



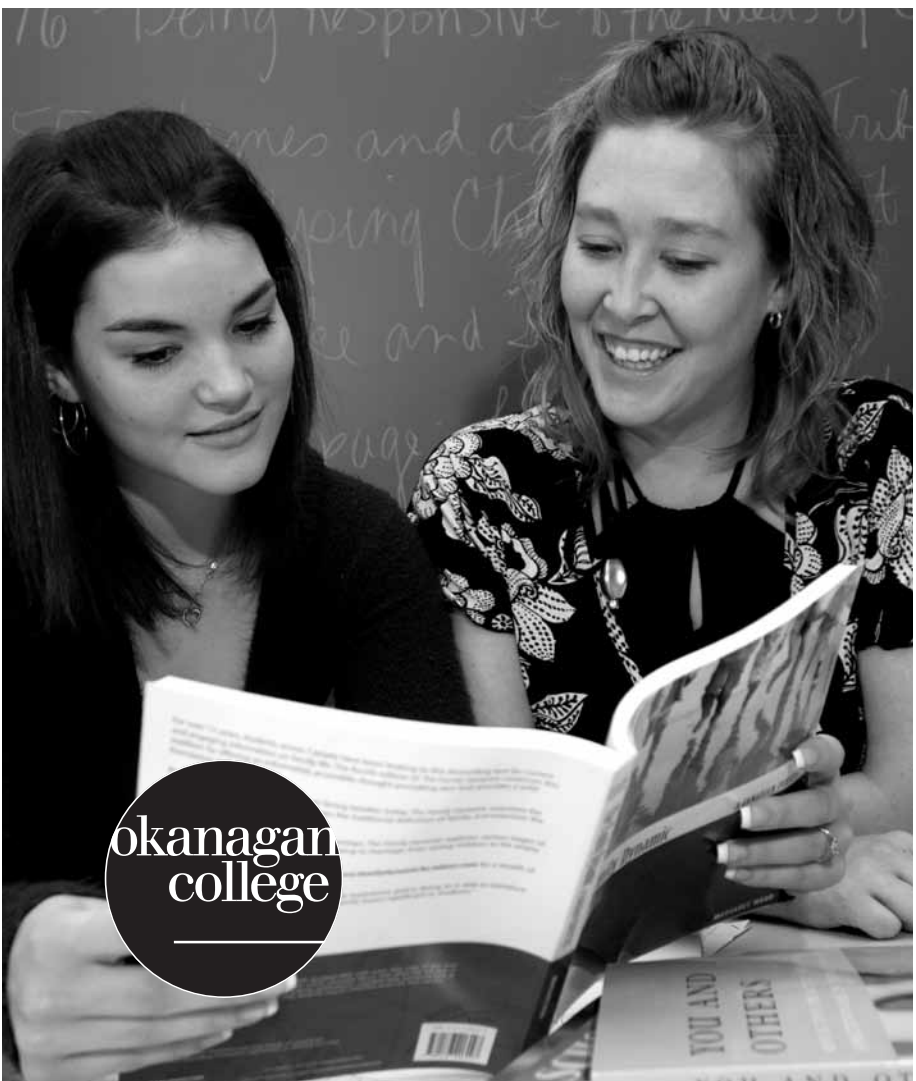
Continuing Studies Revelstoke

www.okanagan.bc.ca/cs

FALL 2009



Imagine what you can do...



Get a new career or increase your employment skills in less than a year with one of these certificates programs:

Programs Offered This Fall 2009

Basic Accounting Certificate
See page 8

Introduction to
Office Administration
(Enhanced) Certificate
See page 7








Nail Technician Certificate
See page 13

Palliative Care Certificate
See page 12

Residential Construction
Program
See page 17

Simply Accounting
Certificate
See page 9

Experience Works
(for the Older Worker)
See page 18

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	Project Management			Holiday Inspirations	
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Call us to register
or to discuss your future!
250-837-4235
Karmen at local 6501

Fall for one of our new courses!



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

BUSINESS **new**

- Payroll Workshop
- Overview of Project Management Fundamentals
- MS Project 2007
- Taking Better Minutes

COMPUTERS AND TECHNOLOGY **new**

- Excel: Working with Charts
- PowerPoint 2007 Essentials
- Basic Web Page Development

EMPLOYMENT AND PROFESSIONAL DEVELOPMENT **new**

- Experience Works (for the Older Worker) Program
- Palliative Care Certificate Program
- Nail Technician Certificate Program

FIRST AID **new**

- First Aid Out-of-Jurisdiction Certificate

LEISURE AND PERSONAL INTEREST **new**

- Capturing Autumn Colour
- Taking Better Action and Sport Photographs
- Capturing Winter Magic
- Food Lovers Series – Japanese
- Food Lovers Series – Mexican
- Food Lovers Series – Italian
- Holiday Inspirations
- Relaxation Massage
- German Level 1 & 2

COLLEGE FOR KIDS AND TEENS **new**

- Science and Nature Explorers
- Kids on Stage
- Craft Club



OKANAGAN COLLEGE

Continuing Studies

Revelstoke Campus

1401 West First Avenue
P.O. Box 3118
Revelstoke, BC V0E 2S0
Phone: 250-837-4235

www.okanagan.bc.ca/rev

**OFFICE HOURS:
MONDAY TO FRIDAY
8:30 A.M. – 4:30 P.M.**

HELP WANTED

Do you have the skills and experience to teach a Continuing Studies course? Do you have an idea for a new course that you would like to instruct? Then we want to hear from you!

Continuing Studies is currently seeking applications for instructors. Previous teaching experience in an adult learning environment is highly desirable. Interested applicants should forward their resume to:

Wendy Stock
Program Administrator
wstock@okanagan.bc.ca

Teaching at Continuing Studies is a great opportunity for networking and marketing and a whole lot of fun!

Welcome to Continuing Studies

Do you have any questions about our programs? Call 250-837-4235.

You can also email one of our staff and we will be happy to assist you.

Program Administrator
Wendy Stock
wlstock@okanagan.bc.ca

Program Coordinator
Mary Kline
mekline@okanagan.bc.ca

Program Assistant
Karmen Cozens
kcozens@okanagan.bc.ca

"I just completed the Introduction to Office Administration program. The opportunities to learn are endless. The harder you work, the more you get out of the program. It's worked for me – I now have employment at Okanagan College!"

*Carol Fitchett, Revelstoke
July, 2009*

Okanagan College Advisory Committee Members – 2009

Jeff Nicholson
School District #19

Linda Chell
Revelstoke Child Care
Resource and Referral

Cathie Thacker
Revelstoke Employment Services
Centre

Kristal Bradshaw
Community Connections

Peter Frew
City of Revelstoke

Catherine Bellerose
Parks Canada

Mike Hooker
Revelstoke Secondary School

Rod Sherlock
Downie Timber

Nelli Richardson
Revelstoke Women's Shelter

We are presently seeking new members to serve on our Advisory Committee. If you would like more information on becoming an Advisory Committee member, please contact Wendy Stock at wlstock@okanagan.bc.ca or Mary Kline at mekline@okanagan.bc.ca.

Business Programs

Payroll Workshop new

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

Course code: OFA 011, Hours: 6

Oct 17, Sat, 9 a.m. - 4 p.m.

CRN: 70361

\$89 + GST

Instructor: Tammy Smith

Bookkeeping Basics - A Review

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

Course code: OFA 014, Hours: 9

Nov 16-30, Mon, 6:30 - 9:30 p.m.

CRN: 70371

\$129 + GST

Instructor: Tammy Smith

Overview of Project Management Fundamentals new

Explore the project management life cycle and roles, set measurable objectives, establish success criteria for your project, accurately define project scope, develop a project chart, analyze work breakdown structure and schedules using simple proven techniques, define and measure project quality, start and close out the project.

