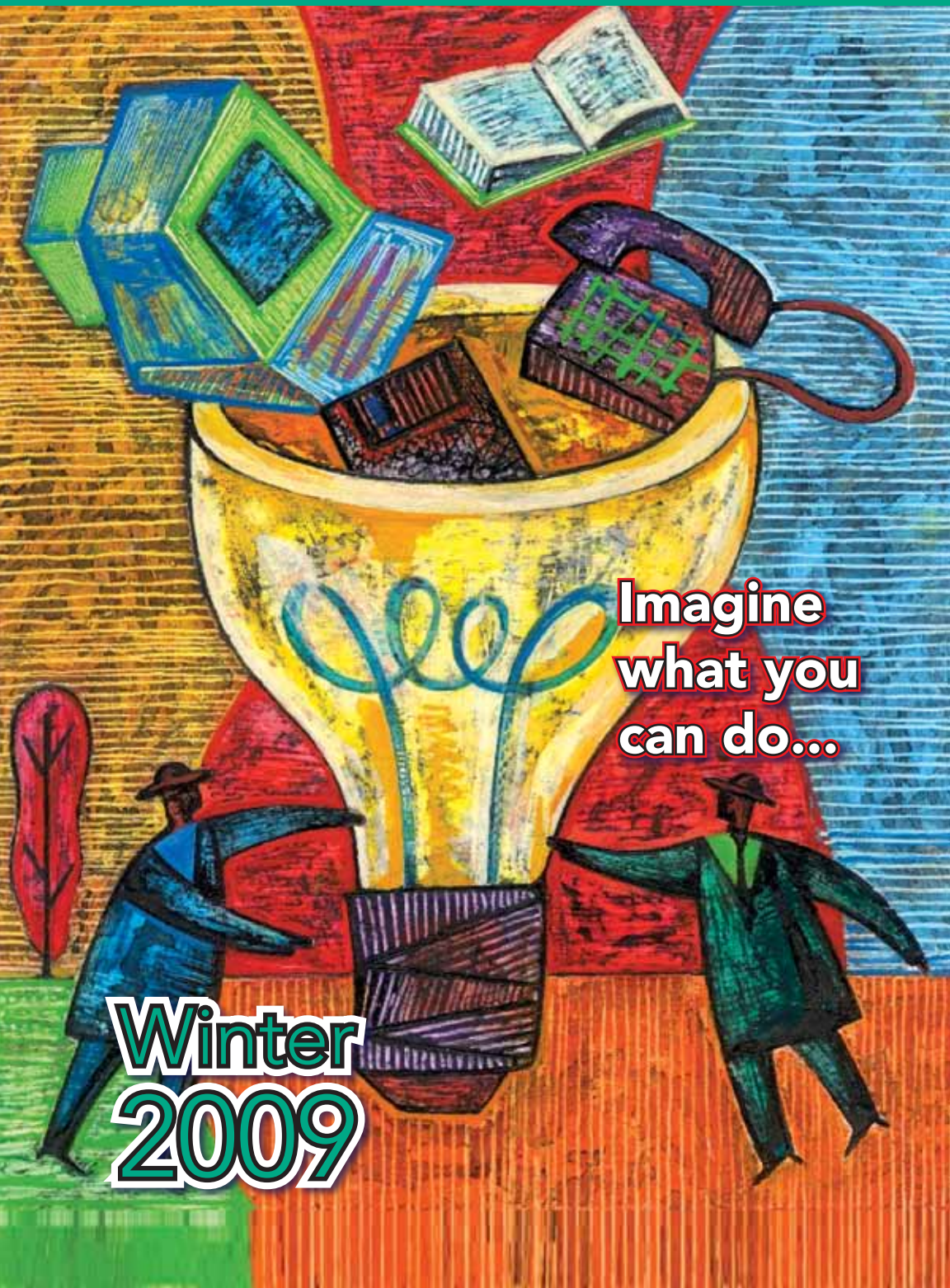


# CONTINUING STUDIES

NORTH OKANAGAN

okanagan  
college



Imagine  
what you  
can do...

Winter  
2009

**↓ new**

# Courses this Winter

**S**ome of the new courses  
you will find in this

## Winter 2009 Continuing Studies brochure...

### **Sustainable Building Advisor** **new**

Sustainable buildings are where people want to be! Learn to improve a building's economic and environmental performance.  
*page 19*

### **Esthetician Certificate** **new**

Become a part of the fastest growing industry in North America.  
*page 34*

### **Nail Technician Certificate** **new**

Learn how to do those fabulous nail tips! Under the guidance of a licensed professional and with lots of hands on practice, you will learn the latest in nail enhancement procedures.  
*page 35*

### **Focus Series** **new**

Want to take your skills further? Take a closer look at specific photography techniques and styles.  
*page 14*

### **Thinking about retirement?** **new**

Planning is everything! Two new courses for people with 10 Years To Go or only 5 Years To Go.  
*page 31*

### **Computers for Deaf and Hard of Hearing** **new**

Hands on, practical, and visual taught in American Sign Language.  
*page 12*

### **Living in Balance on Purpose through Mid-life and Beyond** **new**

Retrieve your dreams, foster new thinking, and reorient yourself toward achieving the fulfillment of your aspirations with author and life transitions coach Isabelle St. Jean.  
*page 31*

### **Animation for Gaming** **new**










Gain a solid understanding of game specific animation from a professional working in the field.  
*page 15*

### **Adult Education Series** **new**

Helping others learn is one of life's most rewarding experiences. Learn how to share your knowledge or expertise with other adults.  
*Page 16*

Plus many other new courses including, Hearing Education Assistant Certificate & Behaviour Specialist Assistant Certificate, Practical Nursing for Home Support Resident Care Attendants, Integrative Healthcare, Expand Your Knowledge series, Your Environment, and more....

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## Okanagan College Continuing Studies

North Okanagan • Kalamalka Campus  
7000 College Way  
Vernon, BC V1B 2N5

Phone: (250) 545-7291 local 2850

Toll-free: 1-800-289-8993

Email: [csnorth@okanagan.bc.ca](mailto:csnorth@okanagan.bc.ca)

Website: [www.okanagan.bc.ca/csnorth](http://www.okanagan.bc.ca/csnorth)

On-line Registration: [www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg)

# Contact Us!

### Office Hours:

September to June

Monday to Thursday: 8:30 a.m. – 4:30 p.m.

Friday 9 a.m. – 4 p.m.

July to August

Monday to Thursday: 8 a.m. – 4 p.m.

Friday 9 a.m. – 4 p.m.



# info

## SESSIONS

**Come have a coffee with us!**

Get an insider's view of the program, meet instructors, and ask questions.

Register online at [www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg) or call 545-7291 local 2850 to reserve a seat

### **Practical Nursing Access to LPN**

Course code: INFO 001

Jan 14, Wed, 6 p.m.

Course #: 80497

See page 26 for course description

### **Sustainable Building Advisor**

(available in person and via web conferencing)

Course code: INFO 001

Jan 21, Wed, 6 p.m.

Course #: 80489

Course #: 80490 (web conferencing)

See page 19 for course description

### **Animation for Gaming**

Course code: INFO 001

Feb 12, Thu, 6 p.m.

Course #: 80469

See page 15 for course description

### **AutoCAD & Residential Building Drafting Technician**

Course code: INFO 001

Feb. 18, Wed, 6 p.m.

Course #: 80464

See page 19 & 33 for course description

### **Medical Office Assistant & Nursing Unit Assistant**

Course code: INFO 001

Mar 10, Tue, 6 p.m.

Course #: 80463

See page 35 & 36 for course description

### **Home Inspector**

Course code: INFO 001

Mar 11, Wed, 6 p.m.

Course #: 80498

See page 33 for course description

### **Education Assistant**

Course code: INFO 001

Mar 4, Wed, 6 p.m.

Course #: 80500

See page 34 for course description

### **Interior Decorating**

Course code: INFO 001

Mar 18, Wed, 6 p.m.

Course #: 80501

See page 35 for course description

### **Landscape Horticulture**

Course code: INFO 001

Mar 23, Mon, 6:30 p.m.

Course #: 80496

See page 35 for course description

### **Special Needs Worker**

Course code: INFO 001

Mar 25, Wed, 6 p.m.

Course #: 80502

See page 36 for course description

### **Palliative Care**

Course code: INFO 001

Apr 1, Wed, 6 p.m.

Course #: 90201

See page 24 for course description



## ACCOUNTING AND PAYROLL

### Basic Accounting Certificate

If you're struggling to keep the books for a small business, or want to pursue an 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.

For detailed program information, call Leslee at 503-2669.

### Introduction to Accounting Level I

Course code: BAC 11

Jan 29-Mar 12, Tue & Thu, 6:30-9:30 p.m.

\$252

Instructor: D. Harms

Course #: 80063

### Introduction to Accounting Level II

Course code: BAC 12

Mar 24-Apr 28, Tue & Thu, 6:30 – 9:30 p.m.

\$252

Instructor: D. Harms

Course #: 80064

### Did you know?

Successful completion of BAC 11 and BAC 12 gives the option of transfer credit for Business Education 111 or Applied Business Technology 140 & 141 or Office Administration 140. Another way Okanagan College is providing you with more educational options.

**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 small.

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 2008, is at the heart of this certificate program.

An introductory course trains you to use the software to maintain general ledger, accounts receivable/ payable, and payroll records. The certificate'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. Each course can be taken individually. For detailed program information, including courses and admission requirements, call Leslee at 503- 2669.

**Did you know?**

Successful completion of the Simply Accounting Certificate program gives the option of transfer credit for EABT 152 or OADM 152. Another way Okanagan College is providing you with more educational options.

**Spreadsheet Intro. - Excel 2007**

Students will learn basic spreadsheet techniques with Microsoft Excel including the creation of simple worksheets, formatting and printing worksheets and creating graphs and charts.

Course code: MSSS 101

Mar 24-Apr 9, Tue & Thu, 6:30 – 9:30 p.m.

\$275 (plus textbook)

Instructor: G. Tribes

Course #: 80065

**Simply Accounting for Windows 2008 - Introduction**

Course Code: MSAC105

Apr 14-May 7, Tue & Thu, 6:30 - 9:30 p.m.

\$367 (plus textbook)

Instructor: G. Tribes

Course #: 90085

**Simply Accounting for Windows 2008 - Intermediate**

Course Code: MSAC201

May 12-Jun 4, Tue & Thu, 6:30 - 9:30 p.m.

