



Continuing Studies

All Regions
Certificate Courses

Join a community of more than 5,000 students!



Testimonials

"I would recommend it to anyone who is more of a hands-on learner that wants to learn a second language."

- C. Walls
American Sign Language 2010

"Exceptional teaching made this course a walk in the park."

- M. Cornies
Basic Accounting 2011

"I learnt so much and had great support from Candice (instructor) and fellow students."

- C. Ross
Esthetician 2011

"Candice was an amazing instructor and provided us with many opportunities..."

- L. Dirks
Esthetician 2011

"It is great to learn from an instructor who has a passion for what he teaches."

- T. Reimer
Landscape Horticulture 2010

"I liked being teamed up with others from my workplace, so we could use the task we were working on in our real life jobs."

- J. Kibblewhite
Management Skills for Supervisors 2010

"I feel I am well prepared to begin my new career."

- L. Minard
Nursing Unit Assistant 2011

"I really enjoyed this course... (Instructor) is very knowledgeable and helpful."

- N. Windsor
Dental Office Administrative Assistant 2011

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Mission, Vision and Values

Mission

Okanagan College transforms lives and communities.

Vision

We are one of Canada's leading colleges.

We create outstanding educational experiences for our learners, both students and employees.

We work and learn in a welcoming and caring culture.

We are a catalyst for change through collaboration with our learners and partners.

We serve, lead and anticipate the social, economic and environmental needs of communities.

Values

- **Accessibility**

We assist learners to overcome barriers to education.

- **Accountability**

We are responsible for our actions, decisions and policies as well as reporting and communicating our outcomes.

- **Inclusivity**

We embrace and celebrate the richness of diversity and recognize the differing skills, experiences and perspectives of each person and community.

- **Innovation**

We foster a culture of creativity, encouraging experimentation, risk and new ideas.

- **Integrity**

We are consistently honest, open and sincere.

- **Respect**

We demonstrate consideration for and appreciation of each other.

Guiding Principles

We support our students to succeed.

We are a learning organization.

We are one college with four regions we value equally.

We embrace Aboriginal culture and heritage.

We are financially responsible.



American Sign Language

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 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.

You will learn the vocabulary and visual grammar of sign language. Your ability to converse begins with simple introductions and builds to the point where you're able to participate in discussions.

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.

Okanagan College's American Sign Language Preparatory program is a part of a standardized and articulated provincial training program.

Successful completion of ASL Prep provides equivalency to a grade 11 language.

Admission Requirements:

- Successful completion of Grade 12 or equivalent.

Employment Opportunities:

This program is usually taken as an 'add-on' for people already employed in a helping profession. For instance, Education Assistants who work in the schools take American Sign Language so they can increase their opportunities to get work with special needs students in the schools.

Offered at:

Vernon

Winter - Two evenings per week



Audio Engineering and Music Production

The exciting world of music production, audio engineering, studio recording and live sound mixing is constantly looking for talented individuals with technical expertise. The Audio Engineering and Music Production Certificate Program at Okanagan College in Kelowna offers you the opportunity to learn these skills.

Every September, professional Audio Engineer/Music Producer Bob Gabelhouse leads his students through the principles of sound, hearing, music, basic electronics, signal flow, processing devices, live sound reinforcement, analog tape recording, MIDI (Musical Instrument Digital Interface) programming, digital audio recording, professional communications as well as audio and music production. Throughout the program, you will develop the skills needed to operate analog and digital audio recording, programming and processing equipment.

Upon completion of this 700-hour program, you will be ready to explore opportunities in various technical positions in audio engineering and music production for recording arts, music, theatre, concerts, broadcasting, internet, gaming, video and film.



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 one of English 12, 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.
- 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 high school).

Employment Opportunities:

Radio Technician, Audiovisual Technician, Postproduction Technician, Recording Engineer, Sound Effects Editor, Sound Mixer, Video and Sound Recorder, Multimedia Sound Technician, Recording Studio Technician, Sound Technician, Video Recording Technician

Offered at:

Kelowna

Fall - Four days per week

This 81-hour certificate program is for persons who work, interact and live with persons with autism in the course of their day. This program will provide multiple strategies, examples, tips and resource alternatives within an easily referenced topical format. There is a unique combination of professional/contributor and parental/caregiver descriptions, guest lectures and individual anecdotes, 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, health professional, daycare, social work or caregiver settings.

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 one of English 12, 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.

Employment Opportunities:

This training will be extremely valuable and an accessible resource for parents, caregivers, social workers classroom teachers, education assistants, human service workers, daycare providers, community support workers etc.

Offered at:

Kelowna

Fall or Winter - Two evenings per week

Penticton

Spring - Two evenings per week

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 Skills 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 modules. 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.

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.

Employment Opportunities:

Drafting technologists and technicians prepare engineering designs, drawings, and related technical information in multidisciplinary engineering teams, or in support of engineers, architects or industrial designers, or they may work independently. They are employed by consulting and construction companies, utility, resource and manufacturing companies, all levels of government, and by a wide range of other establishments.