Course code: MGR 196, Hours: 12

Nov 5-26, Thu, 6:30 - 9:30 p.m.

CRN: 70830

\$550 + GST

Instructor: John Guenther

MS Project 2007 new

Discover the power of project management tools to help you manage small and medium sized projects. In this hands-on course the student will explore the use of MS project using existing projects. Students will then go through the stages of developing a task list, identifying the critical path, entering cost and resource data and assigning them to tasks. This will then be used as a baseline to track what actually happens to your project and adjust the tasks and resources as needed. Please bring a memory stick to all classes.

Prerequisite: Computer Fundamentals or equivalent. A free assessment test can be completed on-line. Contact Continuing Studies to arrange this short online quiz.

Course code: COSS 210, Hours: 12

Jan 14-Feb 4, Thu, 6:30 - 9:30 p.m.

CRN: 80324

\$215.25 (includes text & GST)

Instructor: John Guenther

Instructor, John Guenther

has a working background in public and private organizations. He is currently the director of Planning for the City of Revelstoke and manages a small department that delivers public services for building, enforcement and urban planning. He has managed public departments in Washington state, Phoenix, Arizona, San Diego California, North Vancouver, and Alberta. He has over 25 years of experience in large and small organizational development including projects such as urban planning and bylaw training, strategic planning, emergency preparation, financial planning, community visioning, and community planning. He continues to deliver courses nationally and internationally, completed a PhD in Education at Arizona State University in 2006, and a Masters at the University of British Columbia in 1997. He has taught at Arizona State University, University of British Columbia, Maricopa County College system in Phoenix, and the British Columbia Institute of Technology in the Greater Vancouver area. His general interests are in urban planning, community indicators, communication, and web technology.

Taking Better Minutes

Become a valuable asset to your organization by learning and practicing 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, Hours: 6

Nov 12 & 19, Thu, 6 - 9 p.m.

CRN: 70901

\$159 + G.S.T.

Introduction to Office Administration Certificate (Enhanced)

Combining computer and non-computer courses, this program will offer basic business and administrative skills training. This program is designed to prepare students for modern entry-level administrative positions, or to upgrade the skills of individuals who are already employed in an administrative capacity. Coursework will include technology training, basic office procedures, communication skills, and basic accounting, both manual and computer-based.

Admission Requirements:

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

Program starts: October 5, 2009

Cost: \$4314.95 + texts and supplies

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

Course Code	Course Name	Hours
COSS 174	Keyboarding for the Office	45
OA 90	Communication Skills	30
OA 92	Basic Office Procedures	30

Course Code	Course Name	Hours
OA 98	Basic Supervisory Skills	6
OA 93	Business Math	30
OA 94	Basic Accounting	30
OA 99	Simply Accounting for Windows	30
MSWP 101	Word Processing Intro. - Word	18
MSWP 201	Word Processing Inter. - Word	24
MSWP 301	Word Processing Adv. - Word	30
MSSS 101	Spreadsheet Intro. - Excel	18
MSSS 201	Spreadsheets Inter. - Excel	24
MSPP 101	PowerPoint Presentation Manager	18

Accepting Applications Now!!

JOBS! JOBS! JOBS! – 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.

HERE ARE A FEW EXAMPLES:

City of Kelowna – Relief Administrative Positions – Posted February 2009, \$18.75/hr plus benefits

Okanagan College – Faculty Clerk – Posted July 2009, \$18.47 - \$21.09/hr

BC Public Service – Office Assistant – Ongoing posting, \$18.92 - \$21.38/hr

Basic Accounting Certificate

This introductory program is designed for persons seeking entry level employment in accounting, for those wishing to maintain a set of books for a small business, or for those wanting an understanding of basic principles before studying computer-based accounting systems.

The two courses, BAC 11 and BAC 12, total 66 hours of instruction, and this is supplemented by individual assignments requiring the application of material presented in class sessions.

Program starts: November 10, 2009

Cost: \$504 + texts and supplies

Course Code	Course Name	Hours
BAC 11	Introduction to Accounting Level I	33
BAC 12	Introduction to Accounting Level II	33

BAC 11 Intro to Accounting Level I

This course covers accounting concepts, generally accepted accounting principles, and the rules of debit and credit including the accounting equation. The material covers the accounting cycle for a service business, using the general journal to record transactions, posting to the general ledger, and completing the accounting cycle. Also covered is preparing month and year-end adjustments, closing the books at year-end and the preparation of financial statements.

Course code: BAC 011, Hours: 33

Nov 10-Dec 15, Tue, Thu, 6:30 - 9:30 p.m.

CRN: 70236

\$252 + text

BAC 12 Intro to Accounting Level II

This course introduces specialized journals, including the combination journal, and the use of sub-ledgers to track customers and vendors for a merchandising business. Topics include inventory concepts, GST and sales tax, internal control of cash, bank reconciliations, petty cash and preparing payroll.

Course code: BAC 012, Hours: 33

Feb 1-Mar 8, Mon, Wed, 6:30 - 9:30 p.m.

CRN: 80226

\$252 + text



College Community Service Award

The Columbia Basin Trust's College Community Service Awards are designed to assist Basin students, who have taken a hiatus of at least one year after completing high school, in pursuing post-secondary education/training in the region, and to reward and encourage the volunteerism of Columbia Basin residents. These Community Service Awards are based on volunteer service and are not based on academic achievement. Each year the Columbia Basin Trust (CBT) provides a College Community Service Award valued at \$2,000.

Please call Okanagan College to find out additional information about this Service Award if you feel you may be eligible to apply.

Simply Accounting Certificate

The popular integrated accounting software, Simply Accounting for Windows, is at the heart of this certificate program. An introductory course trains you to maintain general ledger, accounts receivable/payable, and payroll records. The program's intermediate course adds valuable options such as inventory control procedures and key payroll functions. Owners, operators, and employees in the small and medium-sized business sector will all find the Simply Accounting certificate program offered by Continuing Studies to be a valuable professional development opportunity.

You will also become proficient with Microsoft Excel as you learn fundamental spreadsheet techniques and skills required for creating budgets, projections, financial statements, databases, and charts.

Admission Requirements:

- Prior course work or experience in manual bookkeeping systems
- Basic keyboarding skills
- Computer Fundamentals or equivalent (applicants will be required to complete a Computer Fundamentals skills test)

Program starts: December 2, 2009

Cost: \$1009 + texts

Course Code	Course Name	Hours
MSAC 105	Simply Accounting for Windows - Intro	45 \$367
MSAC 201	Simply Accounting for Windows - Inter.	24 \$367
MSSS 101	Spreadsheets Introduction - Excel	18 \$275

Simply Accounting Introduction

Learn how to effectively use the components of this integrated accounting software for small business. Topics covered include general ledger, accounts receivable, accounts payable, projects, inventory and payroll.

Course code: MSAC 105, Hours: 24

Jan 4-27, Mon, Wed, 6:30 - 9:30 p.m.

CRN: 80222

\$367 + text

Simply Accounting 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 T4's.

Course code: MSAC 201, Hours: 24

Mar 16-Apr 8, Tue, Thu, 6:30 - 9:30 p.m.

CRN: 80227

\$367 + text

Spreadsheets Introduction - Excel

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

Course code: MSSS 101, Hours: 18

Nov 30-Dec 16, Mon, Wed, 6:30 - 9:30 p.m.

