Sa	18:30-21:30 09:00-16:00
21-Feb to 09-Mar	TuTh & 1 Sa	18:30-21:30 09:00-16:00

\$360 per course

SIMPLY ACCOUNTING FOR WINDOWS - INTERMEDIATE

This course can be taken individually or as part of the Simply Accounting certificate program.

Building on the skills 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 T4's.

For information on admission requirements, contact Vernon CE.

Course code: MSAC 201

Choose one of the following dates:

29-Nov to 15-Dec	TuTh & 1 Sa	18:30-21:30 09:00-16:00
14-Mar to 30-Mar	TuTh & 1 Sa	18:30-21:30 09:00-16:00

\$360 per course

SPREADSHEETS – EXCEL

In these courses, students will learn spreadsheet techniques with Microsoft Excel. In the introductory course, learn to create simple worksheets, format and print worksheets, and create graphs and charts. In the intermediate course, students will learn to create and manage larger, more complex spreadsheets and workbooks using templates, database operations, functions, and macros. The advanced course will instruct students in how to create and manage spreadsheet-based solutions for real-world problems through such functions as linking and consolidating workbooks and worksheets, PivotTables, data tables, worksheet forms with controls, importing and exporting data with other applications, and developing automated solutions with macros. There may be other topics specific to the version of software being taught.

These courses may be offered in either traditional classroom or self-directed formats. Contact Vernon CE for details, or for information on admission requirements.

Spreadsheets Introduction - Excel

Course code: MSSS 101

This course can be taken individually or as part of the Simply Accounting certificate program.

Choose one of the following dates:

Continuous intake * (apply anytime)	Contact Vernon CE for lab times
12-Oct to 16-Nov	W 18:30-21:30
28-Feb to 16-Mar	TuTh 18:30-21:30

\$270 (plus text) per course

Spreadsheets Intermediate - Excel

Course code: MSSS 201

Choose one of the following dates:

Continuous intake * (apply anytime)	Contact Vernon CE for lab times
21-Nov to 14-Dec	MW 18:30-21:30
03-Apr to 01-May	MW 18:30-21:30

\$360 (plus text) per course

Spreadsheets Advanced – Excel

Course code: COSS 053

Continuous intake * (apply anytime)

Contact Vernon CE for lab times

\$425

* Self Directed Format

WORD PROCESSING - WORD

In these courses, students will learn the techniques of word processing with Microsoft Word for Windows. The Introductory course will show students how to create, edit, and print documents, and to apply appropriate formatting. Students in the Intermediate course will develop skills to create and manage large multipage documents through functions such as file management, text manipulation, tables, merging, sorting, page numbering, and headers and footers. In the Advanced course, students will learn features to enhance productivity and document design, such as generating a table of contents and index, designing printed and online forms, linking and embedding worksheets, tracking changes to a document, and using passwords for protection. There may be other topics that are specific to the version of software being taught.

These courses may be offered in either traditional classroom or self-directed formats. Contact Vernon CE for details, or for information on admission requirements.

Word Processing Introduction - Word

Course code: MSWP 101

Choose one of the following dates:

Continuous intake * (apply anytime)	Contact Vernon CE for lab times
11-Oct to 27-Oct	TuTh 18:30-21:30
14-Feb to 21-Mar	TuTh 18:30-21:30

\$270 (plus text) per course

Word Processing Intermediate - Word

Course code: MSWP 201

Choose one of the following dates:

Continuous intake * (apply anytime)	Contact Vernon CE for lab times
04-Apr to 02-May	TuTh 18:30-21:30

\$360 per course (plus optional exam fee)

Word Processing Advanced - Word

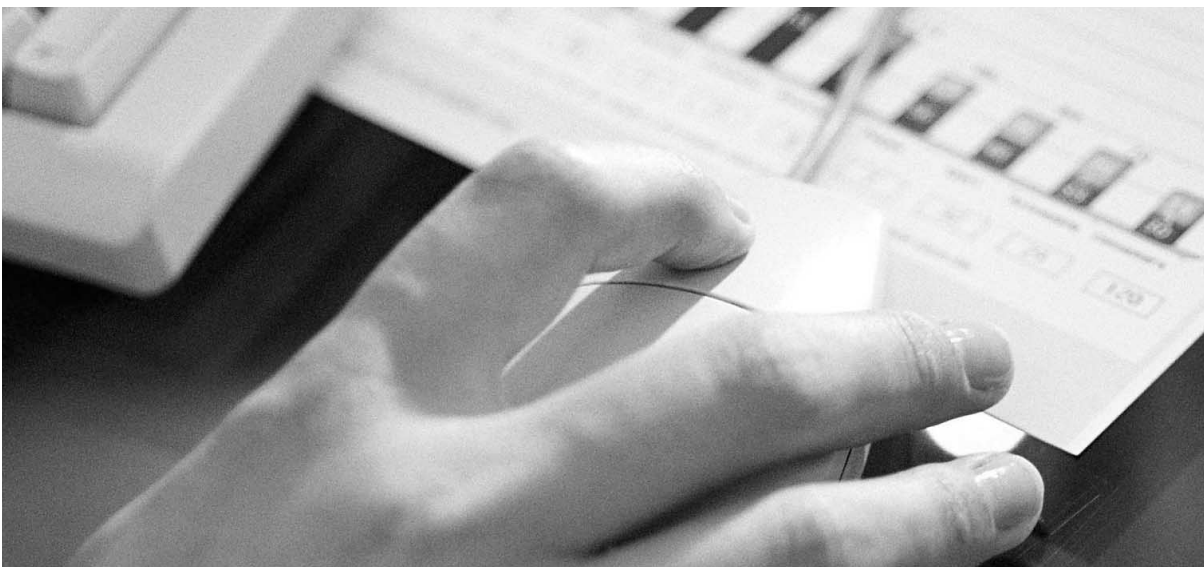
Course code: MSWP 301

Continuous intake * (apply anytime)

Contact Vernon CE for lab times

\$425 (plus optional exam fee)

* Self Directed Format



TECHNOLOGY AND DESIGN

COMPUTER ANIMATION CERTIFICATE

A unique assortment of artistic, technological and business skills will be yours after successfully completing Okanagan College's Computer Animation certificate program. This sophisticated package is designed to help artists pursue careers creating cartoons, movies, games, web sites, and the like in the burgeoning animation, gaming, or film industries.