\$367 (plus textbook)

Instructor: G. Tribes

Course #: 90017

**REGISTER ON-LINE!**  
[okanagan.bc.ca/csreg](http://okanagan.bc.ca/csreg)

## Basic Tax Tips for the Small Business Owner

Learn about basic tax saving and preparation tips from a chartered accountant who focuses on small and home-based businesses. Topics will include: deducting interest, vehicle and home office expenses; types of legal structures of a company and why you may not want to incorporate; how to report self-employment income; income splitting with family members; business losses and how they affect income from other sources; alternative ways to file GST returns; Private Health Services Plans for corporations; and paying dividends vs. salaries. It will be a full day of small business information!

Course code: MGR 074

Feb 21, Sat, 9 a.m. – 4 p.m.

\$135 + GST

Instructor: K. Pilon

Course #: 80443

## Bookkeeping Basics - A Review

If it has been a few years since you touched bookkeeping or you need a quick review to make sure you have things right, this nine-hour seminar is for you. Review, in easy-to-understand terms, credit and debits, recording transactions, maintaining ledgers and producing financial statements. This course is perfect for those planning to take Simply Accounting and require a review.

Course code: OFA 014

Mar 9-16, Mon & Wed, 6:30 – 9:30 p.m.

\$129 + GST

Instructor: V. Tribes

Course #: 80201

## Payroll Workshop

This payroll workshop covers the basic payroll responsibilities, regulations and expectations of being an employer. Learn to prepare and maintain payroll records, calculate deductions, remit CPP and EI, prepare T4's and records of employment. Guides and reference materials will be included. This course does not go into detail regarding collective agreements or contract legislation.

Course code: OFA 011

Jan 24, Sat, 9 a.m. – 4 p.m.

\$89 + GST

Instructor: D. Harms

Course #: 80487

## MANAGEMENT AND LEADERSHIP DEVELOPMENT

### Your Authentic Vocation: How to Embrace it and Keep its Flame Alive **new**

*Presented by Isabelle St-Jean, NLP Practitioner, Life transitions coach, co-author of Einstein's Business: Engaging Soul, Imagination and Excellence in the Workplace*

**Mark Twain said:** "The key to happiness is to make of your vocation, your vacation"

Are you in your 20s or 30s and not satisfied with just "paying the bills?" In this dynamic workshop, you learn the five key factors of a true career, including purpose, values, and motivators, and you will gain new insights about how to better pursue your skills while tapping into your natural talents. The six dynamics of thriving in your chosen field will further enhance your understanding of how to keep the flame alive at work. You will be empowered to overcome self-imposed limitations, to engage your resourcefulness and to harness more of your full potential as you move into a truly fulfilling job.

Course code: PIR 295

Feb 27, Fri, 6-9 p.m.

\$45 + GST

After Feb 5, \$50 + GST

Course #: 80547

**Management Skills For Supervisors Certificate**

*Now offered Fridays and Saturdays!*

For over 15 years, Okanagan College has educated hundreds of managers in the Management Skills for Supervisors Certificate program.

Management 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. Designed for individuals with managerial experience, become equipped with the necessary skills and tools needed to be an effective manager. 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 modules can be taken individually and in any order.

**Performance Management Skills**

Learn to implement an integrated performance planning and review system containing job breakdown methods, orientation, training, follow-up, and formal interviews. Identify uses of a functional job breakdown including its role in performance management and its usefulness with cross training. Learn techniques to promote effective orientation behaviour for new employees. Find out how to effectively manage change. Assess and create an action plan for hiring and training new employees.

**Course code: MSS 03**

**Mar 27-Apr 4, Fri-Sat, 8:30 a.m. – 4:30 p.m.**

**\$663 + text**

**Instructor: D. Kerr**

**Course #: 80070**

**Team Building**

This course emphasizes the development of leadership skills and includes such topics as setting the climate for motivation, using a preferred leadership style effectively, team building, and running meetings.

**Course code: MSS 02**

**Feb 6-14, Fri-Sat, 8:30 a.m. – 4:30 p.m.**

**\$663 + text**

**Instructor: D. Kerr**

**Course #: 80069**

**Interpersonal Skills for Supervisors**

The focus of this course is on effective communication, with topics including communicating effectively and persuasively, improving relationships with others, enhancing interviewing techniques, and using an effective system for making quality decisions.

**Course code: MSS 01**

**\$663 + text**

**Offered Fall 2009**

---

**Dianne Kerr, Instructor,  
Management Skills for Supervisors  
Certificate**

*has over 20 years of experience as a group facilitator and training consultant. She has worked extensively with both private and public sector organizations both internationally and in Canada, assessing learning needs and custom designing more than 250 training programs to meet identified learning objectives. Dianne's approach is flexible and she can quickly adapt her training to ensure that the needs of the learning group are met. Her training is relevant with a practical, "hands-on" focus. People learn by doing in a supportive atmosphere where practice and interaction are the norm and the training format is varied and interesting. She proves the statement that learning can be fun.*

---

## HUMAN RESOURCES

### Leadership Series - **new**

Today's market requires supervisors that are able to think on their feet, respond to stressful situations with ease, and able to foster a common understanding with others in the workplace. They also need to save time in meetings and learn how to support both personal and organizational goals in order to make the workplace more productive and more cohesive. This 30-hour results-based training program engages students with experiential and interactive learning activities. These courses have been designed to give entry level supervisors the fundamentals of good leadership and the concepts and tools to facilitate team work, motivation, communication, decision making and conflict resolution.

### Decision Making and Problem Solving **new**



Learn the significance of taking into account quality, acceptance and urgency when decision making, while distinguishing between the symptoms and causes of problems.

You will also examine and learn to use a six-step problem solving process.

Course code: MGR 022

Jan 17, Sat, 9 a.m. – 4 p.m.

\$135 + GST

Instructor: S. C. Zanon

Course #: 80259

### Conflict Resolution **new**

Gain a clearer understanding of the nature of conflict, assess your conflict-resolution styles, identify misunderstandings in conflict situations and learn a conflict resolution process.

Course code: MGR 023

Feb 21, Sat, 9 a.m. – 4 p.m.

\$135 + GST

Instructor: S. C. Zanon

Course #: 80260

The following courses in the Leadership Series will be offered in Fall 2009

Leadership and Team Building  
Motivating Employees  
Communication

### Creating Positive Behaviour in the Workplace

Communicating and managing effectively in the workplace can unleash the highest potential in those you supervise. Through coaching and positive feedback, it is easy to improve morale among staff that can be difficult to deal with. Through effective listening and facilitation skills learned in this course, discover the blocks that are preventing staff from reaching their full potential and finding the solutions needed to guarantee their success. Learn how to effectively manage and respond to powerful emotions, such as fear and anger, when having difficult conversations. Create mutually satisfying solutions for everyone while maintaining trust and respect for those involved.

Course code: MGR 181

Feb 25-Mar 4, Wed, 6 – 9 p.m.

\$135 + GST

Instructor: J. Schulz

Course #: 80483

---

*Jan Schulz, Instructor,  
Creating Positive Behaviour in the  
Workplace*

*is a facilitator, instructor and training coordinator specializing in supervisory skills and human resource management. She has created training workshops such as in the topic areas of managing & supervising young workers, effective supervising techniques for new supervisors, time management, customer service and marketing.*

---

**SALES AND MARKETING****Golf Business Essentials **new****

Golf is not only an enjoyable sport it is also an opportunity to do business. Join instructor, Dan Martin, former CPGA Class A Professional with almost 25 years of golf experience, and learn how to make your game more enjoyable and an easier experience both personally and professionally.

**Making the Right Moves - Golf Basics for Women **new****

There's more to playing golf than hitting the ball right. From golf course etiquette to dress code to learning to "talk the talk," discover all the right things to do when it comes to hitting the greens. Topics include golf course

etiquette, how to purchase clubs, dress code, and what to expect from a typical day of golf.

Course code: PIR 279

Mar 5-12, Thu, 6 – 9 p.m.

\$135 + GST

Instructor: D. Martin

Course #: 80494

**The Business of Golf **new****

The boardroom has moved from the office to the greens. What you do and how you act on the course can impact your business relations with your clients and customers and improve the way you do business. Business golf etiquette and terminology, golf attire, client relations on the golf course and the types of games or tournaments encountered are covered to help you take your game and business relations to the next level.

Course code: PIR 280

Mar 19-26, Thu, 6 – 9 p.m.

\$135 + GST

Instructor: D. Martin

Course #: 80240

**Closing the Sale on the Golf Course **new****

Selling your product or service on the golf course means more than making a pitch during the entire 18 holes of golf. Taking your clients to the course is a great way to network and discover how your products or services can meet their needs better. Learn how to make a pitch and close the sale on the golf course and understand the expectations for correct protocol and expressions.

Course code: PIR 281

Apr 2 – 9, Thu, 6-9 p.m.

\$135 + GST

Instructor: D. Martin

Course #: 90195

**Other courses in this brochure that may be of interest to you:**

**Adult Education Series****Safety Program Development 101**

- see Employment and Professional Development

**Living in Balance, on Purpose through Midlife and Beyond**

- see Personal Interest

**REGISTER ON-LINE!**  
[okanagan.bc.ca/csreg](http://okanagan.bc.ca/csreg)



## COMPUTERS AND TECHNOLOGY

*All computer courses are taught in a Windows XP computer environment.*

### BEGINNER AND ESSENTIAL 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. This course is a prerequisite for further computer training and most certificate courses.

Course code: COSS 004

Jan 20-29, Tue & Thu, 6-9 p.m.

\$159 + GST plus text

Instructor: I. Neumann

Course #: 80444

### Internet Basics - Email and Surfing

Learn how to effectively find specific information on the Internet using a variety of search engines. Locate web sites on topics that interest you. This course will also introduce participants to the exciting world of communicating via electronic mail. Learn how to create, send, reply and forward messages and learn how to open and send e-mail file attachments.

Course code: COSS 185

Feb 2-4, Mon & Wed, 6-9 p.m.

plus Feb 9, Mon, 6-8 p.m.

\$109 + GST

Instructor: I. Neumann

Course #: V01 80534

### Managing Your Files and Folders

Have you ever created a file on the computer and then couldn't find it again? Do you know how to create and manage your own folders on the computer to store your personal information? File management is the most misunderstood aspect of working with computers and yet is the most essential skill to possess. Allow us to show you how to overcome this problem.

Course code: COSS 032

Mar 12, Thu, 9 a.m. – 12 p.m.