CRN: 70239

\$275 + text





Computers and Technology

AutoCAD 2010 Fundamentals Course

AutoCAD 2010 is the foremost computer assisted design/drafting software program. This powerful program is widely used for engineering, architecture, construction, automotive and manufacturing applications. The scope of AutoCAD is so great, it requires time and effort to learn. The objective of AutoCAD 2010 Fundamentals is to provide students with the basic skill set necessary for working with AutoCAD. Students will produce, modify and save two dimensional (2D) computer drawings. Upon completion of this course, students will have the tools to learn more advanced uses of AutoCAD for their specific needs on their own.

Prerequisites: A working knowledge of basic design/drafting procedures and terminology. A working knowledge of Windows and Computer Fundamentals or equivalent (a free online test to measure equivalence to Computer Fundamentals is available and can be arranged by contacting the Revelstoke Continuing Studies office.

Course code: COSS 151

Nov 6, 8, 13, 15, Fri, 5:30 – 9:30 p.m.,

Sun, 9 a.m. – 6 p.m.

\$995

Instructor: Elaine Baird

PowerPoint 2007 **new** Essentials

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

Course code: COSS 086, **Hours:** 9

Nov 2–9, Mon, Wed, 6:30 – 9:30 p.m.

CRN: 70362

\$135 + GST

Instructor: Tammy Smith

Computer Literacy

This course includes the following:

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.

Word Essentials Level 1: Ideal for new users of Microsoft (MS) Word. Obtain the knowledge and skills required to perform basic functions of MS Word. Topics covered include creating and basic formatting of documents, setting tabs, formatting paragraphs, proofing documents, and additional page formatting features.

E-Mail Fundamentals: E-mail is now an accepted and necessary form of communication in our modern world along with the cell phone, the telephone and the fax. Yet, many people are still confused by the “mythology” of e-mail. Sort out the information and misinformation currently available today. Topics include basic definitions, receiving and creating e-mail, attachments, junk mail (spam), e-mail management and archiving and the issue of viruses.

Course code: COSS 193, **Hours:** 27

Oct 19-23, 9 a.m. – 12 p.m.

Oct 26-30, 1 – 4 p.m.

CRN: 70838

\$405.50 + GST

Instructor: Elaine Baird

Word Processing Introduction - Word

In this course students will learn the basic techniques of word processing with Microsoft Word for Windows including the ability to create, edit, and print documents and the application of appropriate formatting. There may be other topics that are specific to the version of software being taught.

Course code: MSWP 101, Hours: 18

Oct 28-Nov 9, Mon, Wed, Fri, 9 a.m. - 12 p.m.

CRN: 70235

\$275 + text

Word Processing Intermediate - Word

Building on the skills learned in the introductory course, students will develop skills important for the creation and management of large multi-page documents. Topics include file management, text manipulation, tables, merging, sorting, page numbering and headers and footers. There may be other topics that are specific to the version of software being taught.

Course code: MSWP 201, Hours: 24

Nov 25-Dec 11, Mon, Wed, Fri, 1-4 p.m.

CRN: 70238

\$367 + text

Word Processing Advanced - Word

Building upon skills learned in earlier classes, students will learn advanced features to enhance productivity and document design. Topics include: working with long documents, generating a table of contents and index, design printed and online forms, apply document design features such as backgrounds and styles, work with text boxes, insert and customize graphics, insert WordArt, link and embed worksheets, track changes to a document and use passwords for protection.

Course code: MSWP 301, Hours: 30

Jan 21-Feb 5, Mon-Fri, 1-4 p.m.

CRN: 80225

\$459 + text

Instructor: Tammy Smith

Spreadsheets Introduction - Excel

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

Course code: MSSS 101, Hours: 18

Nov 30-Dec 16, Mon, Wed, 6:30 - 9:30 p.m.

CRN: 70239

\$275 + text

Spreadsheets Intermediate - Excel

Building on the skills learned in the introductory course, students will develop skills important for the creation and management of larger, more complex spreadsheets and workbooks. Topics include templates, database operations, functions and macros.

Course code: MSSS 201, Hours: 24

Jan 4-20, Mon, Wed, Thu, 1-4 p.m.

CRN: 80224

\$367 + text

Excel: Working with Charts new

A chart is a pictorial representation of your data. Learn how to use this powerful chart feature. This three hour course will teach you to create, use, edit and change the layout of charts, get your point across using pie charts, bar charts, column charts and more.

Course code: COSS 089, Hours: 3

Sep 29, Tue, 6:30 - 9:30 p.m.

CRN: 70360

\$45 + GST

Instructor: Tammy Smith

Admission Requirement for Microsoft Office and Web Page Development Courses:

A working knowledge of Windows and Computer Fundamentals or equivalent (a free online test to measure equivalence to Computer Fundamentals is available and can be arranged by contacting the Revelstoke Continuing Studies office).



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 a fundamentals test during this course.

Course Code: COSS 004

Dates to be announced. Please let us know if you require this training.

Basic Web Page Development

This course provides an introduction to basic web page creation and site management. In a hands-on environment, students will learn how to create and edit web pages, work with graphics, create links between files, maintain a web site, and add special effects to web pages.

Course code: MSIN 103, Hours: 24

Oct 13-Dec 1, Tue, 6 - 9 p.m.

CRN: 70520

\$367

Instructor: Anita Hallewas

Employment and Professional Development

Palliative Care Certificate Program

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

Program Starts: September 23, 2009

Course Code	Course Name	Hours
PAL 01	Understanding Palliative Care	30 \$336
PAL 002	Caring for the Terminally Ill	30 \$336

Note: If applicable, course textbooks and materials are additional costs.

Understanding Palliative Care

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

Course code: PAL 01

Sep 23 - Dec 9 Wed, 6:30 - 9:30 p.m.

(No classes on Remembrance Day) CRN: 70839

Caring for the Terminally Ill

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

Course code: PAL 02

Jan 13-Mar 17, Wed, 6:30 - 9:30 p.m. CRN: 80325

Nail Technician

Certificate Program Spring 2010

Jump into one of the most exciting and in-demand career choices around. This 400-hour program will teach you all the skills necessary to begin your career as a Nail Technician. See what all the buzz is about as you work with some of the latest advances in nail enhancement procedures; OPI's new Axxium Gel system and no odour Clarite Acrylic. Learn why well trained Nail Techs are in demand and bring out your artistic side as you learn proper sanitation, general sciences and disease control. Upon successful completion of this program you will meet the requirements needed to pursue a BC Provincial Nail Technician license. Start your client list while you master the skill of artificial nail enhancements. Enter the market as a top trained professional and watch your career take off.

Admission Requirements:

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

Please contact Okanagan College at 250-837-4235 if you are interested in this program.

Course Code	Course Name	Hours
NATE 101	Introduction to Nail Technologies	20 \$162.50
NATE 102	General Sciences	180 \$1,462.50
NATE 103	Nail Care	\$1,462.50
NATE 104	Business Skills	20 \$162.50

Note: Tuition total \$3,250 + \$1,400 for supplies.

WCB Worksafe Programs

Did you know that 94 to 97% of all workplace accidents are preventable? WCB WorkSafe educational health and safety programs were developed by the Workers' Compensation Board of BC and are offered by the Continuing Studies department at Okanagan College. WorkSafe courses are designed for occupational health and safety committee members, including employer representatives, worker representatives and health and safety professionals committed to preventing occupational injury and disease. These courses would also be useful to other workers, employers and members of the general public interested in acquiring a better understanding of the importance and function of a health and safety program within the workplace. A certificate is issued on successful completion of each WorkSafe course.