You'll explore, both manually and on computer, fundamental design and colour theories. You'll also learn how to caricature and properly capture form and line while sketching everything from landscapes to the human body.

Technology instruction will begin with an introduction to Adobe Illustrator. Increasingly sophisticated courses will take you from digital-image processing to three-dimensional animation using Alias Maya and Macromedia Flash. Related offerings will cover gaming animation, digitalized film and audio, web pages and multimedia platforms.

The program's portfolio of business skills will first emphasize development of a portfolio which markets your skills effectively. You'll also learn about entrepreneurship, how to develop a sound business plan and ways to manage, market and finance your company successfully. To enhance learning and assist with portfolio development, students will be provided with software and laptops.

Please Note: Some courses can be taken as stand-alone courses. Contact Vernon CE for more information. For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: COAN
06-Sep to 27-Apr MTuWThF 09:00-16:00
\$10,742.50 (plus \$3,950 for student materials and supplies)
Note: This program is student loan eligible – contact Financial Aid and Awards through the Kalamalka campus.

ELECTRONIC PUBLISHING USING ADOBE INDESIGN LEVEL I

Learn to use Adobe InDesign software to create professional publications for print, press, and Web delivery. Some of the topics include page layout, font technology, colour space, and image resolution. Note: Classes are held on alternate Saturdays.

For information on admission requirements, contact Vernon CE.

Course code: COSS 049
22-Oct to 03-Dec Sa 09:00-16:00
\$450

ELECTRONIC PUBLISHING USING ADOBE INDESIGN LEVEL II

This intermediate-level course focuses on improving your efficiency and effectiveness in using Adobe InDesign. You will learn how to create and edit master pages, running headers and footers, tables, layers, libraries, and books. Upon completion of this course, you will have the tools to assemble professional manuals, magazine ads, and packaging materials ready for press output.

For information on admission requirements, contact Vernon CE.

Course code: COSS 050
28-Jan to 11-Mar Sat 09:00-16:00
\$450

INTRODUCTION TO DIGITAL PHOTOGRAPHY

Want to make your photos look like the professionals? This course will make your shots come alive by introducing each student to the industry methods, techniques, and standards used to create strong digital imagery. Students will be introduced to the elements and principles of design as well as various lighting techniques and camera effects. Students will learn to not only take strong pictures but also develop their own subjective style. Students will also develop their imagery in Paint Pro by doing basic image manipulation.

For information on admission requirements, contact Vernon CE.

Course code: COA 022
04-Oct to 13-Oct TuTh 18:00-21:00
\$169 (plus GST)

PHOTOSHOP ELEMENTS

Photoshop Elements is a common yet powerful software package that provides the perfect combination of power and simplicity to enable users to create high quality images for print, email, and the Web. With sophisticated yet easy-to-use tools for correcting, creating, and using digital images, it is the outstanding image-editing program for photo hobbyists and amateur photographers. It provides powerful tools for quickly and easily correcting flaws in photographs, editing them creatively, and using them effectively in a wide variety of ways.

For information on admission requirements, contact Vernon CE.

Course code: COSS 028
08-Nov to 24-Nov TuTh 18:00-21:00
\$249 (plus GST)

EMPLOYMENT AND PROFESSIONAL DEVELOPMENT

BARTENDING CERTIFICATE

Becoming a competent professional bartender demands extensive knowledge, finely honed skills and solid experience. These essential characteristics are served up by Okanagan College's Bartending certificate program, designed to produce graduates capable of serving all types of alcoholic beverages in a professional and efficient manner.

General bartending knowledge, ranging from bar set-up and equipment needs to cash handling and supervisory skills, is taught in the classroom. Bartending skills, meanwhile, are taught in a bar setting with emphasis on mixing popular cocktails and the proper use of bar utensils. Students are also shown ways of improving their speed and showmanship. An on-site practicum provides students with supervised, practical experience.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: BC 010-012
Choose one of the following dates:
05-Oct to 14-Nov * MW 18:30-21:30
& Sa 09:30-13:30
26-Apr to 03-Jun * MW 18:30-21:30
& Sa 09:30-13:30

* Plus practicum
\$760 per certificate

BCRPA FITNESS LEADER

This course is recognized by the British Columbia Recreation and Parks Association (BCRPA) and is the prerequisite to the Aerobics, Weight Training, and Aquafit Instructor courses. It is not a requirement that you become an instructor upon completion and many students use the course information to enhance their own fitness programs. This course will provide information specifically related to exercise and fitness. Topics will include information on bones, muscles, physiology, fitness principles, safety, basic nutrition, program planning, leadership skills, and active living. The course fee includes BCRPA training manual. The BCRPA provincial exam fee is an additional \$65 and will be scheduled outside the assigned hours.

Course code: ITR 008
Choose one of the following dates:
05-Oct to 23-Nov W 18:00-22:00
15-Feb to 05-Apr W 18:00-22:00
\$225 per course

BCRPA WEIGHT TRAINING

This course will teach participants how to become "instructors" in weight training and how to monitor, assist in, and supervise a weight room. Participants will become competent at designing and instructing safe and effective introductory weight training programs for healthy adults, for individuals needs, in variety of weight settings.

For information on admission requirements, contact Vernon CE.

Course code: ITR 001
Choose one of the following dates:
30-Nov to 14-Dec W 18:00-22:00
& 2 Sa 09:00-13:00
26-Apr to 24-May W 18:00-22:00
\$175 per course



CONFINED SPACE ENTRY

In the oil field, there are many instances where employees who work in confined spaces face increased risk of exposure to serious hazards. In some cases, confinement itself poses entrapment hazards. In other cases, confined space work keeps employees closer to hazards such as asphyxiating atmospheres or the moving parts of machinery. This one-day course addresses the following topics: government legislation; safe operating procedures; selection, use, and care of rescue equipment; hazards common to confined spaces; contingency planning; and proper use and care of breathing apparatus.

Course code: NRR 004

06-Oct Th 13:00-17:00
\$175

CUSTODIAL WORKER CERTIFICATE

Because buildings, for the most part, must be kept clean and tidy, well-trained custodians are always in demand. If you're thinking about working in the building service industry or already are but need upgrading, Okanagan College's Custodial Worker certificate program is designed precisely for you.