\$45 + GST

Instructor: I. Neumann

Course #: 80450

### Computer Keyboarding

Good keyboarding skills are indispensable for computer mastery and productivity. This course will teach you the basics of touch typing with the focus of increasing your speed and accuracy. A certificate indicating WPM will be issued upon completion of the course.

Prerequisite: Computer Fundamentals or Computer Basics for 50+.

Course code: COSS 116

Apr 1 – 15, Mon & Wed, 6-8 p.m.

\$120 + GST

Instructor: I. Neumann

Course #: 90181

### PowerPoint 2007 Essentials

Learn to create professional-looking presentations including slides, speaker notes and audience handouts. Topics include: creating and setting up a presentation, working with and formatting text, working with graphics and objects, creating and using tables and charts, enhancing the presentation with animation and colour and then running the slide show.

Course code: COSS 086

Apr 20 -27, Mon & Wed, 6 – 9 p.m.

\$135 + GST

Instructor: V. Tribes

Course #: 90180

## Computers Level I for Deaf and Hard of Hearing Adults **new**

This course is for the deaf and hard of hearing adult and will be taught in American Sign Language (ASL). Are you new to computers or struggling to use one? This hands-on, practical and visual course will help you gain confidence with your computer. Learn how to manage your files and folders, organize your email, deal with attachments, use popular websites for communication, and create useful documents in Word. This course includes how to set up your video phone and use its many features. No previous experience required and the manual is included in the cost of the course. Funding is available through the Jericho Hill Legacy Trust Fund. For more information or to register, please call the Western Institute for the Deaf and Hard of Hearing (WIDHH) at 250-763-3547 (TTY) or 250-763-3562 (voice).

Course code: COSS 181

Feb 11-Mar 18, Wed, 6-9 p.m.

\$320 + GST

Instructor: G. Rattray

Course #: 80485

## Computer Courses for 50+

These courses have been developed especially for those students 50+ who are eager to learn about computers in a fun, interactive and supportive setting.

*Instructor: I. Neumann*

### Computer Basics for 50+

This course is a must for those who have little computer experience or plan to take further computer training. You will learn the basics of working with computers and the Windows environment. There are no prerequisites for this course.

Course code: COSS 019

Jan 28-Feb 6, Wed & Fri, 9 – 11:30 a.m.

\$109+ GST plus text

Course #: 80445

### More of the Basics: Computers for 50+

You're just starting to get comfortable with computers, but have more questions than answers! Continuing from Computer Basics for 50+, gain further skills in working in a Windows XP environment. Improve your file management skills, including burning to a CD and saving to a USB memory stick. Learn how to save time and increase accuracy with 'cut and paste' and 'copy and paste.' You will also personalize your desktop by creating shortcuts, and continue to practice creating, saving, opening and printing files.

Course code: COSS 173

Feb 18-27, Wed & Fri, 9 – 11:30 a.m.

\$109 + GST

Instructor: TBA

Course #: 80447

*(It is recommended that you purchase the text used for "Computer Basics for 50+" as it is referenced during this course. You can purchase it from the Continuing Studies office for \$30 + GST)*



**Internet Basics - Email and Surfing for 50+**

The two main uses of computers today are surfing the Internet and using Email. What is a URL, a hyperlink, and how do you effectively find specific information on the Internet? Using Microsoft Internet Explorer, locate websites on health, travel, news, recipes, weather, hobbies and much more! Learn how to create, send, reply and forward messages and learn how to open and send email file attachments. Add friends to your address book and gain control of your email messages.

Course code: COSS 185

Mar 2-11, Mon & Wed, 9 – 11 a.m.

\$109 + GST

Course #: 80448

**Introduction to MS Word for 50+**

This 12-hour class covers both WordPad and MS Word. Designed for new users, topics covered include creating and basic formatting of letters, setting tabs, formatting paragraphs, proofing documents, and additional page formatting features.

Course code: COSS 121

Mar 23-Apr 1, Mon & Wed, 9 a.m. – 12 p.m.

\$130 + GST

Course #: 80449



*Ingrid Neumann, Instructor, Computer Programs, has been teaching for Okanagan College since 1992. Her teaching credentials include a Bachelor of Education*

*degree and a Master of Arts degree in Computer Education. Ingrid loves teaching adults who have basic computer skills but are missing essential elements and want to 'fill in the gaps' or those adults who have never turned a computer on. "Computers have become more than just a tool in our society. I enjoy empowering adults with the skills to experience success while working with computers."*

**Digital Photography Series**

Come explore the world of digital photography with this series of courses. Learn to take full advantage of all the settings and tools on your camera. Courses are facilitated by instructors who have worked in photography for many years and are eager to share their expertise with you!



**Jumpstart Using Your Digital Camera**

In this introductory session to digital cameras, you will learn the various uses for a digital camera from 'basic point & shoot units' to high end semi-pro so you can choose wisely when purchasing a digital camera. An explanation of different camera accessories such as memory devices and batteries will accompany this discussion. Bring your digital camera, your manual, and spare batteries to class.

Course code: COSS 026

Jan 21, Wed, 6 – 9 p.m.

\$45 + GST

Instructor: P. Irwin

Course #: 80404

**Adobe Photoshop I new**

Adobe Photoshop is the professional image editing standard for photographers, digital artists, and web designers. Scan photos, create original art, composite images, perform colour correction, re-touching, and other photo-manipulations. Focus is placed on the basics of image adjustments, layers and effects, software tools, photo editing, filters and type setting. Prerequisite: Computer Fundamentals or equivalent.

Course code: COSS 128

Feb 3-26, Tue & Thu, 6:30 – 9:30 p.m.

\$264 + GST

Instructor: A. Broad

Course #: 80451

## Learning to Use Your Digital SLR

Digital SLR's can expand the world of photography for you and the options are endless! End the confusion of what all the buttons and settings mean on your camera in this informative and engaging class. You will learn settings, lens choices, ISO-equivalent sensitivity, white balance, sharpening, tone (contrast), colour, saturation and hue for results that match the intended shot. Bring your Digital SLR and manual to class.

Course code: COA 097

Feb 9-11, Mon & Wed, 6-9 p.m.

\$89 + GST

Instructor: V. Forgac

Course #: 80403

## From Blah to Wow –

### Taking the Priceless Photo

Beautiful photographs are used as priceless mementoes for the special occasions in our lives. Discover how to take photographs that you will want to keep forever! Combining in-class sessions with scenic field trips, you will learn to properly set up your camera, how to arrange your shot and editing tips to polish the image. Students are required to have their own transportation and cameras.

Course code: COA 096

May 20 – 30, Mon & Wed, 6-9 p.m.

& Sat 9 a.m. - noon

Instructor: V. Forgac

Course #: 90192

**Don't delay!  
Register quickly!**

If you wait until the last minute to register in a course, the enrolment limit may already have been reached or the course may have been cancelled due to low registration.

## Focus Series - **new**

The Focus Series lets you take a closer look at specific photography techniques and styles. For students who already have a good understanding of digital camera basics.

Instructor: V. Forgac

**new**

### Focus Close Up

Want to capture the "little" things in life? A flower, a leaf, a stone? Learn how to take close up (macro) photos that are both simple and stunning.

Course code: COA 123

Feb 28, Sat, 9:30 a.m. – 3:30 p.m.

Course #: 80530

\$75 + GST

**new**

### Focus on Landscapes

Learn how to look for and find the best landscape shots. Learn how to capture the beauty in what you see through the lens of your digital camera.

Course code: COA 124

Mar 28, Sat, 9:30 a.m. – 3:30 p.m.

Course #: 80531

\$75 + GST

**new**

### Focus on People

Tired of looking through countless photos for family and friends that just didn't capture the moment? Learn how to take photos of your family and friends that look great - whether in a fun candid moment or posed portrait.

Course code: COA 122

Apr 25, Sat, 9:30 a.m. – 3:30 p.m.

Course #: 90207

\$75 + GST

## Animation for Gaming - **new**

Information Night Feb 12 6 p.m.

This 80-hour program will pique your interest if you've ever considered breaking into animating for the gaming industry. This course is ideal for individuals looking for a means to test the waters of computer animation, or for individuals looking to upgrade their skills. This action based course focuses on animating gaming characters using 3D Studio Max, the industry standard software of choice. You will learn animation principles through the execution of assignments similar to tasks an employed animator would tackle in his daily job (including cycles, transitions, connections, idling, combat, movement walk/run, prop interaction, and more). You will gain a solid understanding of game specific animation requirements via hands on animation work that can be compiled into a showcase demo reel. Students are required to have own laptop and purchase 3D Studio Max.

Course code: COSS 187

Mar 2-Jun 18, Mon 6 – 9 p.m.

Plus Thu, 6 - 8 p.m.

\$789 + GST (plus software and laptop)

Instructor: J. Schober

Course #: 80368

*Joe Schober, Instructor*

### *Animation for Gaming*

*is a graduate of Vancouver Film School's 3D Computer Animation certificate program taught by Digipen. He brings to the program over ten years of 3D animation experience, working in the games industry from startups to established companies like Nintendo USA and Relics Entertainment. Joe has animated the full gamut of work from animals and creatures, through over the top sci-fi characters to realistic humans. He was one of the driving forces behind the animation style for the Dawn of War® franchise and has multiple shipped titles on PC and console platforms. From production roles through Lead positions, Joe's skills set and knowledge base is well rounded and thoroughly tested in the cutting edge demands of the ever evolving games industry.*

**Other courses in this brochure that may be of interest to you:**

### **AutoCAD Skills Certificate**

– See Fall 2009 Certificates section

## CONTRACT TRAINING

**SOLUTIONS** to your workplace needs  
**TRAINING** programs for improved performance  
**RESULTS** you can see

Bring out the best in your business. Investment in training and education builds revenue and brings returns to your company. Continuing Studies has been helping organizations achieve their education and training goals in the Okanagan for over 25 years.



When you decide to train with us, you can expect:

- Access to a large pool of qualified instructors in a variety of disciplines who are experts in their field
- Access to Okanagan College training resources and materials
- Training locations to fit your needs
- Customized programs with delivery options to suit your organization and your budget
- Recognized industry standard program

From one-day business seminars and first aid courses to completely customized training solutions... send your staff or book on site training. For more information on training programs to suit your organization, contact: Andrea Bradley  
 Phone: (250) 503-2671 or Toll free: 1-800-289-8993. Email: [abradley@okanagan.bc.ca](mailto:abradley@okanagan.bc.ca)



**EMPLOYMENT AND PROFESSIONAL DEVELOPMENT**

**Instructional Skills**

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

Apr 18 – 25, Sat & Sun, 8 a.m. – 4:30 p.m.