Worksafe Courses:

- Joint Health & Safety Committee Training
- Supervisor Safety Management
- Preventing and Investigating Musculoskeletal Injury (MSI)
- Preventing Workplace Violence
- Hazard Recognition & Control
- Occupational Health & Safety in Small Business
- Fall Protection
- Workplace Hazardous Materials Information Systems (WHMIS)

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), labeling, 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, Hours: 3

Sep 26, Sat, 9 a.m. - 12 p.m.

CRN: 70699

\$69

Preventing Workplace Violence

This course aims to provide employers and workers with the tools to reduce workplace violence, which has increasingly become a concern within a number of occupational sectors - health care, social services, and retail business, for example. Successful completion of the course will enable participants to: explain regulatory requirements relevant to preventing workplace violence, conduct a violence risk assessment, establish violence prevention measures and procedures and develop a workplace violence prevention program.

Course code: HLT 047, Hours: 8
Oct 13, Tue, 8:30 a.m. - 4:30 p.m.
CRN: 70807
\$99

Instructor: *Matt Robertson*

Responsibilities of Joint Health and Safety Committees

This course aims to help participants to identify and interpret joint health and safety committee members' functions and duties and to carry out their responsibilities to promote workplace health and safety. Successful completion of the course will enable participants to: find requirements in the Workers Compensation Act and the Occupational Health and Safety Regulation; explain the requirements for joint committees and worker health and safety representatives and their responsibilities and entitlements; establish a foundation to develop skills in promoting workplace health and safety (assist in having all required OH&S program elements in place); apply the process of safety inspections and accident investigations; conduct and participate in constructive committee meetings and work cooperatively to address workers' health and safety concerns.

Course code: HLT 030, Hours: 8
Oct 14, Wed, 8:30 a.m. - 4:30 p.m.
CRN: 70805
\$99

Instructor: *Matt Robertson*

Preventing and Investigating Musculoskeletal Injury (MSI)

This course aims to provide employers and workers with the knowledge and tools to prevent MSI and to conduct investigations into an MSI. Successful completion of the course will enable participants to: identify the key components of the Ergonomics (MSI) requirements; explain the 7-step Musculoskeletal Injury Prevention (MSIP) process; explain five categories of risk factors associated with MSI; explain three main types of risk control for the risk factors; use a checklist to identify and assess risk factors; determine ways to control identified risk factors, apply early treatment and intervention principles, and investigate incidents of MSI to prevent recurrence.

Course code: HLT 031, Hours: 8
Oct 15, Thu, 8:30 a.m. - 4:30 p.m.
CRN: 70806
\$99

Instructor: *Matt Robertson*

Hazard Recognition and Control

This course aims to help participants identify hazards and apply effective strategies to control them in their workplace. Successful completion of the course will enable participants to: explain the legal responsibilities of employers, workers, supervisors, and others; identify workplace hazards and locate pertinent regulatory requirements; develop safe work procedures and corrective measures to control hazards; and apply the process of identification, control and evaluation to eliminate hazards or reduce risks specific to their industry.

Course code: HLT 063, Hours: 8
Oct 16, Fri, 8:30 a.m. - 4:30 p.m.
CRN: 70808
\$99

Instructor: *Matt Robertson*

Transport 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, Hours: 4

Oct 1, Thu, 12 - 4 p.m.

CRN: 70850

\$69

Instructor: *Chris DeBroekert*

Airbrakes

This course includes 16 hours of theory plus a four hour pre-trip inspection and is mandatory before writing the exam. Pre-registration is required.

Course code: LAT 002, Hours: 20

Oct 2, Fri, 6 - 9 p.m. & Oct 3-4, Sat, Sun, 8 a.m. - 5 p.m.

CRN 70363

\$225

Instructor: *Chris de Broekert*

Forklift Truck Operator (Extended Practice - New Operator)

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

Course code: CON 010, CRN: 70625

Oct 1, Thu, 6 - 10 p.m., Oct 2, Fri - Practical component times to be scheduled with each student

\$360

Instructor: *Chris de Broekert*

Best of Revelstoke (Classroom Delivery)

Okanagan College is offering a course called "The Best of Revelstoke" for employees in the service and tourism industry of Revelstoke. This classroom session is a fun, interactive and informative course in which participants will learn about the history and heritage of Revelstoke, geographical and environmental information, summer and winter activities and tourist services in Revelstoke.

Course code: PS 040, Hours: 2

Date TBA

\$45 + GST

Instructor: *Nancy Geismar*

Best of Revelstoke (On-Line)

This course is designed for employees in the service and tourism industry of Revelstoke. Participants will learn about the history and heritage of Revelstoke, geographical and environmental information, summer and winter activities as well as tourist services in Revelstoke. Once you have registered for this course, it can be completed at your convenience from any location where you have access to a computer.

Course code: PS 039

\$30 + GST

Foodsafe - Level 1

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, Hours: 8

1. Sep 26, Sat, 8:30 a.m. - 4:30 p.m.

CRN: 70635

2. Nov 28, Sat, 8:30 a.m. - 4:30 p.m.

CRN: 70636

\$89

Instructor: *Carol Dumont*

Cashier Training

Would you like to work in retail and be one step ahead of other job applicants? Learn to use the latest in cash systems and all their functions including: voids, multiple purchases, coupon discounts and discounts. Superior customer service skills and handling complaints will also be covered in the course. Participants who successfully complete this course will receive a certificate of participation.

Course code: OFA 004, Hours: 12

Sep 28, Mon, 1-5 p.m., Sep 29, Tue, 9 a.m. - 5 p.m.

CRN: 70842

\$139 + GST

Instructor: Jennifer Palumbo

GED Preparation

This course will help you in preparing to write your General Educational Development (G.E.D.) examination. Your G.E.D. can expand your employment options, increase your ability to access post-secondary education or satisfy your personal goals.

In order to qualify to write the G.E.D., applicants must be: 19 years of age or older, a BC resident for the last six months and out of school for one full year. The GED textbook is available at the Revelstoke Continuing Studies office. Inquire about exam dates when registering. Please note while this course is geared to preparing for the G.E.D. examination, due to individual abilities, there is no guarantee that G.E.D. success will be achieved. The student enrolling in this course is expected to have basic competence at a Grade 12 level, and to be ready to build on existing strengths.

Course code: BAED 002, Hours: 30

Oct 13-Nov 12, Tue, Thu, 6:30 - 9:30 p.m.

CRN: 70851

\$189 + text

Instructor: Shaunalee Stocker

Getting Ready for the LPI Test new

The Language Proficiency Index (LPI) course offers intensive preparation for those planning to write the LPI test. The course is designed for the student preparing to take the test for the first time and for the student who has taken the test and wishes to improve his or her score so as to meet a required LPI level. The course addresses the major components of the LPI test (sentence structure, English usage, reading comprehension and essay writing) and it is designed to enhance the student's readiness to sit the test with success.

Please note that while this course is geared to meet LPI requirements, due to individual abilities, there is no guarantee that LPI success will be achieved.

Classes will include the development of strategies for addressing the different sections of the test, and practice in LPI-based grammar, reading and summary exercises as well as essay writing.

The student enrolling in the course is expected to have a basic competence in this area at a Grade 12 level, and to be ready to build on existing strengths in reading and writing.

Course code: BAED 039, Hours: 14

Nov 14, 21, Sat, 9 a.m. - 5 p.m.

CRN: 70742

Instructor: Karilyn Kempton

\$100 + GST + textbook

Educational Advising & Disability Services

An Okanagan College Education Advisor is available for course advising. Students with disabilities who qualify for Okanagan College programs may be eligible for services that provide access to the educational opportunities offered at Okanagan College. Phone 250-837-4235 to book your appointment with an advisor for either of these services.

