



Continuing Studies

Shuswap

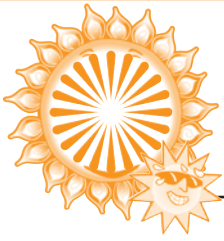
www.okanagan.bc.ca/cs

SPRING/SUMMER
2010



Imagine what you can do...

Contents



Welcome to Continuing Studies (CS)











Do you have any questions about our programs?
Call 250-804-8888 or toll free 1-866-352-0103. You can also email one of our staff and we will be happy to assist you.

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OKANAGAN COLLEGE

Continuing Studies - Salmon Arm Campus

2552 10th Avenue NE (TCH) (behind the Sunwave Centre)

Salmon Arm, BC V1E 2S4

Phone: 250-804-8888 • Toll Free: 1-866-352-0103

Email: csshuswap@okanagan.bc.ca • www.okanagan.bc.ca/cs

OFFICE HOURS: April - August
Monday to Friday: 8 a.m. - 4 p.m.



Summer Programs

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

Summer Programs for Kids

LEGO Crazy Action Contraptions

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

Ideal for kids in grades 2-3.

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

Instructor: K. Webster

\$198 + GST

LEGO WeDo Robotics

Be introduced to the world of engineering. Build LEGO models using real sensors and motors to explore four different themes - Amazing Mechanisms, Wild Animals, Play Soccer, and Adventure Stories. Use a computer to program your model to really work!

Ideal for kids in grades 3, 4 & 5.

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

Instructor: K. Webster

\$198 + GST

LEGO Mindstorm

Build a LEGO robot from the ground up. Teach your robot to recognize different objects and sort them out and race against other robots to complete a task. Learn how these robots can be used in the real world.

Ideal for kids in grade 5 and up.

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

Instructor: K. Webster

\$198 + GST

Mini College Science Camp

Have you ever asked yourself what colours plants like? What bacteria live in your mouth? How you would build a rocket? How does a compass work? Well this summer all these questions and more will be answered in this one-week, mini-college science camp where youth aged 10 - 16 will carry out experiments in the science labs at Okanagan College.

1. Jul. 12 - 16, Mon - Fri, 9 a.m. - 4 p.m.

2. Jul. 26 - 30, Mon - Fri, 9 a.m. - 4 p.m.

\$125 + GST





Management Courses with John Buda



John is a career Human Resources practitioner. He is currently the General Manager Human Resources for the BC SPCA. He has been in senior Human Resources management roles for many years

with other notable national organizations such as Sobeys, Crouse Hinds Canada, Convergys and Ontario Hydro.

One of John's passions in life is helping others achieve their objectives through education, training and development. John has helped many achieve their personal development goals through a variety of different post secondary educational institutions such as George Brown College, Southern Alberta Institute of Technology and Thompson Rivers University. Areas of instruction in the past have included conflict resolution, communications, strategic planning, first line supervisory skills, Human Resources Management and managing performance.

Conflict Resolution - **Getting to Win/Win**

Conflict and differing opinions occur daily. Learn how to overcome conflict and find creative and differing ways that not only meet your needs but those of others as well. Create a daily strategy for getting past personal weaknesses and negativity. Insist that your needs are met and retain your personal feeling of value.

Jun. 4, Fri, 1 - 4 p.m.
\$89 + GST

Greater Success **Applying for Advertised Positions**

Applied for what you thought was the perfect job and did not get an interview? Sending out numerous applications and no results? Don't know if your application is getting much attention or don't know how to apply for a job? This course will help you increase your chances with a few easy steps.

Jun. 18, Fri, 1 - 5 p.m.
\$99 + GST

Communication Skills **for Managers**

This short course is designed for those who wish to enhance their careers and relationships by sharpening their communication skills. Through real examples, you will deepen your understanding of what makes communications effective and why communications often go badly. You will engage in hands-on exercises that will help you develop skills in critical communication areas.

Jun. 11, Fri, 1 - 4 p.m.
\$89 + GST

Recruit the Right Person - **The First Time**

Need to recruit and hire a superior workforce or having difficulty finding the right person? Learn a checklist for hiring employees that will help you systematize your process for hiring employees, whether it's your first employee or one of many employees you are hiring. This hiring process helps you keep track of your recruiting efforts.

Jun. 18, Fri, 8:30 a.m. - 12:30 p.m.
\$99 + GST

How to be a Workplace **Coach and Mentor**

Coaching and mentoring are two of the most critical skills to be mastered by supervisors and managers. Why is coaching so important? Because today's environment has created more pressure to do more with less. The key to reducing pressure is to make the most of your most valuable resource: people. You can become a great coach and mentor, it's about knowing what you want to achieve and a process of aligning your goals with those of the employee.

Jun. 25, Fri, 8:30 a.m. - 12:30 p.m.



Business

Bookkeeping Made Easy

Every business has to record its transactions with the proper bookkeeping system. This seminar covers, in easy-to-understand terms, the five basic steps of bookkeeping from the ins and outs of recording transactions to producing financial statements. You'll be amazed at how much you can learn in just six hours.

