

The logo for Okanagan College, featuring the text "okanagan college" in white lowercase letters inside a red circle.

okanagan
college

Continuing Studies

Shuswap









www.okanagan.bc.ca/cs

The background is a light blue gradient with various winter-themed illustrations. It includes several large, intricate snowflake patterns, smaller scattered snowflakes, and decorative swirls. A prominent feature is a large, stylized snowflake shape on the left side, which contains a purple silhouette of a winter hat and scarf. The overall aesthetic is clean and festive.

Imagine what you can do...

Winter
2011

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Contact us
to register or for
more information!
250-804-8888

Future Instructors

Want to use your adult instructional abilities to share your expertise?
If you are interested in teaching a course, email Patty Bruce, Program Coordinator,
at pbruce@okanagan.bc.ca and request our course proposal form.

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: SEPTEMBER - APRIL
MONDAY TO THURSDAY: 8 A.M. - 6 P.M.
FRIDAY: 8 A.M. - 4 P.M.



Certificate Programs

Please contact Continuing Studies at 250-804-8888 or toll free 1-866-352-0103 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 Arc/Info 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. See page 4

Dental Office Administrative Assistant Certificate

This 120-hour program is an introduction to the basic skills necessary for employment as a dental office administrative assistant, including front desk skills. This certificate program includes an introduction to dentistry and routine dental procedures, maintenance of patient records, insurance forms, appointment control, and record keeping within a computerized environment. Emphasis is on effective oral and written communication and professionalism in the dental office. See page 9

Landscape Horticulture Certificate

Homeowners and businesses are increasingly turning to professional landscapers to beautify the outside of their properties. This trend means that skilled workers are much needed by the industry. The Landscape Horticultural certificate program is helping to meet this labour market need by teaching the core skills required for employment and advancement in the landscaping business. See page 16

Palliative Care Certificate

As increasing proportions of the population grow older and eventually are in need of palliative care, a new respect for palliative care is emerging. The ever-advancing specialty of palliative care as a rewarding career is attracting compassionate, multidisciplinary healthcare professionals. Our students are changing how care is delivered within institutions and in the community. See page 9

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 5





Business

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. *Also available in Chase - see page 23*

Introduction 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.

Apr. 6 - May 11, Wed, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson
\$257 + textbook

Introduction 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.

May 18 - Jun. 22, Wed, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson
\$257

Okanagan College Basic Accounting Certificate awarded upon successful completion of:

BAC 11 - Introduction to Accounting Level I

BAC 12 - Introduction to Accounting Level II

Did you know?

Successful completion of Introduction to Accounting Level I and II gives you the option of transfer credit for:

Business Administration Financial Accounting I (BUAD 111)

Distance Education Accounting Level I and II (EABT 140 & 141)

Office Administration/Applied Business Technology Accounting (OADM 140)

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. Participants should bring a calculator to class.

Jan. 17 - 18, Mon & Tue, 6 - 9 p.m.

Instructor: R. Darbyson
\$89 + HST

Payroll Workshop

This payroll workshop covers the basic payroll responsibilities, regulations and expectations of being an employer. Learn to prepare and maintain payroll records, calculate deductions, remit CPP, 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.

Feb. 1 - 2, Wed & Thu, 6 - 9 p.m.

Instructor: R. Darbyson
\$89 + HST

Stop Procrastinating

Remove procrastination from your daily life and take charge of your emails, phone calls, daily actions and personal tasks to have a balanced life. The course is designed for managers, professionals, college students and entrepreneurs alike. Learn to develop good personal habits through the use of time management techniques.

Mar. 2, Wed, 6 - 9 p.m.

Instructor: R. Rousseau
\$69 + HST



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.

Feb. 7 - Jun. 23, 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

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

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.

1. Jan. 24 - Mar. 14, Mon, 6:30- 9:30 p.m.

2. May 5 - 26, Thu, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson

\$374 (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.

1. Apr. 4 - Jun. 6, Mon, 6:30 - 9:30 p.m.

2. Jun. 2 - 23, Thu, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson

\$374 (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.

1. Mar. 1 - 17, Tue & Thu, 6:30 - 9:30 p.m.

2. Jun. 3 - 17, Fri, 9 a.m. - 3:30 p.m.

Instructor: J. Smith

\$280 (includes textbook)

Register online

www.okanagan.bc.ca/csreg



Short Excel Courses

If you have some experience with Excel and want to learn more about specific tools and features, these courses are for you. Short and to the point, you will learn how to use this program more productively in three hours. Course prerequisite: Basic knowledge of Excel.

Getting Started with Excel

Turn hours of calculating into seconds of amazement as Excel performs your calculations! This course will introduce the creation and editing of worksheets, simple character formatting and printing.