Residential Construction Program

This Residential Construction Program is a 26-week program (900 hours) that provides students with the necessary theoretical and practical knowledge to seek employment as an apprentice carpenter in the residential construction industry. The program introduces students to all aspects of the trade including the use of hand tools, portable power tools and other equipment used by carpenters. Through the construction of an actual house students are given the opportunity to work with a variety of materials used by carpenters including lumber, panel products, concrete, fasteners and hardware. The focus is on developing practical skills for the residential construction workplace. Students will receive technical credit towards the first year of their apprenticeship.

Career Opportunities

As with most trades, there is a shortage of qualified entry-level/apprentice carpenters to meet the current and projected need, due to an aging workforce. The program meets the need of the residential construction industry by providing students with the necessary theoretical and practical knowledge to seek employment as an apprentice carpenter.

Admission Requirements

Graduation from grade 12 (or equivalent) or mature student status (age 19 and out of full time high school for at least 1 year prior to their commencement in the program). Satisfactory standing in basic mathematics and reading tests. Senior students in secondary school may also be eligible to attend, and will receive dual credit towards grade 12 graduation.



Program Outline

The program consists of the following components with a minimum-passing grade per component of 70%.

- Work Safe
- Trade Mathematics
- Drawings and Specifications
- Materials
- Tools and Equipment
- Building Science/Special Construction
- Site Layout, Building Concrete Forms
- Frame Residential Housing

Educational Costs

Students can expect to pay \$3506.16 for tuition and fees and \$760 for books and supplies. Students must provide their own safety boots. Inquiries about financial assistance should be directed to the Financial Awards Office at 1-800-767-5492. Student loan applications may be picked up at any Okanagan College Campus or you can apply on-line at: www.aved.gov.bc.ca/studentaidbc/

- Program length: 26 weeks
- Program Dates: February 22, 2010
- Days of week: Monday to Friday
- Enrolment: 18 maximum

*For further information contact:
Wendy Stock, 250-837-4235,
wstock@okanagan.bc.ca*



Experience Works Program

Are you unemployed?

Are you between the ages of 55 and 64?

Would you benefit from updating your skills to meet the demands of today's workplace?

Experience Works is a program that prepares participants for new and immediate employment. Older workers are an especially valuable resource because they bring unique skills and experience to the workforce. This segment of the workforce could give a big boost to BC's labour market competitiveness.



Program Details:

- Participants will be provided with a living allowance.
- Participants will be supported in accessing a paid work experience.
- Participants will be provided with computer training and employability workshops.
- Participants will have access to certificate training including, but not limited to, Occupational First Aid Level 1, WHMIS, Airbrakes and Foodsafe.
- Participants will be supported in creating a personal and detailed career plan.
- Exceptions can be made for individuals 50 – 54 and 65 and older.
- Contact Wendy Stock (local 6502) to find out more about this program.



Program Dates:

- September 2009 to December 2009
- Classes take place at Okanagan College, Revelstoke Centre
- This is a full time program

Canada



Funding provided through the Canada-British Columbia Labour Market Agreement.



Occupational First Aid Courses

Occupational First Aid - Level 1

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

Course code: HLT 016, Hours: 8

1. Sep 12, Sat, 8:30 a.m. - 5 p.m.
CRN: 70889
2. Oct 24, Sat, 8:30 a.m. - 5 p.m.
CRN: 70890
3. Nov 21, Sat, 8:30 a.m. - 5 p.m.
CRN: 70891
4. Dec 5, Sat, 8:30 a.m. - 5 p.m.
CRN: 70892

\$98.45 (includes text)

Students must bring one piece of photo ID. If you do not have photo ID, please check with OC staff for ID requirements.

Outdoor shoes are not allowed in the first aid room.

Please bring clean footwear.

These rules apply to all first aid classes.

Transportation Endorsement

This eight-hour program provides WCB-accepted training in transportation protocol for first aid certificate holders. It gives Occupational First Aid Level 1 and 2 certificate holders the required training to move injured workers by using a spine board and a basket stretcher. The transportation endorsement certificate is valid for two years and is contingent upon a current OFA level 1 certificate. Prerequisite: students must submit their OFA Level 1 or Level 2 certificate number when registering.

Course code: HLT 020, Hours: 8

1. Sep 13, Sun, 8:30 a.m. - 5 p.m.
CRN: 70893
 2. Nov 22, Sun, 8:30 a.m. - 5 p.m.
CRN: 70894
 3. Dec 6, Sun, 8:30 a.m. - 5 p.m.
CRN: 70895
- \$99 (includes text)

Occupational First Aid - Level 3

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

Course code: HLT 018, Hours: 70

Oct 19-23 & 26-30, Mon - Fri,
8:30 a.m. - 4:30 p.m.

Test Dates: Week of Nov 2

\$712 (includes text)

Occupational First Aid - Level 3 (Recertification)

Extensive pre-reading is required for this course. Books must be picked up prior to course. Note: students may also have the opportunity to recertify by taking the second week of an existing two-week Level III course. If students are joining a pre existing two week OFA level-3 course, they must have understood and be able to perform all tasks covered during the first week of classes.

Course code: HLT 019, Hours: 35

Oct 5-9, Mon - Fri, 8:30 a.m. - 4:30 p.m.

Test Dates: Week of Oct 12

\$536.75 (includes text)

First Aid

Out-of-Jurisdiction Certificate

First Aid agencies will issue Worksafe Level 1 certification based on presentation of Worksafe approved Emergency or Standard out-of-jurisdiction certificate or Worksafe Level 3 certification based on presentation of Worksafe approved Advanced out-of-jurisdiction certificate.

Course Code: HLT 123

Contact Okanagan College for details.

\$25

RED CROSS FIRST AID

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, at 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 using an AED (Automated External Defibrillator) is also included.

Course code: HLT 009, Hours: 16

Sep 26-27, Sat-Sun, 8:30 a.m. - 4:30 p.m.

CRN: 70896

\$161.25 (includes materials)

Students completing the first day Standard First Aid course can receive the following certification upon completion of the appropriate exams: Emergency First Aid, Emergency Childcare First Aid, Standard First Aid Recertification or CPR level B, C or HCP. Please contact the office for more information as class time for these students may be extended by 30 minutes for specific course content not covered in the regular Standard First Aid course. Tuition will be adjusted accordingly.

Emergency Childcare

First Aid and CPR Level B

An overview of First Aid and CPR techniques taught in an interactive environment for individuals who care for infants or children in the workplace or at home. It covers skills needed to recognize, prevent, and respond to cardiovascular emergencies for adults, children, and babies, as well as other topics including choking, airway and breathing emergencies, and prevention of disease transmission.

Course code: HLT 082, Hours: 8

Nov 23 & 25, Mon, Wed, 6 - 10 p.m.

CRN: 70897

\$92.85 (includes materials)

Students completing this one day course can receive Emergency First Aid, CPR level B, C or HCP certification. Please contact the office for more information as class time for these students may be extended by 30 minutes for specific course content not covered in the regular Emergency Childcare First Aid course.

CPR Level C & HCP AED

This Covers skills needed to recognize and respond to cardiovascular emergencies and choking in adults, children and babies. The course includes adult/child/baby CPR, AED training and certification, rescue breathing, obstructed airway and barrier device/pocket masks. This is a recognized level of training for First Responders and Health Care Providers. Provisions will be made for families, parents, and childcare workers.

Course code: HLT 007, Hours: 8

Nov 29, Sun, 8:30 a.m. - 4:30 p.m.

CRN: 70898

\$82.35 (includes materials)



CPR Level C & HCP - AED (Recertification)

This is the course you want to take if you want to update or recertify your CPR C skills. AED training and certification is included. Students require a current CPR Level C Certificate. This course is appropriate for Police, Fire, First Responders and Healthcare Providers. Provisions will be made for families, parents, and childcare workers.