Offered at:

Kelowna

Fall and Winter - Two evenings per week, plus some Saturdays

Vernon

Fall - Two evenings per week, plus some Saturdays

Bartending

As with most trades, competent, professional bartenders require extensive knowledge, with finely honed skills and solid experience. All of these essential characteristics are served up by Okanagan College's Bartending Certificate program, which trains graduates to prepare 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 are taught in a bar setting with emphasis on the mixing of popular cocktails, correct use of bar utensils, properly pouring draft beer, and wine service. Our bar contains the most commonly used liquor bottles giving you the most realistic experience.

Local spirits and beer production tours are included, as well as guest speakers on liquor board regulations, security and safety, and wine education.

An on-site practicum provides students with supervised practical experience. Applicants must be 19 years of age at the time of admission.

Admission Requirements:

- Nineteen years of age or older.

Employment Opportunities:

Bar Attendant, Bartender, Head Bartender, Barkeeper

Offered at:

Vernon, Salmon Arm, and Revelstoke

Spring - Two evenings per week, plus some Saturdays



Basic Accounting

Your reasons for taking Okanagan College's Basic Accounting certificate program could vary.

You might want to pursue an entry level job in the accounting field or maintain the books for a small business. Alternatively, it may represent useful preparation for subsequent courses in computer-based accounting systems.

The Level I course covers general accounting principles, concepts, and tools. The preparation of financial statements and year-end closings are among the featured topics.

Level II introduces specialized journals and sub-ledgers to track customers and vendors. Topics range from HST to petty cash, and bank reconciliation and payroll preparation are also included.

Graduates of this program may be considered for transfer credit into BuAd 111.

Admission Requirements:

- No admission requirements

Employment Opportunities:

Accounting Clerk, Accounts Receivable Clerk, Billing Clerk, Finance Clerk, Ledger Clerk, Audit Clerk, Deposit Clerk, Invoice Clerk, Costing Clerk, Income Tax Return Preparer, Accounts Payable, Budget Clerk, Freight-rate Clerk, Tax Clerk

Offered at:

Kelowna and Vernon

Fall or Winter - Two evenings per week

Salmon Arm

Fall, Winter or Spring - two evenings or days per week

Penticton

Fall or Winter - Two evenings per week

Revelstoke

Fall, Winter or Spring - Two evenings per week

Bookkeeping Bridging

Career Facilitator

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 (Simply Accounting and AccPac for Windows), plus Payroll Administration.

Admission Requirements:

- BuAd 111 or BuAd 131 or EABT 141 or OADM 140

Employment Opportunities:

Accounting Bookkeeper, Bookkeeper

Offered:

Through Distance Education



If your career goal involves helping others identify and pursue satisfying careers, you'll want to enroll in Okanagan College's Career Facilitator certificate program.

This is a professional development opportunity targeted at individuals currently working in related fields. You'll learn how and why individuals make career choices from a variety of perspectives and review effective career assessment techniques. Adult learning and motivation theories will be explored, along with employment barriers and key caseload management issues.

You will enhance your interpersonal communication and group facilitation skills. You'll also learn to assess client needs and challenges, whether at work or at home, and how to resolve them either directly or through referral, and you'll explore a variety of placement models and plans, including the negotiation of contracts. Placement, follow-up, and monitoring strategies will be reviewed.

Because professional development is critical to a career facilitator, fundamental issues such as credentialing, confidentiality, and ethics will be examined. You'll also learn about labour market research as a career-choice tool.

Admission Requirements:

- A minimum of three years full-time equivalent related work experience.
- Successful completion of Grade 12 or equivalent (including English 12) 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.

Employment Opportunities:

Career Counsellor, Occupational Counsellor, Career Development Counsellor, Relocation Consultant, Outplacement Counsellor, Vocational Counsellor

Offered:

Through Distance Education

Community Brain Injury Services

The Community Brain Injury Services Certificate Program is a 108-hour program that educates students to work in a front-line 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 a health-related field such as: psychology, sociology, social work, occupational therapy, education, Human Service Worker, Rehabilitation Assistant, Health Care Assistant, or nursing.

The brain injury community service 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 program 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.

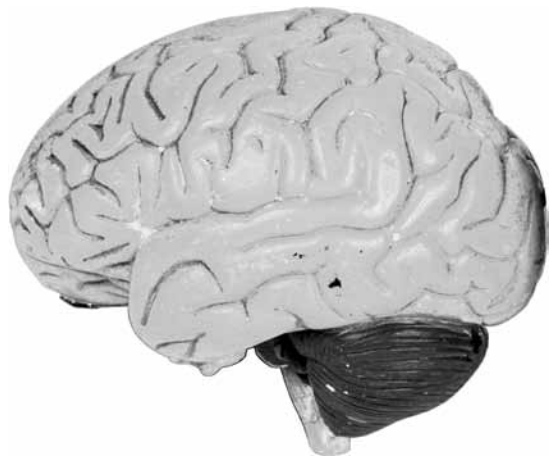
- Evidence of a minimum of certificate or diploma training in a health or social science discipline and a minimum two years (equivalent to full time) work experience in a related field. Individuals who do not have the relevant certificate or diploma but have been working in a related field for a minimum 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 indicate 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.