This program will introduce you to the basic techniques of cleaning, with emphasis on floor and carpet care and maintenance, including the proper application of floor finishes and sealers. You'll learn about various cleaning chemicals, equipment maintenance, and efficient and effective ways of tackling a wide variety of jobs. As well, you will learn how the various pieces of specialty equipment work and will spend time practicing on this equipment. Security, workplace safety, and fire safety are also reviewed.

Some OC centres offer an optional on-the-job work experience of up to two weeks as part of this program.

Though not required for certification, completion of a job practicum may be helpful in your subsequent job search.

Students are also encouraged to take Occupational First Aid Level I, WHMIS, and Transportation of Dangerous Goods, which some employers now require when hiring custodians.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: CW 003-007

11-Oct to 01-Dec TuTh 18:00-22:00
(held in Armstrong) & Sa 08:30-17:00
\$681.50 (plus optional work experience)

EDUCATION ASSISTANT CERTIFICATE

Helping school children — particularly those with disabilities — is a job guaranteed to present both significant challenges and enormous rewards. Under the supervision of Teachers, Education Assistants perform a variety of para-professional duties in schools. Often they work closely with pupils struggling to overcome physical, learning, or emotional difficulties. Typical duties include coaching students in problem subjects, preparing specialized teaching materials, and maintaining progress records.

You could qualify for this unique kind of employment by completing the Education Assistant certificate program offered through Okanagan College.

You'll learn how schools are organized and administered and how education assistants fit into the mix of professionals, students, and parents. Among other theoretical and philosophical issues, you'll examine such controversial topics as child discipline and public school legislation. Two courses

focus exclusively on psychological and educational approaches relevant to exceptional children. Other courses cover the modification of curriculum for special students and the use of computers.

Workshops will train you in the skills and techniques necessary to work with handicapped children and meet their recreational, leisure, and creative needs. The program concludes with a practicum.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: SPED

Accepting applications for Fall 2006
\$3,363 (plus text)

This program is eligible for a high-need part-time grant — contact Financial Aid and Awards through Vernon CE.

FIRE FIGHTER TRAINING

Okanagan College, in partnership with the North Okanagan Regional District Fire Training Centre, is proposing to offer a Fire Fighter Training program in Spring 2006. The goal is to provide students in BC's Okanagan and Central regions with an opportunity to participate in an accredited fire fighter training program, and to prepare individuals to apply for the position of Career Fire Fighter. As part of the preparation, students will be required to meet the National Fire Protection Association (NFPA) 1001 Standard, Fire Fighter I and II. Students will learn through theory, lectures, and practice drills, and will be examined by Justice Institute examiners and evaluators.

For more information, contact Vernon CE at 503-2650 or toll-free at 1-800-289-8993.

FIRE SUPPRESSION AND SAFETY (\$100 BASIC)

Under the BC Forest Practices Code, workers must be trained and certified in fire suppression techniques. This course is designed to meet the training requirements of the Forest Practices Code and the Forest Fire and Suppression Regulation for those who work in the forests of British Columbia, and meet the training requirements of people temporarily hired by the BC Ministry of Forests. \$100 Basic certificate is valid for five years with yearly recertification (three-hour course).

For information on admission requirements, contact Vernon CE.

Course code: RR 001

Choose one of the following dates:

08-Apr	Sa	08:30-17:00
29-Apr	Sa	08:30-17:00
13-May	Sa	08:30-17:00
29-May	M	08:30-17:00

\$175 per course

FOODSAFE – LEVEL I

Foodsafe is a successful training program for students, workers, supervisors, and operators in food services. This Level I course emphasizes the top ten improper practices that cause food borne illness, plus the top six job hazards in food preparation and serving. This is a provincial requirement for everyone involved in any type of food services, including fundraisers.

Course code: PS 003

This course is offered on a regular basis. Contact Vernon CE for specific dates and times, or to arrange for a contract course.
\$89 per course

FORKLIFT TRUCK OPERATOR (NEW OPERATOR – EXTENDED PRACTICE)

This two-day Operator Training program is designed to take the new operator through the safe operation techniques of a forklift truck and make operators aware of the industry standard for safe lift truck operation. The program provides additional hours to work directly on the equipment, with the instructor, and finally to be evaluated and certified. The course will provide: current regulations; instructions on how to safely operate a lift truck; an overview of the most common types of trucks and their features; pre-shift inspection forms, information on different fuel types; and some practice driving, aiming, and manoeuvring to meet a basic measurable skill level. The course fully satisfies WCB and Labour Canada regulatory requirements regarding lift truck training and evaluation. Students successfully completing this program will receive a certificate valid for 2 years.

Course code: CON 010

Choose one of the following dates:

15-Oct & 16-Oct	SaSu	08:30-17:00
22-Apr & 23-Apr	SaSu	08:30-17:00

\$360 per course

GAS FITTING - BASICS (CLASS B)

This course is designed for those in the plumbing and heating trades wishing to obtain their gas fitting certification. Qualifications to write the gas fitting ticket requires the approval of the Provincial Gas Safety Inspector. Qualifications require students to be a journeyman or holder of Certificate of Qualification in the plumbing or pipe fitting trade. The course covers propane and natural gas and includes: regulations, gas codes, trade terminology, math, basic electricity, appliance controls, pipe sizing and orifice sizing, venting and activation of appliances.

If you do not have your Certificate of Qualification, contact the Provincial Gas Safety Branch at (250) 861-7313 or www.safetyauthority.ca regarding qualifications to write ticket.

For information on admission and exam requirements, contact Vernon CE.

Course code: CON 006

05-Oct to 21-Dec MW 18:30-21:30
\$517.50 (plus text and exam fee)

GROUND DISTURBANCE

This Ground Disturbance course is directed at anyone who undertakes any excavation activity in the oil field, using either powered mechanical or hand equipment. The intent of the program is to provide an awareness of the various safety issues involved in the undertaking of a ground disturbance, as well as the proper procedures which should be followed.

Course code: NRR 005
04-Oct Tu 08:30-15:30
\$175

H2S ALIVE

H2S Alive has been adopted as a standard for the petroleum industry and employers have a preference for employees with this certification. The H2S Alive course is intended for anyone currently working or wanting to work in the petroleum industry. The goal of H2S Alive is to prepare workers to recognize H2S hazards and protect themselves, as well as perform basic rescue during an H2S incident. The course is a combination of theory and practice with each student having to use breathing apparatus, detector tube devices and perform rescue techniques and rescue breathing. Upon successful completion of written and practical examinations, the candidate will be issued an H2S Alive certificate, which is valid for three years.

