



Continuing Studies

Central Okanagan

www.okanagan.bc.ca/cs

SPRING/SUMMER
2010



Imagine what you can do...

New This Spring/Summer!



We are always examining current trends to offer you topical and relevant programs! Look for this symbol throughout the brochure for what's new.

new

CERTIFICATE PROGRAMS

- Autism Spectrum
- Summer TESL
- Hearing Assistant

BUSINESS

- Dealing With Information Overload in a Small Business
- Get Financing for Your Small Business
- Making Your Blackberry Work for You

COMPUTERS

- Easy Wordpress Websites

EMPLOYMENT AND PROFESSIONAL DEVELOPMENT

- Muscle Anatomy
- Running...Facts & Fiction!
- True Colors (personality test)
- Whole Foods

HEALTH

- Acupressure for Health and Healing

LANGUAGES AND COMMUNICATION

- How to Read your Writing in Public
- Make a Chapbook for Family and Friends
- Plan to Write a Novel
- Research and Interview Techniques for Writers
- The Mechanics and Politics of Magazines

LEISURE

- Connecting with Your Innate Artist: Art Therapy for Adults
- A River Full of Words
- Complete Hatha Yoga for Beginners
- The Massive Goal Workshop
- Pretty for Prom
- Motorcycle Training for the Absolute Beginner
- Sharpen Your Photographer's Eye
- Step Beyond the Snapshot
- Master Image Making Skills



Okanagan College Continuing Studies Central Okanagan • Kelowna Campus













Office Hours:
SEPTEMBER TO APRIL
Monday to Thursday: 9 a.m. to 7 p.m.
Friday: 9 a.m. to 4 p.m.
MAY TO AUGUST
Monday to Friday: 8 a.m. to 4 p.m.
(subject to change)

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Kelowna, BC V1Y 4X8
Phone: 250-862-5480
Toll-free: 1-888-638-0058
Email: cscentral@okanagan.bc.ca
www.okanagan.bc.ca/cs

Visit us in the Student Services building Room A108 or online at

www.okanagan.bc.ca/cs

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Jump in... Interior Fitness Conference

This conference will explore the many different activities we call fitness.

Come and join us for the most fabulous workshops in the Interior.

4th Annual
April 30 & May 1, 2010
Kelowna, BC

www.okanagan.bc.ca/interiorfitnessconference



DISTANCE EDUCATION

Discover the world of Distance Education with Okanagan College!
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CONTINUING STUDIES COMMENCEMENT



On June 29, 2010, Continuing Studies will recognize their 2009-2010 Certificate Program graduates at a commencement ceremony.

If you are a graduate in 2009 - 2010 and want more information, please contact Chrissy Rhein at crhein@okanagan.bc.ca



Certificate Programs

Please contact Continuing Studies for the full list of admission requirements for any of our certificate programs or go online to www.okanagan.bc.ca/cs.

Audio Engineering & Music Production

Would you like to produce digital recordings for musicians and music groups? Mix live concerts and sound reinforcement for public events? Work on audio postproduction for film, video, and computer animations and games? This 700-hour program provides training to develop the skills needed to operate analog and digital studio recording programming and processing equipment.

- AEMP 001 Introduction to Sound
- AEMP 002 Hearing and Music
- AEMP 003 Basic Audio Electronics
- AEMP 004 Signal Flow and Processing
- AEMP 005 Live Sound Reinforcement
- AEMP 006 Analog Tape Recording
- AEMP 007 MIDI and Electronic Music Programming
- AEMP 008 Digital Audio Recording
- AEMP 009 Professional Communications
- AEMP 010 Audio Production

This program runs from September to April, Monday through Thursday, 9 a.m. - 4 p.m.

\$7,389 plus textbooks

Accepting applications for Fall 2010

NOTE: This program is eligible for student loans. Please contact the Financial Awards office at Okanagan College for details.

Autism Spectrum

This 81-hour program is for persons who work, interact and live with persons with Autism Spectrum Disorder (ASD). Courses will provide a thorough overview of ASD focusing on both theory and practical skills that will be useful for professionals, parents and/or caregivers. Multiple strategies, examples and tips, as well as concrete suggestions and in-depth resource listings that can be used to greatly enhance the quality of interactions with persons with autism in home, educational, daycare, social work or caregiver settings will be presented.

Apr. 6, Tue, 6:30 - 9:30 p.m. and

Apr. 7 - Jun 30, Mon & Wed, 6:30 - 9:30 p.m.

\$1,579.50 plus course material

Accepting applications for Fall 2010

AutoCAD Skills

If you want to work in today's drafting and design industry, you must be able to use the industry-standard AutoCAD software. In this program, you will be trained to prepare technical drawings for a variety of manufacturers including those in the machining, electronics, and woodworking fields. You will also learn the basic CAD skills required to prepare working drawings for architecture, surveying, mapping, and graphic arts.

- MSFD 101 File and Desktop Management
- AD 01 Introduction to AutoCAD Skills
- AD 02 Applied AutoCAD Skills

This program runs from September to December or January to May, Tuesday and Thursday evenings from 5:30 - 9:30 p.m. and alternate Saturdays, 9 a.m. - 4 p.m. (subject to change)

\$2,673 (plus course material)

Accepting applications for Fall 2010 and Winter 2011

Don't delay, register today!

Waiting to register could result in the class being full, or even worse... the class being cancelled!

Basic Accounting

If you're working to keep the books competently for a small business, or are interested in an entry-level accounting job, this 66-hour hands-on program can provide you with the necessary expertise. It also provides a good foundation for those interested in pursuing computer-based accounting at a later date. You will learn accounting concepts, generally accepted accounting principles, and the rules of debit and credit. You'll review the accounting cycle for a service business, learn how to manage a general ledger, prepare financial statements, periodic adjustments, and year-end books. You'll also learn about specialized journals and how to track customers and vendors for a merchandising business, as well as inventory concepts, sales taxes, internal cash controls, and payroll preparation.

This program runs Monday and Thursday evenings from 6 - 9 p.m.

Graduates of this program may apply for transfer credit into BUAD 111.

\$504 plus textbook

Accepting applications for Fall 2010 and Winter 2011

Custodial Worker

This program is designed to prepare students for entry into the building service industry in custodial work, and upgrading to those who are currently employed in the industry. This program is carried out in the classroom and in appropriate work areas.

- CW 003 Floor care and maintenance
- CW 004 Carpet cleaning and maintenance
- CW 006 Basic cleaning procedures
- CW 007 Special cleaning and maintenance
- CW 005 Work experience (optional)

This program runs September to December or January to March
\$695 plus material

Accepting applications for Fall 2010 & Winter 2011

Education Assistant

If you love kids and are looking for a career that challenges and inspires you every day, 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 Assistants play in the system.

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

This program runs from September to June, Tuesday and Thursday evenings and alternate Saturdays during the day

\$3,427 plus textbooks and materials

Accepting applications for Fall 2010

NOTE: This program is eligible for student loans. Please contact the Financial Awards office at Okanagan College for details.



Hearing Assistant **new**

This 246-hour certificate program prepares paraprofessionals to work in the school and pre-school settings with children who are deaf or hard of hearing. This program introduces students to various communication options, such as American Sign Language or Conceptually Accurate Signed English, builds a fundamental knowledge of language and speech development and technology, including cochlear implants, as they apply to deaf or hard of hearing children, and further expands upon skills necessary to work with deaf or hard of hearing children in a classroom or pre-school setting. Students are expected to have a background as an Education Assistant, Early Childhood Educator, Human Service Worker or other relevant post-secondary education.

Offered part-time starting Fall 2010.

\$3,116 plus textbooks

Accepting applications for Fall 2010

Interior Decorating

This program will provide you with comprehensive training in interior decorating and planning for residential and commercial environments. You will learn to analyze, develop, coordinate and implement interior decorating plans with style and confidence. This program may lead to entry-level positions in retail sales or interior decorating.

- IND 01 Introduction to Interior Decorating
- IND 02 Working with Floor Plans
- IND 03 Perspective Drawing
- IND 04 Drawing and Colour Rendering
- IND 05 Using Colour in Your Home
- IND 06 Fabrics and Furnishings
- IND 07 Lighting, Accessories and Art
- IND 08 Materials for Surface Finishes
- IND 09 The Final Project

This program runs from September to May, Monday and Thursday evenings from 6 - 9 p.m. (subject to change)

\$1,404 plus textbooks and materials

Accepting applications for Fall 2010

Please contact Continuing Studies if you are interested in a daytime offering, January - May, 2011.

Introduction to Office Administration

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

The Introduction to Office Administration certificate program teaches a comprehensive package of skills designed to ensure that your application demands serious consideration from potential employers, even if you've had little or no previous work experience. This challenging program blends coursework in all of the interpersonal and technical skills essential for success in an office.

You'll learn to problem-solve, multi-task, and work effectively in a team.

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

This is a part-time, one and a half year program that runs two evenings a week.

\$2,130 plus textbooks

Accepting applications for Winter 2011



Landscape Horticulture

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

- HT 011 Botany and Soil Basics
- HT 012 Plant Identification
- HT 013 Landscape Construction
- HT 014 Landscape Maintenance

This program runs September to December or January to April Tuesday and Thursday evening.

\$1,040 plus textbooks

Accepting applications for Fall 2010 and Winter 2011

Medical Office Assistant

Do you want an exciting career that provides opportunities to help people daily in a clinical setting? This 254-hour program prepares students for employment in reception, clerical or assisting positions in medically-oriented facilities such as hospitals and doctors' offices. Students will acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses, obtain a good understanding on the use of computers in the business environment, perform computer medical billing, and apply medical office guidelines and standards. Students will also learn to understand and adhere to medical/legal aspects.

This program runs from September to March, Tuesday and Thursday evenings from 6 - 9 p.m. and alternate Saturdays during the day.

\$2,684 plus textbook and materials

Accepting applications for Fall 2010

Nursing Unit Assistant

If caring for people, being part of a team, and a fast-paced work environment sounds like your ideal career, this program is for you. A nursing unit assistant is a key member of a hospital health care team who assembles and maintains patient charts, handles the admission, transfer, and discharge of patients, processes physicians' orders relating to medications, laboratory and diagnostic tests, and surgical or treatment plans, and performs standard receptionist duties.

This program prepares you to work in a nursing unit with 324 hours of classroom instruction plus hands-on experience during a 100-hour practicum in a hospital unit.

This program runs from September to May, Tuesday and Thursday evenings from 6 - 9 p.m. and every Saturday during the day.

\$4,430 plus textbooks

Accepting applications for Fall 2010

Pharmacy Technician

This program is of interest to students who would like a formal training period, followed by interesting and varied job opportunities in the pharmacy field. Graduates work in community pharmacies and hospitals under a Pharmacist's supervision. Some of the duties may include assisting in dispensing medication, inventory control, third party billing and pre-packing and compounding pharmaceuticals.

This program runs from March to November, full-time. Please contact Continuing Studies for more information.

Accepting applications for March 2011.

Production & Inventory Management

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

This certificate can help you to increase your functional knowledge of production and inventory management. You will learn to improve efficiency across your organization's supply chain, streamline operations through accurate forecasting, deliver products and services Just-in-Time, and increase profitability by optimizing your organization's inventory investment.

This program prepares students to write the APICS certification exams and to become certified as a Production and Inventory Manager (CPIM). Holding a CPIM designation confirms that you understand the design, operation and control of systems for the manufacture and distribution of products and services.

This is a part-time program that runs evenings.

The program runs September to June, with ongoing intakes. Please contact Continuing Studies for more information.