Employment Opportunities:

Rehabilitation Worker, Mental Health Worker

Offered:

Through Distance Education



Computer Basics for Business

This certificate builds on the competencies introduced in the Computer Basics for Business Certificate 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 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 Keyboarding Level I and Computer Fundamentals or equivalent

Employment Opportunities:

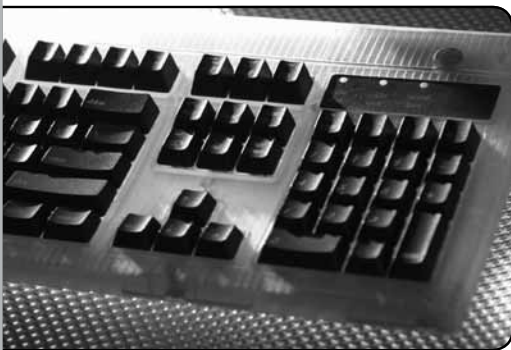
Working with computers in a business environment.

Offered at:

Revelstoke

Fall - Five days per week

Winter - Two to four days/evenings per week



Custodial Worker

This program is designed to prepare 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.

Students are strongly encouraged to take Occupational First Aid Level I and Transportation of Dangerous Goods Regulations (TDGR), as these certificate courses are a requirement for employment in some positions.

Admission Requirements:

- No admission requirements

Employment Opportunities:

Custodian, Heavy Duty Cleaner, School Janitor, Plant Cleaner, Industrial Cleaner

Offered at:

Kelowna

Fall or Winter - Two evenings per week, plus some Saturdays

Vernon

Spring - One evening per week, plus Saturdays and Sundays

Salmon Arm

Spring - two to five days/evenings per week plus some Saturdays

Penticton

Fall or Winter - One evening per week, plus Saturdays



Dental Office Administrative Assistant

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 assess their fundamental skills).
- Documented proof of successful completion of a Cardiopulmonary Resuscitation (CPR) Level C certification.

Employment Opportunities:

Medical and dental receptionists greet patients, schedule appointments using manual or computerized systems, receive and record payment for services, and direct patients to appropriate areas. They are employed by hospitals, medical and dental offices and in other offices throughout the public and private sectors.

Offered at:

Kelowna

Fall - Two evenings per week

Vernon

Winter - Two evenings per week, plus some Saturdays

Salmon Arm

Spring - Two days per week

Penticton

Fall - Two to three evenings per week



Education Assistant

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 and the use of computers.

Two workshops will train you in the skills and techniques necessary to work with children with exceptionalities and meet their recreational, leisure, and creative needs. The program concludes with a 120-hour practicum.

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.
- Computer Fundamentals or equivalent.
- A minimum grade of 60% in one of English 12, 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.

- Applicants must complete a criminal record check no more than three months before their date of admission. The form will be given to the applicants by the Continuing Studies office offering the program. Applicants who have a criminal record and plan to seek a pardon are advised that this can be a lengthy process and that they should initiate the criminal record check procedure at their local police department at least six months prior to application. Prospective students who have been convicted of a criminal offence may be denied admission. Failure to submit all required documentation by a specified deadline may result in denial of admission.

Employment Opportunities:

Teacher's Aide, Educational Assistant, Special Education Assistant, Educational Resources Assistant, Staff Assistant.

Offered at:

Kelowna

Fall - Two evening per week, plus some Saturdays

Vernon

Fall - Two evenings per week, plus alternate Saturdays

Penticton

Fall - One to five days/evenings per week, plus some Saturdays

Revelstoke

Fall - One to two evenings per week, plus some Saturdays

Salmon Arm

Winter - Two evenings per week, plus some Saturdays



Esthetician

Students will be provided 800 hours of 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 BeautyCouncil (formerly CIABC) exam. While in the program students must also hold and maintain in good standing an annual BeautyCouncil (CIABC) student membership.

Admission Requirements:

- Grade 12 graduation or equivalent (BC Adult Graduation Diploma), or mature student status (19 years of age and out of full-time secondary school for at least one year prior to start of program).

Employment Opportunities:

Graduates are employed in spas, salons, electrolysis studios, other similar establishments such as pharmacies and department stores, resorts or cruise lines or they may be self-employed.

Offered at:

Vernon

Fall - Five days per week

Revelstoke

Spring - Four to five days per week

Summerland

Fall - Three days per week



Floral Design

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.

Admission Requirements:

- Successful completion of Grade 10 or equivalent.

Employment Opportunities:

Self employed Florist, Small floral design shops, Florist Chains, Wholesalers, Market/grocery stores

Offered at:

Kelowna and Penticton

Winter - Two evenings per week, plus Saturday



GIS (Geographical Information Systems)

Geographic Information Systems are increasingly being used in our daily lives to help us understand and manage both man made and natural processes. From helping track the impact of agriculture and forestry on fish habitats, to determining the most efficient route for a city bus, to identifying the best location for a new waste disposal site to long range planning of forest harvesting--GIS technologies have become an indispensable tool to aid in the making of more informed, and thus better, decisions. This 500-hour program is designed to take students with no previous GIS knowledge to an advanced level of competence using industry standard Arc/Info NT. The program combines traditional instructor-led classes with industry-based projects. All aspects of using ArcGIS are covered in this advanced program, including: ArcMap, ArcToolbox, ArcCatalog, 3D Analyst, Spatial Analyst, Tracking Analyst and ArcIMS. In addition, students will learn how to use GPS units to gather field data for later use in their GIS work.