This course has a ten-day cancellation policy – no refunds after this date.

Course code: NRR 001
Choose one of the following dates:
07-Oct F 08:30-17:00
18-Jan W 08:30-17:00
14-Mar Tu 08:30-17:00
18-May Th 08:30-17:00
\$225 per course

INSTRUCTIONAL SKILLS WORKSHOP

This program is an intensive training experience designed for new and experienced trainers and instructors who are interested in developing or enhancing their teaching effectiveness. Participants will review lesson planning as well as effective teaching strategies. Participants will also design and present three mini-lessons and share feedback. This workshop is given equivalent credit for the Provincial Instructor Diploma ID3102 course and is designed for anyone involved in training and teaching.

Course code: ITR 005
24-Sep to 02-Oct SaSu 09:00-15:30
\$375

INTERIOR DECORATING

Create the desired ambience in any interior by applying the basics of good decorating. This applied program will provide 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.

For detailed program information, including courses, contact Vernon CE.

Course code: ID
19-Sep to 06-Apr MTh 18:30-21:30
\$1,198.50 (plus supplies)

TRANSPORTATION OF DANGEROUS GOODS (TDG)

The Transportation of Dangerous Goods Act states that no person shall handle, offer for transport, or transport dangerous goods unless they are trained or working under the direct supervision of a person who has been trained. This course is intended for individuals involved in the transportation of dangerous goods - manufacturers, warehouse personnel, shippers, drivers, couriers and transportation managers. Certificate provided upon successful completion of the course.

Course code: HLT 024
This course is offered on a regular basis. Contact Vernon CE for specific dates and times.
\$69 per course

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

To comply with the regulations of (WHMIS), companies which use or store controlled products are required by the Workers' Compensation Board to ensure all staff receive appropriate training on WHMIS, including interpretation of Material Safety Data Sheets (MSDS), labelling, procedures for safe handling, use and storage, and emergency procedures for specific hazardous products. This training program should be part of an ongoing general orientation for your staff.

Course code: HLT 025
This course is offered on a regular basis. Contact Vernon CE for specific dates and times.
\$55 per course

FIRST AID AND SAFETY**RED CROSS FIRST AID****CHILDSAFE**

This eight-hour course is a must for all parents, teachers, and babysitters. This course includes procedures for dealing with a choking child, infant and child cardiopulmonary resuscitation, and emergency care of the conscious and unconscious infant. Safety measures for the home will be discussed as well as other first aid basics. Red Cross certification granted upon successful completion of course.

Course code: HLT 011
21-Nov & 23-Nov MW 18:00-22:00
\$79

CPR LEVEL C – BASIC RESCUER

This course includes instruction on one-rescuer and two-rescuer CPR, child and infant CPR, obstructed airway, and recovery position on all of the above. This is a recognized level of training for health care professionals (nurses, care providers, lifeguards, and First Responders). Red Cross certification upon successful completion of practical and written evaluation.

Course code: HLT 007
Choose one of the following dates:
18-Oct & 20-Oct TuTh 18:00-22:00
06-Dec & 08-Dec TuTh 18:00-22:00
Please contact Vernon CE for additional dates.
\$75 per course

CPR LEVEL D - INFANT/CHILDSAVER

This four-hour course is a must for all parents, teachers, and babysitters. This course includes procedures for dealing with a choking child, infant and child cardiopulmonary resuscitation, and emergency care of the conscious and unconscious infant. Safety measures for the home will also be discussed. Red Cross certification upon successful completion.

Course code: HLT 013
Choose one of the following dates:
08-Oct Sa 09:00-13:00
07-Dec W 18:00-22:00
\$45 per course

EMERGENCY FIRST AID FOR ADULT CARE WORKERS

This Canadian Red Cross Program has been specifically designed to assist Adult Health Care workers deal with emergency situations. Included in this nine-hour program are Emergency Action Principles, airway emergencies, breathing emergencies, cardiovascular emergencies, adult CPR, bleeding, shock, poisons and allergies, burns and breaks, and a survey of medical conditions.

Course code: HLT 015
01-Nov & 03-Nov TuTh 18:00-22:00
\$95

STANDARD FIRST AID AND CPR LEVEL C

This 16-hour program covers the basics of emergency response including: management of the unconscious patient, obstructed airways, breathing distress, airway management, cardiac disorders, CPR, haemorrhage control, burn management, and specific injuries and conditions. Back injury prevention and safety in the health care field are included as well. This course focuses on emergencies found in the workplace and on the street. Successful students will receive certification in Standard First Aid and CPR Level C from Red Cross.

This course is a recognized admission requirement for entering Nursing, Home Support/Resident Care Attendant, and other health-related programs.

Course code: HLT 009
This course is offered on a regular basis. Contact Vernon CE for specific dates and times.
\$135 per course

WCB FIRST AID

AUTOMATED EXTERNAL DEFIBRILLATION (AED) TRAINING

Customized Industry Standard AED training can be arranged for your facility. Course content complies with industry standards and meets WCB regulations. Prerequisite: Occupational First Aid - Level I or equivalent. For more information, please contact Lorrie Forde at (250) 492-4305 or lforde@okanagan.bc.ca.

OCCUPATIONAL FIRST AID – LEVEL I

This eight-hour course provides training in basic first aid. Students will learn 'self-help' or 'first help' of an injured patient and how to stabilize him/her until more trained help arrives. Videotapes, lectures and practical training will cover bleeding control, artificial respiration, examining an unconscious patient and choking. A WCB certificate will be issued upon successful completion. Students must be 16 years of age to receive certificate.

Course code: HLT 016

This course is offered on a regular basis. Contact Vernon CE for specific dates and times, or to arrange for a contract course.

\$89 per course



OCCUPATIONAL FIRST AID – LEVEL III

This course was previously called WCB Industrial First Aid. This level of certification is now required for industries where response times from the Provincial Ambulance Service may be more than 20 minutes. WCB certificate (valid for two years) will be given upon successful completion of practical and written exam. As you will be required to do some heavy lifting, please check with your physician prior to registration if you have ongoing injuries that may interfere with this requirement. A medical certificate form must be completed prior to the exam date. Pre-reading is required. Students must be 16 years of age to receive certificate.