Apr. 30, Fri, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson

\$89 + GST



Register online
www.okanagan.bc.ca/csreg

Computers

ARC/INFO GIS Certificate

Arc/Info is the leading GIS (Geographical Information Systems) software used today. This 500-hour program is designed to take students with no previous GIS knowledge to an advanced level of competence using industry standard Arc/Info NT. The program combines traditional instructor-led classes with industry-based projects. All aspects of using ArcGIS are covered in this advanced program, including: ArcMap, ArcToolbox, ArcCatalog, 3D Analyst, Spatial Analyst, Tracking Analyst and ArcIMS. In addition, students will learn how to use GPS units to gather field data for later use in their GIS work.

Aug. 3 - Dec. 17, Mon - Thu,
 8:30 a.m. - 3:30 p.m.

Instructor: N. Clark

\$7,495

*Okanagan College GIS Certificate
 awarded upon successful completion of:
 GISA 01 - GIS Basics and Applications
 GISA 02 - Programming and Automation
 GISA 03 - Advanced Arc/Info*

Other GIS Programs available:

ArcView GIS

for First Nations - Level I & II

May 3 - 7, Mon - Fri, 9 a.m. - 3:30 p.m.

Instructor: M. Krupp

ArcView GIS

for Ministry of Forests - Level I & II

May 17 - 21, Mon - Fri, 9 a.m. - 3:30 p.m.

Instructor: M. Krupp

ArcView GIS for Municipalities & Regional Districts Level I & II

May 31 - Jun. 4, Mon - Fri,

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

Instructor: M. Krupp

For more information
 please call 250-804-8888,
 toll free 1-866-352-0103, visit our
 website www.okanagan.bc.ca/gis or
 email cssshuswap@okanagan.bc.ca

Computer Basics for 50+

This course is a must for those who have little computer experience. Students will learn the basics of working with computers and the Windows environment. There are no prerequisites for this course.

May 4 - 13, Tue & Thu, 10 a.m. - 12:30 p.m.

Instructor: D. Harper

\$109 + GST

Internet for 50+

Join the countless number of people surfing the information highway. Learn how to speak the cyber-language, send and receive electronic mail, and discover the World Wide Web. Explore countries, universities, libraries, international hot spots, stock exchanges, and local treasures.

May 25 - 27, Tue & Thu, 1 - 4 p.m.

Instructor: D. Harper

\$65 + GST

Photoshop Elements

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

Jun. 7 - 23, Mon & Wed, 10 a.m. - 1 p.m.

Instructor: D. Harper

\$249 + GST (includes textbook)

Simply Accounting Certificate

In today's competitive market, give yourself the opportunity for a better job or help improve the efficiency of your company's operating margin. Keeping accurate track of the dollars coming in and going out is fundamental to the viability of any enterprise, particularly small businesses where the room for financial error is scant.

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)

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.

May 7 - 28, Fri, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson

\$367 (includes textbook)

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.

Jun. 4 - 25, Fri, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson

\$367 (includes textbook)

Okanagan College Simply Accounting Certificate awarded upon successful completion of:

MSAC 105 - Simply Accounting Level I

MSAC 201 - Simply Accounting Level II

MSSS 101 - Spreadsheets Introduction Excel

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. There may be other topics specific to the version of software being taught.

Jun. 8 - 22, Tue, 9 a.m. - 3:30 p.m.

Instructor: J. Smith

\$275 (includes textbook)

Mail Merge Using Word 

Learn how to use Word to produce a variety of business documents including letters, envelopes and labels then distribute them to your mailing list using mail merge. This course is a must for any office worker or anyone who does mail outs for an organization. Explore how to go beyond the basics to create personalized form letters, labels and more.

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

Instructor: J. Smith

\$45 + GST

Using Graphics in Word 2007 

Graphics can add interest and impact to your Word documents. Create great documents, posters and cards. The words capture the festive mood of an event, but a page of text looks lifeless and dull. You need graphics to enliven your prose.

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

Instructor: J. Smith

\$45 + GST

Computer Maintenance 

Is your computer slower than it used to be? This course covers the fundamentals of computer hardware, as well as basic PC configuration, preventive maintenance, and diagnostics. You will learn how to clean out the dust bunnies, remove unwanted files and startup items, clean & defrag your system, learn about and remove adware, spyware and viruses.

Apr. 27 & 29, Tue & Thu, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$95 + GST

PowerPoint Presentation Manager

In this course, students will learn how to create professional-looking presentations using PowerPoint Presentation Manager. Discover how to develop slides, apply design templates and custom backgrounds, insert graphics and drawing images, and apply features to enhance the delivery of your presentation including audience handouts and speaker's notes.

May 4 - 20, Tue & Thu, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$275

Outlook Foundations

This course will provide you with the necessary skills to master the powerful capabilities of Microsoft Office Outlook 2007. Learn how to use the various modules included in the software package such as Mail, Calendar, Contacts, Tasks and Notes. Using the Mail module, find out how you can create, edit, format, and send messages, including file attachments, as well as control your incoming messages in a variety of ways including junk mail! Learn how to use the Calendar to schedule meetings, create and edit appointments or events and use Contacts to create, edit and modify a list of contacts. Make use of the extensive features available in Outlook to better manage your time both personally and in a business environment.