\$375

Instructor: T. Proudlove

Course #: 90216

**Adult Education Series - **new****



Do you want to share your knowledge or expertise with other adults? Helping others learn is one of life's more rewarding experiences. If you want to teach adults successfully and enjoyably, this three-part series is for you.

The series was developed to provide you with proven techniques for preparing, conducting and improving your class.

*Instructor: B.Mol*

**Understanding the Adult Learner**

Understanding the characteristics of the typical adult learner is the basis for the successful delivery of your course. Learn techniques that promote adult learning and discover effective approaches to solve typical problems that adult educators face.

Course code: ITR 040

Jan 24, Sat, 9 a.m. – 12 p.m.

\$89 + GST

Course #: 80376

**Effective Course Design**

Learn about best practices and the tools used to plan and construct an excellent course from deciding on a course of action to curriculum and teaching plans to evaluation.

Course code: ITR 042

Feb 14, Sat, 9 a.m. – 12 p.m.

\$89 + GST

Course #: 80377

**Managing the Adult Learning Environment**

Learn how to create and maintain a healthy classroom environment -- the kind of environment in which you can teach and the adult learner feels comfortable, secure and able to learn.

Course code: ITR 041

Mar 7, Sat, 9 a.m. – 12 p.m.

\$89 + GST

Course #: 80378

**REGISTER ON-LINE**  
[okanagan.bc.ca/csreg](http://okanagan.bc.ca/csreg)



*"I have learned, that if one advances confidently in the direction of his dream, and endeavors to live the life he has imagined, he will meet with a success unexpected in common hours."*  
Henry David Thoreau

## **Create the Work You Love - Re-invent your life! Uncover a world of possibilities!**

Do you feel unfulfilled or trapped within a j-o-b? Do you long for work you'd enjoy? Would you love self employment but have no idea where to start? Or perhaps, you're thinking about retirement and wanting to work on your own terms? If so, then Create the Work You Love.

Experience the powerful motivation of group interaction, brainstorming, idea creation and ongoing support - essential for successful career transitions. Create the Work You Love includes 26 hours of interactive class sessions with brainstorming, next steps, facing fear, bold marketing ideas, and inspiring guest speakers telling how they followed their dreams. Included in the six weeks is additional ongoing, on-line support; one-to-one consulting; and group work with acclaimed facilitator/consultant and life-long entrepreneur, Teresa Proudlove of [www.yourlifework.com](http://www.yourlifework.com).

Course code: PIR 155

Jan 23, Fri, 6- 9 p.m.

Jan 24, Sat, 9 a.m. - 4:30 p.m.

Plus alternating Mondays Feb 2 – Mar 30,  
6- 9 p.m.

\$295 + GST

Instructor: T. Proudlove

Course #: 80210

## **Safety Program Development 101 - **new****

Every company in any industry needs a safety program to ensure the health and safety of all its employees and to encourage loss prevention of its assets. This program will show how to make safety a part of daily operations, to help reduce the costs of operation and make a company run more efficiently overall. Owners or operators that are looking to initialize a safety program, or continue developing an existing program, or Junior Health and Safety Representatives that are developing a Health and Safety Program will all find this program extremely valuable. Also, individuals that are interested in a career in the Health and Safety Profession will benefit from this course as it is a base to further your professional and academic career in this field.

Course code: HLT 117

Feb 6-8, Fri-Sun, 9 a.m. to 4 p.m.

\$550 + GST

Course #: 80514

## **Employment Certification**

### **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 10 improper practices that cause food borne illness plus the top six job hazards in food preparation and serving. This is a provincial requirement for anyone involved in any type of food services, including fundraisers.

Course code: PS 003

This course is offered on a regular basis.

Check our website at

[www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg) for upcoming dates or call 250-545-7291 ext. 2850.

\$89

## Gas Fitting - Class B (or C)



This is designed for those in the plumbing and heating trades wishing to obtain their gas fitting certification. Topics: 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. Class B exam qualifications require students to be a journeyman or holder of TQ Certificate (B.C.) in the plumbing or pipe fitting trade. Class C - you do not need to be a journeyman or have your TQ to write the Class C exam.

If you do not have your TQ contact the Gas Safety Inspector regarding your qualifications to write the Class B ticket, phone (604)660-6231 (Vancouver) or website [www.qp.gov.bc.ca/statreg/reg/S/103\\_2004.htm](http://www.qp.gov.bc.ca/statreg/reg/S/103_2004.htm). Or contact the Vernon Gas Safety Officer at 250-212-8238.

**Course code:** CON 006

**Feb 2-May 4, Mon & Thu, 6:30 – 9:30 p.m.**

**\$650 (texts additional cost)**

**Instructor:** G. Eamor

**Course #:** 80217

## 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.

**Course code:** HLT 024

**Mar 4, Wed, 9 a.m. – 12:30 p.m.**

**\$69**

**Instructor:** A. Johnston

**Course #:** 80220

## 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 (MSDSs), 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

**Mar 4, Wed, 1 – 5 p.m.**

**\$69**

**Instructor:** A. Johnston

**Course #:** 80221

## Insurance

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### CAIB Level II

This course prepares licensed Level I Insurance Clerks to write their CAIB II exam, which is one part of the educational requirements for a Level II license. Course includes: Introduction to Commercial Property Insurance; Underwriting Commercial Property Insurance; Commercial Property Insurance - Policy Forms; Commercial Property Insurance - Additional Coverage Forms; Commercial Property Insurance - Miscellaneous Property Forms; Crime Insurance; Business Interruption Insurance. Texts, workbooks and exam fee are included in the course fee.

*Prerequisite: Successful completion of Fundamentals of Insurance or Level 1 General Insurance Salesperson's License in BC*

**Course code:** MGR 170

**Feb 9 – Apr 27, Mon & Wed, 6 – 9 p.m.**

**\$994 + GST**

**Instructor:** B. Michaud

**Course #:** 80068

**RESIDENTIAL HOUSING & DESIGN****Residential Building Drafting Technician Certificate**

This 168 hour certificate program builds upon knowledge of AutoCAD for work in the field of residential building design.

You will gain general knowledge of the building design process for residential projects, beginning with the initial client meeting to the creation of final working drawings. Course work provides students with a basic understanding of working drawing components, residential and property design, an introduction to construction theory, and building code and local building bylaw requirements.

*For detailed program information, including courses and admission requirements, call Leslee at 503-2669 or Sarah at 503-2674.*

**Course Code: RBDT**

**Jan 15-May 26, Tue & Thu, 6-9 p.m.**

**plus alternating Saturdays**

**\$2512 plus texts**

**Sustainable Building Advisor Program - **new****

**Information session: January 21 6 p.m.**

The Sustainable Building Advisor Program is a nine-month (one weekend per month) industry certificate training course and exam specifically designed for working professionals eager to apply sustainable concepts to the buildings they design, develop, and construct. The Sustainable Building Advisor (SBA) course welcomes a diverse range of students drawn from architecture and planning firms, engineering companies, developers and contractors, government agencies, research institutions, resource conservation organizations, utilities and environmental consulting organizations. Through expert instructors and guest speakers, team projects, site visits to exemplary projects, and access to the latest in green building resources, the SBA course provides attendees the information they need to create buildings that are energy and resource efficient, healthy working and living environments, environmentally responsible and cost effective.

The SBA course provides students an integrated approach, tools and resources to accomplish the following:

- Identify and articulate key sustainable building practices and goals
- Analyze the costs and benefits of implementation
- Work with designers, architects, builders, operators, and utilities managers to achieve them in their projects
- Apply LEED, Built Green, and other relevant criteria and established guidelines effectively

*Individuals successfully completing the course are eligible to take an exam and earn the designation CSBA (Certified Sustainable Building Advisor).*

**Course code: CON 030**

**Feb 13 - Oct 3 Fri & Sat (one weekend per month)**

**\$2,500**

**Instructor: B. Brooks**

**Course #: 80367**

## Home Staging Your House

Decorating is personalizing; staging is de-personalizing. Staging sets the scene throughout the house to create immediate buyer interest in your property and it is the very best proven way to get top dollar for your home. This workshop will provide you with simple techniques to upstage your home!

Course code: FA 048

Mar 4-11, Thu, 6:30 – 9:30 p.m.

\$65 + GST

Instructor: C. McMorran

Course #: 80223



## Hearing Education Assistant - **new**

*This program is under development and subject to Board of Governors approval. Anticipated start date March 2009.*

## Working with Children

### Developing Capable People - **new**

The Developing Capable People (DCP) program resulted from over 30 years of research conducted with children, families and schools in the U.S. and Canada. The data clearly showed that young people who were most at risk for dropping out of school, drug and alcohol abuse, teen suicide, teenage pregnancy, joining gangs, crime, violence, etc. were deficient in one or more of seven life skills areas. The DCP program is based upon these Seven Life Principles and provides a powerful, non-culturally biased model of human empowerment for youth and adults.

You will learn:

- About the unique challenges facing children and youth in the 21st century.
- How the Seven Life Principles can empower children and youth.
- How perceptions determine children's levels of self-esteem.
- About the three critical perceptions of capability, significance and influence.
- The four life-skills of self-discipline, communication, responsibility and values.

Course code: BAED 029

Mar 21 – Apr 4, Sat, 9 a.m. – 4 p.m.

\$259 + GST

Instructor: J. Fraser

Course # 80529

This program option prepares para-professionals to work in the school and pre-school settings with children who are deaf or hard of hearing. This program introduces students to 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 Certified Education Assistant, Early Childhood Educator, Human Service Worker or other relevant post-secondary education.

*Anticipated start date: March 2009  
Contact Andrea Bradley at 250-503-2671 for further information.*

**Behaviour Specialist Education****Assistant - **new****

*This program is under development and subject to Board of Governors approval. Anticipated start date March 2009.*

Develop the knowledge and skills necessary to work with K-12 students with special physical, behavioural, sensory, or learning needs. This program prepares its participants to provide support to students and teachers, implementing teacher-developed programs in resource rooms, learning assistance and E.S.L. programs, regular classrooms, and alternate programs.

*Anticipated start date: March 2009  
Contact Andrea Bradley at 250-503-2671 for further information.*

**It's NOT About You,  
It's ALL About You**

When a child misbehaves or displays "challenging" behaviour, we often look first to the child as the source of the problem. As educators, educational assistants, child care providers or parents, we are expected to help all children learn and grow despite the many different personality types within the classroom, childcare setting or the home. However, this can be frustrating, in particular, when those personalities and behaviours clash and hinder a child's success within their environment.