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.

Employment Opportunities:

Mapping and related technologists and technicians gather, analyze, interpret and use geospatial information for applications in natural resources, geology, environment and land use planning.

This group includes technologists and technicians who design and prepare maps and develop and operate geographical information systems.

They are employed by all levels of government, the armed forces, utilities, mapping, computer software, forestry, architectural, engineering and consulting firms and other related establishments.

Offered at:

Salmon Arm

Summer or Winter - Four days per week

Green Building Design and Construction

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 especially important relationship between the indoor and outdoor environments - the building envelope.

This 360-hour certificate program gives students the skills and 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:

- 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% of Principles of Mathematics 10 or equivalent Adult Basic Education mathematics or a minimum of 60% in Introductory Mathematics 10 or a minimum of 60% in Applications of Mathematics 10 or a satisfactory standing in basic mathematics tests 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 Foundations of Mathematics Grade 10, or Apprenticeship and Workplace Mathematics Grade 10 or a satisfactory standing in basic mathematics tests 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.

Employment Opportunities:

By 2020, the demand for green workers is expected to reach approximately 150,000 green jobs. Building Green is no longer a choice, but a commonplace and standard practice for the construction industry. Individuals that take this training would be using this training as professional development to enhance current opportunities within their employment situation.

Offered at:

Vernon and Penticton
Fall



Hearing Assistant

This 246-hour certificate program prepares paraprofessionals to work in the school and pre-school 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 a Certified Education Assistant program, a Human Service Worker diploma or Early Childhood Education diploma, or relevant education program. Applicants who have graduated from one of the above listed programs more than seven years ago must be currently working in a relevant position.
- BC 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 one of English 12 or Technical and Professional Communications (TPC) 12, or a Provincial Level Adult Basic Education English course; or completion of the Language Proficiency Index (LPI) with a minimum score of 24/40 (Level 4).
- 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.

- Applicants must complete, no more than three months before their date of admission, a criminal record check. Students who meet all other admission requirements will be conditionally accepted depending upon their criminal record check. Prospective students who have been convicted of a criminal offense may be denied admission. Applicants who have a criminal record and are seeking a pardon are advised that it can be a lengthy process and that they should initiate the criminal record check procedure at their local police detachment six months prior to date of admission. Failure to submit all required documentation by a specified deadline may result in denial of admission.

Employment Opportunities:

To further expand skills necessary to work with deaf or hard of hearing children in a classroom or pre-school setting to those who already have a background as an Education Assistant, Early Childhood Educator, Human Service Worker or other relevant post-secondary education.

Offered at:

Vernon and Penticton



Home Inspection

This comprehensive 355-hour certificate program combines both classroom instruction with field training to provide participants with a thorough foundation for pursuing work in the area of home inspection.

On completing the program you will have the knowledge and skills to perform comprehensive home inspections and prepare professional reports to industry standards.

You will learn how to assess a house as a system and understand how different components of a house work together; how to identify those that are not performing properly; where repairs may be needed, and components that are unsafe or no longer useful. You will learn key inspection points in residential plumbing systems; how to evaluate possible electrical problems; to inspect gas, oil and electric heating and cooling systems, as well as the physical condition of a home.

A hands-on approach and practical work methods are applied learning the communication skills, report writing, professional conduct and safety associated with the field.

Experience in the residential construction industry will be an asset to students entering this program.

Admission Requirements:

- Grade 12 or equivalent, or 19 years of age or older and out of fulltime school for at least one year prior to the start of the program.
- A minimum grade of 60% in Mathematics 10 or equivalent Intermediate Level ABE Mathematics course or ABLE exam with a minimum score of 26/40.
- A minimum grade of 60% in English 12, or equivalent Provincial Level ABE English course or TPC (Technical and Professional Communications) 12, or a score of 24/40 or better (Level four) on the Language Proficiency Index (LPI).
- 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.

Employment Opportunities:

Home inspectors are typically self-employed. Home inspectors conduct inspections of newly built or previously owned homes, condominiums, town homes, manufactured homes, apartments, and at times commercial buildings. Home inspection has become a standard practice in the home-purchasing process. Home inspectors are most often hired by prospective home buyers to inspect and report on the condition of a home's systems, components, and structure. Although they look for and report violations of building codes, they do not have the power to enforce compliance with the codes. Typically, they are hired either immediately prior to a purchase offer on a home or as a contingency to a sales contract. In addition to examining structural quality, home inspectors inspect all home systems and features, including roofing as well as the exterior, attached garage or carport, foundation, interior, plumbing, and electrical, heating, and cooling systems. Some home inspections are done for homeowners who want an evaluation of their home's condition, for example, prior to putting the home on the market or as a way to diagnose problems.