Course code: HLT 018

Choose one of the following dates:

19-Sep to 30-Sep	MTuWThF	08:30-17:00
17-Oct to 19-Nov	MW	18:00-22:00
	& Sa	08:30-17:00

\$670 per course

OCCUPATIONAL FIRST AID – LEVEL III – ALBERTA ENDORSEMENT CERTIFICATE

Are you a current OFA Level III ticket holder? This one-day course covers Automated External Defibrillators (AEDs), blood pressure reading and Alberta regulatory items, and is approved by Alberta's WCB. If you currently hold a valid OFA Level III certification and successfully complete this one-day course, your certification is recognized by BC and Alberta and qualifies you as an Advanced First Aider for all industries in BC and Alberta.

For information on admission requirements, contact Vernon CE.

Course code: HLT 048

Choose one of the following dates:

06-Oct	Th	08:30-17:00
26-Nov	Sa	08:30-17:00

\$175 per course

TRANSPORTATION ENDORSEMENT

This eight-hour program provides WCB-accepted training in transportation protocol for first aid certificate holders. It gives Occupational First Aid Level I and II certificate holders the required training to move injured workers by using a spine board or basket stretcher. The transportation endorsement expires with your Level I or II certificate.

For information on admission requirements, contact Vernon CE.

Course code: HLT 020

Choose one of the following dates:

11-Oct	Tu	08:30-16:30
24-Nov	Th	08:30-16:30

\$90 per course

WORKSAFE

WCB Worksafe educational programs on workplace health and safety are designed especially for workers and employers who want to learn how to prevent workplace injury and disease and reduce associated WCB claims costs.

Joint Health and Safety Committee Training

Safety committee members need to know their roles and how to carry out their duties to provide quality service to co-workers. This program explains the elements of an effective safety and health program, the responsibilities of health and safety committee members, how to use safety and health regulations as a resource, how to conduct effective workplace inspections and accident investigations, and how to deal with situations involving a refusal to do unsafe work. This course is suitable for both committee members and safety representatives.

Course code: HLT 030

13-Oct	Th	08:30-16:30
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\$95

HEALTH

ADDICTION COUNSELLING TRAINING

This program is designed primarily for counsellors new to the field or lacking in formal addiction training. It can also serve as a refresher for more experienced counsellors. Addicts in recovery should complete two years of sobriety before undertaking the program. Addiction Counselling Training is a foundation educational program for BC counsellors. It was developed, and continues to be endorsed, by BC's Alcohol and Drug Services, Ontario's Addiction Research Foundation and Health Canada.

Course topics include: counselling and communications skills; drug classes, hazards and risk indicators; initial interview methods including screening and assessment tools, drug use levels, relapse prevention, and client records; and treatment planning strategies involving such critical concepts as denial, motivation, triggers, consequences, abstinence, resources, and prevention.

Course code: LSS 001

24-Nov to 02-Dec	ThF	08:30-16:00
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\$449

AIMING FOR EXCELLENCE IN HEALTH CARE CONFERENCE

Interior Health's Home and Community Care and Okanagan College have partnered to present a weekend conference event for Community and Residential Health Care Workers. This event will provide relevant and current information that will improve the quality of care and increase your knowledge and energy levels as well as those of your patients and clients.

Day One

KeyNote - Moving to Mastery – Hugh D. Culver

One of the greatest lessons in life is the lesson of choice. When we choose our experience in life (and in work), we are being masterful. Moving to Mastery is an uplifting, powerful, and often hilarious keyNote that will motivate your delegates and empower them with simple truths that they can use immediately.

Join master storyteller, adventurer, athlete, and businessman Hugh Culver in his newest keyNote, Moving to Mastery. Your delegates will learn powerful lessons as they are entertained with stories that range from the frozen interior of Antarctica to the boardrooms of corporations.

Day Two

Includes concurrent sessions in: Positioning and Skin Care; Nutrition in the Elderly; Palliative Care; Respiratory Therapy - SOS for SOB; Team Building; Yoga/Relaxation; Professional Boundaries in Health Care Relationships; and Exercise, Flexibility and Mobility.

Course code: EVENT 002

14-Oct & 15-Oct	F & Sa	19:00-22:00
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\$105



COMMUNITY MENTAL HEALTH CERTIFICATE

The Certificate in the Community Mental Health (CCMH) program, updated in Spring 2004, provides a college credential for individuals wishing to enhance their knowledge and skills in the field of mental health. Philosophy, principles, and practice in the program are based on recovery utilizing the PSR approach. Fraser Health and Vancouver Coastal Health have identified PSR as a foundation of mental health care.

Psychosocial Rehabilitation (PSR) "is a holistic approach that places the person, not the illness, at the centre of all interventions. The wishes of the person being served direct the rehabilitation process through working partnerships that are forged between the practitioner and the individual with mental illness. Effective rehabilitation builds on a person's strengths and helps the individual to compensate for the negative effects of the psychiatric disability" (Hughes and Weinstein in Best Practices in PSR, 2000).

Participants have up to two years to complete the program certificate. For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Douglas College Certificate granted upon successful completion of the following three program courses:

Introduction to Mental Health

This course explores a 'best practices' approach to mental health care through learning activities that encompass grounded theory, new developments in the field, problem solving, and group interaction. Learn about the philosophy and values that direct care, disorders that constitute serious and persistent mental illness, person-centred practice, facilitative communication, behaviour management, Non-violent Crisis Intervention®, the mental health system, and evidence-based practice. This course is an excellent introduction to the field of mental health care for those with no previous experience. It also benefits individuals working in the mental health field who wish to strengthen their knowledge and skill base and acquire a credential.

Course code: NUR 002

01-Oct to 10-Dec	Th	18:30-21:30
	& Sa	09:00-16:30

\$595

Psychosocial Rehabilitation Principles (PSR I)

Build your foundation for PSR or psychiatric rehabilitation in PSR principles. This course focuses on core concepts of psychiatric rehabilitation, psychiatric rehabilitation models, and key competencies for working in a psychiatric rehabilitation environment that include: appropriate engagement; inclusiveness; knowledge of mental health issues; understanding of severe and persistent mental illness; development of individualized service plans; best practices of intervention and support strategies; effective community mapping and networking; collaborative and cooperative approach; ethical behaviour; and being culturally competent.