May 10 - 19, Mon & Wed, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$205 + GST

Photo Editing 

In a traditional darkroom, you control images with choices of films, chemicals, and papers. In the digital world, you do that with a computer system and a photo editing program. This hands-on course will give step-by-step training on how to edit, retouch and restore photos. Learn to adjust contrast and color balance, how to enhance photographs and correct imperfections in both scanned and digital images.

Jun. 9 - 28, Mon & Wed, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$175 + GST





Employment and Professional Development

Dental Office

Administrative Assistant Certificate

A solid career opportunity will open up for students who complete the Dental Office Reception certificate program offered by Continuing Studies and Okanagan College.

This program will introduce the basic skills required for work as a dental office administrative assistant, with an emphasis on effective communication skills and a professional demeanour.

You'll begin your training with an introductory course on dentistry, terminology, and a review of tooth anatomy. This program will also focus on organizational skills, patient record keeping, insurance forms, appointment control, and specialized dental office procedures. Finally, you will be introduced to the computer billing software used specifically in dental offices.

Admission Requirements:

- BC Secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- Minimum typing speed of 35 words per minute
- Computer fundamentals or equivalent (students may take a challenge test to access their fundamental skills).
- Successful completion of a Cardiopulmonary Resuscitation (CPR) Level C certification. Document proof required.

May 17 - Jul. 16, Mon, Wed & Fri,
9 a.m. - 3:30 p.m.

Instructor: L. Bagg

\$1,300 (+ textbooks and supplies)

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.

1. Apr. 16, Fri

2. May 11, Tue

3. May 17, Mon

4. Jun. 18, Fri

All classes run from 8:30 a.m. - 5:30 p.m.
\$89

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.

May 29 - Jun. 19, Sat, 8:30 a.m. - 4:30 p.m.

Instructor: H. Stanton

\$306.95 (includes textbook)

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 registers and all the functions including entering voids, multiple purchases, coupon discounts, and discounts. Participants who successfully complete this course will receive a participation certificate.

May 12, Wed, 8:30 a.m. - 4:30 p.m.

\$139 + GST

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. Please wear suitable outdoor clothing.

- Students must bring a passport photo (must be authentic passport paper quality) in order to receive photo certification now required through the Safety Network.
- Students are to wear safety-toed footwear for both sessions.

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

2. May 29 - 30, Sat - Sun,
8:30 a.m. - 4:30 p.m.

3. Jun. 12 - 13, Sat - Sun,
8:30 a.m. - 4:30 p.m.

Instructor: V. Skjeie
\$249

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.

May 12, Wed, 9 a.m. - 1 p.m.

Instructor: M. Robertson
\$69

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.

May 12, Wed, 1 - 5 p.m.

Instructor: M. Robertson
\$69

Air Brakes Endorsement

This 20 hour course comprises both the pre-trip inspection and the theory components of Air Brakes Endorsement. Completion of this course is required in order to write the ICBC Air Brakes examination. Students must obtain a copy of the "Driving Commercial Vehicles" booklet which is available from ICBC free of charge prior to course start date.

Jun. 18 - 20, Fri - Sun,

Fri 6 - 10 p.m.,

Sat & Sun, 8:30 a.m. - 4:30 p.m.

Instructor: C. de Broekert
\$225

Propane Gas Dispensing

Are you looking for employment as a service station attendant, or require certification or re-certification for the dispensing of propane gas? This six-hour Propane Gas Association of Canada (course number 100-1) program consists of classroom theory, hands-on demonstration and a written examination. The program will cover the physical characteristics of propane, WHMIS and Transportation of Dangerous Goods exemptions, filling plant equipment, emergency response procedures, and requirements for filling both cylinders and vehicle propane tanks. A student reference manual and certificate from the Propane Training Institute of Canada will be included.

May 10, Mon, 8:30 a.m. - 3:30 p.m.

Instructor: J. Ingram
\$85 + textbook

WorldHost

WorldHost is a community-based program designed by the Ministry of Tourism that teaches front-line employees the skills and techniques to provide exceptional customer service. The course includes basic communication skills as they relate to customer service, local community and provincial travel publications and handling customer complaints.

May 10, Mon, 9 a.m. - 3:30 p.m.

Instructor: A. Wilkinson
\$79

S-100 Fire Suppression

Under the Wildfire Act, workers must be trained and certified in fire suppression techniques. This course is designed to meet the training requirements for those who work in the forests of British Columbia, and meet the training requirements of the Wildfire Act and accompanying regulations for people temporarily hired by the BC Ministry of Forests.

May 13 - 14, Thu - Fri, 8:30 a.m. - 4:30 p.m.
\$225

Please call 250-804-8888 for additional dates

S-100 Fire Suppression (Recertification)

WCB Occupational Health & Safety Regulation, Part 26, Section 26.19, Item 2, requires that workers required to fight forest fires must be retrained annually. In accordance to this regulation and in agreement with the BC Forestry Service, Okanagan College offers a review course based upon the safety aspects of sections 1, 2, 3, 4 and 5 of the S-100 course. Participants must have one year or less wildfire or bush experience with two-day course less than four years ago.