Only through understanding how our own perceptions, attitudes and responses influence a child's reactions, can we help to improve or change the behaviour issues that are encountered. Hyper-vigilance, anger management, past/present beliefs, relationship building, and crisis management are some issues discussed throughout this course. An opportunity for open discussion and sharing will be provided at the end of the course.

Course code: BAED 024  
Mar 28, Sat, 9 a.m. – 4 p.m.  
\$89 + GST  
Instructor: T. Kerr  
Course #: 80468

**Tips and Tools for Proactive  
Behaviour Management**

The benefits of proactive intervention and behaviour management programs can make a difference in a child's life. This workshop provides tools and hands-on strategies for professionals working with children, giving the skills required to establish a behaviour management program. Specific topics include: basic concepts of behaviour, behaviour observation and assessment, program planning, and intervention strategies for children with behaviour challenges. Specific concepts of behaviour within various behaviour disorders are covered as well. Scenarios or real life examples are used to further your understanding. A complete package is provided.

Course code: BAED 025  
Feb 21, Sat, 9 a.m. – 4 p.m.  
\$89 + GST  
Instructor: D. Ballance  
Course #: 80470

**Dianne Ballance, B. Ed, Instructor,  
Tips and Tools for Proactive Behavior  
Management,**

*has a personal philosophy in which education is a process which occurs best within an environment that provides learning opportunities specifically appropriate for each learner. This environment would be inclusive of diverse learning styles, developmental levels, cultures, and economic backgrounds. Dianne's background includes presentations for educators and parents in the areas of conflict resolution, differentiated instruction, and teaching tools for exploring the gifts in all children.*

**Other courses in this  
brochure that may be  
of interest to you:**

**Esthetician Certificate**  
**Home Inspector Certificate**  
**Nail Technician Certificate**  
see Fall 2009 Certificates



## FIRST AID AND SAFETY

Okanagan College is an approved Canadian Red Cross and WCB First Aid Training Centre. Working with the latest equipment, our First Aid instructors are fully qualified to deliver a complete range of training. Our courses are competitively priced and group rates are available for business, agencies and organizations.

### Occupational First Aid - Level I

This eight hour course provides training in basic first aid and includes CPR. 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

Courses offered monthly, check our website at [www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg) for upcoming dates or call 250-545-7291 ext 2850.

\$98.35 (includes text)

Instructors: K. Green, R. Nystrom, J. Bieber

### Occupational First Aid - Level II

This Worksafe BC course consists of 36 hours of classroom instruction and a four hour examination. This certification is required for business and industry within 20 minutes travel time to a hospital.

Applicable for:

- Low hazard sites with more than 50 workers per shift
- Moderate hazard sites with more than 25 workers per shift
- High hazard sites with more than 15 workers per shift

Course code: HLT 017

Apr 27-May 1, Mon-Fri, 8:30 a.m. - 4:30 p.m.

\$536.75 (includes text)

Instructor: J. Bieber

### Occupational First Aid - Level III (also Recertification)

This level of certification is now required for industries where response times from the Provincial Ambulance Service may be more than 20 minutes. 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.

Course code: HLT 018

Mar 2-13, Mon-Fri, 8:30 a.m. - 4:30 p.m.

\$712 (includes text)

Recertification

Mar 9-13, Mon-Fri, 8:30 a.m. - 4:30 p.m.

\$542 (includes text)

Instructor: J. Bieber



*Jim Bieber, Instructor, First Aid*

*has over 23 years experience as a First Aid instructor. He has been teaching for Okanagan College for 16 years. With a 35 year background as*

*a Vernon fire-fighter he is exceptionally qualified to teach first aid with real life experience. Jim is certified to teach Red Cross, WCB, and Alberta Endorsement first aid courses. His main focus is OFA Level II and III, and due to his love of teaching and instructional capability, past students come back to him for recertification. Many of Jim's former students have gone on to become ambulance attendants, first aid attendants and firefighters.*

**REGISTER ON-LINE!**  
[okanagan.bc.ca/csreg](http://okanagan.bc.ca/csreg)

**OFA III - Alberta Endorsement Certificate**

Are you a current OFA Level III ticket holder? This one-day course covers AED's (Automated External Defibrillators), 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 module, your certification is recognized by BC and Alberta and qualifies you as an Advanced First Aider for all industries in BC and Alberta.

Course code: HLT 048

Course #: 70533

Mar 20, Fri, 8:30 a.m. - 4:30 p.m.

\$176.80 (includes text)

Instructor: J. Bieber

**Standard First Aid and CPR Level C**

Comprehensive First Aid & CPR techniques for those who need training for work requirements, or who want more knowledge to respond to emergencies in the workplace, home or at play. The course covers a variety of topics from basic (such as cardiovascular and breathing emergencies, prevention of disease transmission) to in-depth topics, such as sudden medical conditions and injuries to the head and spine. The CPR C component of the course covers skills needed to recognize and respond to cardiovascular emergencies and choking in adults, children and babies. A certification in using an AED (Automated External Defibrillator) is also included.

Course code: HLT 009

Courses offered monthly, check our website at [www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg) for upcoming dates or call 250-545-7291 ext 2850.

\$161.25 (includes text)

Instructors: K. Green, R. Nystrom, J. Bieber

**Safety Development 101**

– See Employment and Professional Development

**Kidproof Babysitter Training****Kidproof Home Alone plus First Aid**

– See Personal Interest

**CONTINUING STUDIES GRADUATION**

*2007/2008 Continuing Studies graduates receive their certificates from Steve Koehle, Vice President, Students*



On June 10 & 11, 2009, Continuing Studies will recognize their 2008/2009 Certificate graduates at a graduation ceremony. Over 200 grads and guests attended the 2007/2008 event.



## HEALTH

### Introduction to Dental Office Reception Certificate



You could be working productively as a dental office receptionist after successfully completing this certificate program which introduces all of the basic skills required for employment in the

dental reception 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 use of computers in a dental setting and computer billing. This program places some emphasis on effective oral and written communication, as well as overall professionalism in front-desk duties.

*Instructor: C. Walker*

*For detailed program information, call Leslee at 503-2669 or Sarah at 503-2674.*

### Introduction to Dentistry

Course code: IDR 01

Feb 3-Mar 12, Tue & Thu, 6:30 - 9:30 p.m.  
\$339

### Dental Office Procedures

Course code: IDR 02

Mar 24-May 14, Tue & Thu, 6:30 - 9:30 p.m.  
\$422

### Dental Office Computers

Course code: IDR 03

May 19-Jun 2, Tue & Thu, 6:30-9:30 p.m.  
plus May 23, Sat, 9 a.m. - 4 p.m.  
\$321



**Christina Walker,**  
*Instructor, Dental Office Reception*

*offers more than 13 years of experience in both Canadian and international Dentistry. She has five years*

*of teaching experience with a Provincial Instructors Diploma and several other teaching certificates. Her extensive experience and knowledge has enabled her to cater to the learning styles of various learners. Her outgoing and enthusiastic personality allows her to build the learner's confidence in a controlled fun learning environment.*

### Palliative Care Certificate

The art of Palliative Care is becoming more mainstream in society. This course is designed for those already in the health or human service discipline. Your skills and knowledge are enhanced to support individuals and their families who are experiencing dying, death and bereavement.

### Understanding Palliative Care

This course explores attitudes to and definitions of death, dying and grief through the use of audio-visual materials, lectures and group discussions. The role of cultural and religious influences is considered and the importance of effective communication is highlighted.

Course code: PAL 01

Jan 28-Apr 8, Wed, 6:30 - 9:30 p.m.  
\$336

Instructor: J. Adamson

Course #: 80388

### Caring for the Terminally Ill

This course addresses specific issues such as HIV and AIDS, nutrition in palliative care, care planning, modification of personal care as required and resource management. Ethical issues and caring for the caregiver are also examined.

Course code: PAL 02

Apr 15-Jun 17, Wed, 6:30 - 9:30 p.m.  
\$336

Instructor: J. Adamson

Course #: 90149

### Medical & Surgical Transcription

This 30 hour course provides students with an introduction to transcription. Students will have an opportunity to practice accurate transcription of medical and surgical dictation, using a computer. Emphasis will be placed on spelling, punctuation, acceptable abbreviations, setting up letters and reports, and speed improvement.

Pre-requisites: experience in a medical office or completion of MOA 01 and keyboarding speed of 40 words per minute.

Course code: MOA 06

Mar 23 – Apr 20, Mon & Wed, 6 – 9 p.m.  
plus Apr 4 & 18, Sat, 9 a.m. – noon  
\$459

Instructor: S. Kormos  
Course #: 80195

### Essential Leadership Skills for LPNs

The roles and responsibilities of the Licensed Practical Nurse (LPN) have changed dramatically over the past years. LPNs are now taking on formal and informal leadership roles. Designed specifically for LPNs, this 24-hour course will provide you with the practical knowledge and skills to meet the leadership requirements in your ever changing professional role. Cost of course includes course material.

Course code: NUR 010

Apr 16-30, Thu, 8 a.m. – 5 p.m.  
\$375

Instructor: C. Falkner  
Course #: 90088

### Integrative Healthcare: An Emerging Paradigm **new**

More and more Canadians are choosing to integrate alternative therapies into their individual health and wellness program. Understanding what alternative healthcare is and combining it with more traditional western healthcare is the focus of this program. Learn about the most common complementary and alternative therapies and healing techniques from around world including such Ayurvedic medicine, traditional Chinese medicine, First Nations medicine, chiropractics, naturopathy and homeopathy. Whole body systems, mind-body medicine,

biologically-based practices, manipulative body-based practices and energy medicine are among the topics that will be explored, with guest speakers and experts brought in to participate in the discussion.

Course code: HLT 116

Feb 18-Mar 11, Wed, 6 – 9 p.m.

\$95 + GST

Instructor: S. Needham  
Course #: 80479

### Fitness Professional

Interested in a career in the Fitness Industry? Okanagan College offers the courses needed for professional registration as a Fitness Leader or Personal Trainer. Let us help you start on your way to a career in this exciting field.

#### Fitness Theory

This course provides information specifically related to fitness fundamentals. Topics will cover a basic introduction to human anatomy and physiology, skeletal, muscular and cardiovascular and nervous systems. Other topics include: movement analysis, basic nutrition, and active living concepts. This course is a Prerequisite for all of the BCRPA fitness modules. Course fee includes the manual. The BCRPA provincial exam fee is an additional \$65.