Course code: HLT 008, Hours: 4

Nov 28, Sat, 1 - 5 p.m.

CRN: 70899

\$56.35 (includes materials)

CPR Level Descriptions and Target Audiences:

Level A - Adult CPR: One rescuer - workplace and lay rescuer.

Level B - Adult/child/infant: One rescuer - families, parents, public, childcare workers.

Level C - Adult/child/infant: One and two rescuers - police, fire, first responders, workplace first aid teams and lifeguards.

Level HCP - Adult/child/infant: One and two rescuers - health care providers.

Prenatal Education Series

This series consists of eight classroom hours plus a hospital tour. Topics covered include labour and delivery, interventions and complications, postpartum for mother and baby, breast-feeding and newborn care.

Course code: HLT 021, Hours: 8

1. Sep 14-Oct 5, Mon, 7 - 9 p.m.

CRN: 70502

2. Nov 9-30, Mon, 7 - 9 p.m.

CRN: 70503

\$79 + GST

Instructors: Gina Klevatorick & Juliette Ehlers

Please note: All courses take place at the Queen Victoria Hospital. Course subsidies are available. Please inquire with OC administration.

For the Love of Photography:

Capturing Autumn Colour **new**

Nothing is more beautiful or colourful than autumn. Learn how to look for and find the best autumn shots. You'll learn theory that ensures interesting, original compositions with your own digital camera. This course includes an outing to a location in Revelstoke where you can practice in a natural setting.

Course code: COA 145, Hours: 6

Sept 26, Sat, 9 a.m. - 4 p.m. CRN: 70346

\$75 + GST

Instructor: John Morrison

Mastering Your Digital Camera

Want to take your camera know-how to greater heights and make the most of its full potential? It's estimated that we use about 10% of what our camera is capable of, but you can learn it all and take pictures under the most demanding conditions to capture all the action, mood and detail.

Course code: COA 099, Hours: 6

Oct 24, Sat, 9 a.m. - 4 p.m.

CRN: 70340

\$75 + GST

Instructor: John Morrison

Getting Started With a d-SLR Camera

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

Course code: COA 097, Hours: 6

Nov 7, Sat, 9 a.m. - 4 p.m.

CRN: 70337

\$89 + GST

Instructor: John Morrison

Taking People Photos

How many times have you wanted to capture 'the' shot of your friends or family and didn't know how to pose them for formal portraits, or to capture them in fun, expressive, candid moments? Now you can learn the theories of composition that will ensure results, while practicing on real subjects.

Course code: COA 105, Hours: 6

Nov 21, Sat, 9 a.m. - 4 p.m.

CRN: 70344

\$75 + GST

Instructor: John Morrison

Taking Better Action and Sport Photographs

Imagine how exciting it would be to know how to 'freeze' the action with your next sport or activity photos! How often have you ended up with blurred subjects flying off the picture frame? How many times have you missed the second shot while your camera was busy thinking about the first one? You'll learn the various ways to show action with techniques such as panning a subject, blurring elements of your shots and freezing action to a standstill. Take tips from an expert in preparing yourself for the moment, confident in the knowledge that when it presents itself and you'll be ready to meet the challenge.

Course code: COA 065, Hours: 6

Nov 28, Sat, 9 a.m. - 4 p.m.

CRN 70345

\$75 + GST

Instructor: John Morrison

Capturing Winter Magic

Learn how to overcome the challenges of winter photography. Make the most of winter's light, reflections and shadows. This course will allow you to capture the beauty of winter in Revelstoke with your digital camera. This course includes an outing around Revelstoke where you can practice in a natural setting.

Course code: COA 146, Hours: 6

Jan 16, Sat, 9 a.m. - 4 p.m.

CRN: 80148

\$75 + GST

Instructor: John Morrison

John Morrison

started out as a photographer here in Revelstoke. After having his own portrait and wedding studio in Revelstoke, he relocated to Vancouver where he worked in advertising and fashion photography for 6 years. John spent 10 years in Toronto shooting for all the major ad agencies then moved to the U.S. where he shot nationally and internationally for major campaigns and clients looking for an edgy look that incorporated vibrant images with strong graphics and composition that appealed to current trends.

Food Lover's Series

Food Lovers Series - Japanese

Learn to make your own sushi - everything from finding the right ingredients and materials to preparing rice and rolling. Through demonstrations, learn to make sushi, an inside/outside roll, then enjoy your creations! Create your own Japanese lunch with teriyaki chicken, sushi and sunomono salad. Ingredient selection, food preparation techniques, marinating and cooking will be covered as well. Rolling sushi never gets old; this course covers the basics and includes a glossary of Japanese ingredients for participants to expand their repertoire. The shrimp noodle salad done first in the first dinner course is crisp and refreshing after it's chilled. These are family recipes. We enjoy them and hope you do too.

Course code: PS 011

Oct 25, Sun, 1 - 4 p.m.

CRN: 70821

Location: Community Centre kitchen

\$45 + GST

Instructor: Ginger Shoji



Food Lovers Series - Mexican

Come and learn how to prepare a combination of dishes from Mexico's east and west coast. Participants will prepare tortilla soup, salsa rojo, salsa verde, pork enchiladas with mole sauce and then Mexican flan. Come hungry because participants will taste all of the dishes after they have been prepared!

Course code: PS 012, Hours: 3

Nov 7, Sat, 1 - 4 p.m.

CRN: 70802

Location: Community Centre kitchen

\$45 + GST

Instructor: *Sherry Klemmensen*

Food Lovers Series - Greek

Come and learn how to prepare a variety of authentic Greek dishes. Participants will prepare tzatziki sauce, traditional greek salad, mousaka and spanakopita. Come hungry because participants will taste all of the dishes after they have been prepared!

Course code: PS 015, Hours: 3

Nov 15, Sun, 1- 4 p.m.

CRN: 70902

Location: Community Centre kitchen

\$45 + G.S.T.

Emo and Julia Joakimides

Coming in 2010!

Thai, Indian, Italian, Japanese II, Mexican II, and Chinese! Continue on with our Food Lovers Series and expand the variety of dishes you know how to prepare. If you are interested in sharing your cuisine or if you know a great cook, please call Mary at 250-837-4235.

Holiday Inspirations new

The holiday season is a perfect opportunity to enhance your home with the tips you'll bring home from this hands-on class. Whether your preference is for timeless traditional, natural nature, classically elegant, or the latest trends, you'll find lots of ideas in the discussion and practice that make up this short course. Bring along your favourite container(s) for a table display, cutters, scissors, a knife, and any personalized treasures you might want to include. Pine cones, ribbon and

holiday ornaments are just a few of the items you might choose to include in your masterpiece. You will be provided with approximately \$20 of greens and other seasonal products to use in your creations.

Course code: FA 115, Hours: 3

Dec 5, Sat, 10 a.m. - 1 p.m.

CRN: 70843

\$49 + GST

Instructor: *Deanna Ward*

German Level 1 

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

Course code: HUM 006, Hours: 24

Oct 8-Nov 26, Thu, 6:30 - 9:30 p.m.

CRN: 70840

\$149 + GST + text

Instructor: *Thomas Bruchig*

"Ein einfacher Einstieg in die Deutsche Sprache."

German Conversation  Level 2

This course is designed for students who have enjoyed 'German Level 1' and for students with some German background.

Course code: HUM 025, Hours: 16

Jan 14-Feb 18, Thu, 6:30 - 9:30 p.m.

CRN: 80326

\$99 + GST + text

Instructor: *Thomas Bruchig*

Relaxation Massage 

Massage is an ancient art used to relax the body and increase circulation. Learn the hands-on techniques and principles in this six session practical course.