Simply Accounting Certificate

Balancing the books is essential for the success of any business. Become an integral part of that success by learning the most popular accounting software used by small and medium-sized businesses. This 66-hour program will give you the skills you need to maintain computerized general ledgers, accounts payable/receivable, and payroll records. You will also gain fundamental spreadsheet skills that enable you to create budgets, projections, financial statements, client databases, and more. To enrol, you should have some previous experience or course work in manual bookkeeping systems, basic keyboarding skills, and a fundamental understanding of computers.

This program runs Tuesday and Thursday evenings from 6 - 9 p.m. and the occasional Saturday from 9 a.m. - 4 p.m. \$1,009 plus textbooks

Accepting applications for Spring 2010 and Fall 2010

Staffing Services Clerk

Learn how to manage staffing in hospitals and community health environments. You will learn a basic understanding of collective agreements, healthcare industry standards, staffing services procedures, work-place relations skills, and hands-on computer training. No prior experience in scheduling is required to enter this program. Course topics include computers in the workplace, workplace relations, workplace skills, environments for scheduling personnel, and a 100-hour practicum.

This program runs February to June, Tuesday and Thursday evenings from 6 - 9 p.m. and alternate Saturdays during the day.

\$2,788 plus material

Accepting applications for Winter 2011

Sterile Processing and Distribution

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

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

This program runs from October to May, Monday to Thursday from 8:30 a.m. - 4 p.m.
\$4,101 plus textbooks and materials
Accepting applications for Fall 2010

NOTE: This program is eligible for student loans. Please contact the Financial Awards office at Okanagan College for details.

Teaching English as a Second Language

Are you interested in learning about other cultures, travelling overseas and helping others gain access to new employment and learning opportunities? This program will provide you with the skills you need to work as an ESL teacher of adult learners here in Canada or overseas.

The certificate is comprised of six core modules that include theory, methodology, training in language principles and patterns, and a hands-on approach to learning second-language teaching strategies.

This program will have two intakes this year:

Summer 2010

This condensed and intense summer session will run from July 19 to August 20, Monday to Friday, 9 a.m. to 4 p.m.

Fall 2010

This program will run from September to March, Tuesday evenings from 6 - 9 p.m. and alternate Saturdays during the day.

Please call 250-762-5445 x4589 to discuss which option would be best for you as there are some variations in the offerings.

\$2,142 plus textbooks and materials
Accepting applications for Summer 2010 and Fall 2010

WorkSafe courses are designed for occupational health and safety committee members, including employer representatives and health and safety professionals committed to preventing occupational injury and disease.

Contact Helena at hziecke@okanagan.bc.ca 250-762-5445 ext. 4512 if you are interested in one of these worksafe courses.



- Hazard Recognition and Control
- Responsibilities of Joint Health and Safety Committees
- Occupational Health and Safety in Small Business
- Preventing and Investigating Musculoskeletal Injury (MSI)
- Preventing Workplace Violence
- Supervisor Safety Management



CERTIFICATES

Please go to page 4 for a complete listing of certificate programs.

Business

A Crash Course in Marketing

You've got something to sell: a product or service, or maybe you need to get more people through the door of your organization. Now what? This seminar will take you from the traditional four p's of product, price, place and promotion to the key steps in building a marketing plan. Learn about targeting your promotions, advertising, direct mail, social media, publicity, and more. Create a roadmap for marketing your services that will lead to success and by the end of the day you will have an outline for a marketing plan that you can immediately start applying to your business.

Course code: MGR 231, CRN: 90497
May 25 & 27, Tue & Thu, 6 - 9 p.m.
\$85 + GST

Currency Trading for Individual Investors

Welcome to the world of Currency Trading. The Foreign Exchange (Forex) market is the largest marketplace in the world, trade online from anywhere in the world 24 hours a day. Currency trading is similar to Stock and Futures Trading but with many advantages. Understand the fundamentals of trading, opening a trading account and learn to buy and sell currencies on your computer, profiting from fluctuations between different currencies.

Course code: MGR 228, CRN: 90500
Apr. 15 - 29, Thu, 6 - 9 p.m.
\$149 + GST

Certificates

- Basic Accounting Certificate
 - Intro. to Office Administration Certificate
- Production and Inventory Management Certificate
- Simply Accounting Certificate

Please go to page 4 for a complete listing of certificate programs.

Dealing With Information Overload in a Small Business

You get your daily reports on inventory, sales, customer information, and financial information but do you really look at it? In just five minutes a day, become better with the information you are receiving and get the tips and tricks needed to improve and grow your business.

Course code: MGR 248, CRN: 90522
May 10 & 12, Mon & Wed, 6 - 9 p.m.
\$135 + GST

Get Financing for Your Small Business

You have a great business idea for a small business or you're an owner of a small business and the only thing stopping your business is money. Lenders want information - how do you know what to provide? Learn what lenders are looking for, types of lending available and how to overcome the reasons for being turned down. Get the tips needed to be more successful in obtaining the funding you need.

Course code: MGR 247, CRN: 90521
Apr. 27 & 29, Tue & Thu, 6 - 9 p.m.
\$135 + GST

JUSTICE INSTITUTE OF BC



JUSTICE INSTITUTE of BC

Conflict Resolution

Conflict finds its way into our personal and professional lives every day. By enhancing your skills you can direct whether it will be a positive or a negative influence. The following two courses are part of the JIBC Certificate in Conflict Resolution and are open to anyone interested in resolving conflict effectively. *\$550 per course*

Foundations of Collaborative Conflict Resolution (CCR101)

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and

collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations. A videotape will be provided for you to record your role-play on the final day of the course. This course is equivalent to CCR100. Students must take either CR100 or CCR101 as a prerequisite for other required courses in the certificates.

Course code: MGR 054, CRN: 95002

Aug. 8-10, Sun - Tue,

8:30 a.m. - 4:30 p.m.

Negotiation Skills Level I (CCR170)

Negotiation skills are essential in daily interactions with others to help individuals get what they need and want. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interests of both parties. This course introduces the skills, theory and process for applying interest-based negotiation in a variety of work and day-to-day situations. Participants will learn to prepare for negotiations, assess their alternatives, build a climate of collaboration, get beyond stubborn positioning and develop agreements that work for both sides. Emphasis is on skill development through simulated negotiations assisted by trained coaches. Students are encouraged to bring a VHS videotape to record their role-play on the final day of the course.

Course code: MGR 055, CRN: 95003

Aug. 11-13, Wed - Fri,

8:30 a.m. - 4:30 p.m.

Making Your Blackberry Work for You

This course is designed specifically for new Blackberry Pearl, Curve, Bold, or Storm users. The Blackberry is so much more than just a phone. Learn the basic functions of the phone such as how to store contact information, how to do text messaging, and take and store pictures in your phone. In addition learn many useful tips on how to utilize the email, calendar, web, and third party software programs available to make your life more efficient. Please bring your Blackberry phone to class.

Course code: COSS 070, CRN: 90516

May 10, Mon, 6 - 9 p.m.

\$69 + GST

Networking Your Brand: Marketing Through Social Networks

More businesses - small and large - are turning to social networks such as Twitter and Facebook to market their products and build brand awareness. This course will teach you the importance of researching your target audience, selecting the right social networking tools, and how to promote your online presence. Develop a social network marketing plan that will engage your current customers, help you gain new ones, and give you a new outlet for customer service. We'll also examine how traditional marketing methods can merge with the technologies of "Web 2.0."

Course code: MGR 242, CRN: 90496

May 11 - 18, Tue & Thu, 6 - 9 p.m.

\$125 + GST

Computer Lab Rentals

Do you need access to a computer lab?

We have a 20-workstation lab with an additional dedicated instructor station and overhead LCD computer projection unit.

The lab is equipped with Internet, Windows XP, Office 2007 and much more.

We offer reasonable rates, but bookings are subject to availability.

**Call 250-762-5445, Ext. 4589
for more information.**

**Project Management:
Tools and Techniques**

This two-day workshop provides a comprehensive overview of project management techniques to effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format. Skills covered are immediately applicable to the job.

Mastering basic project management skills, methodologies, and tools will enable you to prioritize projects and workload, create realistic goals, and recruit and manage high performing teams. You will create a project work breakdown structure and will be shown how to establish reliable project techniques, and create effective strategies to control the project budget, schedule, and quality. Both the technical and soft skill sides of project management are covered.

Course code: MGR 075, CRN: 90283
Apr. 29 & 30, Thu & Fri,
8:30 a.m. - 4:30 p.m.
\$795

**Public Speaking
for the "Scared Stiff"**

Is your reluctance to speak in front of others holding you back? This course, an essential building block for those with no experience in public speaking, will help you gain confidence by allowing you to practice and equip yourself with useful skills in speech construction, audience analysis and preparation, vocal and non-verbal techniques and the use of humour. Learn the characteristics of exceptional speakers and start becoming one yourself.

Course code: COA 114, CRN: 90418
Apr. 13 & 20, Tue, 6 - 9 p.m.
\$79 + GST

Step up to Management

This course is designed to give you the fundamental skills required to successfully transition from an individual contributor to an effective leader. It introduces key management practices and will provide you with the tools and

techniques needed to ensure optimal performance. As a result of completing this course you will: successfully transition from an individual contributor to manager and gain team support; learn to break down barriers that prevent you from becoming an effective leader; create a positive engaging work environment, allowing movement from compliance to commitment; communicate clearly, motivate people, build trust and strong working relations; deal with the stressors of being a manager and learn how to assert your skills.


Course code: MGR 179, CRN:90559
Apr. 17, 24 & May 1, Sat, 9 a.m. - 4 p.m.
\$329 + GST

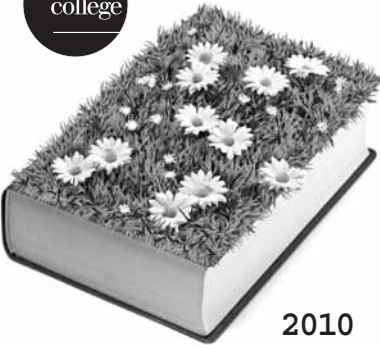
Taking Better Minutes

Become a valuable asset to your organization by learning and practising the skills to produce exceptional and well-summarized minutes that accurately reflect the key details and decisions of meetings. Learn time-saving tips to use during meetings, ways to effectively summarize group discussions, and how to create and format informal and formal minutes.

Course code: MGR 171, CRN: 90284
Apr. 10, Sat, 9 a.m. - 4 p.m.
\$159 + GST

Summer Session





2010

Let your credits grow this summer!

Session I: May 10 - June 22
Session II: July 5 - August 17

www.okanagan.bc.ca/summer

Detailed Scheduling and Planning

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.

Course code: PIM 28, CRN: 90531
Apr. 6 - Jun 29, Tue, 6:30 - 9:30 p.m.
\$517

Simply Accounting for Windows - Introduction

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

Course code: MSAC 105, CRN: 90274
May 6 - 25, Tue & Thu, 6 - 9 p.m.
plus May 15, Sat, 9 a.m. - 4 p.m.
\$367 (plus \$35 + GST for manual)

Simply Accounting for Windows - Intermediate

Building on the skills learned in the Introductory course, this course introduces students to more advanced options including inventory control procedures and all payroll functions from recording time worked to printing T4s. *Contact Continuing Studies for Prerequisites.*

Course code: MSAC 201, CRN: 90275
May 27 - Jun 15, Tue & Thu, 6 - 9 p.m.
\$367 (plus \$35 + GST for manual)

Did you know?

Successful completion of the Basic Accounting Certificate gives you the option of transfer credit for Business Education 111 or Applied Business Technology 140 & 141 or Office Administration 140.

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.

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 programs



Contact Continuing Studies today to discuss how we can work together!

250-862-5480



CERTIFICATES

Please go to page 4 for a complete listing of certificate programs.