Course code: ITR 008

Jan 17-18, Sat & Sun, 9 a.m. – 6 p.m. and  
Jan 31-Feb 1, Sat & Sun, 9 a.m. – 6 p.m.  
\$250

Instructor: H. Stanton  
Course #: 80386

#### Weight Training I

This course provides a review of basic anatomy and physiology as well as providing practical teaching skills required to design basic weight training programs. Content concentrates primarily on principles of fitness, program design and movement mechanics. Course fee includes the manual. Prerequisite: Fitness Theory Course.

Course code: ITR 001

Feb 18-Apr 8, Wed, 6 – 9 p.m. (no class March 18th)  
\$180

Instructor: H. Stanton  
Course #: 80237

## Practical Nursing for Home Support/ Resident Care Attendants (HS/RCA's)

**Info Night** Jan 14, 6 p.m.



If the idea of making a positive difference in the lives of others (while enjoying generous salaries, benefits and job security) appeals to you, a career as a Practical Nurse is worth considering.

This full time eight-month condensed program was developed in recognition of the education, training and work experience of HS/RCA Certificate holders. The assumption of this program is that learners enter the program with an education background equivalent to current provincial standards for HS/RCA's. This program consists of two semesters followed by a final preceptorship. Upon successful completion, graduates are eligible to write the Canadian Practical Nursing Registration exam. Successful completion of the exam is required for licensure in BC. There are a number of admission requirements that must be met. If you are interested in applying to this program, you are strongly urged to submit your application as soon as possible and begin working toward meeting the admission requirements. Call Okanagan College for information on the prerequisite courses available in your community:

Admission requirements:

Grade 12 graduation or equivalent, including the following:

- a minimum grade of 70% in either English 12 or Technical and Professional Communications 12 or equivalent Provincial Level Adult Basic Education English or a minimum score of level 5 on the Language Proficiency Index (LPI) test.
- a minimum of 67% in a grade 12 biology course which includes human anatomy and physiology.
- Principles of Mathematics 11 with a minimum grade of 60% or a minimum score of 60% on the Okanagan College

Mathematics Competency Test for Nursing.

For details of other general admission requirements, see our [www.okanagan.bc.ca/AccessToPracticalNursing](http://www.okanagan.bc.ca/AccessToPracticalNursing) website or current course catalogue.

*Financial Assistance may be available to eligible students.*

*For more information call Andrea Bradley, Program Administrator (250) 503-2671 or [abradley@okanagan.bc.ca](mailto:abradley@okanagan.bc.ca)*

Accepting applications for June 2009  
\$12,600

### Other courses in this brochure that may be of interest to you:

#### Medical Office Assistant Certificate Nursing Unit Assistant Certificates

– See Fall 2009 Certificates section

#### Prenatal Complete Series

#### Mind Over Mood

– Overcoming Depression

– See Personal Interest



**Heather Stanton,**  
*Instructor, Fitness Theory and Weight Training*

*is a BCRPA certified trainer in the area of Personal Training, Weight Training, Aqua*

*Fitness, Group Fitness, Third Age and Osteofit. She is co-owner of ProActive Fitness Ltd in Salmon Arm and has 20 years of experience in the fitness field. In 2004 Heather was awarded Personal Trainer of the Year for BCRPA, and Aquafit Instructor of the Year in 2006*



## HORTICULTURE

**new**

### Create Fire Resistant Landscaping

Enjoy the peace of mind you will have knowing what plants and planting strategies can make your home landscaping more fireproof. This course shows you what makes specific plants fire resistant and fire prone. You'll also learn to identify danger areas around your home and valuable maintenance tips for fire prevention.

Course code: AGR 105

Feb 11, Wed, 6:30 – 9:30 p.m.

\$45 + GST

Instructor: J. Trail

Course #: 80480

**new**

### Take a Stand Against the Pine Beetle

Although the Mountain and Western Pine Beetles have had a devastating effect



in the Okanagan valley, there are things you can do to make a difference. Look at how the beetles have caused so much damage, the initiatives underway by various government organizations, and

what you can do as an individual to help deal with the problem.

Course code: AGR 104

Feb 25, Wed, 6:30 – 9:30 p.m.

\$45 + GST

Instructor: J. Trail

Course #: 80481

### Pest Management Certificates

Before the start of the class, participants should contact the Office Products Centre at 1-800-282-7955 and order study materials in the appropriate category (agriculture, landscape, noxious weeds, forestry, dispenser, etc.). An optional examination will be held after the course at a cost of \$90 per exam.

### Pesticide Dispenser

This two-day course will be of particular interest to persons selling pesticides, or seeking employment in retail or wholesale stores handling pesticides.

Topics covered will include the safe handling of pesticides; legislation as it relates to the sale of pesticides; and practical problems for calibration.

Management of common pest problems will be discussed with a strong emphasis on non-chemical methods of control.

Course code: AGR 057

Mar 19–20, Thu-Fri, 8:30 a.m. – 4 p.m.

\$126

Instructor: M. Lanthier

Course #: 80219

### Pest Management and Pesticide Applicator Certificate

This three-day course reviews products and procedures for pest problems caused by insects, diseases and weeds. There is a strong focus on Integrated Pest Management and non-chemical methods of control. Topics covered will include new information on pest management, pesticide labels and environmental safety, protective clothing and safe handling, slide presentations on various pest problems, and practice questions on calibration.

Course code: AGR 043

Jan 21-23, Wed-Fri, 8:30 a.m. - 4 p.m.

(Agriculture Certificate only)

Course #: 80241

- or -

Feb 4-6, Wed-Fri, 8:30 a.m. – 4 p.m.

(All other Certificates)

\$199

Instructor: M. Lanthier

Course #: 80218

**Other courses in this brochure that may be of interest to you:**

**Landscape Horticulture Certificate**

– see Fall 2009 certificates



## LANGUAGES AND COMMUNICATION

### 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

Mar 24-Apr 30, Tue & Thu, 6:30 – 8:30 p.m.

\$149 + GST

Instructor: A. Smoes

Course #: 80504

### German - Level I **new**

This course is designed for students with little or no German language background. Class will emphasize an oral approach to German, making the language more interesting and easier to learn.

Course code: HUM 006

Feb 14-Apr 4, Sat, 9 a.m. – 12 p.m.

\$149 + GST

Instructor: L. Reid

Course #: 80472

### 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

\$149 + GST

Jan 12-Feb 18, Mon & Wed, 6:30 – 8:30 p.m.

Instructor: TBA

Course #: 80209

- or -

Feb 3-Mar 12, Tue & Thu, 6:30 – 8:30 p.m.

Instructor: M. Ferrigno

Course #: 80211



### 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

Mar 23-May 4, Mon & Wed, 6:30 – 8:30 p.m.

\$149 + GST

Instructor: M. Ferrigno

Course #: 80212

### Spanish - Level III

This course is a continuation of Spanish Levels I and II, and is designed for individuals who have taken beginners' Spanish courses. Level III will continue the emphasis on conversation with some emphasis on grammar.

Course code: HUM 011

May 6-Jun 17, Mon & Wed, 6:30 – 8:30 p.m.

\$169 + GST

Instructor: M. Ferrigno

Course #: 90089



## EXPAND YOUR KNOWLEDGE

*We must learn to reawaken and keep ourselves awake – Henry David Thoreau*

Take a class, simply for the love of learning, without the pressure of exams or homework. These short, informative and interactive courses are designed and taught by industry experts as well as faculty members of Okanagan College. Learn for the joy of learning without the pressure of exams or homework.

## Military History **new**

*"An exact knowledge of the past is an aid to the understanding of the future..."*

Greek Historian Thucydides, author of History of the Peloponnesians War

Warfare has played a major role in shaping human history. While we may deplore it, understanding the dynamics behind war is critical to our future. Examine how the history of war has impacted the world and what we can learn from it as society to make changes for the future.

*Howard Hisdal, Instructor, From Trench Warfare to Mobile Warfare is a respected authority on military history as well as an Army Reserve Captain and Archivist. His military experience, combined with a teaching career in subjects such as Ancient Civilizations, Medieval Europe, the Twentieth Century, and Canada, brings an informative view to the subject of military history. Howard Hisdal also serves as a Director of the Kelowna Military Museum.*



## From Chariots to Tanks **new** A History of Warfare from 3500 BC to AD 2009

Take a survey of military history from its primitive origins to the present and discuss the future possibilities. Discover how the Western Way of War was developed, from ancient Greece and Rome through the medieval age to the current gunpowder age, and how it has led to the domination of the planet by the nations that practice it and alternatives to it.

Course code: PIR 284

Feb 12-Mar 4, Tue, 6 – 8 p.m.

\$95 + GST

Instructor: H. Hisdal

Course #: 80499

## From Trench Warfare to **new** Mobile Warfare Military History in the 20<sup>th</sup> and 21<sup>st</sup> Centuries

Campaigns and battles of the 20<sup>th</sup> and 21<sup>st</sup> centuries made significant impact upon the tactics and methods of modern warfare. Examine how specific wars have affected the tactics and methods of warfare and gain insight into the role of some of the most influential generals, theorists and historians of the 20<sup>th</sup> century.

Fall 2009

## PERSONAL INTEREST

### Mass Media and Its Role in Society - **new**

This nine-hour workshop will incorporate films, discussion and presentations on modern issues as a basis for studying the powerful impact mass media has on society. Specifically, we will look at the relationship between culture, social behaviour and communications channels to the public such as newspapers, advertising and television.

Course code: COA 119

Mar 25 – Apr 8, Wed, 6-9 p.m.

\$95 + GST

Instructor: X. Li

Course #: 80488

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*Dr. Xiaping Li, Instructor, Mass Media and Its Role in Society came to Canada as an international student in the late 1980s and received a diploma in Canadian Studies from Trent University, a Master's degree in Communication Studies from the University of Windsor, and a Doctoral degree in Sociology from York University.*

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### Your Environment

#### Exploring Solutions to Climate Change in Our Own Back Yard **new**

Find out what's happening in our own province and community to deal with the impact of climate change – from how we use our water to the way we grow our foods, and the industries we work in such as forestry. By learning about important initiatives taking place right here in the Okanagan through such facilities as Kalamalka Forestry Research Station, the Okanagan Water Basin Board and the Pacific Agri-Food Research Centre (Summerland), you gain information and ideas to make choices for reducing our impact on climate change.

Course code: PIR 283

Feb 24-Mar 5, Tue & Thu, 6-8 p.m.

\$95 + GST

Instructor: V. Merchant

Course #: 80492

### Native and Naturalized Trees and Plants of the BC Interior - **new**

The beauty of the Okanagan is enhanced by the trees and plants that grow naturally or have been naturalized in the BC Interior. Increase your knowledge and appreciation of our local environment and attend this in depth study of the trees and plants in the area. Hikers or naturalists will gain a further understanding of the natural world that they encounter.