May 13, Thu, 8:30 a.m. - 12 noon
\$85

Please call 250-804-8888 for additional dates

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 manoeuvring 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.

May 15 - 16, Sat - Sun,
8:30 a.m. - 4:30 p.m.

Instructor: J. Williams
\$360

Education Assistant Certificate

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

Admission Requirements:

- BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- Computer Fundamentals or equivalent.
- A minimum grade of 60% in one of English 12, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- A minimum grade of 60% in Principles of Math 10 or equivalent, accomplished within the last seven years, or completion of an assigned proficiency exam with a minimum score of 70%.
- Applicants must complete a criminal record check.

Accepting applications for January 2011 please call 250-804-8888 and request an information package.



First Aid

Occupational First Aid Level I

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

Admission Requirements: 16 years of age

1. Apr. 17, Sat
2. May 1, Sat
3. May 3, Mon
4. May 14, Fri
5. Jun. 5, Sat
6. Jun. 14, Mon
7. Jul. 12, Mon
8. Jul. 24, Sat
9. Aug. 9, Mon
10. Aug. 21, Sat
11. Aug. 27, Fri

All classes run from 8:30 a.m. - 4:30 p.m.
\$98.45 (includes textbook)

Standard First Aid and CPR Level C

This program covers the basics of emergency response including: management of the unconscious patient, obstructed airways, breathing distress, airway management, cardiac disorders, CPR, hemorrhage control, burn management, and specific injuries and conditions. Back injury prevention and safety in the health care field are included as well. This course focuses on emergencies occurring in the workplace and on the street. Successful students will receive certification in Standard First Aid and CPR Level C from Red Cross. This course is a recognized admission requirement for entering Nursing, Home Support/Resident Care Worker, and other health-related programs.

1. Apr. 29 - 30, Thu - Fri
2. May 10 & 13, Mon & Thu
3. May 21 - 22, Fri - Sat
4. Jun. 8 - 9, Tue - Wed
5. Jun. 14 - 15, Mon - Tue

6. Jun. 21 - 22, Mon - Tue
7. Jul. 8 - 9, Thu - Fri
8. Aug. 3 - 4, Tue - Wed
9. Aug. 30 - 31, Mon - Tue
10. Sep. 8 - 9, Wed - Thu

All classes run 8:30 a.m. - 4:30 p.m.
\$161.25 (includes textbook)

CPR Level C - Basic Rescuer

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

May 11, Tue, 8:30 a.m. - 4:30 p.m.

Instructor: L. Bagg
\$82.35 (includes textbook)

CPR Level C - Recertification

This is the course you need 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.

Jun. 25, Fri, 9 a.m. - 1 p.m.

Instructor: L. Bagg
\$54.35

Transportation Endorsement

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

Admission Requirements:

Students must submit their WCB OFA Level I, II or III certificate number when registering

Aug. 23, Mon, 8:30 a.m. - 4:30 p.m.

Instructor: B. Parsons
\$99



Health and Safety

Prenatal Complete Series

The objective of our Prenatal Classes 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. Subsidies may be available; please ask for details when registering.

1. May 5 - 26, Wed, 7 - 9 p.m.

2. Jun. 9 - 30, Wed, 7 - 9 p.m.

3. Jul. 7 - 28, Wed, 7 - 9 p.m.

Instructor: S. Qiodravu

\$79 + GST

Indian Head Massage

The art of Indian Head Massage is part of the system of medicine known as Ayurveda (a Sanskrit word meaning Science of Life) and also has its influences from the style of massage commonly practised by Indian women on their children and families as part of every day life and passed on from mother and grandmother to daughter. In this class we will take a brief look at the origins and philosophies of the art and practice typical mini-treatments on each other. This is carried out with the receiver sitting upright on a low-backed chair. Techniques are applied to the upper back, shoulders, arms and hands and then working up through the neck, scalp, and face. The session is concluded with a mini Chakra balancing.

May 4 - 25, Tue, 6:30 - 8:30 p.m.

Instructor: A. Briggs

\$60 + GST

Health and Safety for Kids

At Home Alone plus First Aid

Students learn how to stay safe while at home alone and to respond to first aid emergencies. Safety skills are learned through interactive lessons, role play and hands on training. Kids learn to prevent accidental injuries and to safely respond to emergencies such as: cuts, scrapes, and bleeding, burns, choking and broken bones

Apr. 23, Fri, 8:30 a.m. - 12:30 p.m.

Instructor: L. Bagg

\$50 + GST

Bully Proof

This program is designed to be preventative and proactive so that children can avoid being bullied, and if they are bullied, know how to stop it.

Apr. 23, Fri, 1:30 - 3:30 p.m.