WHERE TO START

Computer Fundamentals

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

Course code: COSS 004, CRN: 90276
May 10 - 19, Mon & Wed, 6 - 9 p.m.
\$189 (plus \$30 + GST for manual)

Computer Keyboarding

Learn how to touch type on the computer keyboard. Why do you need to know how to keyboard by touch? One word: speed. Your computer may be capable of doing its job quickly; however, it cannot start working until you finish telling it what to do. Knowing the keyboard by touch means you will be able to input information much faster than by the old hunt and peck method.

Course code: COSS 116, CRN: 90280
Apr. 26 - May 5, Mon & Wed, 6 - 9 p.m.
\$120 + GST

IN A DAY SERIES

Computer Basics in a Day

Become familiar with using a computer, from basic computer terminology to working in the Windows environment. Learn how to open and close documents, multi-task between programs, and personalize your desktop with shortcuts. The basics of file management will be introduced including how to save to a USB memory stick.

Course code: COSS 219, CRN: 90517
Apr. 16, Fri, 8:30 a.m. - 3:30 p.m.
\$89 + GST

Word in a Day

Learn the basics of word processing by creating, editing, printing, and saving a document. Using Microsoft Word, easily change the look of your document by altering text, indenting paragraphs, and inserting pictures.

Course code: COSS 220, CRN: 90518
Apr. 30, Fri, 8:30 a.m. - 3:30 p.m.
\$119 + GST (includes manual)

Excel in a Day

Discover how to work with worksheets and workbooks to analyze data. With Microsoft Excel you will learn how to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts.

Course code: COSS 221, CRN: 90519
May 14, Fri, 8:30 a.m. - 3:30 p.m.
\$119 + GST (includes manual)

Internet in a Day

Using Outlook Express learn how to create, edit, format, and send email messages. Manage your messages by organizing them within folders. Discover the Internet using Microsoft's web browser Internet Explorer. Learn how to use a hyperlink, URL, and how to effectively find specific information on the Internet.

Course code: COSS 222, CRN: 90520
May 28, Fri, 8:30 a.m. - 3:30 p.m.
\$89 + GST

WHERE TO GO NEXT

Word Processing Foundations

This course is intended to provide you with the necessary skills to master the powerful capabilities of Microsoft Word. If you are new to word processing or self-taught, this course is a must! Get the tools you need to manage, format and design professional looking documents. Course manual included.

Course code: COSS 145, CRN: 90281
Apr. 12 - 21, Mon & Wed, 6 - 9 p.m.
\$235 + GST

Excel Foundations

This course is intended to provide you with the necessary skills to master the powerful capabilities of Microsoft Excel. If you are new to spreadsheets or self-taught, this course is a must! Get the tools you need to manage, edit, format, print and learn how to develop formulas and charts!

Course code: COSS 146, CRN: 90277

May 6 - 18, Tue & Thu, 6 - 9 p.m.

\$235 + GST (includes manual)

Excel Skills: Advanced

This is a continuation of the "Spreadsheet Foundations" course. You will be introduced to more advanced features of Microsoft Excel which includes working with functions, custom cell formatting, drawing tools, database management, data filters, drawing objects and customizing charts - a must for any business environment!

Course code: COSS 149, CRN: 90278

May 25 - Jun 3, Tue & Thu, 6 - 9 p.m.

\$235 + GST (includes manual)

WEBSITE DEVELOPMENT

Easy Wordpress Websites

What is all this talk about Wordpress and Blogging? Do you want to build a website but don't know where to start? No website or programming experience necessary, if you know how to use Word you can create a website. You will learn how to use the Wordpress dashboard, add themes and plugins, create your first post and first page, add widgets and sidebars and make your website social media friendly. You will leave with a brand new website you can update yourself, dozens of tips and tricks about using Wordpress and a better understanding of what websites need to be successful.

Course code: COSS 218, CRN: 90429

Apr. 14 - May 5, Wed, 6 - 9 p.m.

\$89 + GST

HTML for Web Designers

An introduction into the world of HTML for web designers. You will handcraft basic web pages and an emphasis will be placed on the ability to fluently read HTML code. Start by learning the main sections and structure of an HTML document and then how to create pages from scratch. You will then add and format text, and embellish the document with the use of images, anchors and hyperlinks.

This is an ideal course for those with knowledge of Dreamweaver, FrontPage or other HTML-generating tools who want to grow HTML skills.

Course code: COSS 143, CRN: 80754

Mar 31 - Apr 14, Wed, 6 - 9 p.m.

\$229 + GST (Includes Material)

SOCIAL MEDIA

Social Media for Beginners

Don't know what a "tweet" is? Not sure if you're "linked in"? Afraid of Facebook? Whether you want to use the social media tools of Web 2.0 to connect with friends and family, generate interest in a cause, or build your business, this seminar will introduce you to the more popular social media tools so you're comfortable with these emerging technologies. We'll cover Facebook, Twitter, Flickr, YouTube and LinkedIn. During the seminar, students will begin to create their own online profiles, and will learn how to protect their personal privacy and avoid social media pitfalls. Prerequisite: Computer Fundamentals or equivalent. A free assessment test can be completed online - contact Continuing Studies to arrange this short online quiz. Course code: COSS 200, CRN: 90494 Apr. 27, Tue, 6 - 9 p.m. \$39 + GST

Certificates

- Audio Engineering and Music Production Certificate
- AutoCad Drafting Certificate
- Simply Accounting Certificate

Please go to page 4 for a complete listing of certificate programs.



CERTIFICATES

Please go to page 4 for a complete listing of certificate programs.

FITNESS INSTRUCTOR TRAINING

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.

The BCRPA provincial exam fee is an additional \$70, as well as the fitness theory registration fee of \$95.

Next class will be starting September 2010

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.

Prerequisite: Fitness Theory Course

Course code: ITR 001, CRN: 90165

Apr 14 - May 26, Wed, 5:30 - 8:30 p.m.

\$165 (plus \$38 + GST for manual)

An additional fee will be charged by your ICE evaluator for the BCRPA Instructor Competency Evaluation (ICE)

Weight Training II

This course includes 20 hours of experience working as a Weight Training Leader.

Course code: ITR 024

Choose from one of the following dates:

1. Apr. 12 - May 31, Mon, 5:30 - 8:30 p.m.

(no class May 24)

CRN: 90163

2. Jun. 3 - 24, Mon & Thu, 5:30 - 8:30 p.m.

CRN: 90164

\$165 (plus \$18 + GST for manual) per course

Personal Trainer

Personal Trainer - a term used to describe professionals who work with clients to improve their physical and mental well being. This 50-hour course covers advanced weight training techniques, fitness assessment, advanced program design, special populations, basic nutrition, health screening, current business practices, legal liability and professional ethics. This course will give the participant the necessary requirements to become a Registered BCRPA Personal Trainer. The BCRPA provincial exam fee is an additional \$65.

Prerequisites: Fitness Theory, Weight Training I, Weight Training II (recommended), Weight Training ICE, 20 Weight Training Programs

Course code: ITR 015, CRN: 90052

Sep. 7 - Oct. 30, Tue, 5:30 - 8:30 p.m.

plus Sep. 11 - Oct. 23, Sat, 9 a.m. - 12 p.m.

plus Nov. 13, Sat, 9 a.m. - 12 p.m.

CRN: 70005

\$399 (plus \$102 + GST for manual)

An additional fee will be charged by your ICE evaluator for the BCRPA Instructor Competency Evaluation (ICE)

Group Fitness

This BCRPA recognized course will help you develop the practical skills you need to design and instruct safe, well-rounded group fitness classes.

Pre-requisite: Fitness Theory Course

Course code: ITR 013, CRN: 90162

Apr. 8 - May 20, Thu, 6:30 - 9:30 p.m.

\$165 (plus \$38 + GST for manual)

An additional fee will be charged by your ICE evaluator for the BCRPA Instructor Competency Evaluation (ICE)

Yoga Fitness

This BCRPA recognized course was designed by both the yoga and fitness communities. The module is 50 per cent practical and 50 per cent theory and will give the fitness professional the skills necessary to instruct an introductory level yoga fitness class. In addition, registration will provide all BCRPA yoga fitness leaders with \$2 million liability insurance as well as connect them with over 3,000 registered fitness leaders in the province.

Pre-requisites: Fitness Theory course and a minimum participation in 20 yoga classes.

Course code: ITR 014, CRN: 90244

May 30 - Jun 27, Sun, 8:30 a.m. - 4:30 p.m.

\$349 (plus \$53 + GST for manual)

An additional fee will be charged by your ICE evaluator for the BCRPA Instructor Competency Evaluation (ICE)

Muscle Anatomy **new**

A Fitness Education course aimed at giving instructors a better understanding of muscle anatomy. The focus is on learning the exact anatomical location, origin, insertions and the functions of the muscles of the legs, back, chest, shoulders, arms and core. Having an in-depth understanding of human anatomy will give you the knowledge to design safe exercises that will effectively target the desired muscles (please note this is not an exercise design class).

Course code: ITR 047, CRN: 90489

May 6 & 13, Thu, 5:30 - 8:30 p.m.

\$109 + GST

Interior Fitness Conference

This conference will explore the many different activities we call fitness.

Come and join us for the most fabulous workshops in the Interior. For a full listing of workshops, visit:

www.okanagan.bc.ca/interiorfitnessconference

Running...Facts & Fiction! **new**

Have you ever wanted to train your clients to run or run better? Or wanted to introduce your class participants to the sport of running? Maybe you have had a client complain about being 'stuck' in their personal journey of fitness. Let Kim guide you and learn how to introduce the sport of running into your clients' routine, progress almost any client in their personal fitness program as well as introduce running to your fitness class participants. From running schedules to goal setting, you can utilize these tips to improve the fitness level of the people you interact with...even yourself! (Be prepared to move)

Course code: IFE 005

Apr. 30, Fri, 5 - 8 p.m.

\$89 + GST, CRN: 90452 before Apr. 4

\$99 + GST, CRN: 90453 after Apr. 4

True Colors **new**

Would you like to get along better with bosses, co-workers, friends and even your family? How about understanding your clients better? Join us for a fun-filled session exploring your True Colors. You will determine your own personality temperament, celebrate your particular style and learn how to better 'stretch out' to those around you. Your end result will be improved communications and more fulfilling relationships with people around you. Come prepared to share in this four hour session. More importantly it is a fun and enjoyable afternoon providing you a break from your everyday routine.

Course code: IFE 007

Apr. 30, Fri, 5 - 9 p.m.

\$89 + GST, CRN: 90452 before Apr. 4

\$99 + GST, CRN: 90453 after Apr. 4

Whole Foods **new**

Food choices and eating habits play a vital role in fuelling activity and providing the raw materials required to make a healthy, happy body. It takes more than protein to reach fitness goals: learn why carbohydrates, proteins, and fats are all required at each meal to keep blood sugars constant and supply all the material required for the body to function optimally. This is best (and easily) done through whole foods nutrition - foods eaten in their naturally grown state come complete with everything our body needs for optimal digestion, assimilation, and use. Learn another way of looking at the food choices available and determining which are the best options for your goals - without counting calories and grams. Make sure what you eat is of benefit and not of burden to your goals and that of your clients.

Course code: IFE 006

Apr. 30, Fri, 5 - 8 p.m.

\$89 + GST, CRN: 90452 before April 4

\$99 + GST, CRN: 90453 after April 4

WORKPLACE DEVELOPMENT**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 everyone involved in any type of food services, including fundraisers.

Course code: PS 003

Choose from one of the following dates:

1. May 17 & 19, Mon & Wed, 6 - 10 p.m.
CRN: 90512
2. Jun. 14 & 16, Mon & Wed, 6 - 10 p.m.
CRN: 90513

\$89 per course

Traffic Control Person Certification

This two-day traffic control course is a provincial regulatory requirement and certification is valid for three years. Successful completion of this standardized training course will satisfy the requirement of WorkSafeBC for those wishing to work as a Traffic Control Person. Participants will experience both classroom and practical instruction. Students are to bring a passport photo (must be authentic passport paper quality) in order to receive photo qualification required through the Construction Safety Network as well as wear safety-toed footwear the second day and please wear suitable outdoor clothing.