Course code: PIR 278

Mar 11, Wed, 6:30 – 9:30 p.m.

\$45 + GST

Instructor: J. Trail

Course #: 80493

### The Science Behind Climate Change - **new**

Go beyond the myriad of information coming at us through the media and look at the true science behind climate change from the perspective of the Intergovernmental Panel for Climate Change (IPCC). Through an interactive discussion format and specific examples of environmental change, you'll gain a factual basis for understanding and following the climate change issue.

Course code: PIR 282

Feb 3-12, Tue & Thu, 6-8 p.m.

\$95 + GST

Instructor: V. Merchant

Course #: 80491



## Your Personal Finances

Your financial plan will change over the years, and you will need to review your plan as it relates to your retirement, career, income changes, or other life events. These short courses will help you review your needs today and identify changes you'll need to make to address your plans for tomorrow.

### 10 Years to Go - **new**

For much of your working life, you're probably trying to sock away as much money as you can before you call it quits. Once you retire, your focus will shift to figuring out how much you can afford to spend from your savings each year without running out of money. But you shouldn't wait until retirement to make that calculation. Do it now while you still have time to adjust your financial plan if necessary. Discover what you need to do to make your retirement dream a reality.

Course code: PIR 292

Mar 14, Sat, 9 a.m. – 4 p.m.

\$135 + GST

Course #: 80543

### 5 Years to Go - **new**

The last five years before you retire may be some of the most critical years in terms of retirement planning because you must determine within that period whether you can truly afford to retire. The determination will hinge heavily on the amount of preparation you have done to date, and the results of such preparation. If you are financially prepared, then you may just need to maintain your program and continue on to your retirement goal. If you are not financially prepared, then you may be looking at more than five years or a modification to your planned retirement lifestyle. Take a look at an action plan you can use to determine your level of readiness as you start the five-year stretch.

Course code: PIR 291

Mar 28, Sat 9 a.m. – 4 p.m.

\$135 + GST

Course #: 80544

## Advanced Stock Market Techniques

This course will enhance your chances of being a successful investor. As history repeats itself, professional traders use history to predict the future of the stock market. We will cover technical analysis and charting techniques, support and resistance and how to do your own research. Students are advised to take introduction to the stock market first or have knowledge about the stock market.

Course code: MGR 107

Mar 21, Sat, 9 a.m. – 2:30 p.m.

\$99 + GST

Course #: 80240

## Living in Balance, on Purpose through Midlife and Beyond - **new**

Presented by Isabelle St-Jean, NLP Practitioner, Life transitions coach, co-author of *Einstein's Business: Engaging Soul, Imagination and Excellence in the Workplace*.

In the 21st century workplace, many people don't realize to what extent they are stressed as result of operating in crisis-management mode for decades. In midlife or when approaching retirement, we need to reassess our values, retrieve our dreams and reorient ourselves towards achieving the fulfillment of our aspirations in our personal and work life. This workshop will dispel the myths of midlife, foster new thinking that shifts a future retirement into re-engagement, help you make lifestyle choices to enhance your longevity, purposefulness and quality of life and learn practices to help optimize your wellbeing and attract more of what you want.

Course code: PIR 294

Feb 28, Sat, 9 a.m. – 4 p.m.

\$125 + GST

After Feb 5: \$135 + GST

Course #: 80546

*I loved the experience of participating in Isabelle's Midlife and Re-engagement workshop in Vancouver in June 2008. It was all helpful; the sharing between us was wonderful, the information was great, the exercises were excellent and thought-provoking. Ruth Bancroft, Vancouver.*

## Your Health

### Prenatal Complete Series

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 important to a positive childbirth experience. The course consists of six classroom hours plus a hospital tour. *Contact the Continuing Studies office at 250-545-7291 or toll-free 1-800-289-8993 for dates and times.*

Course code: HLT 021

Offered on a regular basis

\$79 + GST

### Mind Over Mood – Overcoming Depression

This workshop will help participants understand and overcome their depression. Using the workbook “Mind Over Mood” by Christine Padesky and Dennis Greenberger, participants will learn how thoughts, moods, behaviors, physical reactions and their environment are all interconnected. Participants will also learn various “anti-depressant skills” such as discovering their Depression Fingerprint and identifying their automatic thoughts and examining how they are connected to their feelings. In addition to the two hours of class time per week, participants will be expected to invest approximately one to two hours outside of class doing assigned readings and practicing their new skills.

Course code: HLT 096

Apr 20-May 6, Mon & Wed, 7 – 9 p.m.

\$122 + GST

Instructor: D. Doige

Course #: 90148

## Your Children

### Kidproof: At Home Alone Plus First Aid

Taught over one day, students learn how to stay safe while at home alone and to respond to first aid emergencies. Kids learn to prevent accidental injuries and to safely respond to emergencies such as: cuts, scrapes and bleeding; burns; choking; broken bones. For children 10 years of age or older by November 2, 2009

Course code: PIR 166

May 2, Sat, 8:30 a.m. – 12:30 p.m.

\$50 + GST plus text

Instructor: S. Larsen

Course #: 90209

### Kidproof: Babysitter’s Training

So you want to be a babysitter? That is fantastic! Parents everywhere are jumping for joy because one thing is for sure, great babysitters are in demand! Becoming a babysitter is serious business. The life of a child is in your hands. What you do – or don’t do – can make the difference.

Students will develop skills that will:

- Help them find and prepare for a babysitting job
- Help them care for children of all ages and deal with difficult situations
- Help them prepare safe and fun activities
- Help them make safe choices while babysitting
- Provide basic First Aid

For youth ages 10 or older by

November 30, 2009

Course code: PIR 165

May 30, Sat, 9 a.m. – 4 p.m.

\$65 + GST plus text

Instructor: S. Larsen

Course #: 90210

## Other courses that may be of personal interest to you:

### Create the Work You Love

– see Employment and Professional Development

### Digital Photography

– see Computers and Technology

### French, Spanish, German

– see Languages

### Sustainable Building Advisor Program

– see Employment and Professional Development

Want a quick way into a career?

Get your certificate in less than a year!

### What to do now:

1. Fill out an application form (call us at 545-7291 local 2850 OR available on-line [www.okanagan.bc.ca/departments/cs/programs/apply.html](http://www.okanagan.bc.ca/departments/cs/programs/apply.html))
2. Start working on your admission requirements (received with your college information package)

**Question:** What is an admission requirement?

**Answer:** Each certificate 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 record check, first aid course, etc.

3. Once your admission requirements are in and verified by the college, and there are seats left, you will be accepted into the program.

Accepting applications right now! Plan ahead – seats are filling!

For more information, check out [www.okanagan.bc.ca/cs/north](http://www.okanagan.bc.ca/cs/north) and click on *Find and Apply for Certificate Programs/North Okanagan*

### AutoCAD Skills Certificate

**Info Night** Feb. 18, 6 p.m.

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

You will learn to use AutoCAD software to assist you to prepare technical and working drawings for use in such fields as manufacturing, construction, surveying, interior design or graphic arts. Okanagan College's program is comprised of three courses: File and Desktop Management, Introduction to AutoCAD Skills and Applied AutoCAD Skills.

*For detailed program information, including courses and admission requirements, call Leslee at 503-2669 or Sarah at 503-2674.*

\$2,673 (plus texts)

Starts in September 2009

### Residential Building Drafting Technician Certificate

**(Info Session Feb. 18, 6 p.m.)**

*See page 19 for program description*

### Home Inspector

**Info Night** Mar 11, 6 p.m. **new**

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.

On successful completion of the program, you will be ready to write membership exams for the Canadian Association of Home and Property Inspectors (CAHPI) (BC), an accreditation process leading toward the Registered Home Inspector (RHI) designation, and the National Association of Certified Home Inspectors (NACHI).

\$4500 (plus texts)

Starts in October 2009

### 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.

Runs twice a year, September and January  
\$504 (plus text)

See page 5 for program description

### Education Assistant Certificate

**Info Night** March 4, 6 p.m.

If you love kids and are looking for a career that challenges and inspires you everyday, this program is for you. Under the guidance of teachers, you will help students with physical, learning, or emotional difficulties.

This 447-hour program teaches you about: approaches used with exceptional children to help them learn;

how modified courses and computers can assist in their learning and development; skills and techniques necessary to meet their recreational, leisure, and creative needs;

issues such as child discipline and public school legislation;

how schools are organized and administered and the role Education Assistant's play in the system.

*You also gain hands-on experience through a 120-hour practicum in the classroom.*

*NOTE: This program is eligible for student loans. Please contact Okanagan College for details.*

\$3,427 (plus texts)

Starts in September 2009

### Esthetician Certificate **new**

**Info Night** April 21, 6 p.m.

Become a part of the fastest growing industry in North America! Learning all the core services necessary to work in the Esthetics field, you will ensure yourself a place in this exciting industry. Learn how to become a team member in a Spa environment, and how to deal with all aspects of client interaction. Quality service, and an understanding of the value of a professional attitude, will ensure your success, and help you build client loyalty. Upon successful completion of this program you will have the necessary 800-hour requirement that will allow you to pursue your BC Provincial Esthetic License. This is the time to get in on the excitement by enrolling in this comprehensive program.

*Okanagan College certificate awarded upon successful completion of:*

*ESTH 101 Introduction to Esthetics*

*ESTH 102 General Sciences*

*ESTH 103 The Skin Sciences*

*ESTH 104 The Principles of Esthetic Procedures*

*ESTH 105 The Business of Skin Care*

Cost: \$6,500

+ approximately \$1000 for supplies

Starts in October 2009

**Nail Technician Certificate**

**Info Night** Apr 21, 6 p.m. **new**



This 400-hour program will introduce students to the latest nail enhancement procedures and

products, general sciences and business practice and allow hands on practice to develop their skills. Under the guidance of a licensed professional, students will learn the techniques needed for entry into this industry. In addition to obtaining Okanagan College certification, students successfully completing the program will have the opportunity to write the Cosmetology Industry Association (CIA) exam in order to practice as a Nail Technician in the Province of British Columbia. Students must also hold and maintain in good standing an annual CIA membership.