Instructor: L. Bagg

\$25 + GST

Kidproof Babysitter's Training

Becoming a babysitter is serious business. The life of a child is in your hands. What you do, or don't do, can make the difference. Parents trust Kidproof to bring them the most up-to-date, valuable and beneficial child safety program. Students will develop skills that will: Help them find and prepare for a babysitting job, care for kids of all ages and deal with difficult situations, prepare safe and fun activities, make safe choices while babysitting and provide Basic First Aid.

May 21, Fri, 8:30 a.m. - 4:30 p.m.

Instructor: D. Turner

\$65 + GST

Don't delay, register today!

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



Horticulture

Pest Management and Pesticide Applicator Certificate

This three-day course reviews products and procedures for pest problems caused by insects, diseases and weeds. There is a strong focus on Integrated Pest Management and non-chemical methods of control. Topics covered will include new information on pest management, pesticide labels and environmental safety, protective clothing and safe handling, slide presentations on various pest problems, and practice questions on calibration. The course will prepare those wishing to write the provincial examination to obtain the Pesticide Applicator Certificate in various categories.

Before the start of the class, participants should contact the Office Products Center at 1-800-282-7955 and order study materials.

May 14 - 16, Fri - Sun, 8:30 a.m. - 4:30 p.m.

Instructor: S. Peters

\$199

Growing Your Winter Vegetable Garden

Learn to extend your growing season by attending this fun and interesting session that will explore everything you need in order to grow vegetables well into the fall and winter months. Among the topics covered will be selection of cold tolerant vegetables, spacing of plants, preparation for the cold, pests and harvesting in the fall, winter and spring.

Apr. 15, Thu, 6:30 - 9:30 p.m.

Instructor: H. Hall

\$28 + GST

Introduction to Home Landscaping

Plan ahead for the spring and summer. Learn the basic elements of design to help you create a backyard environment that suits you! Over several evenings you will work with a professional Landscape Architect to create a landscape plan that works for you and the property you're designing.

May 19 - Jun. 2, Wed, 7 - 9 p.m.

E. Reynard

\$59 + GST



Languages

Signing for Infants new

This fascinating five-session program will introduce parents and family members to the techniques used in signing with your infant/toddlers. Each class will consist of a review, new signs, songs and activities incorporating the signs you have learned. Participants will also learn the benefits associated with signing to children, learning how signing can positively impact the entire family and how you can incorporate signing into a daily routine with the family. Course fee includes manuals.

May 8 - Jun. 12, Sat, 9:30 - 11 a.m.

Instructor: R. Forry

\$125 + GST



Register online
www.okanagan.bc.ca/csreg



Artists of the Shuswap

Come Back to Watercolours

This course is designed for people who have taken an introductory watercolour course or who have some painting experience. If you're having trouble finding the time or inspiration to continue painting, this course will help to reinspire your desire to create. Attention will be spent on techniques, colour mixing, composition, perspective and experimenting with a variety of watermedia adding them to watercolour.

May 5 - Jun. 2, Wed, 6:30 - 9:30 p.m.
Instructor: L. Figueroa
\$100 + GST

Pencil Crayons for Grown-Ups

If you loved coloured pencil crayons as a child, come and see what they can do for you now! Come and experiment with colour. Crayons are a fast and easy way to get colour into your art without the expense of paints. With practice you can imitate the look of acrylic or watercolour or come up with a style that is truly your own. Each class will have new challenges, but mainly we will enjoy the creative process and celebrate our achievements.

May 11 - Jun. 8, Tue, 6:30 - 9:30 p.m.
Instructor: L. Figueroa
\$100 + GST

Outdoor Painting & Sketching in Salmon Arm

This class is for anyone who wishes to paint, sketch or draw outdoors but never can find the time (or the nerve) to do so. We will meet once per week for three hours at various locations around our beautiful city. Artists may work in any medium, although fast drying ones like watercolour, dry media or acrylic will be the most controllable. Whether you are a new artist looking for some help and encouragement, or an experienced one who just wants to get out and paint from life, this course appeals to all skill levels.

Jun. 9 - Jul. 28, Wed, 6:30 - 9:30 p.m.
Instructor: J. Maas
\$150 + GST

Pleasure Craft Operator

Students who successfully complete this two evening 'Safety Afloat' course will be issued the Pleasure Craft Operator card. This card is required by Federal law for all persons wishing to operate a boat less than four meters in length and all people under twenty years of age wanting to operate a pleasure craft fitted with a motor. The P.C.O.C. is valid for life. Instructor, curriculum and examination are all Canadian Coast Guard accredited. Course fee includes cost of certification. Minimum age is 13 but youth aged 13 - 15 must be accompanied by an adult.

1. Apr. 25, Sun, 9 a.m. - 3:30 p.m.
2. May 12, Wed, 9 a.m. - 3:30 p.m.
3. Jun. 2 & 3, Wed & Thu, 6:30 - 9:30 p.m.

Instructor: J. Jacobson
\$65

A Look at Salmon Arm Bay

Join local historian Dave Harper down at the Salmon Arm wharf for a look at the role of Salmon Arm Bay in the development of our community. While there is still light there will be a lecture on the significance of the bay and the geographical features in defining the first settlement of the area, early water transport, the building of the railroad and how the present community grew up around the end of the bay. When the light fades, there will be a slide essay presenting life on the bay over the years.