Home Inspectors are more likely to be affected by economic downturns or fluctuations in the real estate market. However, those with a thorough knowledge of construction practices and skills in areas such as reading and evaluating blueprints and plans will be better off. Inspectors with previous related experience in construction, a postsecondary degree, and engineering or architectural training will have the best prospects.

Offered at:

Vernon

Fall (two formats)

Part-time in blended distance education delivery. Students study at home and attend 4, one week in-class sessions

Full time - day time, four days a week

Interior Decorating

This 162-hour program will provide students with comprehensive training in interior decorating and planning for residential and commercial environments. Students will learn to analyze, develop, co-ordinate 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:

- Completion of Grade 12 or equivalent.
Completion of the GED or Advanced Level Certificate or mature student status (at least 19 years of age and out of full-time high school study for at least one year).

Employment Opportunities:

Office Space Planner, Interior Decorating, Retail Space Decorator.

Offered at:

Kelowna and Vernon

Fall - Two evenings per week

Penticton

Fall - Two evenings per week, plus some Saturdays



Introduction to Office Administration

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 demand 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.

Admission Requirements:

- Minimum grade 10 or equivalent (ABE Intermediate Level)
- Computer Keyboarding Level 1 or a minimum of 20 wpm
- Computer Fundamentals

Employment Opportunities:

Reception Clerk, Business Receptionist, Administrative Clerk

Offered at:

Kelowna

Fall - Two evenings per week, plus some Saturdays

Revelstoke

Winter - Two to five days/evenings per week

Landscape Horticulture

Management Skills for Supervisors

The landscape industry has seen increased consumer demand for professional landscape services. The 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.

The program consists of four courses totaling 120 hours of instruction. HT11 is introductory and is an admission requirement to the others. HT12 discusses plant material and is an admission requirement to both HT13 and HT14, which are directed to specific aspects of landscape construction and maintenance.

Admission Requirements:

- No admission requirements.

Employment Opportunities:

Landscaping and grounds maintenance employees perform manual work to assist in the construction of landscapes and related structures, and to maintain lawns, gardens, athletic fields, golf courses, cemeteries, parks, landscaped interiors and other landscaped areas.

These workers are employed by landscaping and lawn care companies, golf courses, cemeteries, landscaping departments of governments, private establishments or can enter self-employment.

Offered at:

Kelowna

Fall - Two to four days/evenings per week, plus some Saturdays

Vernon

Fall - Two evenings per week, plus some Saturdays

Salmon Arm

Winter - Five days per week

Penticton

Winter - Two evenings per week, plus Saturdays

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 interactive 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 three modules in this certificate program include:

1. Interpersonal Skills for Supervisors
2. Team Building
3. Performance Management Skills

Admission Requirements:

- No admission requirements.

Employment Opportunities:

This professional development program is geared for someone who is seeking employment in a supervisory role, looking for a promotion in the workplace or any other role where you would manage, lead, or supervise others. Supervisors or team leaders in the trades, on a job site, or in an office environment: this topic spans all industries.

Offered at:

Kelowna

Winter - One day per week (Friday)

Vernon

Fall - Two days per week

Penticton

Fall - One day per week

Medical Device Reprocessing

With its focus on prevention, this 26-week program prepares you for a career combating micro-organisms, creating safe and hygienic environments for patients. You will gain a comprehensive knowledge of aseptic techniques, infection control, cleaning, sterilization, the handling and storage of sterile supplies and decontamination procedures. A 400-hour practicum in a hospital setting allows you to apply your learning while gaining valuable work experience.

Graduates are eligible for certification with the International Association of Health Care Central Service Material Management.

Admission Requirements:

- Grade 12 or equivalent
- English 12, or TCP 12 (Technical & Professional Communications), or ABE Provincial Level English with a minimum grade of 60% or a Language Proficiency Index (LPI) score of 24/40 or better (Level 4). Note: Communications 12 is not acceptable.
- Occupational First Aid Level I and BLSC
- Applicants must undergo a medical screening to determine any pre-existing medical conditions that could be compromised by working in this field
- Colour blindness test results from an Ishihara test cannot indicate colour blindness
- Evidence of the following immunizations prior to admission: tetanus and diphtheria immunizations within the past 10 years, polio immunization (childhood series), and MMR (measles, mumps, rubella) or rubella immunization
- Evidence of a negative tuberculin skin test no more than 6 months prior to admission (or evidence of appropriate follow up if the test was positive)

- A vaccination for Hepatitis B completed prior to the practicum (NOTE: This can be provided by OC for students during the program)
- Evidence of influenza immunization for the current influenza season (prior to starting the SPD 11 Practicum)
- Applicants must complete a criminal record check no more than three months before their date of admission.