Course code: NUR 003

01-Feb to 12-Apr	W	18:30-21:30
	& Sa	09:00-16:30

\$595 (plus text)

Psychosocial Rehabilitation Practice (PSR II)

Build on the concept of recovery and utilize the PSR approach to keep the person with mental illness at the centre of all interventions. Integrate the knowledge gained in PSR Principles through practicum, related assignments, and seminar sessions. Attendance at all sessions is required. Participants are required to have a Criminal Records Search (CRS) prior to beginning this course.

Course code: NUR 004

17-Sep to 03-Dec	Sa	09:00-16:30
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Plus practicum

\$595 (plus Criminal Records Search)

Students may qualify for a Health Care Scholarship. Contact Vernon CE for information.

INTRODUCTION TO DENTAL OFFICE RECEPTION CERTIFICATE

You could be working productively as a dental office receptionist after successfully completing the Okanagan College certificate program.

This program introduces all of the basic skills required for employment in this field.

In addition to learning about tooth anatomy, along with routine dental procedures and terminology, you'll be taught how to keep patient records, complete insurance forms, and manage patient appointments. You'll also learn about the "one-write" accounting system and about the use of computers in a dental setting. This program places some emphasis on effective oral and written communication, as well as overall professionalism in front-desk duties.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: IDR 001-003

24-Jan to 07-Mar	TuTh	18:30-21:30
& 28 Mar to 23-May	TuTh	19:00-22:00

\$1,062

INTRODUCTION TO THERAPEUTIC TOUCH

Therapeutic Touch is a new name for healing by energy field manipulation or "laying on of hands." Therapeutic Touch works with the interaction between the energy fields (auras) of healer and patient. Physical contact is not necessary because at the level of physical proximity and focused intent used, the energy fields of healer and patient are continuous. This is an active healing process: the healer must have an active intent for healing to occur, and the patient must desire (even unconsciously) a return to health. Therapeutic Touch can be practiced on babies, pets, and plants as well as adults. Research indicates that it does produce statistically significant levels of effective healing. Patients generally report an increased sense of well-being and respite from pain after Therapeutic Touch sessions.

Course code: HLT 028

12-Nov	Sa	09:00-16:00
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\$85 (plus GST)

MEDICAL OFFICE ASSISTANT CERTIFICATE

If working with people in a busy medical setting appeals to you, consider enrolling in Okanagan College's Medical Office Assistant certificate program.

This program prepares you to work in settings such as doctors' offices and hospitals taking care of clerical, administrative and reception duties. You'll learn medical terminology, basic clinical skills, management of confidential patient records and relevant office procedures, including patient-booking. On the computer you'll learn medical billing procedures and word-processing techniques.

Some OC centres offer optional instruction on the accurate transcription of medical and surgical dictation. Similarly, some OC centres offer an opportunity for students to become more familiar with office procedures through 20 hours of observation in a medical setting.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Medical Terminology

This course may be taken individually or as part of the Medical Office Assistant certificate program. This course is also a prerequisite for the Nursing Unit Clerk certificate program.

Course code: MOA 001

19-Sep to 12-Dec	MW	18:30-21:30
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\$648 (plus text)

Medical Office Procedures

Course code: MOA 002

09-Jan to 01-Mar	MW	18:30-21:30
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\$432 (plus text)

Word Processing Introduction - Word

Course code: MSWP 101

14-Jan to 26-Feb	Sa	09:00-12:00
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\$270 (plus text)

Medical Office Billing

Course code: MOA 004

20-Mar to 26-Apr	MW	18:30-21:30
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\$387

Medical and Surgical Transcription (optional)

This course may be taken individually or as part of the Medical Office Assistant certificate program.

Course code: MOA 006

08-May to 12-Jun	MW	18:30-21:30
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\$450

Medical Office Observation (optional)

Course code: MOA 003

Dates TBD

\$120

MOTIVATIONAL INTERVIEWING TRAINING

As a member of the helping profession, you may be frequently frustrated by clients or patients who lack motivation. This three-day interactive and intensive workshop will improve your ability to motivate patients or clients. It will be particularly useful to individuals who have completed Okanagan College's Addiction Counselling Training program.

Throughout the workshop, you will learn about motivational interviewing, as well as other motivational models. You will also discover ways to work with complications and ambivalence, and explore methods of assessing readiness for change while matching it with appropriate interventions. Motivational interviewing is based on the work of Drs. W.R. Miller and S. Rollnick as described in their 1991 book: *Motivational Interviewing: Preparing People to Change Addictive Behaviour*.

Course code: LSS 002

03-Apr & 04-Apr	MTu	08:30-16:00
& 24-Apr	M	08:30-16:00

\$325 (plus GST)

NURSING UNIT CLERK CERTIFICATE

A hospital ward clerk must have superior communication skills, extensive knowledge of administrative policies and procedures, and a firm grasp of medical terminology.

If the challenge of working in a fast-paced medical environment — hospital or otherwise — is appealing, you should complete the Nursing Unit Clerk certificate program.

Along with general receptionist duties, a nursing unit clerk is expected to communicate effectively in routine and emergency situations, assemble and maintain patient charts, process the admission, transfer, and discharge of patients, understand common drug and medical terminology, and process orders relating to medications, laboratory and diagnostic tests, and surgical or treatment plans. A clerk must also perform these duties within an appropriate code of ethics.

Okanagan College's Nursing Unit Clerk certificate program will train you to become a key member of a hospital health care team, closely working with physicians, nurses, and patients.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: NUC

Accepting applications – contact Vernon CE for more information

\$3,696 per certificate (plus text)

Students may qualify for a Health Care Scholarship. Contact Vernon CE for more information.

PALLIATIVE CARE CERTIFICATE

Palliative care aspires to relieve the suffering and enhance the quality of life in persons living with acute or chronic life-threatening illnesses, as well as during their death and in the bereavement process.

Okanagan College's Palliative Care certificate program addresses the management of the physical, psychosocial, and spiritual concerns of these persons. Specifically, it provides participants with enhanced knowledge and skills to care for both the dying and the family or friends supporting them, and to function effectively as part of a palliative care team.

As increasing proportions of the population grow older and eventually are in need of palliative care, a new respect for palliative care is emerging. The ever-advancing specialty of palliative care as a rewarding career is attracting compassionate, multidisciplinary healthcare professions. Our students are changing how care is delivered within institutions and in the community.