May 12, Wed, 6:30 - 9:30 p.m.
Instructor: D. Harper
\$12.50 + GST

History of Salmon Arm

For those interested in the origins of Shuswap Lake and Salmon Arm in particular, local historian Dave Harper presents a two session historical overview. The first session will cover the geological formation of the Shuswap region, the "first" settlers in the area, precontact life of the Shuswaps, and the coming of the railroad in 1885. The second session will deal with the settlement of Salmon Arm and area from 1885 to pre-WWII. Both sessions will be richly illustrated with slides, overheads, and great stories.

May 17 & 19, Mon & Wed, 7 - 9 p.m.
Instructor: D. Harper
\$25 + GST

Geothermal Energy

Have your questions answered by the experts! Geothermal Energy is an exciting development in energy saving technologies that can save you money on your energy bill and reduce greenhouse gas emissions. This introductory workshop will introduce participants to the fundamentals of geothermal energy, in-home heat/air conditioning delivery options and larger scale applications. Comparisons will also be made between this technology and conventional heating and cooling systems.

Jun. 5, Sat, 10 a.m. - 1 p.m. (or until all your questions are answered)

Presented by: Okanagan Geothermal Ltd., Next Energy and JDQ Engineering \$20

GPS for Beginners

This three-hour course will provide new users with a solid understanding of how to use GPS technology to navigate to specific locations, record the route they've taken and how to navigate back to their starting point. Garmin Etrex GPS units will be provided by the College for the course.

1. May 14, Fri, 9 a.m. - 12 p.m.

2. May 14, Fri, 12:30 - 3:30 p.m.

Instructor: N. Clark

\$35 + GST

Jumpstart:

Using Your Digital Camera

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

May 26, Wed, 6:30 - 9:30 p.m.

Instructor: D. Harper

\$45 + GST

Digital Photography **new**

This is a hands on course. Learn to use your digital camera. Instruction will be given on settings, use of light, composition etc. We will discuss close up (macro) photography, landscape & portraits. We will go out and take pictures using our digital cameras. You will learn to download the photos to the computer and burn them to a disk. We will then edit the pictures using such techniques as red eye removal, removing background distractions, creating black & white photos etc. You will also learn how to organize your photos on your computer and how to make unique gifts with your photos.

May 27 - Jun. 5, Tue & Thu,

6:30 - 9:30 p.m. & Sat, 10 a.m. - 1 p.m.

Instructor: J. Smith

\$150 + GST

Taking Better Indoor & Outdoor Digital Photographs

If you know how your digital camera works, will you necessarily get more interesting and better composed photographs? Sadly... no! But with some basics in composition, the elements of design and the knowledge of a few of your digital camera's bells and whistles, you'll soon be taking exceptional portraits and outstanding outdoor shots with confidence and ease. Indoors we start with the rule of thirds, mix in a dash of leading lines and primary subject focus, stir it all together with digital and optical zooming techniques, lighting and posing techniques and tips and before your eyes, you've got people pictures that'll wow! Now go outdoors for some practice - up close of the blossoms and bees, some distance shots of the clouds and mountains, throw in every subject around you, moving or still, or in between and suddenly you're showing the world your vision in pictures.

May 29, Sat, 10 a.m. - 3:30 p.m.

Instructor: D. Harper

\$75 + GST

Japanese Calligraphy

Learn to write your name in Japanese/Chinese. Japanese calligraphy is influenced by Chinese culture that has more than a 4000 year history. The participants learn the difference of three different kinds of Japanese characters in calligraphy class. Unlike Western calligraphy, Japanese calligraphy uses India ink with a brush on thin rice paper.

The brushes are thicker than paint brushes, and the experience of Japanese calligraphy is rather more like drawing foreign designs than just writing letters. The artwork you create will have that special touch with your name on it.

Jun. 19, Sat, 9 a.m. - 3 p.m.

Instructors: K. Uehara & E. Uehara
\$45 + GST

Don't delay, register today!

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

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 Patty at
pbruce@okanagan.bc.ca
250-804-8888 ext. 8249
if you are interested in one of these worksafe courses.



WORK SAFE BC

- 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

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!

250-804-8888



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

ARC/INFO GIS Certificate

The ArcInfo certificate program is an intensive 20-week program that builds on Okanagan College Salmon Arm's expertise in land information management. Arc/Info is the leading GIS (Geographical Information Systems) software used today. This 500-hour program is designed to take students with no previous GIS knowledge to an advanced level of competence using industry standard Arc/Info. The program combines traditional instructor-led classes with industry-based projects. www.okanagan.bc.ca/gis or see page 5

Basic Accounting Certificate

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 who are planning to study computer-based accounting such as Simply Accounting.

Accepting applications for Fall 2010

Computer Basics for Business Certificate

This certificate introduces participants to common application programs that are essential in today's workforce and at home. Emphasis will be on learning the concepts and practical uses of the programs as well as developing acceptable practices for electronic file management and the use of the Internet. This program is suitable for anyone wishing to develop entry-level skills, and the foundation needed to advance to other IT programs such as the Computer Proficiency for Business Certificate.