Course code: LAT 001, CRN: 90251

May 15 & 16, Sat & Sun, 8:30 a.m. - 5 p.m.
\$249

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. Certification provided upon successful completion of the course.

Course code: HLT 024, CRN: 90514

May 15, Sat, 8 a.m. - 12 p.m.

\$69

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, CRN: 90515

May 15, Sat, 1 - 4 p.m.

\$69

Supported Employment: Foundations and Application

This course is designed to provide the student with a comprehensive and practical learning experience. You will explore all elements required to become a skilled Employment Specialist to support people with developmental disabilities and employment barriers. The program includes the benefits of employment, steps and processes involved in delivering employment support and the specific skills required to be a successful job developer and job coach. The class will run on the following dates:

Course code: MGR 244, CRN: 90524

Apr. 22 - 23, Thu & Fri,

8:30 a.m. - 4:30 p.m.

May 6 - 7, Thu & Fri, 8:30 a.m. - 4:30 p.m.

May 20 - 21, Thu & Fri,

8:30 a.m. - 4:30 p.m.

Jun. 3 - 4, Thu & Fri, 8:30 a.m. - 4:30 p.m.

Jun. 17 - 18, Thu & Fri,

8:30 a.m. - 4:30 p.m.

\$1,495 + GST

Possible funding opportunity.

Contact Verna Simpson at
vsimpson@okanagan.bc.ca or
250-762-5445 ext. 4551



FIRST AID

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

Note: If you already have the book, please let us know as this might mean a price reduction.

CPR C/AED

Please call 250-862-5480 for dates and times.

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 or her until more trained help arrives. DVDs, lectures and practical training will cover bleeding control, artificial respiration, examining an unconscious patient and choking. A Worksafe BC certificate will be issued upon successful completion. Students must be 16 years of age to receive certificate.

Course code: HLT 016

Choose one of the following dates

1. Apr. 24, Sat, 8:30 a.m. - 5 p.m.
CRN: 90156
2. Jun. 19, Sat, 8:30 a.m. - 5 p.m.
CRN: 90157

\$89 (plus \$7 +GST for manual) per course

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

Choose from one of the following dates:

1. Apr. 11 & 18, Sun, 8:30 a.m. - 5:30 p.m.
CRN: 90158
2. May 2 & 9, Sun, 8:30 a.m. - 5 p.m.
CRN: 90159
3. Jun. 15 - 24, Tue & Thu, 5:30 - 9:30 p.m.
CRN: 90160
4. Jul. 17 & 18, Sat & Sun,
8:30 a.m. - 5 p.m.
CRN: 95056
5. Aug. 14 & 15, Sat & Sun,
8:30 a.m. - 5 p.m.
CRN: 95057

\$135 (plus \$25 + GST/HST after July 1 for manual) per course

SAFETY TRAINING

Firearms Safety Course - Non-Restricted

This course covers safe and proficient handling of all long guns (non-restricted) types of firearms and the laws pertaining to their use, and prepares the student to obtain the Possession and Acquisition License for Non Restricted Firearms. A valid firearm license is required for purchasing, inheriting or borrowing a firearm. This course is an admission requirement for those intending to take the Restricted Firearms Safety Course.

Course code: LSS 008, CRN: 95055

Aug. 27, Fri, 6 - 10 p.m.

plus Aug. 28, Sat, 8 a.m. - 4 p.m.

\$109 (plus text - available at KLO Campus Store)



Summer TESL Certificate Program

July-August 2010

This condensed and intense program will explore the theories, techniques and methodologies of teaching the four basic language skills; listening, speaking reading and writing.

For more information call:
250-762-5445 ext. 4589

Register online at:
www.okanagan.bc.ca/cs



See page 9 for more information

Audio Engineering & Music Production Certificate **See page 4**



Would you like to produce digital recordings for musicians and music groups? Mix live concerts and sound reinforcement for public events? Work on audio postproduction for film, video, and computer animations and games? This 700-hour program provides training to develop the skills needed to operate analog and digital studio recording programming and processing equipment.



Autism new Spectrum Certificate



This 81-hour program is for persons who work, interact and live with persons with Autism Spectrum Disorder (ASD). Courses will provide a thorough overview of ASD focusing on both theory and practical skills that will be useful for professionals, parents and/or caregivers. Multiple strategies, examples and tips, as well as concrete suggestions and in-depth resource listings that can be used to greatly enhance the quality of interactions with persons with autism in home, educational, daycare, social work or caregiver settings will be presented.

See page 4 for more information

Hearing Assistant new Certificate!



The Hearing Assistant Certificate program prepares paraprofessionals to work with deaf or hard of hearing children in an educational setting. You will be introduced to various communication options, build a fundamental knowledge of language and speech development, technology and expand upon skills necessary to work with deaf or hard of hearing children.

This 246 hour program will be offered part time starting Fall 2010.

Call today to register for our free information session or to have more information mailed to you.



See page 6 for more information



CERTIFICATES

Please go to page 4 for a complete listing of certificate programs.

MIND/BODY

Art Therapy for Adults
(see *Leisure Studies*)



Acupressure for Health and Healing

Learn about acupressure and how it can help you manage your health. Acupressure can be applied and used easily throughout your day. It's effective in naturally healing the body through releasing blockages along the energy pathways of the body. You will learn the fundamentals of acupressure as well as hands-on applications that can be used anywhere, anytime.

Course code: HLT 140, CRN: 90523
May 11 & 13, Tue & Thu, 6 - 9 p.m.
\$89 + GST

Healing Massage

Healing Massage is a unique, holistic training for beginners and bodywork professionals. It includes techniques from a wide range of bodywork therapies. This course will be divided into theoretical and hands-on practical sessions. It will be an intense study of the body/mind connection; how and where we store blocked energy throughout the body; how to locate these blocks and move them out using practical techniques. The purpose of massage or bodywork is to rejuvenate and relax the body, which affects all aspects of us, not only the physical.

Course code: HLT 120, CRN: 90491
Apr. 30, Fri, 6 - 10 p.m.
plus May 1, Sat, 9 a.m. - 6 p.m.
plus May 2, Sun, 10 a.m. - 5 p.m.
\$392 + GST

Advanced Foot Care

Go online to www.okanagan.bc.ca/csreg for course description.

Course code: NUR 001, CRN: 90575
May 19 - 23, Wed to Sun, 9 a.m. - 3:30 p.m.
\$690 (plus \$75+GST for materials)

PRENATAL EDUCATION

The objective of our Prenatal class is to allow the mother-to-be, her partner and/or her support person to gain the essential knowledge of a healthy pregnancy, learn the practical skills so important to a positive childbirth experience as well as receive valuable information on early care of the newborn. Our childbirth educators work in partnerships with the client, health professionals and the community. As soon as pregnancy is confirmed we encourage expectant women to enrol in the class that best suit them. Completion of the class should be approximately six weeks before your due date. Subsidies may be available; please ask for details when registering.

Contact the Continuing Studies Office at 250-862-5480 for dates and times or online at www.okanagan.bc.ca/csreg

Prenatal Extended Series

This series provides coverage of topics relevant to pregnant women from late stages of pregnancy to labour and delivery, through to the first months at home with baby. Hands on activities will help prepare mother-to-be, her partner and/or support person for the joys and challenges of parenthood. The course consists of eight classroom hours plus a hospital tour. Topics include labour and delivery, interventions and complications, postpartum for mother and baby, breastfeeding and the newborn.

Course code: HLT 124
\$99 + GST

Prenatal Condensed Series

The course consists of six classroom hours plus a hospital tour. Topics include labour and delivery, interventions and complications, postpartum for mother and baby, breastfeeding and the newborn.

Course code: HLT 022
\$79 + GST



CERTIFICATES

Please go to page 4 for a complete listing of certificate programs.

EXPLORE A LANGUAGE

Spanish - Level I

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

Course code: HUM 002, CRN: 90511
Apr. 20 - May 27, Tue & Thu, 7 - 9 p.m.
\$149 + GST (plus book, available at the KLO campus book store)

Speaking Spanish

Hola. Being able to speak a few words when you travel to a foreign country aids immensely in your enjoyment of the trip. Spanish speaking people are very appreciative when you try a few words in their language. Get a good start and learn some of the basics including greeting people, asking directions, ordering food and drinks, and counting money.

Course code: HUM 015, CRN: 90530
Apr. 9 - May 28, Fri, 6:30 - 8 p.m.
\$89 + GST

Certificates

- Medical Office Assistant Certificate
- Nursing Unit Assistant Certificate
- Pharmacy Technician Certificate
- Staffing Services Clerk Certificate
 - Sterile Processing and Distribution Certificate
 - TESL Certificate

Please go to page 4 for a complete listing of certificate programs.

WRITING COURSES

Basic Editing

Learn to polish manuscripts to professional perfection. Using an easy five-step technique, you will be able to edit your own work as well as the work of others. Ideal for authors seeking publication, newsletter editors, and teachers. We will examine substantive editing, revision and style suitability as well as copy-editing basics such as sentence structure, grammar and punctuation. Also learn what professional editors actually do.

Course code: COA 001, CRN: 90206
Apr. 28 - Jun 9, Wed, 6:30 - 9 p.m.
\$138 + GST

Creative Writing

Introduce yourself to many creative writing forms and discover where your true talents as an author are. Try your hand at fiction, poetry and creative non-fiction through a stimulating series of assignments and exercises. Discover the types of creative writing that are being published and winning awards. Veteran teacher and prize-winning writer Dona Sturmanis will help you to discover an enjoyable and even publishable past-time.

Course code: COA 003, CRN: 90207
May 4 - Jun 15, Tue, 6:30 - 9 p.m.
\$138 + GST

Advanced Creative Writing

You've tried creative writing and you know you like it. Now let's take you to the next level. In this class we will be trying our hands at more challenging forms such as scripts, long poems, memoirs, perhaps even novel chapters. Also discussed will be artful techniques, introducing some challenging exercises, what it takes to market your work, and resources you can use from here on.

Course code: COA 004, CRN: 90205
May 3 - Jun 21, Mon, 6:30 - 9 p.m.
(No class May 24)
\$138 + GST

How to Read your Writing in Public

Your stories and poems may be brilliant, but how do you effectively present them in public? Whether it's to a creative writing class or at a reading in front of 5,000 people, learn the tools and confidence-building skills you need to give a dynamite reading. Get over your shyness, project your voice, polish your presence and truly give your work the presentation it deserves. Bring life to stories, poems and other creative forms.

Course code: COA 170, CRN: 90509

May 29, Sat, 9:30 a.m. - 4:30 p.m.

\$79 + GST

Make a Chapbook for Family and Friends

Would you like to create a small book to give as a gift to those close to you? You can do almost all of it yourself, except the printing, and at very little cost. We'll look at different types of chapbooks, suitable subjects, how to write it, design it, get estimates for printing. You can even add personal touches such as inset photos, artistic decorative touches, special binding and individual numbering. Create your own imprint and become your own personal publisher.

Course code: COA 171, CRN: 90508

May 8, Sat, 9:30 a.m. - 4:30 p.m.

\$79 + GST

Plan to Write a Novel

Writing a novel takes planning! You need a great idea, but that's just the start. Pick the genre you want to write in. Develop dimensional characters, an intriguing plot and appropriate settings. Determine what research you have to do. Define your timelines. Set up a chapter by chapter outline. Discover what points of view you want to use, tone and narrative devices. Most importantly, set up a realistic time table to get the work done!