The program's two courses follow a provincial curriculum. The first explores attitudes and definitions of death, dying, and grief, as well as the role of cultural and religious influences. The second course focuses on specific issues such as HIV and AIDS, nutrition, care planning and modification, and resource management, and reviews issues related to ethical considerations and caring for the caregiver.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: PAL 001-002

18-Jan to 31-May	W	18:30-21:30
	& 3 M	18:30-21:30

\$660

PHARMACY TECHNICIAN CERTIFICATE

Accepting applications through our Kalamalka campus for Spring 2006. This program is anticipated to be offered in a traditional full-time classroom campus format. Campus location is to be determined. This program is student loan eligible – contact Financial Aid and Awards through Vernon CE.

This course is also offered through Distance Education. For complete program details, contact Continuing and Extension Programs at (250) 862-5458 or Toll-Free at 1-800-836-5499.



PRENATAL

The objective of our Prenatal program is to enable the mother-to-be and her partner to acquire the essential knowledge supportive of a healthy pregnancy, as well as the practical skills so important to a positive childbirth experience, and early care of the new baby. Our childbirth educators work in partnerships with the client, health professionals, and the community. As soon as pregnancy is confirmed, we encourage expectant parents to enrol in the appropriate prenatal program.

The Prenatal Complete series consists of eight classroom hours, including a hospital tour. Topics covered include labour and delivery, interventions and complications, postpartum for mother and baby, breastfeeding, and newborn care.

Course code: HLT 021

This course is offered on a regular basis. Contact Vernon CE for specific dates and times.

\$79 (plus GST) per course

SPECIAL NEEDS WORKER CERTIFICATE

Children and adults with disabilities frequently need support to function fully in their communities. You can acquire the professional skills required to assist them by completing the Special Needs Worker certificate program.

Graduates are qualified to work in entry-level, team-based positions to provide support to individuals with disabilities in a wide variety of settings, including homes, workplaces, and facilities providing educational, recreational, and social services.

You will first be introduced to the foundations of community living. You will also learn about the historical evolution of services and supports for persons with disabilities, as well as the values and beliefs of the disability rights movement and the fundamental importance of community living concepts.

Subsequent courses cover: health, safety, and wellness issues, including abuse and neglect; interpersonal skills to solve problems and work well with others; human development from birth through death; professional practices, including standards of conduct and ethical dilemmas; relationship development; and non-verbal communication techniques ranging from sign language to electronic systems.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: ISW 001-008

27-Sep to 22-Jun	TuTh	18:30-21:30
	& some Sa	09:00-15:00

Plus practicum

\$3,060

Students may qualify for a Health Care Scholarship.

Contact Vernon CE for more information.

FLORAL DESIGN CERTIFICATE

Your interest or passion for beautiful flowers could evolve into a rewarding profession if you complete the Floral Design certificate program offered by Okanagan College. This program will prepare you to work as a floral designer in retail settings such as small independent florists and franchise outlets. Alternatively, it will upgrade your skills should you already work in the industry.

Program content begins with plant identification and basic plant principles ranging from light, feeding, and watering to insect and disease problems. Principles of floral design such as colour, balance, focal point, and texture are also covered along with basic floral arrangements for table centres, baskets, and other uses.

The special floral requirements associated with two of life's most emotional events — weddings and funerals — are covered extensively. The program concludes with instruction on the vital business aspects of the floral industry, from the wholesale purchase of flowers to effective sales techniques and pricing.

Upon completion of this program and having worked for six months in the florist business, you will be eligible to seek Flower Canada accreditation by writing its Basic Florist Skills Examination.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: FD 001-006

15-May to 15-Jun MTuWThF 09:00-15:00
\$1,620 (plus shears)

GOLF COURSE MAINTENANCE CERTIFICATE

There's more to taking care of a golf course than simply cutting grass as you'll soon discover after enrolling in Okanagan College's Golf Course Maintenance certificate program.

You'll learn about soils, ornamental plants, landscaping, and the use of relevant computer software. You'll become knowledgeable about various trees and turf grasses, as well as the characteristics which make them useful, or not, as part of a golf course landscape. You'll also review the history of golf and general golf course design. Pests and diseases common to golf courses will be identified, along with control strategies. Finally, you will learn to use the specialized maintenance equipment common to today's golf operations.

Where possible, field trips to relevant locations such as turf farms and golf courses will be organized to augment classroom instruction.

Occupational First Aid Level I must be completed before the certificate will be awarded.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: HT 011 & GCM

13-Feb to 29-Mar	W	18:30-21:30
& 25-Feb to 29-Apr	Sa	08:30-17:00
(held in Armstrong)		
\$782		

LANDSCAPE HORTICULTURE CERTIFICATE

Homeowners and businesses are increasingly turning to professional landscapers to beautify the outside of their properties. This trend means that skilled workers are much needed by the industry. The Landscape Horticultural certificate program is helping to meet this labour market need by teaching the core skills required for employment and advancement in the landscaping business.

As a student in this program, you'll study botany and soil science and learn to identify and use plants that are particularly suitable for planting in the B.C. Interior. Landscape construction topics covered in the curriculum include plan-reading, costing, layout, and contract procedures. Various aspects of landscape maintenance, from integrated pest management to pruning and watering, will also be outlined.

The Landscape Horticulture Certificate additionally provides a solid foundation for individuals interested in pursuing advanced studies in specialized areas such as landscape design, turf grass maintenance and nursery propagation.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: HT 011-014

13-Feb to 10-May	W	18:00-21:30
(held in Armstrong)		
\$1,020		



AMERICAN SIGN LANGUAGE CERTIFICATES

Perhaps you view sign language as a critical professional skill capable of opening doors to a fascinating new career working with Deaf Canadians in a variety of agencies and social organizations. Alternatively, you're the worried mother of a child recently diagnosed as deaf. Or maybe you have a deaf friend with whom you're determined to engage in silent, albeit animated, conversations.

Regardless of the motivation, Okanagan College offers certificate programs at the Preparatory, Basic, and Intermediate Levels in American Sign Language (ASL) that can help.

You will progressively learn the vocabulary and visual grammar of sign language while advancing through the programs. Your ability to converse begins with simple introductions and builds to the point where you're able to participate in wide-ranging debates. At the same time as you become increasingly proficient in using sign language, you'll also learn about deaf people themselves — the challenges of their daily lives, their culture, and their history in North America.