Accepting applications for Fall 2010

Computer Proficiency for Business Certificate

This certificate builds on the competencies introduced in the Computer Basics for Business Certificate by focusing on more advanced tasks in the application programs. Coursework will include the integrated use of data within applications, the development of basic web pages, and the use of an electronic presentation management program. Emphasis will be placed on improving productivity and effectiveness while increasing the quality of work produced by students.

Accepting applications for Fall 2010

Custodial Worker Certificate

Designed to prepare students for entry into the building service industry in custodial work, and upgrading those who are currently employed in the industry. Divided into four courses (94 hours of instruction), this program is carried out in the classroom and in appropriate work areas.

Accepting applications for Fall 2010

Dental Office

Administrative Assistant Certificate

This program will introduce the basic skills required for work as a dental office administrative assistant, with an emphasis on effective communication skills and a professional demeanour.

See page 8

Simply Accounting Certificate

Many small and medium-sized businesses use microcomputers for accounting. This program trains students in the popular Simply Accounting integrated accounting software used to maintain general ledger, accounts receivable, accounts payable, and payroll records.

See page 6

Blind Bay/Sorrento Course Offerings

Fitness for Pets

This course covers a safe and practical approach to canine fitness, what type of exercise is right for you and your dog, how to help your dog shed those unwanted pounds, and how to help a dog who needs to lose weight due to a health condition such as arthritis.

Apr. 17, Sat, 10 a.m. - 12 p.m.

Instructor: C. Dombrowski

\$30 + GST

Natural Care for Horses

Learn the basic mechanics of a horse's body and how to recognize potential problems. Correct saddle fit for the job you and your horse do together and how incorrect saddle fit affects the horse's body both internally and externally. How to correct your saddle fit and the complications a saddle may have created. The relationship between a horse and its feet and finally, naturally feeding.

Apr. 17, Sat, 1 - 4 p.m.

Instructor: C. Dombrowski

\$30 + GST

Drawing - An Introduction

If you'd like to learn: skills, technique and comprehension of the artistic process to be able to make artistic marks on paper this course is for you! Once skills have been acquired it becomes a matter of practice and correct observation to achieve a drawing one can be proud of. Come and play with: pencils, paper and erasers. Once we've experienced these tools we will move on to pen and ink and an introduction to full colour through the use of pencil crayons. Learn skills with your adult brain and express like a creative child!

May 6 - Jun. 10, Thu, 10 a.m. - 1 p.m.

Instructor: L. Figueroa

\$95 + GST

Indian Head Massage

The art of Indian Head Massage is part of the system of medicine known as Ayurveda (a Sanskrit word meaning Science of Life) and also has its influences from the style of massage commonly practised by Indian women on their children and families as part of every day life and passed on from mother and grandmother to daughter. In this class we will take a brief look at the origins and philosophies of the art and practice typical mini-treatments on each other. This is carried out with the receiver sitting upright on a low-backed chair. Techniques are applied to the upper back, shoulders, arms and hands and then working up through the neck, scalp, and face. The session is concluded with a mini Chakra balancing.

May 6 - 27, Thu, 6:30 - 8:30 p.m.

Instructor: A. Briggs

\$60 + GST

Drawing the Line Continues

Keep the pencil to paper and let's continue on from Drawing - An Introduction. Participants will take an in-depth look at black and white relationships with both graphite and ink. Reaching a better understanding of artistic relationships: continuity in design, look, technique and obtaining a higher degree of believability in the work. Making pieces that speak of who we are: capturing likenesses and finding an original twist to recording what we see. Continuing to develop our ability to observe and record in our own unique styles - accepting our individual style of mark making. We will continue onto coloured drawings as well, and exploring the sensational world of coloured pencil crayons, pastel, conte - you choose.

Oct. 7 - Nov. 4, Thu, 10 a.m. - 1 p.m.

Instructor: L. Figueroa

\$95 + GST

Celista Course Offerings

Occupational First Aid Level I

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

Admission Requirements: 16 years of age

May 15, Sat, 8:30 a.m. - 4:30 p.m.

Instructor: L. Bagg

\$98.45 (includes textbook)

Indian Head Massage

The art of Indian Head Massage is part of the system of medicine known as Ayurveda (a Sanskrit word meaning Science of Life) and also has its influences from the style of massage commonly practised by Indian women on their children and families as part of every day life and passed on from mother and grandmother to daughter. In this class we will take a brief look at the origins and philosophies of the art and practice typical mini-treatments on each other. This is carried out with the receiver sitting upright on a low-backed chair. Techniques are applied to the upper back, shoulders, arms and hands and then working up through the neck, scalp, and face. The session is concluded with a mini Chakra balancing.

Jun. 3 - 24, Thu, 6:30 - 8:30 p.m.

Instructor: A. Briggs

\$60 + GST

Chase Course Offerings

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.

Apr. 24, Sat, 9 a.m. - 1 p.m.

Instructor: M. Robertson

\$69

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.

Apr. 24, Sat, 1 - 5 p.m.