Offered at:

Kelowna

Two intakes: October and May, Mon-Thur (practicum hours will vary)



Medical Office Assistant

Nail Technician

You'll be ready to pursue a rewarding career in a medical office, after completing the Medical Office Assistant Certificate Program offered by the Continuing Studies Department at Okanagan College. Your courses will feature a unique blend of medical and business training designed to prepare you for reception, clerical or assisting work in the health sector. On the one hand, you'll learn about human anatomy and basic medical terminology. On the other, you'll acquire the business skills normally associated with receptionist and secretarial positions, but augmented with procedures specific to a medical 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.
- A minimum grade of 60% in one of English 12, 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.
- Standard First Aid and CPR Level C
- Keyboarding speed of 40 net wpm

Employment Opportunities:

Medical Office Assistant, Medical Office Reception, Ward Secretary, Hospital Ward Secretary, Medical Stenographer

Offered at:

Kelowna

Fall - Two evenings per week, plus some Saturdays

Vernon

Fall - Two evenings per week, plus some Saturdays

Penticton

Winter - Two to four days/evenings per week, plus some Saturdays

This 400-hour program introduces students to the latest nail enhancement procedures and products; general sciences; disinfection and sterilization techniques; and 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 BeautyCouncil (formerly CIABC) exam. While in the program students must also hold and maintain in good standing an annual BeautyCouncil student permit.

Admission Requirements:

- Graduation from Grade 12 or equivalent (BC high school diploma, BC Adult Graduation Diploma, General Educational Development (GED), or an equivalent secondary school completion from another jurisdiction); or
- Mature student status (age 19 and out of full-time high school for at least one year prior to the start of classes).

Employment Opportunities:

As the health and beauty industries have grown and diversified, the area of nail technology has grown into a field of its own, with a number of spas, salons, resorts and cruise lines hiring professionals who specialize in the area of nail technology. With men and women both taking an interest in caring for their hands and feet, the role of the nail technician is no longer relegated to simply applying nail polish. A professional nail technician today is someone who has training in identifying bacteria and fungi that may be present on the hands and feet, nail and skin anatomy as well as the best way to tend to different kinds of nails.

Offered at:

Vernon

Fall - Four evenings per week

Summerland

Fall - Two days per week

Nursing Unit Assistant

A hospital Nursing Unit Assistant 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 Assistant Certificate Program offered by Okanagan College.

Along with general receptionist duties, a Nursing Unit Assistant 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 Nursing Unit Assistant must also perform these duties within an appropriate code of ethics.

Okanagan College's Nursing Unit Assistant Certificate Program will train you to become a key member of a hospital health care team, closely working with physicians, nurses, and patients. The curriculum includes 10 courses and a 100-hour hospital practicum placement.



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 one of English 12, 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.
- 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 admission (or evidence of an appropriate followup if the test was positive).
- Keyboarding speed of 50 net wpm.
- 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 the Continuing Studies office offering the program. 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 that they should initiate the criminal record check procedure at their local police office six months prior to date of admission. Failure to submit all required documentation by a specified deadline may result in denial of admission.

Employment Opportunities:

Hospital Unit Clerk, Hospice Unit Clerk, Seniors Centre

Offered at:

Kelowna

Fall - Two evenings per week, plus some Saturdays

Vernon

Fall - Two evenings per week, plus some Saturdays

Penticton

Fall - Two evenings per week, plus some Saturdays

Palliative Care

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.

Admission Requirements:

- No Admission requirements

Employment Opportunities:

Professional development for people who currently work with, or are interested in working with the terminally ill and their families.

Offered at:

Vernon

Winter - One evening per week, plus some extra evenings

Penticton

Spring - Two evenings per week



Pharmacy Technician

The Pharmacy Technician Certificate program is a 940-hour program which 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, recordkeeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communications skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician. 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.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum.

Admission Requirements:

- BC secondary school graduation, or equivalent, or be currently enrolled in Grade 12, 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 Biology 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent Provincial Level ABE Biology course, or a passing grade of 60% on the Pharmacy Technician Biology Competency Test.
- For applicants whose first language is English: A minimum grade of 60% in 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).
- 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.

- Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in Principles of Mathematics 12 or an equivalent Provincial Level ABE Mathematics course. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Math 12 competency exam (minimum grade of 60% required). 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. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Math 12 competency exam (minimum grade of 60% required).
- Minimum keyboarding speed of 35 net words per minute.
- 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 RCMP detachment six months prior to date of admission. Prospective students who have been convicted of a criminal offence may be denied admission.

Employment Opportunities:

Hospital Pharmacy, Retail Pharmacy, Community Pharmacy

Offered at:

Kelowna

Spring -four days per week

Through Distance Education

Production & Inventory Management

Because efficient production and inventory management systems are crucial to your company's success, you want to acquire an in-depth understanding of the latest techniques and trends in operation around the world. Achieve this goal by completing the Production and Inventory Management certificate program.

This program prepares students to write the Educational Society for Resource Management exams and thereby achieve international designation as being certified in Production and Inventory Management (CPIM). Holding a CPIM credential confirms that you understand the design, operation, and control of systems for the manufacture and distribution of products and services.

In this program, you will become knowledgeable in a variety of skills including production planning, material and capacity requirements planning, manufacturing excellence, just-in-time ordering, and other related systems and technologies. Your ability to predict outcomes accurately will help boost your company's productivity and competitiveness.

Admission Requirements:

- Related work experience is desirable.