The three certificates are part of a standardized and articulated provincial training program in American Sign Language. 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.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Preparatory Level Certificate

Course code: ASL 011-014
27-Sep to 14-Feb TuTh 18:30-21:45
(location TBD)
\$1,152 (plus text)

Basic Level Certificate

Course code: ASL 021-024
21-Feb to 29-Jun TuTh 18:30-21:45
(location TBD)
\$1,152 (plus text)

Intermediate Level Certificate

Course code: ASL 031-034
Starting Sep 28 (held in Kelowna)
\$1,152 (plus text)

FRENCH – LEVEL I

Gain confidence and have fun learning a new language. This course will assist you in learning French or brushing up on your existing language skills. This class will concentrate on improving your conversational skills in a fun and stimulating environment.

Course code: HUM 004
03-Oct to 12-Dec M 18:30-21:00
\$149

SPANISH – LEVEL I

Emphasis will be on verbal communication and will focus on the skills you need to make yourself understood as well as gaining a foundation for further acquisition of Spanish language skills.

Course code: HUM 002
Choose one of the following courses:
19-Sep to 24-Oct MTh 18:30-21:00
07-Nov to 08-Dec MTh 18:30-21:00
09-Jan to 09-Feb MTh 18:30-21:00
\$149 (plus GST) per course

SPANISH – LEVEL II

This course is a continuation of Spanish - Level I and is designed for those individuals who have already taken an introductory Spanish course. Level II will have an emphasis on conversation.

Course code: HUM 003
20-Feb to 23-Mar MTh 18:30-21:00
\$149 (plus GST)

TEACHING ENGLISH AS A SECOND LANGUAGE CERTIFICATE

The challenge of teaching English as a second language becomes a viable career option either at home or abroad with successful completion of a comprehensive Okanagan College certificate program.

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.

This 140-hour certificate program is comprised of six core courses and the choice of a supervised practicum or a project. The program is designed to meet the needs of future ESL teachers who are looking to work with adult learners of ESL both overseas and within Canada.

For detailed program information, including courses and admission requirements, contact Vernon CE or visit www.okanagan.bc.ca/ce.

Course code: TESL
Choose from one of the following dates:
07-Sep to 17-Dec * W 18:00-21:00
(held in Vernon) & Sa 09:00-16:00
25-Jan to 10-May * W 18:00-21:00
(held in Vernon) & Sa 09:00-16:00
03-Jul to 10-Aug * MTuWTh 10:00-16:00
(held in Armstrong)
* Plus Project or Practicum (dates TBD)
\$2,100 per certificate

Teaching ESL Elective Courses

These courses will be held on demand following each offering of the TESL certificate program. Please contact Vernon CE for more information.

Teaching ESL to Beginning-Level Students

Teacher trainees examine the specific learning needs of beginning-level students in this course. Participants explore teaching techniques, materials development/adaptation, and lesson ideas that may be used for students who have little or no experience in English. A hands-on approach is employed, enabling trainees to put theory into practice.

Course code: ITR 009
\$270

Teaching ESL to Children

This course will further expand on basic teaching approaches by focusing on the unique needs of young learners of ESL. It offers teacher trainees the chance to explore second language acquisition and learning strategies specific to children. Classroom management, motivation, content, and interactive communicative techniques are examined and assessed in an engaging hands-on approach.

Tutoring ESL Students

In this course, individuals examine specific teaching approaches to meet the unique demands of tutoring ESL students. Teacher trainees explore methods of adapting regular classroom activities to a tutorial setting, and examine ways of creating lesson plans for students' individual learning needs. Motivation, student accountability, and assessment are addressed.

Teaching Business English to ESL Students

Here is an opportunity to critically examine the approaches applicable to the continually growing field of teaching Business English. Teacher trainees examine key vocabulary and language skills that are required by ESL students who wish to function in an international business setting where English is the dominant language. Teacher trainees will experience the use of process writing, role plays, and communicative language activities in teaching formal business English.



INTERIOR DECORATING - HOW TO GET THERE FROM HERE

This course will give you the tools to decorate with confidence. You will learn the same step-by-step process used by pros to turn empty spaces or existing rooms into the vision that you hold. Working on story and colour boards, the end result will be a complete decorating scheme for an immediate transformation or one to be completed over time.

Course code: FA 014
12-Oct to 30-Nov W 18:00-21:30
\$249 (plus GST)

INTRODUCTION TO NATURAL MEDICINE

Through the Complementary and Alternative Medicine of herbal remedies, this class will cover nutritional information and vitamin therapies, including dietary supplements, designed to help the whole person by removing obstacles to health and wellness (health supplements) encouraging the body's natural healing process.

Course code: HLT 046
09-Nov to 23-Nov W 18:30-21:30
\$85 (plus GST)

PARENTING YOUR PARENTS

A workshop series surrounding the issues that adult children and their elderly parents face when dealing with choices about elderly care. Topics include when to downsize (including under what circumstances and warning signs), levels of care, financial planning (including insurance coverage, wills, representation agreements, and power of attorney), and wishes of the parent during declining health and death.

Course code: PIR 070
Choose one of the following dates:
02-Nov & 09-Nov W 19:00-21:00
& Sa 09:30-11:30
04-Mar to 11-Mar T 19:00-21:00
& Sa 09:30-11:30

\$99 (plus GST) per course

REFLEXOLOGY WORKSHOP

This hands-on workshop will introduce you to the basics of self-care using reflexology, a natural healing art of applying pressure to reflexes in the feet, hand, and ears which correspond to every part, gland, and organ of the body. Reflexology relieves tension, improves circulation, and helps promote the body's natural functions.

Course code: HLT 045
19-Nov Sa 09:00-16:00
\$85 (plus GST)

SHIATSU MASSAGE

Shiatsu is a Japanese type of acupressure massage that combines gentle stretching with pressure applied to specific points on the body. Discover how to relieve common ailments and complaints that can be treated easily with your own fingers, hands, and feet. In this hands-on course, you will learn simple stretches and exercises as well as the location of specific acupoints for problems including neck and shoulder tension, headaches and migraines, carpal tunnel syndrome, stress and tension, respiratory and digestive complaints, and more.

Course code: HLT 042
19-Oct to 02-Nov W 18:30-21:30
\$85 (plus GST)



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