Instructor: M. Robertson

\$69

Don't delay, register today!

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

Kidproof Babysitter's Training

Becoming a babysitter is serious business. The life of a child is in your hands. What you do, or don't do, can make the difference. Parents trust Kidproof to bring them the most up-to-date, valuable and beneficial child safety program. Students will develop skills that will: help them find and prepare for a babysitting job, care for kids of all ages and deal with difficult situations, prepare safe and fun activities, make safe choices while babysitting and provide Basic First Aid.

May 10, Mon, 8:30 a.m. - 4:30 p.m.

Instructor: D. Turner

\$65 + GST

Indian Head Massage

The art of Indian Head Massage is part of the system of medicine known as Ayurveda (a Sanskrit word meaning Science of Life) and also has its influences from the style of massage commonly practised by Indian women on their children and families as part of every day life and passed on from mother and grandmother to daughter. In this class we will take a brief look at the origins and philosophies of the art and practice typical mini-treatments on each other. This is carried out with the receiver sitting upright on a low-backed chair. Techniques are applied to the upper back, shoulders, arms and hands and then working up through the neck, scalp, and face. The session is concluded with a mini Chakra balancing.

May 31 - Jun. 21, Mon, 6:30 - 8:30 p.m.

Instructor: A. Briggs

\$60 + GST

Enderby

Course Offerings

Kidproof Babysitter's Training

Becoming a babysitter is serious business. The life of a child is in your hands. What you do, or don't do, can make the difference. Parents trust Kidproof to bring them the most up-to-date, valuable and beneficial child safety program. Students will develop skills that will: help them find and prepare for a babysitting job, care for kids of all ages and deal with difficult situations, prepare safe and fun activities, make safe choices while babysitting and provide Basic First Aid.

Apr. 23, Fri, 8:30 a.m. - 4:30 p.m.

Instructor: D. Turner

\$65 + GST

At Home Alone plus First Aid

Students learn how to stay safe while at home alone and to respond to first aid emergencies. Safety skills are learned through interactive lessons, role play and hands on training. Kids learn to prevent accidental injuries and to safely respond to emergencies such as: cuts, scrapes, and bleeding, burns, choking and broken bones.

May 21, Fri, 8:30 a.m. - 12:30 p.m.

Instructor: L. Bagg

\$50 + GST

Bully Proof

This program is designed to be preventative and proactive so that children can avoid being bullied, and if they are bullied, know how to stop it.

May 21, Fri, 1 - 3 p.m.

Instructor: L. Bagg

\$25 + GST



1. ONLINE



Registering for a non-certificate course?

ONLINE REGISTRATION www.okanagan.bc.ca/csreg

2. CERTIFICATE COURSES

Students fill out an application form first. Application forms are available online at www.okanagan.bc.ca/apply or contact the College for a registration form at 250-804-8888 or 1866-352-0103.

Once the completed application has been received, reviewed and accepted by the College, the College will advise you of your next step towards registration.

3. BY PHONE



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

Call **250-804-8888** or toll free **1-866-352-0103**.

4. IN PERSON

Visit our Salmon Arm campus located at **2552 10th Ave NE (TCH) (behind the Sunwave Centre) (April - August, Monday to Friday, 8 a.m. - 4 p.m.)**

5. BY MAIL OR FAX



Call us at **250-804-8888** and we will send you a registration form or application form. Complete the form and mail or fax it to: Okanagan College, Continuing Studies, P.O. Box 189 Salmon Arm, BC V1E 4N3 or **FAX to 250-804-8850**.

Fee Deferrals

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

Refund Policy

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

Non-certificate Program Withdrawal

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

CS Certificate Program Withdrawal

Registered students withdrawing prior to the start of certificate programs will be subject to a \$200 nonrefundable fee. It is the student's responsibility to be informed about refund policies and to contact Continuing Studies in writing when withdrawing.

Information

Discrepancies

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

N.S.F Cheques

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



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/apply

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

Completed forms can be faxed, mailed, or delivered in person.

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ArcView GIS for First Nations - Level I & II.	5	Mail Merge Using Word	7
ArcView GIS for Ministry of Forests - Level I & II	5	Mini College Science Camp	3
ArcView GIS for Municipalities & Regional Districts Level I & II.	5	MS PowerPoint 2007 – Level I	7
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Conflict Resolution – Getting to Win/Win	4	Prenatal Complete Series.	12
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Certificate Programs

Make your resume stand out with Okanagan College Certificates and employment related programs



- ARC/INFO GIS Certificate
- Basic Accounting Certificate
- Computer Basics for Business
- Computer Proficiency for Business
- Custodial Worker Certificate
- Education Assistant Certificate
- Introduction to Dental Office Reception Certificate
- Introduction to Recreational Leadership
- Landscape Horticulture Certificate
- Palliative Care Certificate
- Simply Accounting Certificate
- Teaching English as a Second Language Certificate
- WCB Occupational First Aid Level I and III
- Red Cross First Aid

See certificate details inside or view online at www.okanagan.bc.ca/cs -earn your certificate in less than a year!



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