Employment Opportunities:

Production Scheduler, Material Estimator, Scheduling Clerk, Production Clerk, Production Co-coordinator

Offered at:

Kelowna

Fall - Two evenings per week



Residential Building Drafting Technician

This 168-hour certificate program will build on your knowledge of AutoCAD in preparing you for work in residential building design.

You will gain general knowledge of the building design process for the residential environment, from the initial client meeting to the creation of final working drawings. On completing the course, you will have a basic understanding of working drawing components, residential and property design, and building code and local bylaw requirements.

Specific topics covered include blueprint reading; the basics of property site design and understanding the use of building materials and structural loads in drafting. The key concepts of interior design and home styles; working with clients; lifestyle considerations; room relationships, budgeting, and traffic patterns and clearances will also be covered.

Through a combination of classroom study and theory and field trips to construction sites, you will learn to create a full-scale working drawing package. As a final project, participants will design a single level, single family residential home for a specific site plan.

Experience in the construction and/or building design industry will be helpful for students in this program.

Admission Requirements:

- AutoCAD Skills Certificate or equivalent experience.
- 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.
- 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 start of program).

Employment Opportunities:

Architectural technologists and technicians may work independently or provide technical assistance to professional architects and civil design engineers in conducting research, preparing drawings, architectural models, specifications and contracts and in supervising construction projects. Architectural technologists and technicians are employed by architectural and construction firms, and governments.

Offered at:

Vernon

Winter - Two evenings per week, plus some Saturdays

www.okanagan.bc.ca/cs

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.

Admission Requirements:

- These requirements can be satisfied by completion of 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)

Employment Opportunities:

Accounts Receivable/Payable, Billing Clerk, Budget Clerk

Offered at:

Kelowna

Winter - Two evenings per week

Vernon

Fall - Two evenings per week

Winter - Two evenings per week

Salmon Arm

Fall, Winter or Spring - 2 evenings/days per week

Revelstoke

Fall - Two evenings per week

Spring - Two evenings per week

Penticton

Spring - Every second Saturday

Learn how to manage staffing in hospitals and community health environments. You will learn a basic understanding of collective agreements, healthcare-industry standards, staffing services procedures, work-place relations skills, and hands-on computer training. No prior experience in scheduling is required to enter this program.

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 one of English 12, 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 45 wpm
- Applicants must complete a criminal record check no more than three months before their date of admission.

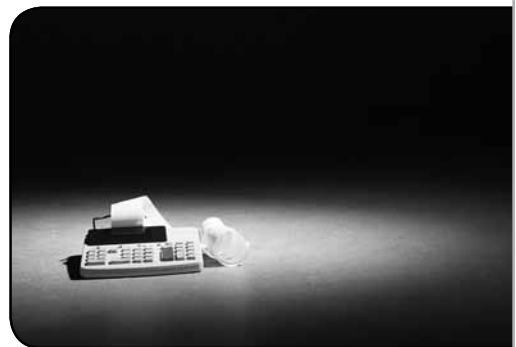
Employment Opportunities:

Working in hospitals or community health environments.

Offered at:

Kelowna

Winter - Two evenings per week, plus some Saturdays



Teaching English as a Second Language

This 140-hour certificate program is comprised of six core modules 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. 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. Okanagan College's TESL Certificate Program is TESL Canada approved.

Admission Requirements:

- BC Secondary School graduation or equivalent
- Applicants who do not hold an undergraduate degree must also submit documentation of one of the following:
 - English 12 with a minimum of 70%
 - Technical and Professional Communications 12 with a minimum grade of 70%
 - Completion of the Language Proficiency Index (LPI) with a minimum score of Level 5
- Applicants who are non-native speakers of English must also submit documentation of one of the following:
 - Band score of 6.5 on the academic version of IELTS
 - A score exceeding level 6 on the Okanagan College English Language Assessment (OCELA)
 - Minimum grade of 70% in each of ESLE 060, ESLW 061, and ESLR 062
 - Transcript showing completion of an English Literature or composition course at a recognized university or college in Canada with a minimum grade of 60%

Employment Opportunities:

Teach English overseas or domestically (Some University/Colleges do require a degree)

Offered at:

Kelowna

Summer - Five days per week

Fall - One evening per week and Saturdays

Viticulture

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 is comprised of 267 hours of classroom instruction and 40 hours of work experience at a vineyard.

Admission Requirements:

- High school diploma or equivalent
- Successful completion of English 12 or TPC 12 or an LPI score of 24/40 (Level 4) or better
- 19 years or older at time of admission to the program

Employment Opportunities:

Viticulture Worker, Viticulture Manager, Viticulture Owner

Offered at:

Penticton

Winter - Five days per week



Wine Sales

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 will involve a variety of projects and field trips. The program is comprised of 147 hours of coursework and practical experience in the industry.

Students must pass each component with a minimum grade of 60% to receive a certificate.

Admission Requirements:

- High school diploma or equivalent
- Successful completion of English 12 or TPC 12 or an LPI score of 24/40 (Level 4) or better
- 19 years or older at time of admission to the program
- Serving It Right certificate.