Mar. 1, Tue, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Excel: Formulas & Functions

Discover the magic of Excel's simple formulas and functions and streamline your work. Use some of the program's built-in functions including MIN, MAX and AVG, and understand the difference between absolute and relative cell addresses.

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

Instructor: J. Smith

\$45 + HST

Excel: Working with Charts and Printing Spreadsheets

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.

Mar. 15, Tue, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Short Word Courses

Word is a powerful word processing program. If you have some experience with Word, these focused courses will give you more information about specific tools and applications to help you do your job faster and with more confidence.

Course prerequisite: Basic knowledge of Word.

Word: Working With Pictures and Objects

Learn how to easily place pictures and clip art in your documents. Use Word's Objects feature to include drawing features and then manipulate them in your document.

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

Instructor: J. Smith

\$45 + HST

Word: Tables and Columns the Easy Way

Organize your publications with a variety of column formats and options, and include professional looking tables to summarize your thoughts. Course prerequisite: Basic Knowledge of Word.

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

Instructor: J. Smith

\$45 + HST

Computers General

Computer Fundamentals

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

1. Feb. 7 - 16, Mon & Wed, 6:30 - 9:30 p.m.

2. Mar. 1 - 10, Tue & Thu, 12:30 - 3:30 p.m.

Instructor: D. Harper

\$159

Photo Editing-PaintShop ProX2

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 using PaintShop ProX2.

Feb. 8 - 24, Tue & Thu, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$175 + HST

QuickBooks 2010

Learn the basics of customizing QuickBooks for YOUR business with one of the most popular accounting software program available. Topics include setting up a company file and chart of accounts, manage customers & vendors, invoicing, A/P, A/R, tracking sales and expenses. Learn to reconcile accounts, report and remit sales tax and create and use financial reports such as profit/loss & balance sheets. This comprehensive course also covers payroll. You will learn to easily track payroll expenses & remit liabilities to Revenue Canada.

Feb. 9 - 23, Wed, 9 a.m. - 3:30 p.m.

Instructor: J. Smith

\$288.75 (includes textbook)

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.

Feb. 18 - Mar. 11, Fri, 12:30 - 3:30 p.m.

Instructor: D. Harper

\$109 + HST

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.

Mar. 16 - 18, Wed & Fri, 12:30 - 3:30 p.m.

Instructor: D. Harper

\$65 + HST

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.

Apr. 4 - 20, Mon & Wed, 6:30 - 9:30 p.m.

Instructor: D. Harper

\$249 + GST (includes textbook)

Word in a Day new

Improve your skills using the Microsoft Word program. Experience the magic of word processing and enhance your skills in basic techniques such as copying and moving text, aligning and indenting paragraphs, set line spacing, work with tabs, change margins, use the spelling and grammar checker and print.

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

Instructor: J. Smith

\$89 + HST

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 multipage 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.

Apr. 19 - May 12, Tue & Thu,
6:30 - 9:30 p.m.

Instructor: J. Smith

\$374 (includes textbook)

Introduction to 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 and defrag your system, learn about, and remove adware, spyware and viruses.

1. Apr. 5 & 6, Tue & Wed,
6:30 p.m. - 9:30 p.m.
 2. Apr. 27 & 29, Wed & Fri, 1 - 4 p.m.
- Instructor: J. Smith*
\$95 + HST



Digital Photography

This is a hands on course where you will 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 and 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, and will then edit the pictures using such techniques as red eye removal, removing background distractions, creating black and white photos, etc. You will also learn how to organize your photos on your computer and how to make unique gifts with your photos.

- Apr. 7 - 14, Tue, Thu & Sat
Tue & Thu, 6:30 - 9:30 p.m.
Sat, 1 - 4 p.m.
- Instructor: J. Smith*
\$150 + HST

PowerPoint in a Day **new**

Improve your skills with MS PowerPoint. Work on techniques such as inserting pictures or shapes, changing slide presentations, and editing and manipulating text.

Apr. 20, Wed, 9 a.m. - 3:30 p.m.
Instructor: J. Smith
\$89 + HST

Salmon Arm Adult Special Education

"Living, Learning, Moving On"

College Certificates for Students with Special Learning Needs

Winter 2011 Courses

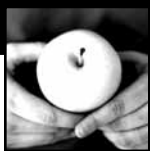
- Banking & Budgeting
- PACE (year 2)
- Writing for Your Life
- Safety & Driver Training
- Employment Connection

**Apply Now for
PACE starting
September 2011**

Improve your literacy skills, skills for independent living and knowledge of the working world

Contact Wanda or Robyn at 250-832-2126 ext 8226
PACE (Preparing for Access to Careers and Education)
now offered as a two-year program in Salmon Arm





Employment and Professional Development

Dental Office Administrative Assistant Certificate

This 120-hour program is an introduction to the basic skills necessary for employment as a dental office administrative assistant, including front desk skills. This program includes an introduction to dentistry and routine dental procedures, maintenance of patient records, insurance forms, appointment control, and record keeping within a computerized environment. Emphasis is on effective oral and written communication and professionalism in the dental office.