Course code: COA 172, CRN: 90507

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

\$79 + GST

Research and Interview Techniques for Writers

If you are writing or planning to write articles, a book, or an academic paper, you'll want to know how to expertly collect the information you need. Learn how to accurately gather what you require from the Internet and secondary sources. Learn how to accurately question your subjects in person, by phone and by email. Also, discover how to properly cite your references in text and in your bibliography.

Course code: COA 168, CRN: 90493

Apr. 10, Sat, 9:30 a.m. - 4:30 p.m.

\$79 + GST

The Mechanics and Politics of Magazines

You want to write articles for magazines or perhaps even publish a magazine of your own. Learn what you're getting yourself into! During this informative day, you will learn how magazines are created and supported. Topics covered include: the critical role of advertising and readership, graphic design requirements, print runs and distribution, editorial policy, the difference between a publisher and editor and much more.

Course code: COA 169, CRN: 90510

Jun. 12, Sat, 9:30 a.m. - 4:30 p.m.

\$79 + GST



Don't delay, register today!

Waiting to register could result in the class being full, or even worse... the class being cancelled!



ART THERAPY FOR ADULTS

Connecting with Your Innate Artist: Art Therapy for Adults

If you are interested in connecting with the creative side of yourself in an intuitive way, this course is for you. Group art therapy activities will be used to encourage the participants to experience different aspects of art therapy and explore art as a method of self-expression, self-exploration, and a unique way of communication. Eiko's knowledge and experiences as an art therapist will awaken the undiscovered side of you. Artistic skills are not required but courage, curiosity, and creativity are encouraged. Registration fee includes all materials and supplies.

Course code: FA 116, CRN: 90271
Apr. 17 - May 1, Sat, 9 a.m. - 4 p.m.
\$173 + GST

BALANCE WORK, HOME AND LIFE

A River Full of Words

It takes courage and critical thinking to make the most of what only you can say and write. This course is designed to support your ambition, develop critical thinking skills and validate your own unique personal voice. Through an enjoyable, creative and interactive analysis of three major literary works, discover the means to find the courage to review yourself and how you feel and to communicate more effectively.

Course code: COA 164, CRN: 90422
Apr. 15 - May 20, Thu, 6:30 - 9 p.m.
\$138 + GST

Complete Hatha Yoga for Beginners

A yoga course designed for those with little or no background in yoga. An excellent way to increase flexibility and calm your mind through slow and controlled movements, this class will teach you a beginner/intermediate asana practice you can continue at home. Students will also gain a general knowledge of other types of yoga, breathing exercises, mantra chanting,

and cleansing techniques.

Course code: PIR 002, CRN: 90420
Apr. 17 - Jun 19, Sat, 9 - 10:30 a.m.
(No class May 22)
\$169 + GST

The Massive Goal Workshop

The process begins with your ability to answer one question: "What single, focused goal or objective must you achieve in order to create a Massive Goal?" Answer the question. Then take decisive action—laying the groundwork to make that ambition a specific, time-bound, and measurable goal—and, finally, implement!

Course code: PIR 376, CRN: 90413
Apr. 24, Sat, 9 a.m. - 4 p.m.
\$89 + GST

BODY CARE

Pretty for Prom

Now that you have your perfect dress for prom, how are you going to do your make-up, nails, and toes? Learn how to customize your unique stunning look! We will go through all the steps of prepping your skin, advanced make-up application with false lashes and how to give oneself a perfect manicure and pedicure.

Course code: PIR 374, CRN: 90221
Apr. 16 & 23, Fri, 6:30 - 9:30 p.m.
\$90 + GST

DECORATE LIKE A PRO SERIES

Our homes should be functional, aesthetically pleasing and reveal our character and personality. Learn decorating tips from our registered Interior Designers, Sharon Halpenny and Dawn Hoffert, as they show you how to decorate your home in style.

Color Theory

What provides the most impact in a well-designed room? Colour! We will make sense of it all from understanding the colour wheel to the psychological impact that each hue has. We will cover planning and co-coordinating colour schemes as well as current colour trends.

Course code: FA 025, CRN: 90287
Apr. 12, Mon, 6:30 - 9 p.m.
\$28 + GST

Designing Bathrooms

Thinking of painting, tiling or planning a full scale reno? Your bathroom can become the relaxing sanctuary you have always dreamed of as we explore the best finishes and fixtures to complete your look. We will evaluate the most effective way to spend your budget as well as current trends.

Course code: FA 027, CRN: 90288

Apr. 19, Mon, 6:30 - 9 p.m.

\$28 + GST

Control the Clutter

Is the clutter beginning to take over your house? Do you save old magazines and newspaper articles thinking you will get around to reading them? Learn what to toss, what to keep and how to store it. Isn't it time to reclaim your space?

Course code: FA 108, CRN: 90501

Apr. 21, Wed, 6:30 - 9 p.m.

\$28 + GST

Designing Kitchens

The heart of the home often leaves us uninspired rather than feeling rejuvenated. We will discuss how to create an environment that stands up to the wear and tear of daily life while still looking great. We will evaluate styles, finishes, maintenance, trends as well as how to make choices that will maximize your budget.

Course code: FA 028, CRN: 90289

Apr. 26, Mon, 6:30 - 9 p.m.

\$28 + GST

Decorating Within Your Budget

Create a beautiful home by learning the decorator's tricks. Learn what to buy, what to keep, and how to do it. Using your style, colour scheme and budget you can create a beautiful home without breaking the bank.

Course code: FA 106, CRN: 90502

Apr. 28, Wed, 6:30 - 9 p.m.

\$28 + GST

Decorating Styles

Style...you know you've got it! Now let me help you define it. During this class we will introduce decorating styles ranging from French Country to Modern to Traditional and give you keys to successfully achieve these looks in your

own home.

Course code: FA 033, CRN: 90290

May 3, Mon, 6:30 - 9 p.m.

\$28 + GST

Five Steps to Renew a Room

Do you have a room begging for a facelift? Come explore the world of redesign. Learn how to make your old room look new again without buying a thing. Once you understand the key elements, you will be on your way to creating a beautiful room using everything you already have. Please bring along a picture of a room you would like to renew.

Course code: FA 107, CRN: 90503

May 5, Wed, 6:30 - 9 p.m.

\$28 + GST

Elements and Principles of Design

There are no decorating rules, but there are guidelines which when followed give a home a professionally decorated appearance. Learn how to apply the rules and goals of designing spaces.

Course code: FA 039, CRN: 90291

May 10, Mon, 6:30 - 9 p.m.

\$28 + GST

Furniture Arranging

Learn how to arrange a room for comfort and efficiency by designing a furniture space plan.

Course code: FA 040, CRN: 90292

May 17, Mon, 6:30 - 9 p.m.

\$28 + GST

HORTICULTURE**Square Foot Gardening**

The equation: 1,4,9,16 + perfect soil + a grid = a Square Foot Garden. Led by a certified Square Foot Garden instructor, this course teaches you how to harvest more food with less space, less water, less seed and less effort! Learn how to put the equation to work for you. Could there be a better time to learn this proven, earth-conscious method of gardening? Whether you're a seasoned gardener or a novice, young or young-at-heart ... anyone can Square Foot Garden!

Course code: AGR 119, CRN: 90433

Apr. 24, Sat, 9 a.m. - 12 p.m.

\$45 + GST

MOTORCYCLE TRAINING

Okanagan College in partnership with V-Twin offers the following motorcycle-training courses:

Motorcycle Training

Learn how to operate a motorcycle in a safe and structured environment under the direction of professional instructors who emphasize five global skills: communication, observation, steering and balance, space margins, and speed control. This course prepares you for the final Class 6 road test, and includes the Motorcycle Skills Assessment. Motorcycles and helmets are supplied. Course consists of two classroom

sessions followed by four riding sessions (parking lot and road ride).

This is a driver education course approved by ICBC and features licensed motorcycle instructor with backgrounds in adult education and professional driving. Rider training is also available for those who have some experience and are preparing to challenge the ICBC road test, as well as for licensed riders looking to improve their skills. Private training can also be arranged.

Admission Requirement: Must obtain a Class 6L (learner's) license prior to commencement of the course.

Course code: LAT 013

\$699 +GST/HST after July 1

Choose from one of the following dates:

| Course Code LAT 013 | Classroom Theory | Riding Skills (Parking Lot) | Traffic Skills |
|--------------------------|--|---|---|
| CRN 80642 Winter 2010 | Mar. 15 & 16, 2010 Mon & Tue 6 - 10 p.m. | Mar 20 & 21, 2010 Sat & Sun 9 a.m. - 2:30 p.m. | Mar 27 & 28, 2010 Sat & Sun 9 a.m. - 2:30 p.m. |
| CRN 90236 Spring 2010 | Apr. 6 & 7, 2010 Tue & Wed 6 - 10 p.m. | Apr. 10 & 11, 2010 Sat & Sun 9 a.m. - 2:30 p.m. | Apr. 17 & 18, 2010 Sat & Sun 9 a.m. - 2:30 p.m. |
| CRN 90237 Spring 2010 | Apr. 19 & 20, 2010 Mon & Tue 6 - 10 p.m. | Apr. 24 & 25, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | May 1 & 2, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 90238 Spring 2010 | Apr. 19 & 20, 2010 Mon & Tue 6 - 10 p.m. | Apr. 26 & 27, 2010 Mon & Tue 8 a.m. - 1:30 p.m. | Apr. 28 & 29, 2010 Wed & Thu 8 a.m. - 1:30 p.m. |
| CRN 90239 Spring 2010 | May 3 & 4, 2010 Mon & Tue 6 - 10 p.m. | May 8 & 9, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | May 15 & 16, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 90430 Spring 2010 | May 3 & 4, 2010 Mon & Tue 6 - 10 p.m. | May 10 & 11, 2010 Mon & Tue 8 a.m. - 1:30 p.m. | May 12 & 13, 2010 Wed & Thu 8 a.m. - 1:30 p.m. |
| CRN 90240 Spring 2010 | May 25 & 26, 2010 Tue & Wed 6 - 10 p.m. | May 29 & 30, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Jun. 5 & 6, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 90241 Spring 2010 | May 25 & 26, 2010 Tue & Wed 6 - 10 p.m. | May 31, June 1 2010 Mon & Tue 8 a.m. - 1:30 p.m. | Jun. 2 & 3, 2010 Wed & Thu 8 a.m. - 1:30 p.m. |
| CRN 90269 Spring 2010 | Jun. 7 & 8, 2010 Mon & Tue 6 - 10 p.m. | Jun. 12 & 13, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Jun. 19 & 20, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 90229 Spring 2010 | Jun. 14 & 15, 2010 Mon & Tue 6 - 10 p.m. Kalamalka Campus | Jun. 21 & 22, 2010 Sat & Sun 8 a.m. - 1:30 p.m. Kalamalka Campus | Jun. 23 & 24, 2010 Sat & Sun 8 a.m. - 1:30 p.m. Kalamalka Campus |
| CRN 90270 Spring 2010 | Jun. 28 & 29, 2010 Mon & Tue 6 - 10 p.m. | Jul. 3 & 4, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Jul. 10 & 11, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 95011 Summer | Jul. 12 & 13, 2010 Mon & Tue 6 - 10 p.m. | Jul. 17 & 18, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Jul. 24 & 25, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |

| Course Code LAT 013 | Classroom Theory | Riding Skills (Parking Lot) | Traffic Skills |
|------------------------|--|---|---|
| CRN 95012 Summer | Aug. 3 & 4, 2010 Tue & Wed 6 - 10 p.m. | Aug. 7 & 8, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Aug. 14 & 15, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 95013 Summer | Aug. 16 & 17, 2010 Mon & Tue 6 - 10 p.m. | Aug. 21 & 22, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Aug. 28 & 29, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 70020 Fall 2010 | Sep. 7 & 8, 2010 Tue & Wed 6 - 10 p.m. | Sep. 11 & 12, 2010 Sat & Sun 8 a.m. - 1:30 p.m. | Sep. 18 & 19, 2010 Sat & Sun 8 a.m. - 1:30 p.m. |
| CRN 70021 Fall 2010 | Sep. 20 & 21, 2010 Mon & Tue 6 - 10 p.m. | Sep. 25 & 26, 2010 Sat & Sun 9 a.m. - 2:30 p.m. | Oct. 2 & 3, 2010 Sat & Sun 9 a.m. - 2:30 p.m. |

Motorcycle Rider Challenge

For riders with some experience and their own motorcycle, we offer the opportunity to improve your riding and traffic skills in a challenging training environment. A full Class 6 license is not required. This course is an excellent way to prepare for the ICBC road test. Our professional instructors will help you gain confidence with advanced turning and braking drills, as well as practice in

emergency manoeuvres.