The first night is an introduction using massage techniques through clothing. Participants must register in pairs. All massage oils and handouts included in the tuition fee.

Course code: HLT 036, Hours: 15

Oct 22-Nov 26, Thu, 6:30 - 9:30 p.m.

CRN 70333

\$150 + GST

Instructor: *Ashley Sumner*



College for Kids and Teens

Wondering what to do with your kids after school? Why not try an after school program at the College. Your child will get a jump start on learning, explore the college, discover something new, meet friends and have fun at the same time.

Science and Nature Explorers - Age group: Grades 2 - 5

Have fun learning about science and nature with a variety of indoor and outdoor activities. Build, concoct, and perform simple experiments; learn skills, games, and activities for nature exploration. You will amaze your friends and family with your new-found knowledge!

Course code: PIR 253, Hours: 32.5

Oct 5-Dec 2, Mon, Wed, 3:15 - 5:15 p.m.

CRN: 70828

No classes on October 12 (Thanksgiving).

\$198 + GST, \$35 materials fee

Instructor: Debby Robinson

Kids on Stage - Age group: Grades 4 - 8

Does your child love acting, singing, dancing and performing on stage? If they do, this course is for them! Join instructor, Anita Hallewas, as she

explores culture, drama, self-expression, dance and song through rhythm, song, percussion and movement. These intensive drama training sessions will culminate in a final performance for parents, family and friends.

Course code: PIR 336, Hours: 32.5

Oct 13-Nov 19, Tue, Thu, 3:30 - 5:30 p.m.

Nov 24-26, Tue - Thu, 3:30 - 5:30 p.m.

Final Performance: Nov 26

CRN: 70643

\$198 + GST

Instructor: Anita Hallewas

Craft Club - Age group: Grades 4 - 7

Come broaden your artistic horizons with some interesting and fun new art and craft activities. Project selection will include some of the following themes and processes: printmaking, self-portraits, abstract sculptures, silhouettes, collages, and perspective drawings. Bring your open mind, lots of inspiring ideas to share, and get ready to discover new ways of expressing your creative self!

Course code: PIR 256, Hours: 32.5

Oct 6-Nov 26, Tue, Thu, 3:15 - 5:15 p.m.

CRN: 70829

\$198 + GST, \$35 materials fee

Instructor: Shannon Robinson



Continuing Studies provides customized on-site training, business seminars and skill-building workshops

Give us a call to discuss creating a program to fit your business needs.

ON LINE AND DISTANCE LEARNING



Learn More

Ed2Go

Ed2Go courses are professionally developed non-credit on-line courses with experienced and qualified instructors. Each reasonably priced course is six weeks long, filled with project-orientated lessons, stimulating quizzes, useful strategies, and lively intelligent discussions. There are literally hundreds of courses at your fingertips, all available from the comfort of your home. However, if you would like some support, or an orientation to the course, come to our Learning Centre and complete your course on-line, in our supported learning environment and on our modern computers.

Course Format

Each course runs for six weeks and consists of 12 lessons which are released Wednesdays and Fridays. The lessons are supplemented by interactive quizzes, assignments, tutorials and on-line discussions. All course materials will be available to you on the web. Tuition reimbursement will only be issued seven days prior to your start date.

Course Code: BAED 019
\$139 + GST each

How to Get Started

Go to our web site www.ed2go.com/ocrev and register on-line. Provide your email address at time of registration in order to receive course information and orientation instructions. If you do not receive this information prior to your course start date, please call us at 250-837-4235.

Courses may be found under the following categories:

- Computer Applications and Web Page Creation
- Family and Personal Enrichment
- Business Administration and Management
- Art, Literature, Philosophy & Science
- Personal Finance and Well Being
- Computer Certification
- Grant Writing and Non-Profit Management
- Prep Business Planning
- Sales and Marketing

- Health Care and Nutrition
- Multimedia and Web Programming
- Writing and Publishing

Here are some examples of offerings from Ed2Go:

The Keys to Effective Editing – If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and non-fiction.

Introduction to Windows Vista – Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Achieving Success with Difficult People - Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Marketing Your Business on the Internet - E-commerce expert helps you develop an Internet marketing plan for your business.

Write Your Life Story – Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Luscious, Low-Fat, Lightning-Quick Meals – Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Get Funny! - Humour enhances everything you do, whether you're looking to deliver better presentations, increase your marketability as a writer, deliver more hits to a Web site, or simply become friendlier and more outgoing. Whether you're naturally funny or want to be, this hilarious course will help you sharpen your wit.

Many more to choose from just go to:
www.ed2go.com/ocrev

Choose the start date that suits your schedule (see www.ed2go.com/ocrev for course start dates).

No minimum enrollment is required and courses are not cancelled. All courses taken through Ed2Go are non-credit, non-transferable.

English as a Second Language Settlement Assistance Program (ESLSAP)



Program Coordinator: BR Whalen –
local 6505 (brwhalen@okanagan.bc.ca)

The English as a Second Language Settlement Assistance Program is a one-to-one volunteer tutoring program that operates from September until June. We offer FREE English language tutoring, weekly ESL classes or field trips. Our main purpose is to assist immigrants who live in Revelstoke improve their English skills and acquaint them with Canadian culture and systems. Our program helps new immigrants integrate into life in Canada.

Volunteer Tutors Needed!

VOLUNTEER LITERACY TUTORING PROGRAM (VLTP)

**Do you need help with reading, writing or math?
Do you know someone who does?**

Is it hard to:

- fill out application forms?
- read the newspaper?
- help your children with their homework?
- read with your children?

We can help!

- Adult learners are paired with trained tutors.
- Tutors and learners are matched based on interests and needs.
- Tutoring times are flexible and work around your schedule.

This service is FREE and CONFIDENTIAL.

Call Okanagan College at 250-837-4235, local 6504 to
find out about our FREE tutoring services.

Volunteer Tutors Needed!

Would you like to help an adult develop better reading and writing skills? Can you commit to three to seven months of volunteering between two to three hours a week? All tutors must participate in training sessions before being matched with a learner. Tutors are offered support by an instructor and have access to resources and regular training sessions. If this interests you, please contact Okanagan College at 250-837-4235, local 6504.

Adult Academic & Career Preparation

AACP Courses

Would you like to complete high school or meet some specific program prerequisites? The Adult Academic and Career Preparation (AACP) program is designed for adults who have not achieved the education levels necessary to allow them to reach career goals. No specific academic background is required although some courses do have prerequisites. Two delivery modes are available. For more information on AACP courses offered in Revelstoke contact Claudette Kendel at (250) 837-4235, local 6516.

AACP courses are now tuition free for all students. Some material costs and OC Development and Education Technology fees apply. Financial Aid may be available to cover costs of fees and materials for students in financial need. Ask Claudette about ABESAP funding.

Skills Assessment

Students interested in enrolling in AACP courses for the first time must write a skills assessment. Call 837-4235, local 6516 for information regarding dates and times of assessment sittings.



Delivery Mode 1:

Classroom setting

Fall 09 –September 1, 2009 – December 23, 2009 (4-month semester)

Course offerings are:

AACP Fundamental Level
English 051, 052, 061 and 062
Math 051, 052, 061 and 062

AACP Intermediate Level
English 070
Math 071 and 072

AACP Advanced Level
English 080
Math 084 and 085 or 086; Math 011

Delivery Mode 2: Flex class

The flex class gives students the flexibility to work, meet family needs, and study at the same time. We have:

- Flexible scheduling with two fall intakes:
 - September 8, 2009 – Feb.19, 2010
 - November 2, 2009 – April 16, 2010
- Self-paced courses
- One-on-one instructional help from qualified instructors
- Access to computers with Internet

Course offerings are:

Fundamental Program	Intermediate Program
English 050, 060	English 070
Math 051, 052, 061, 062	Math 071, 072

Advanced Program	Provincial Diploma Program
English 011	English 012
Math 084, 085 and 011	History 012
Social Studies 011	Law 012

REVELSTOKE CENTRE OF LEARNING

The Centre of Learning is located at the Revelstoke Centre at 1401, 1st Street West (across from Farwell Park). To use this facility, you must become a Centre of Learning member.