Employment Opportunities:

Wine Marketing, Wine Shop Worker, Wine Server, Wine Tours

Offered at:

Penticton

Winter - Two evenings per week



Winery Assistant

The Winery Assistant program provides individuals with the skills and knowledge to work in an entry level position within the wine industry. Course work will emphasize the scientific principles underlying grape and wine production, influences of wine quality, terminology, winery equipment operation and maintenance, harvest and crush, sanitation and safety, winery sensory evaluation, and marketing and sales practices. The program is comprised of 258 hours of classroom instruction and 50 hours of work experience in a winery.

Admission Requirements:

- High school diploma or equivalent
- Successful completion of English 12 or TPC 12 or an LPI score of 24/40 (Level 4) or better
- 19 years or older at time of admission to the program
- Co-requisites:
 - Foodsafe Level I Certification (prior to WINE 14)
 - Serving It Right (prior to WINE 14).

Employment Opportunities:

Assistant Winemaker, Cellar Hand, Winery Owner

Offered at:

Penticton

Winter – One evening per week, plus Saturdays

How to Apply & Campus Contact Information

Applications are available on-line or call us at 1-888-638-0058 to request one.

Online: www.okanagan.bc.ca/apply
Click on: Apply for Continuing Studies Certificates

Each program has different requirements: some have no requirements while others have several. Some examples of requirements could be: Grade 12 or equivalent, English 12, Math 10, Foodsafe certification, criminal records checks, etc. Once your admission requirements are in and verified by the College, and there are seats available, you will be admitted into the program.

So plan ahead - seats are filling

Once your application is complete you can then mail, fax or drop it off to any of the campuses listed to the right.



Visit the Kelowna campus

located at 1000 KLO Road

Call: 250-862-5480 or 1-888-638-0058

Fax: 250-862-5434

Or email: cscentral@okanagan.bc.ca

Visit the Vernon campus

located at 7000 College Way

Call: 250-545-7291

or 1-800-289-8993 (local 2850)

Fax: 250-545-3277

Or email: csnorth@okanagan.bc.ca

Visit the Penticton campus

located at 583 Duncan Avenue W.

Call: 250-492-4305 or 1-866-510-8899

Fax: 250-490-3953

Or email: cssouth@okanagan.bc.ca

Visit the Salmon Arm campus

located at 2552 10th Ave NE (TCH)

Call: 250-804-8888 or 1-866-352-0103

Fax: 250-804-8850

Or email: csshuswap@okanagan.bc.ca

Visit the Revelstoke campus

located at 1401 West 1st Street

Call: 250-837-4235

Fax: 250-837-2882

Or email: csrevelstoke@okanagan.bc.ca

INFORMATION DISCREPANCIES

All program information, including course/program content, length, prerequisites, start/end dates, postponements and or cancellation is subject to change without notice.

Financial Aid and Awards

Welcome!

It's worth investing some time talking with Financial Aid.

You may qualify for a financial award to help you with your tuition!

Contact the Financial Aid and Awards Office at your local centre for information well in advance of starting classes.

The Financial Aid and Awards Office provides information and assistance with:

- Sources of student aid and awards for upgrading, certificate, diploma and degree programs
- Scholarships, bursaries and awards funded by Okanagan College, the Okanagan College Foundation and private donors
- Government student loans and grants
- Appealing government student aid decisions
- Financial aid planning and budgeting
- Determination of educational costs at Okanagan College



Contact Us:

Telephone: 250-862-5419

Toll Free number: (within BC) 1-800-767-5492

Direct lines to the Kelowna office are located at the Penticton, Vernon, and Salmon Arm campus administration offices.

Hours of Operation:

Monday - Friday from 8:30 a.m. to 4:30 p.m.

Summer Hours: May - August

Monday - Friday from 8:00 a.m. to 4:00 p.m.

Website: www.okanagan.bc.ca/financialaid

The Financial Aid and Awards website contains:

- Government student assistance information, and links to websites and application forms. www.studentaidbc.ca
- Scholarship, bursary and award information for Kelowna, Penticton, Vernon and Salmon Arm campuses. College-side and campus specific award descriptions, deadlines and applications are available on the website. Make sure you apply for College-wide awards specific to your campus.
- Links to external award information and alternate sources of educational funding.



www.okanagan.bc.ca/cs



Want a quick way into a career?
Get your certificate in less than one year!



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Audio Engineering and
Music Production
Autism Spectrum
AutoCAD Skills
Bartending
Basic Accounting
Bookkeeping Bridging
Career Facilitator
Community Brain Injury
Services
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Custodial Worker
Dental Office Administrative
Assistant
Education Assistant
Esthetician
Floral Design
GIS (Geographical
Information Systems)
Green Building Design and
Construction
Hearing Assistant
Home Inspection

Interior Decorating
Introduction to Office
Administration
Landscape Horticulture
Management Skills for
Supervisors
Medical Device Reprocessing
Medical Office Assistant
Nail Technician
Nursing Unit Assistant
Palliative Care
Pharmacy Technician
Production & Inventory
Management
Residential Building Drafting
Technician
Simply Accounting
Staffing Services Clerk
Teaching English
as a Second Language
Viticulture
Wine Sales
Winery Assistant