Traffic skills are addressed through a full day of riding in a variety of traffic situations.

Admission Requirement: Must have a Class 6L (learner's permit) and have successfully completed the MST.

Course code: LAT 014

\$225 +GST/HST after July 1

Choose from one of the following dates:

| Course Code LAT 014 | Riding Skills (Parking Lot) | Traffic Skills |
|-------------------------------|---|--|
| CRN 80600 Penticton | Mar 27, 2010 Sat 9 a.m. - 3:30 p.m. | Mar 28, 2010 Sun 8 a.m. - 3 p.m. |
| CRN 90235 KLO Campus | April 17, 2010 Sat 9 a.m. - 3:30 p.m. | April 18, 2010 Sun 8 a.m. - 3 p.m. |
| CRN 90204 Kalamalka Campus | May 1, 2010 Sat 9 a.m. - 3:30 p.m. | May 2, 2010 Sun 8 a.m. - 3 p.m. |

Motorcycle Training for the Absolute Beginner

This course prepares you for riding on the street. If you have absolutely no experience on a motorcycle, this course is for you. Learn how to operate a motorcycle in a safe and structured environment and under the direction of professional instructors who emphasize five global skills: balance, steering, clutch, throttle, and brake control. Motorcycles and helmets are supplied.

Course code: LAT 016, CRN: 90242

Classroom Theory:

May 3 & 4, Mon & Tue, 6 - 10 p.m.

Riding Skills (Parking Lot):

May 22 - 24, Sat - Mon, 8 a.m. - 1:30 p.m.

\$440 + GST



PHOTOGRAPHY

Instructor BIO's

TOM COOPER has been, at various periods of his working life, a graphic artist, a computer-based training (CBT) course developer for the Canadian Armed Forces and community college instructor who is probably busier now in his retirement years than he ever was in his former working life in Montreal and the Ottawa Valley. He has photographed from his earliest days in a variety of formats, converted to photographing digitally in 2000, has consistently won recognition for his images and has been acknowledged as that unique combination of teacher and practitioner in all things photographic. Tom is a CAPA certified photographic judge and member in good standing of the

GREG DEAN & STEVE TOD

Greg Dean (teacher of photography and past president of the Central Okanagan Photographic Society) and Steve Tod (instructor of art, design, and photography) have but one guarantee: "Whether you have a point-and-shoot or a dSLR, you will have fun as we take you beyond the snapshot to where you'll begin to see, think, and shoot like a pro!"

BRUCE KEMP is an internationally acclaimed photographer and writer. He has won major awards in both fields at national and international levels. As a newcomer to the Okanagan after 30 years of traveling the world for the print media, he is delighted to be able to share his knowledge and professional secrets with you.

Basics

d-SLR Cameras: Camera Basics

New owners explore basic camera features/functions through logically sequenced exercises. Discover time-saving shortcuts and easy MENU navigation. Explore shooting in AUTO, Digi-Vari, Live View and Creative Modes. This course strips away intimidation experienced by first time users and presents the essentials in easy to

understand terms.

Course code: COA 162, CRN: 90259
Apr. 26 & 28, Mon & Wed, 6 - 8:30 p.m.
\$75 + GST

Instructor: Tom Cooper

Digital (Point & Shoot)

Cameras: Getting Started

Still not sure how, when or why to change camera settings, how to make sense of your owner's manual or how to move beyond AUTO? Discover, using your own camera, features and modes that let you to shoot under any conditions along with time-saving and dollar-saving tips and techniques that will have you shooting with confidence.

Course code: COA 048

Choose from one of the following dates:

1. Apr. 6 - 8, Tue & Thu, 9 - 11:30 a.m.
CRN: 90252
2. Apr. 19 - 21, Mon & Wed, 6 - 8:30 p.m.
CRN: 90257
3. May 18 - 20, Tue & Thu, 6 - 8:30 p.m.
CRN: 90264

\$75 + GST per course

Instructor: Tom Cooper

Digital Boot Camp

You invested in a great digital camera but capturing the moment is still out of your reach. Get ready to learn more about your camera (dSLR or Point and Shoot) and begin taking those memorable pictures you've dreamed of. Explore all the factors which make a pleasing picture or tell a story. Optimize your learning ... come hungry and ready to learn in this boot camp format.

Course code: COA 112, CRN: 90223

Jun. 11, Fri, 6 - 9 p.m.

plus Jun. 12, Sat, 9 a.m. - 4 p.m.

plus Jun. 13, Sun, 9 a.m. - 12 p.m.

\$168 + GST

Instructor: Bruce Kemp



Beyond the Basics

d-SLR Cameras:

The Creative Modes

Owners confident in the basics of shooting in AUTO, Digi-Vari and Live View modes will appreciate this course that targets the Creative Modes (Programmed Auto, Aperture and Shutter Priority and Manual Mode). Students also learn about advanced ISO, white balance, on-board flash, review displays and exposure compensation to name a few.

Course code: COA 072, CRN: 90260

May 4 & 6, Tue & Thu, 6 - 8:30 p.m.

\$75 + GST

Instructor: Tom Cooper

d-SLR Cameras: Advanced Users

Take your expertise to the utmost and shoot confidently like a pro! Adapt to every photographic challenge using white balance, metering, exposure compensation, ISO, bracketing, continuous shooting, picture styles, AE/AF lock, etc. Confidently target subjects and set AF modes to ensure you capture the action when and where it happens!

Prerequisite(s): d-SLR Cameras: The Creative Modes

Course code: COA 100

Choose from one of the following dates:

1. Apr. 12 & 14, Mon & Wed, 9 - 11:30 a.m.
CRN: 90254

2. Apr. 20 & 22, Tue & Thu, 6 - 8:30 p.m.
CRN: 90258

3. May 31 & Jun 2, Mon & Wed,
6 - 8:30 p.m.
CRN: 90268

\$75 + GST per course

Instructor: Tom Cooper

Digital (Point & Shoot)

Cameras: Beyond Basics

Want to make the most of your camera's potential? Investigate creative modes, digi-vari modes, SCN modes, and the intelligent modes. Also covered in depth are white balance, exposure compensation, image stabilization, image enhancement modes, flash modes, ISO, menu items and much more.

Prerequisite(s): Digital (Point and Shoot)

Cameras: Getting Started

Course code: COA 099

Choose from one of the following dates:

1. Apr. 12 & 14, Mon & Wed, 6 - 8:30 p.m.

CRN: 90253

2. May 25 & 27, Tue & Thu, 6 - 8:30 p.m.

CRN: 90265

3. May 26 & 28, Wed & Fri, 9 - 11:30 a.m.

CRN: 90266

\$75 + GST per course

Instructor: Tom Cooper

Apply Your Knowledge

Stop the Action:

Kids, Pets and Sports

How often have your shots of children, pets or sports activities looked out-of-focus? Want to freeze the action no matter when or where? How about taking continuous shots of fast-moving subjects? You just need the right course and the right instructor! The workshop includes an outing to sports/activity venues in or around Kelowna to give you a variety of subjects to practice on with your new-found skills and winds up with a slideshow, discussion and professional critique from your instructor.

Course code: COA 065, CRN: 90261

May 1, Sat, 9 a.m. - 3 p.m.

\$75 + GST

Instructor: Tom Cooper

Taking Better Digital Landscape, Seascape & Travel Photos

Do your pictures lack WOW? Visualize and then compose creatively the way the pros do. Personalize your shots. You'll be introduced to theory and camera techniques that ensure original compositions and all while using your own camera. The course includes an excursion to Kelowna's cultural and waterfront district, where you can practice your new-found skills, and winds up with a slideshow, discussion and professional critique from your instructor, an experienced photographer and competition judge.

Course code: COA 063

Choose from one of the following dates:

1. May 12, Wed, 9:30 a.m. - 3:30 p.m.

CRN: 90262

2. May 15, Sat, 9 a.m. - 3 p.m.

CRN: 90263

\$75 + GST per course

Instructor: Tom Cooper

Taking Better People Photographs

Want to capture great shots of friends, children or family? Want expressive, personalized photos that you and others will remember? How about fun, candid, action shots no matter where and no matter when? After a bit of theory and practice we invite you and your friends and family to join in a photo excursion to a Kelowna location(s) where you put theory into practice. The course concludes with a slideshow, discussion and critique from your instructor, an experienced photographer and competition judge.

Course code: COA 105, CRN: 90267

May 29, Sat, 9 a.m. - 3 p.m.

\$75 + GST

Instructor: Tom Cooper

Taking Close Up (Macro) Photos for Fun and Profit

Want to build, set up and use a \$10 light box in order to sell items on eBay? Digitize family snapshots to share with family and friends? How about the wonder of insects and the beauty of flowers? The applications are endless... and all of them fun, and perhaps profitable, to learn! The course includes indoor studio setups and outings to garden locations around Kelowna. The course concludes with a slideshow, discussion and critique from your instructor, an experienced photographer and competition judge.

Course code: COA 101

Choose from one of the following dates:

1. Apr. 15, Thu, 9:30 a.m. - 3:30 p.m.

CRN: 90255

2. Apr. 17, Sat, 9 a.m. - 3 p.m.

CRN: 90256

\$75 + GST per course

Instructor: Tom Cooper

Photo Editing for Beginners

This course blends theory with hands-on exercises to bring your images to life. Perform simple steps that take the mystery, and the misery, out of photo-editing! This new version lets you edit and enhance only the parts you want! Want to save your editing settings to use later? Want to edit hundreds of images in one step? All of this and much more is possible using ACDSsee Photo Manager

2009.

Course code: COA 106, CRN: 90227

May 17 & 19, Mon & Wed, 6 - 8:30 p.m.

\$75 + GST

Instructor: Tom Cooper

Sharpen Your Photographer's Eye

What stops you from really seeing the photo you want? Demolish the barriers to your creativity. Feel yourself empowered to think and express yourself more creatively. Get beyond looking at an interesting subject and snapping off a shot. Learn how to compose an image and develop an awareness of what's really going on in the viewfinder — before you trigger the shutter.

Course code: COA 173, CRN: 90532

Apr. 24 & May 1, Sat,

9:30 a.m. - 12:30 p.m.

\$89 + GST

Instructor: Greg Dean & Steve Tod

Step Beyond the Snapshot

An appreciation of a number of famous paintings will inspire you to make absolutely incredible digital masterpieces. After reviewing famous artwork, you can explore ways to make great outdoor photographs, focusing on the Okanagan's flora, fauna and geographical landscapes.

Course code: COA 175, CRN: 90533

May 15 & 16, Sat & Sun, 9 a.m. - 12 p.m.

\$89 + GST

Instructor: Greg Dean & Steve Tod

Master Image Making Skills

Knowing the proper camera modes and when to use them will give you the skills needed to make much improved photographs. Understand how the elements of design (such as colour and form) can be mastered by an easy-to-learn application of design principles. By using effective visual design you will create awesome images.