**As a member,
you have access to:**

- A quiet study space
- Computer use and the Internet
- Assistance using lab computers
- Trained, experienced and supportive staff

You must be 19 years or older and enrolled in an Adult Academic and Career Preparation (AACCP) course, any Okanagan College course, and/or courses from other post-secondary institutions. Tutors and learners in our VLTP and ESLN programs are also welcome to become members.

Membership is FREE for students taking Okanagan College and AACCP courses! Students completing courses through other institutions are welcome to become members.



We are open:

September to December – Monday to Friday at various times.

Schedule will be provided with membership.

To become a member call 250-837-4235, local 6511, or drop by the centre at 1401, 1st Street West (Farwell Centre).

Study Skills Course

Discover the skills that help you get top marks! This self-directed course will give you the tips and tricks to time management, note taking,

review and exam writing that

are essential for today's

student. To receive a

course completion

certificate,

students will

be required to

work through

modules and

complete

assignments.

Cost: \$30 + GST

Call for additional
study times.

Adult Academic & Career Preparation (AACP) . . . 27	Nail Technician Certificate Program 13
Airbrakes 15	Occupational First Aid Courses 19
AutoCAD 10	Occupational First Aid Level 1 19
Basic Accounting Certificate 8	Occupational First Aid Level 3 19
Basic Web Page Development 12	Occupational First Aid Level 3 (Recertification) . . 19
Best of Revelstoke 15	Online and Distance Learning 25
Bookkeeping Basics – A Review 6	Overview of Project Management Fundamentals . 6
Business 6-9	Palliative Care Certificate Program 12
Capturing Autumn Colour 21	Payroll Workshop 6
Capturing Winter Magic 22	PowerPoint 2007 Essentials 12
Caring for the Terminally Ill 12	Prenatal Complete Series 21
Cashier Training 16	Preventing and Investigating Musculoskeletal Injury (MSI) 14
Columbia Basin Trust (College Community Service Award) 8	Preventing Workplace Violence 14
College for Kids and Teens 24	Red Cross First Aid 20
Computer Literacy 10	Registration Form 31
Computers & Technology 10	Registration Information 30
CPR Level C & HCP AED 20	Relaxation Massage 23
CPR Level C & HCP AED (Recertification) 21	Residential Construction Program 17
Craft Club 24	Responsibilities of Joint Health and Safety Committees 14
Customized Training 24	Revelstoke Centre of Learning 28
Disability Services 16	Revelstoke Advisory Committee 5
Ed2Go 25	Science and Nature Explorers 24
Educational Advising 16	Skills Assessment 27
Emergency Childcare First Aid and CPR Level B 20	Simply Accounting Certificate 9
Employment and Professional Development 12-16	Simply Accounting Intermediate 9
English as a Second Language Program 26	Simply Accounting Introduction 9
Excel: Working with Charts 11	Spreadsheets Intermediate – Excel 11
Experience Works Program 18	Spreadsheets Introduction – Excel 9, 11
First Aid & Safety 19	Standard First Aid and CPR Level C 20
First Aid Out-of-Jurisdiction Certificate 20	Study Skills Course 28
Food Lovers Series – Greek 23	Table of Contents 3
Food Lovers Series – Japanese 22	Taking Better Action and Sport Photographs . . 22
Food Lovers Series – Mexican 23	Taking Better Minutes 7
Foodsafe - Level 1 15	Taking People Photos 22
For the Love of Photography 21	Transportation Endorsement 19
Forklift Truck Operator 15	Transportation of Dangerous Goods 14
GED Preparation 16	Understanding Palliative Care 12
German Conversation Level 1 23	Volunteer Literacy Tutoring Program 26
German Conversation Level 2 23	WCB Worksafe Programs 13
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Holiday Inspirations 23	Word Processing Introduction – Word 11
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Intro to Accounting Level 1 8	
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HOW TO APPLY



ON-LINE

www.okanagan.bc.ca/csreg

Register yourself (and family and friends) for all classes. A confirmation email will be sent upon registration.



IN PERSON

Revelstoke Centre

1401 W First Street, Revelstoke, BC

Regular Office Hours: 8:30 a.m. to

12 noon and 1 p.m. to 4:30 p.m.

Mon - Fri



BY PHONE

250-837-4235 (local 6501)

Registration will be accepted during regular office hours by using your

VISA, Mastercard or American Express card.



BY FAX

Fill out the Registration Form and fax to 250-837-2882



BY MAIL

Fill out the Registration Form and mail to:

P.O. Box 3118 Okanagan College, Continuing Studies,
Revelstoke BC, V0E 2S0



Hours of Operation

Monday to Friday

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

Holidays

Classes are not held on statutory holidays.

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.

Tuition Fee/Tax Deduction

You may deduct Continuing Studies tuition fees for non-taxable courses providing the total amount exceeds \$99 in the current tax year.

Fee Discrepancy

On occasion, fees are incorrectly printed. Okanagan College reserves the right to correct pricing at time of registration.

N.S.F. Cheques/Post-Dated Cheques

There will be a charge of 50 per cent of the cheque amount, up to a maximum of \$25, per N.S.F. cheque, per semester. We do not accept post-dated cheques.

Registration Form

To apply for Okanagan College certificate programs: Please contact your local centre for an application package or download an application form at: www.okanagan.bc.ca

To apply for non-certificate programs: Please complete and submit this form

Mr. Mrs. Ms. Miss

Last Name First Name Initial

Birthdate (dd/mm/yy) Address

City Postal Code

Day Telephone Evening Telephone

Email Fax

Course Title Campus or Centre Course

Number Start Date Fee

Course Title Campus or Centre

Course Number Start Date Fee

Fee in full must accompany registration. Cheques should be made payable to Okanagan College.

Cheque Money Order Purchase Order
 Visa Mastercard Amex

Card Number Expiry Date

Cardholder's Name Signature of Cardholder

To apply for Okanagan College certificate programs: Please contact your local centre for an application package or download an application form at : www.okanagan.bc.ca

Please make cheque or money order payable to "Okanagan College" or use VISA, MasterCard or American Express. Sorry, we cannot accept post-dated cheques. We would be pleased to give you a full refund on cancellations made 48 hours in advance of commencement date. Some restrictions apply. Please ask for details.

Welcoming and Inclusive Communities and Workplaces Program

The Welcoming and Inclusive Communities and Workplaces Program (WICWP), a Welcome BC initiative, is a four phase program that focuses on immigration, multiculturalism, workplace diversity and issues related to building and sustaining welcoming and inclusive communities.

WICWP is seeking a diverse group of individuals, businesses, interest groups and community leaders to collaborate towards a common vision of making Revelstoke more welcoming and inclusive to newcomers, immigrants and visible minorities and to create the foundation for future phases of this important project.



WelcomeBC



okanagan
college

What is a welcoming community?

A welcoming community has a strong desire to receive newcomers and to create an environment in which they will feel at home. A welcoming community ensures newcomers are able to participate fully in all aspects of community life. A welcoming community ensures newcomers have access to a full range of services and programs and can find meaningful employment opportunities.