*Financial Assistance may be available to eligible students.*

**Cost: \$3,250 + approximately \$1,400 for supplies**

**Starts in October 2009**

**Interior Decorating Certificate**

**Info Night** Mar 18, 6 p.m.

Develop, design and implement interior decorating plans with style and confidence! Starting with the basics, learn the elements required to create a harmonious decorating scheme. If you are starting with a blank slate or just want to improve what is already there, gain the confidence and expertise needed from colour and fabrics to managing your clients. This 162 hour program will provide students with comprehensive training in interior decorating and planning for residential and commercial environments. This program may lead to entry-level positions in retail sales or interior decorating.

**\$1,404 (plus supplies and text)**

**Starts in September 2009**

**Landscape Horticulture**

**Info Night** Mar 23, 6:30 p.m.

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.

**\$1,040 (plus texts)**

**Starts in October 2009**

**Medical Office Assistant Certificate**

**Info Night** Mar 10, 6 p.m.

Do you want an exciting career that provides opportunities to help people daily in a clinical setting? This 171-hour program will help you acquire the skills you need to work in a medical office. You will learn medical terminology, medical office procedures, medical office computer systems and word processing, and have the option to attend a 20-hour directed observation and a 30-hour medical and surgical transcription course.

**\$ 1,500 (plus texts & optional modules)**

**Starts in September 2009**

**Don't delay!  
Register quickly!**

**If you wait until the last minute to register a course, the enrolment limit may already have been reached or the course may have been cancelled due to low registration.**

### **Nursing Unit Assistant Certificate**

**Info Night** Mar 10, 6 p.m.

This certificate program prepares participants to work in a nursing unit, usually a hospital setting. The nursing unit assistant is a key member of the hospital health care team and has frequent contact with nursing and medical staff. Nursing unit assistants should be able to: communicate effectively with patients, visitors and other members of the health care team; understand the organization, structure and function of the various departments in a hospital; function effectively in a fast-paced environment; process physicians' orders; perform clerical duties related to the hospital nursing unit and patient records; identify, pronounce and spell the names of commonly used drugs; perform clerical duties related to the overall care of patients; perform standard receptionist duties; and have a knowledge of and ability to work within general codes of ethics.

The program includes nine courses offered in a part-time evening and weekend format totalling 324 hours of classroom instruction, together with practicum placements of 100 hours in a hospital unit.

**\$4,344 (plus text)**

Starts in September 2009

### **Introduction to Dental Reception Certificate**

*See page 24 for program description*

### **Palliative Care Certificate**

**Info Night** Apr 1, 6 p.m.

Participants should have an educational background in a health or human service discipline such as; home support attendant, resident care attendant, licensed practical nurse providing palliative care for people residing in their own homes or care facilities.

**\$672**

*See page 24 for program description*

### **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 small.

**\$1,009**

Runs twice a year, October and March

*See page 6 for program description*

### **Special Needs Worker Certificate**

**Info Night** Mar 25, 6 p.m.

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.

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. 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.

*For detailed program information, including courses and admission requirements, call Leslee at 503-2669.*

**\$3,118 (plus texts)**

Starts in October 2009

## Courses available at Kelowna, Salmon Arm and Penticton Continuing Studies campuses

Below is a selection of courses, check out our college website at [www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg) for a complete listing of courses valley-wide.

### **Kelowna – Phone Toll Free: 1-888-638-0058**

#### **Advanced Foot Care**

Designed for RNs and LPNs who have current practicing registration/licensure and wish to further their foot care skills for use in clinical and community settings.

Course code: NUR 001

March 4-8 Wed-Sun 9 a.m. - 4 p.m.

\$690

#### **Immunization Certification for LPNs**

Certified by the College of Licensed Practical Nurses of British Columbia (CLPNBC), this provides Licensed Practical Nurses (LPNs) with the knowledge and skills to become certified in the preparation and administration of immunizations to ages five and older in any health care setting.

Course code: NUR 008

Feb 14, 2008 Sat 9 a.m. - 4 p.m.

\$225 plus \$35 + GST for manual

#### **Staffing Services Clerk Certificate (new) Info Night Feb. 4, 6:30 p.m.**

One of the most important elements of efficient hospital operations is staff scheduling. This certificate will be offered starting in the April 2009 (pending Education Council and Board Approval).

Course Code: INFO 001

Course #: 80458

### **Salmon Arm – Phone Toll Free: 1-866-352-0103**

#### **GIS Certificate**

Arclnfo is the leading Geographical Information Systems (GIS) software used today. This 500-hour program is designed to take students with no previous GIS knowledge to an advanced level of competency using industry standard Arclnfo.

Feb 2 – June 19

\$7,495

### **Penticton – Phone Toll Free: 1-866-510-8899**

#### **Vet Hospital Assistant**

This program is currently under development and expressions of interest are being accepted by the Penticton Campus.

#### **Wine Industry courses**

The Okanagan wine industry is booming. Explore education in the following areas: Winery Assistant, Viticulture, and Wine Sales with the Penticton Campus of Okanagan College.

#### **Career Facilitator Certificate**

This program is available in an interactive online format.

#### **Cathedral Lakes Provincial Park series**

Eco Tour – Jul 10-12, 2009, \$349 + GST

Photography Retreat – Jul 21-23, 2009, \$349 + GST

Writers Retreat – Aug 2009 \$349 + GST

#### **Floral Design Certificate**

Feb 17-Jun 9, 2009

\$1,650.

**REGISTER ON-LINE**  
[okanagan.bc.ca/csreg](http://okanagan.bc.ca/csreg)



## 1. ONLINE

Registering for a non-certificate course?

ONLINE REGISTRATION [www.okanagan.bc.ca/csreg](http://www.okanagan.bc.ca/csreg)

## 2. CERTIFICATE COURSES

Students fill out an application form first. Application forms are available on-line at

[www.okanagan.bc.ca/departments/cs/programs/apply.html](http://www.okanagan.bc.ca/departments/cs/programs/apply.html) or contact the College at 545-7291 local 2850. Once the completed application has been reviewed and accepted by the College, you will be contacted by the College to advise you of your next step towards registration.

## 3. BY PHONE

Phone-in registrations will be accepted for Continuing Studies courses by using your Visa, MasterCard or AMEX.

Call Lisa at **545-7291 local 2850**.

## 4. IN PERSON

Visit our Vernon campus located at **7000 College Way** (Mon to Thursday 8:30 a.m. to 4:30 p.m., Fri 8 a.m. to 4 p.m.)

## 5. BY MAIL OR FAX

Call us at (250) 545-7291 and we will send you a registration form. Fill out the Registration Form and mail or fax it to:

Okanagan College, Continuing Studies  
7000 College Way  
Vernon BC, V1B 2N5

Or **FAX to (250) 545-3277**



## Fee Deferrals

Fee deferrals are available for Continuing Studies students enrolled in any Okanagan College certificate program. This process allows students to pay for their tuition in installments without interest charges while the program is in progress. Contact Continuing Studies for more information.

## Refund Policy

Students will be issued a full refund or a letter of credit if Okanagan College cancels a course. Okanagan College reserves the right to cancel or postpone a course due to low enrolment, unavailability of instructors, facilities, or other unforeseen circumstances. If it is necessary to cancel a class, Okanagan College will provide students with 48 hours notice whenever possible.

## Non-Certificate Program Withdrawal

We will be pleased to refund course fees or a letter of credit if you withdraw at least two business days (48 hours) in advance of the class start date, unless otherwise noted. No refund will be issued if you withdraw with less than two business days notice. Please allow 30 days for processing and mailing of refunds. Refunds do not include cost of books or other supplies.

## CS Certificate Program Withdrawal

Registered students withdrawing prior to the start of certificate programs will be subject to a \$150 nonrefundable fee. It is the student's responsibility to be informed about refund policies and to contact Continuing Studies in writing when withdrawing.

## Information Discrepancies

On occasion, information in this guide including listed fees may be incorrectly printed. Okanagan College reserves the right to correct pricing or course details at time of registration.

## N.S.F Cheques

There will be a charge of \$25 for an N.S.F. cheque.

## Textbook Sales

Please call your nearest Campus Store for hours of operation and textbook sales information. Vernon Campus Store, 545-7291, local 2242.



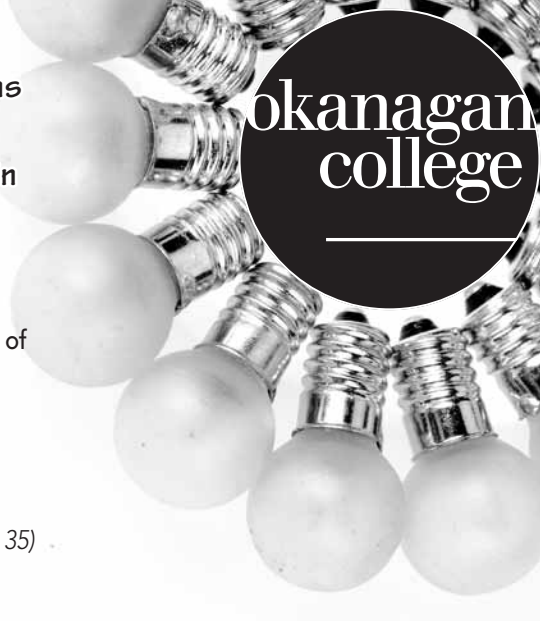
# Take a course what a bright idea!

Each year people just like you decide to expand their horizons and register for a program.

Check out our brochure and join us this winter!

## NEW! courses

- Computers Level I for Deaf and Hard of Hearing Adults (see page 12)
- Animation for Gaming (see page 15)
- Focus Series (see page 14)
- Esthetician Certificate (see page 34)
- Nail Technician Certificate (see page 35)
- Adult Education Series (see page 16)
- Safety Program Development 101 (see page 17)
- Developing Capable People (see page 20)
- Hearing Education Assistant (see page 20)
- Behaviour Specialist Education Assistant (see page 21)
- Integrative Healthcare: An Emerging Paradigm (see page 25)
- Create Fire Resistant Landscaping (see page 27)
- Take a Stand Against the Pine Beetle (see page 27)
- Sustainable Building Advisor Program (see page 19)
- German Level I (see page 28)
- Golf Business Essentials (see page 10)



## Future Instructors

Are you interested in using your adult instructional abilities to share your expertise? Continuing Studies is always looking for new and topical course ideas. If you're interested in teaching a course you think would be of interest to others, request our course proposal form by emailing the **Continuing Studies Manager, Joanne Thomsen** at [jthomsen@okanagan.bc.ca](mailto:jthomsen@okanagan.bc.ca)

# **Brighten up your winter!**

**Learn a Language**

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programs**

**Sustainable Building  
Advisor**

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Certificates**

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**Many more  
courses inside!**



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STUDIES**