Course code: COA 174, CRN: 90534

May 29 & Jun 5, Sat & Sun,

9 a.m. - 12 p.m.

\$89 + GST

Instructor: Greg Dean & Steve Tod



CAMP OC 2010

What your children learn today...
Opens their minds for tomorrow...
Welcome to their future!



Camp OC is what happens when you mix Okanagan College with a summer day camp for kids and teens. This will be our sixth year in operation and we have never been more excited for summer to start! This July and August kids and teens in Grades two through 12 will have the opportunity to have fun, learn and explore in 32 different camps. Register early as space is limited.

Entering Grades 2 & 3

LEGO Contraptions

Make wacky and exciting contraptions that spin, stretch, speed or spring into action. Pit your machine against another and work with a teammate to develop a solution to a real world problem.

Course code: PIR 326, CRN: 95042

Jul. 5 - 9, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Life Science 4 Kids

Explore the world around you and discover how nature and science make things grow. Let "Professor OC" teach you how to build a biodome, change the color of a flower, examine mouldy soup and plant a sock full of seeds.

Course code: PIR 327, CRN: 95043

Jul. 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Building 4 Kids

Some structures are built tall, others strong and some to last. Let us teach you how to build a dam, a crazy straw bridge, a mighty tower of paper and a skyscraper sturdy enough for a super hero.

Course code: PIR 328, CRN: 95044

Jul 19 - 23, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Introduction to Cooking 4 Kids

Aspiring chefs will explore the kitchen cupboards and drawers discovering what they have to offer, figure out measurements and follow recipes. Our culinary gurus will also properly clean and prepare food, learn about health and food groups and to top it all off, will prepare a full three-course meal! Get ready to have fun and make some delicious food.

Course Code: PIR 385, CRN:

Jul. 26 - 30, Mon-Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Lego Robotics

If you think LEGO is just a nifty building toy for kids, think again! In this hands-on fun camp you will design and construct a robot from the ground up using the Lego Robotic Invention System. Program your robot to follow a wall and moving target, plus make the robot smarter by adding other elements such as sensors, motors and gears. Learn from a pro about robotics and expand your knowledge of technology and engineering.

Course code: PIR 127

Choose one of the following dates

1. Jul. 26 - 30, Mon - Fri, 9 a.m. - 3:30 p.m.

CRN: 95024

2. Aug. 23 - 27, Mon - Fri,

9 a.m. - 3:30 p.m.

CRN: 95025

\$198 + HST per course

Science Explorers

Have fun learning about the many areas of science by making your own instruments, painting with marbles, growing your own plant and even concocting your own slimy science experiments.

Course code: PIR 253, CRN: 95031

Aug. 3 - 6, Tue - Fri, 9 a.m. - 3:30 p.m.

\$158 + HST



CAMP OC 2010

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LEGO Wheels and Axles

Build exciting projects with motors, wheels, axles, gears, levers and pulleys. Use your imagination to customize your vehicle to make it move, race and go fast!

Course code: PIR 329, CRN: 95045

Aug. 9 - 13, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Space and Beyond

Discover the wonders of space. Make an edible shuttle, launch a rocket, create your own constellation, design a moon crater and explore the solar system. Prepare to boldly go where no camper has gone before!

Course code: PIR 255, CRN: 95032

Aug. 16 - 20, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Entering Grades 4-6

Craft Club

Summer is here and it is time to bring out the paper, scissors, paint, and glue for crafty fun. Make and take home exciting projects such as a scrapbook, pop-up cards, magnetic boards, wacky stuffed creatures and much more.

Course code: PIR 256, CRN: 95033

Jul. 5 - 9, Mon-Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Cooking 4 Kids

Budding chefs will be guided through a collection of kid-tested concoctions. Learn kitchen safety, basic use of cooking utensils, food presentation skills and easy recipes for healthy snacks, desserts and yummy smoothies.

Course code: PIR 324

Choose from one of the following dates:

1. Jul. 5 - 9, Mon - Fri, 9 a.m. - 3:30 p.m.

CRN: 95040

2. Aug. 9 - 13, Mon - Fri, 9 a.m. - 3:30 p.m.

CRN: 95039

\$198 + HST per course

LEGO Renewable Energy

Understand how energy is developed from the sun, wind and water by building LEGO models of waterwheels, windmills and solar cars. Discover the practical use of energy to invent a machine powered by an alternative source.

Course code: PIR 321, CRN: 95036

Jul. 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Babysitter Training

Become an awesome babysitter! Learn skills from both the Home Safe and Babysitter Training course that include personal safety, first aid, making snacks, creative crafts and designing activities for various age groups. Gain practical experience in holding a baby, changing diapers, feeding and dressing a baby or child. Successful candidates will become a Red Cross trained babysitter.

Course code: PIR 157, CRN: 95026

Jul. 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST



Kids on Stage

Bring your creative side and explore dance, drama, and multi-media art. Let us celebrate world music, culture and learn how to hip-hop and choreograph a dance. We will make instruments and stage props as we build our show. At the end of the week, we will perform at the College theatre. It will be an awesome show!

Course code: PIR 336, CRN: 95048

Jul. 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST



CAMP OC 2010

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Chemistry 4 Kids

Discover why everything in the universe is made up of matter, everything that you can see, touch, and smell. Let "Professor OC" lead you through experiments to mix up a bubbly brew, turn milk into a solid, make a penny sparkle and recycle paper.

Course code: PIR 319, CRN: 95034

Jul. 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST

Engineering 4 Kids

Discover how the world works, how buildings stand, how machines move and how people use technology. "Professor OC" will lead you through experiments to make a hard headed balloon, use the law of gravity to tell time, blow billions of bubbles and design your own version of a future city.

Course code: PIR 320, CRN: 95035

Jul. 19 - 23, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + HST



Survival Raft

Build a raft that will float, a raft that will hold your weight and a raft that will survive the race. Using tools such as hammers, electric screwdrivers, caulking guns and paintbrushes. Join us as we experiment with the laws of science and participate in a raft challenge to see whose raft will really float.

Course code: PIR 125, CRN: 95022

Jul 19 - 23, Mon - Fri, 9 a.m. - 3:30 p.m.

\$198 + GST

Wizard's Academy

Step into the amazing world of imagination and uncover the magic and mystery of wizards. Discover how a broom flies, decode a secret message, take a sip of butter "beer," eat chocolate covered frogs and create your own potions, wand, hat and book of science experiments.

Course code: PIR 100, CRN: 95020

Jul. 26 - Jul 30, Mon - Fri,

9 a.m. - 3:30 p.m.

\$198 + HST

LEGO Motorized Mechanisms

Build interesting vehicles and machines that are fast, strong, large, heavy, durable and maneuverable. Learn to control them with a remote to complete and compete in a variety of tasks and competitions.

Course code: PIR 322

Choose from one of the following dates:

1. Aug. 3 - 6, Tue - Fri, 9 a.m. - 3:30 p.m.

CRN: 95037

\$158 + HST

2. Aug. 16 - 20, Mon - Fri,

9 a.m. - 3:30 p.m.

CRN: 95038

\$198 + HST

CSI Meets OC

Who? What? When? Why? How? Assume the role of detective and crime scene investigator as you learn the trick of solving mysteries. Discover how to analyze finger prints, decipher blood types, examine mysterious fibres and solve tough cases.

Course code: PIR 247, CRN: 95029

Aug. 3 - 6, Tue - Fri, 9 a.m. - 3:30 p.m.

\$158 + HST



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Egyptian Week

Travel back in time and walk like an Egyptian! Learn about hieroglyphs and make a cartouche using the symbols of your name. Explore a pyramid via the Internet and take a miniature home. Construct and play Egyptian board games such as Senet and Snakes. Make a scarab and an Egyptian mural. Join us as we dig into Egyptian life - we might even find a mummy or two!

Course code: PIR 115, CRN: 95021
Aug. 16 - 20, Mon - Fri, 9 a.m. - 3:30 p.m.
\$198 + HST

Wizards Return

Calling all wizards ... join us again as we harness the power of imagination to concoct edible potions, create sludge, search for treasure and even put magic to the test. If you've always fancied yourself as the next Harry Potter you can join dozens of other muggles as they get transported to the magical world of wizards.

Course code: PIR 235, CRN: 95028
Aug 23 - 27, Mon - Fri, 9 a.m. - 3:30 p.m.
\$198 + HST

Drawing and Origami

Paper crafts are cool and fun. Join our art instructor as she teaches you how to draw easy animals, plants, people, scenery, and sea creatures. Then learn the art of paper folding (Origami) to make fish, birds, baskets and insects. A great week of paper FUN!

Course code: PIR 331, CRN: 95046
Aug 23 - 27, Mon - Fri, 9 a.m. - 3:30 p.m.
\$198 + HST

Lego Motorized Mechanisms II

Gain an in-depth understanding of simple machines, mechanisms, and structures through the principles of forces, equilibrium and much more. Learn to design, program and control a motorized machine.

Course code: PIR 325, CRN: 95041
Aug. 23 - 27, Mon - Fri, 9 a.m. - 3:30 p.m.
\$198 + HST

Entering Grades 7-9

Teen Cuisine ONE

Have you been enticed by the 'FOOD NETWORK' or one of the many cooking shows on TV and want to learn how to cook like the pros?

Let our Culinary Arts instructor teach you how to prepare great dishes like chorizo stuffed pork loin, Mediterranean stuffed chicken breast, crème brule and chocolate raspberry truffle tart.

To stay on top of things we will also go over sanitation and safety issues. All dishes will be prepared from scratch and shared by the group each day!

Course code: PIR 030, CRN: 95051
Jul. 5 - 9, Mon - Fri, 9 a.m. - 3:30 p.m.
\$289 + HST

Teen Cuisine TWO

Do you want to expand your cooking skills? Our Culinary Arts instructor will teach you how to prepare more great dishes such as pan seared salmon with tomato salsa, homemade fettuccini with grilled chicken, cream puffs with fresh berries and banana hazelnut crepes with vanilla ice cream. All dishes will be prepared from scratch and shared by the group each day!

Course code: PIR 318, CRN: 95052
Jul. 26 - 30, Mon - Fri, 9 a.m. - 3:30 p.m.
\$289 + HST

Don't delay, register today!

**Waiting to register could result in the class being full,
or even worse... the class being cancelled!**



CAMP OC 2010

What your children learn today...
Opens their minds for tomorrow...
Welcome to their future!

Beautiful inside & out- For Girls

Discover how beautiful you can be inside and out this summer. Let our certified cosmetologist show you how to care for skin, hair, nails and brows. Improve your fitness knowledge with help from our certified personal trainer who will show and explain the truths in all those fitness myths, come prepared to work out. Build self-esteem and confidence in our Fit4defence class, our instructor will engage you in a series of highly refined and effective self-defense techniques, mental and physical awareness skills, and practical safety and assertive communication strategies. Top it all off with a fabulous makeover and photo shoot, this is guaranteed to be the best week of your summer.

Course code: PIR 033, CRN: 95019

Jul. 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST

CO2 Dragsters

How great would it be to build a dragster powered by a CO2 canister? Join us as we take a pattern, block of wood and hand tools to create and assemble an awesome dragster. You will design, assemble, paint, test and race your own custom dragster. All materials will be provided.

Course code: PIR 113, CRN: 95050

Jul 12 - 16, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST

Robotics

Design, program and control a robot from the ground up. Teach your robot to travel along a wall and follow a moving target plus make it even smarter by collecting data and adding more sensors and motors. Learn from a pro about robotics and expand your knowledge of technology and engineering.