Prerequisite:

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

Mar. 17 - Jun. 7 (please call 250-804-8888 for specific days and times)

Instructors: M. Dodge and R. Darbyson
\$1,300

Palliative Care Certificate

Okanagan College's Palliative Care certificate program addresses the management of the physical, psychosocial, and spiritual concerns of palliative care clients and loved ones. Specifically, it provides participants with enhanced knowledge and skills to care for both the dying and the family or friends supporting them, and to function effectively as part of a palliative care team. The program's two courses follow a provincial curriculum. The first explores attitudes and definitions of death, dying, and grief, as well as the role of cultural and religious influences. The second course focuses on specific issues such as HIV and AIDS, nutrition, care planning and modification, and resource management, and reviews issues related to ethical considerations and caring for the caregiver.

PAL 01 - Sep. 10 - Nov. 19, Sat,
10:30 a.m. - 1:30 p.m.

PAL 02 - Nov. 26 - Feb. 12, Sat,
10:30 a.m. - 1:30 p.m.

Fitness Theory

Start your fitness career here! This basic theory course will enable you to gain information on how to keep everyone healthy and fit, all while staying safe. Topics covered include: an introduction to human anatomy and physiology, skeletal, muscular, cardiovascular, and nervous systems. You will also explore 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.

Feb. 5 - 26, Sat, 8:30 a.m. - 4:30 p.m.

Instructor: H. Stanton

\$306.95 (includes textbook)

Salmon Arm Trades Foundation Programs:

- **Residential Construction*** (26 weeks)
Feb. 7 - Aug. 5, 2011
- **Welding Level C** (24 weeks)
Feb. 7 - Jul. 29, 2011
- **Electrical*** (24 weeks)
Aug. 8, 2011 - Jan. 27, 2012

Your Next Step?

Make an appointment to see an educational advisor and arrange to write the entrance exam.
Call 250-832-2126

*Grads receive credit for level 1 apprenticeship technical training and may also be granted practical credit for the Industry Training Authority.

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. Jan. 29, Sat, 8:30 a.m. - 5:30 p.m.
2. Feb. 26, Sat, 8:30 a.m. - 5:30 p.m.
3. Mar. 11, Fri, 8:30 a.m. - 5:30 p.m.
4. Feb. 21 - 23, Mon - Wed
Mon & Tue, 6 - 8:30 p.m.,
Wed, 6 - 9 p.m.

Instructor: B. Gregory
\$89

MarketSafe new

MarketSafe is a food safety course developed to increase knowledge of food safety and safe food handling practices for temporary market vendors, farm gate vendors, market managers, home kitchen, small scale food processors, and others who may make, bake or produce lower risk food products for public consumption outside of regulated food premises.

1. Apr. 19, Tue, 9 a.m. - 4 p.m.
2. Jun. 8, Wed, 9 a.m. - 4 p.m.

Instructor: B. Gregory
\$89



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.

Mar. 8, Tue, 5:30 - 9:30 p.m.
Instructor: M. Robertson
\$69

Workplace Hazardous Materials Information Systems (WHMIS)

To comply with the regulations of WHMIS, companies which use or store controlled products are required by the Workers' Compensation Board to ensure all staff receive appropriate training on WHMIS, including interpretation of Material Safety Data Sheets (MSDSs), labelling, procedures for safe handling, use and storage and emergency procedures for specific hazardous products. This training program should be part of an ongoing general orientation for your staff.

Mar. 9, Wed, 5:30 - 9:30 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.

Mar. 11 - 13, Fri-Sun, Fri 6 - 10 p.m.,
Sat & Sun 8:30 a.m. - 4:30 p.m.

Instructor: C. de Broekert
\$225

Farming: Small Farm Management Series



Things that we do can greatly improve the health of our resources, the efficiency of our farm operation, and value of our property. An integrated approach to farmland management

will lead to healthier animals, and reduced costs. This short program will teach you how to practice effective small farm management practices as well as nutrition and diet specifications and reproduction and birth of ruminants, such as cattle, goats, sheep, alpaca, and llamas.

Small Farm Management

Gain the basic understanding of small farm management, including lifestyle, ecosystem management, economics of production from land to market, as well as marketing your product.

Feb. 8 - Mar. 1, Tue, 6 - 9 p.m.

Instructor: R. Fensom

\$199 + HST

Nutrition and Health Care for Cattle, Goats and Sheep

How and what you feed your animals has a huge impact on their health, nutrition and wastage control. Understand food labels and feed analysis, effective pasture management techniques, winter feeding, how to observe your herd or flock for health issues, and the basics of vaccination and deworming programs.