Course code: PIR 334, CRN: 95047

Jul. 19 - 23, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST

Flight School

Have you ever wondered what it takes to become a pilot? Let our flight instructor introduce you to the fun of flying while learning the dynamics of theory of flight, airframes, engines and radio communications. Finally hop in a real plane and take a half hour flight over Kelowna, which includes basic manoeuvres, and take off and landing that can be logged towards a license requirement. All instruction takes place at Southern Interior Flight Centre, Kelowna Airport, so students must arrange their own transportation to and from the Flight Centre.

Course code: PIR 026,

Choose from one of the following dates

1. Jul. 19 - 23, Mon - Fri, 9 a.m. - 3:30 p.m.

CRN: 95017

2. Aug. 9 - 13, Mon - Fri, 9 a.m. - 3:30 p.m.

CRN: 95018

\$289 + HST per course



Flash Animation and Multi-Media Design

Want to put your own spin on your Facebook or MySpace page? Design and publish your website with the powerful yet user-friendly web editor Adobe Dreamweaver, Adobe Flash and Adobe Photoshop. Learn a variety of skills in Game Design, Digital Photography, Flash Animation and Web Design. These self pace projects and instructor support are keys to a great web design.

Course code: PIR 191, CRN: 95027

Jul. 19 - Aug 23, Mon - Fri,

9 a.m. - 3:30 p.m.

\$289 + HST



CAMP OC 2010

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Opens their minds for tomorrow...
Welcome to their future!

Ultimate outdoors

Venture outdoors and experience what nature has to offer. Try hiking new trails, canoeing in Okanagan lake and biking with new friends (be sure to bring your bike to camp). Gain self-confidence while developing survival, map reading and compass skills. Discover how much fun safety can be by making your very own first aid and survival kit to keep. Explore the Okanagan wilderness where you will search for food, clean water and supplies to build a shelter. Can you survive the ultimate outdoor challenge?

Course code: PIR 126, CRN: 95023

Jul. 26 - 30, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST



Ultimate Outdoors 2

Pack up your gear and venture outdoors to experience more hiking, canoeing & biking. Learn new survival skills and use them in challenges to find food, safe drinking water, and build your own survival shelter and fire. You will build a backpacking stove, first aid kit, and survival kit to keep. Can you survive the ultimate survival challenge?

Course Code: PIR 386, CRN: 95059

Aug. 3 - 6, Tue - Fri, 9 a.m. - 3:30 p.m.

\$231 + HST

Cool Wood Projects

Put on your carpenter belt and get ready to build a cool wood project. Learn how to safely use tools of the trade, draft an idea into a project plan, and finish a wood project of your own. All tools, materials, and wood provided.

Course code: PIR 027, CRN: 95049

Jul. 5 - 9, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST

Math Prep for Middle School

Designed for students entering Grades 7 - 9 in the fall, students will review middle school math fundamentals and have a first glance at algebra and trigonometry. Special emphasis will be placed on making material relevant and easy to understand. Taught by Okanagan College's young and energetic mathematics professors, students taking this camp will have more fun in upcoming math classes as well as increased success.

Course code: PIR 251, CRN: 95030

Aug. 9 - 13, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST

Math Prep 11

Designed for students entering grades 9 - 12. Students will review fundamentals of algebra and trigonometry and have a first glance at geometry and function notation. Special emphasis will be placed on making material relevant and easy to understand. Students will use special Okanagan College software to help bring mathematics to life visually. Taught by Okanagan College's young and energetic mathematics professors. Students taking this camp will have more fun in upcoming math classes as well as increased success. (Special note: Students who have taken Math Prep for Middle School are welcome to register for this camp).

Course Code: PIR 384, CRN: 95058

Aug. 16 - 20, Mon - Fri, 9 a.m. - 3:30 p.m.

\$289 + HST



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|---|----|---|----|
| A Crash Course in Marketing. | 10 | Networking Your Brand | 11 |
| A River Full of Words | 25 | Nursing Unit Assistant | 7 |
| Acupressure for Health & Healing. | 22 | Occupational First Aid Level I | 19 |
| Art Therapy for Adults | 25 | Personal Trainer. | 16 |
| Audio Engineering & Music Production. | 4 | Pharmacy Technician | 7 |
| AutoCAD Skills | 4 | Photo Editing for Beginners. | 31 |
| Autism Spectrum. | 4 | Photography Courses | 29 |
| Basic Accounting. | 5 | Plan to Write a Novel | 24 |
| Basic Editing | 23 | Prenatal Education | 22 |
| Complete Hatha Yoga for Beginners | 25 | Pretty for Prom | 25 |
| Computer Basics in a Day | 14 | Production & Inventory Management. | 8 |
| Computer Fundamentals | 14 | Project Management: Tools & Techniques | 12 |
| Computer Keyboarding | 14 | Public Speaking for the Scared Stiff | 12 |
| CPR C/AED | 19 | Research & Interview Techniques for Writers | 24 |
| Creative Writing | 23 | Running...Facts & Fiction! | 17 |
| Creative Writing - Advanced | 23 | Sharpen Your Photographer's Eye | 31 |
| Currency Trading for Individuals | 10 | Simply Accounting | 8 |
| Custodial Worker | 5 | Simply Accounting for Windows - Intro. | 13 |
| Dealing With Information Overload in Small Business. | 10 | Simply Accounting for Windows - Intern. | 13 |
| Decorate Like a Pro Series. | 25 | Social Media for Beginners | 15 |
| Detailed Scheduling and Planning | 13 | Spanish Level I. | 23 |
| Digital Boot Camp | 29 | Speaking Spanish | 23 |
| Digital Cameras: Beyond Basics | 30 | Square Foot Gardening | 26 |
| Digital Cameras: Getting Started | 29 | Staffing Services Clerk | 8 |
| d-SLR Cameras: Advanced Users | 30 | Standard First Aid & CPR C. | 19 |
| d-SLR Cameras: Camera Basics. | 29 | Step up to Management | 12 |
| d-SLR Cameras: The Creative Modes. | 30 | Sterile Processing & Distribution. | 9 |
| Easy Wordpress Websites | 15 | Stop the Action: Kids, Pets & Sports. | 30 |
| Education Assistant. | 5 | Summer Camps for Kids. | 32 |
| Excel Foundations. | 15 | Supported Employment: Foundations & Application | 18 |
| Excel in a Day | 14 | Taking Better Digital Landscape, Seascape & Travel Photos. | 30 |
| Excel Skills: Advanced | 15 | Taking Better Minutes | 12 |
| Firearms Safety - Non-restricted | 19 | Taking Better People Photographs. | 31 |
| Fitness Theory | 16 | Taking Close Up (Macro) Photos. | 31 |
| Foodsafe Level I | 18 | Teaching English as a Second Language. | 9 |
| Get Financing for Your Small Business. | 10 | The Massive Goal Workshop. | 25 |
| Group Fitness | 16 | The Mechanics & Politics of Magazines | 24 |
| Healing Massage. | 22 | Traffic Control Person. | 18 |
| Hearing Assistant | 6 | Transportation of Dangerous Goods | 18 |
| How to Read your Writing in Public | 24 | True Colours | 17 |
| HTML for Web Designers. | 15 | Weight Training I. | 16 |
| Interior Decorating | 6 | Weight Training II | 16 |
| Interior Fitness Conference | 17 | WHMIS | 18 |
| Internet in a Day | 14 | Whole Foods | 17 |
| Intro. to Office Administration. | 6 | Word in a Day | 14 |
| Justice Institute of BC Courses | 10 | Word Processing Foundations. | 14 |
| Landscape Horticulture | 7 | Yoga Fitness. | 16 |
| Make a Chapbook for Family & Friends. | 24 | | |
| Making Your Blackberry Work for You | 11 | | |
| Master Image Making Skills. | 31 | | |
| Medical Office Assistant. | 7 | | |
| Motorcycle Rider Challenge | 28 | | |
| Motorcycle Training | 27 | | |
| Motorcycle Training for the Absolute Beginner | 28 | | |
| Muscle Anatomy | 17 | | |

How to Sign Up:



ON-LINE:

www.okanagan.bc.ca/csreg
 Register yourself (and family and friends) for all classes. A confirmation email will be sent upon registration. Don't forget to print out the map if you're new to Okanagan College!



EMAIL:

cscentral@okanagan.bc.ca



PHONE:

250-862-5480 or
 Toll-free: 1-888-638-0058



FAX:

250-862-5434



MAIL:

Continuing Studies
 1000 KLO Road
 Kelowna, BC V1Y 4X8



WALK-IN:

Visit us in the Student Service building Room A108.

Office Hours:

SEPTEMBER TO APRIL
 Monday to Thursday: 9 a.m. to 7 p.m.
 Friday: 9 a.m. to 4 p.m.
 MAY TO AUGUST
 Monday to Friday: 8 a.m. to 4 p.m.

WITHDRAWAL/

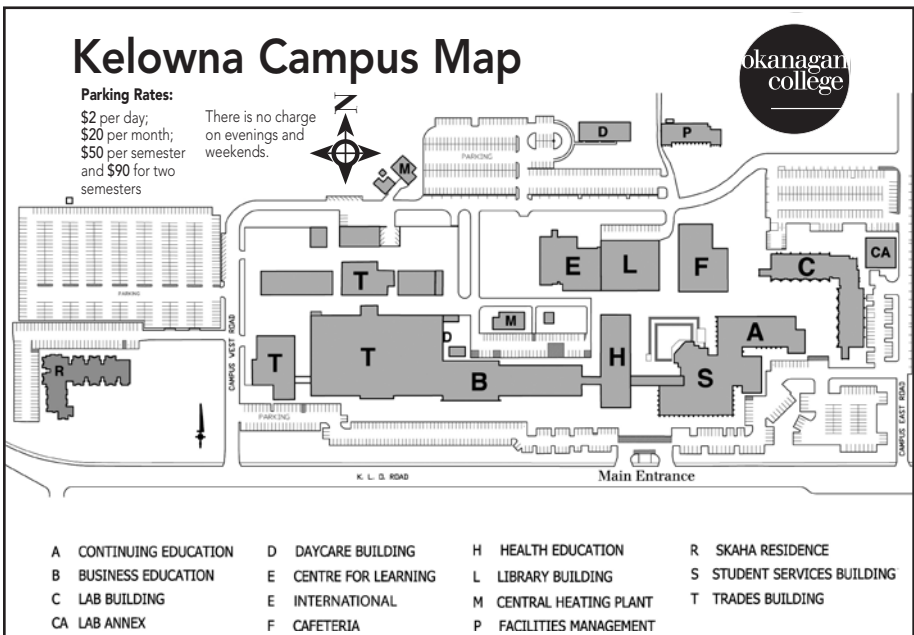
REFUND POLICY:

Students may withdraw from a course by phone, fax, mail or in person. Full refunds or a letter of credit will be given if the request to withdraw is made at least two business days in advance of the course start date, with the exception of certificate programs. For certificate programs, there is a \$200 non-refundable deposit. Refunds can take up to 2-4 weeks to process. Refunds do not include the cost of books, supplies, meals, travel expenses or other non-tuition charges.

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

Our Commitment to You -

Continuing Studies at Okanagan College is committed to offering you the very best educational experience. We will make every effort to provide quality curriculum, instructors, and services to ensure that your learning needs are met.



Certificate Programs



- Audio Engineering & Music Production
- Autism Spectrum  new
- AutoCAD Skills
- Basic Accounting
- Custodial Worker
- Education Assistant
- Hearing Assistant  new
- Interior Decorating
- Introduction to Office Administration
- Landscape Horticulture
- Medical Office Assistant
- Nursing Unit Assistant
- Pharmacy Technician
- Production & Inventory Management
- Simply Accounting
- Staffing Services Clerk
- Sterile Processing & Distribution
- Teaching English as a Second Language

See pages 4-9 for more information



Apply online at
www.okanagan.bc.ca/registrar/admissions/apply.html