Mar. 15 - 22, Tue, 5:30 - 9:30 p.m.

Instructor: R. Fensom

\$135 + HST

Reproduction and Health Care for Cattle, Goats and Sheep

Raising livestock requires knowledge in reproduction and birth. Learn about a Stockman's year, breeding management, prenatal care and nutrition and birthing and assistance of your herd or flock.

Field trips will be attended to allow for observation of pre and postnatal care of livestock.

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

Instructor: R. Fensom

\$109 + HST

Land Management

This short course ties all the aspects of farming - land, farm, and ecosystem - together into one unit. Manure and field management, concepts and of commercial and organic farming, and managing land and livestock for long term life investment.

Apr. 12 - 19, Tue, 6 - 9 p.m.

Apr. 30, Sat, 9 a.m. - 12 noon

Instructor: R. Fensom

\$199 + HST



Bee Keeping Basics

You can become a beekeeper whether you live in the big city, the suburbs or in the country. Learn what the handling of honeybees is all about.

Beekeeping Basics covers the essentials of beekeeping, will prepare you for the initial start-up of your own bee colony, and you will soon be producing your own honey. This course will have a practical session in a working Bee Yard.

Mar. 17 - Apr. 7, Thu, 6 - 8 p.m.

Apr. 10, Sun, 10 a.m. - 12 noon

Instructor: B. Stagg

\$205 + HST (includes textbook)

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.

1. Apr. 9 & 10, Sat & Sun,
8:30 a.m. - 4:30 p.m.

2. May 14 & 15, Sat & Sun,
8:30 a.m. - 4:30 p.m.

Instructor: J. Jacobson

\$225

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 2 day course less than 4 years ago.

1. Apr. 9, Sat, 8:30 a.m. - 12 noon
2. May 14, Sat, 8:30 a.m. - 12 noon

Instructor: J. Jacobson
\$85

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 14 & 15, Sat & Sun,
8:30 a.m. - 4:30 p.m.
Instructor: J. Williams
\$360

Basic Security Training

If you want a career as a security guard, security alarm installer, locksmith, private investigator or armoured car guard, you'll need to start your training with Basic Security Training. The Basic Security Training (BST) is a provincially mandated 40-hour course required to become licensed as a security worker in British Columbia.

May 9 - 13, Mon - Fri, 8:30 - 4:30 p.m.
Instructor: F. McConnell
\$399 + materials

Advanced Security Training

If you are required to carry and use handcuffs in your performance of duties, you are required to take this 24-hour course. You will learn about the Security Services Act & Regulations, Advanced Force Options theory, control tactics, application of restraints and proper reporting and documentation. Prerequisites: BST, be fluent in English and be able to obtain a clear criminal record search/police check.

May 16 - 18, Mon - Wed,
8:30 a.m. - 4:30 p.m.
Instructor: F. McConnell
\$425 + materials

Basic and Advanced Security Training

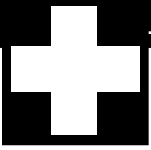
Also available in Chase, see page 23 for details

Folding Boom and Stiff Boom for Incumbent Operators

Rigging Safety

Available in Malakwa see page 24 for details





First Aid

Occupational First Aid Level I

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. Lectures and practical training will cover bleeding control, artificial respiration, examining an unconscious patient and choking. This is a practical hands-on course which includes AED training. A WCB certificate will be issued upon successful completion. Students must be 16 years of age to receive certificate.

1. Jan. 8, Sat
2. Feb. 17, Thu
3. Feb. 21, Mon (Sicamous)
4. Mar. 9, Wed
5. Mar. 17, Thu (Enderby)

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

Occupational First Aid Level III

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 three 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 statement of fitness form must be completed prior to beginning the course. Extensive pre-reading is required. Minimum age requirement is 16 years.

Jan. 10 - 21, Mon-Fri, 8:30 a.m. - 4:30 p.m.,
test dates Jan. 25 & 26

Instructor: J. Bieber

\$712 (includes textbook)

Please call 250-804-8888 for Occupational First Aid Level III Recertification dates/times

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. Jan. 27 & 28, Thu & Fri
2. Feb. 14 & 16, Mon & Wed
3. Mar. 4 & 5, Fri & Sat (Enderby)
4. Mar. 14 & 15, Mon & Tue
5. Mar. 22 & 24, Tue & Thu (Chase)

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

CPR C/AED

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.

1. Feb. 28, Mon, 8:30 a.m. - 4:30 p.m.
2. May 6, Fri, 8:30 a.m. - 4:30 p.m.

Instructor: L. Bagg

\$82.35 (includes textbook)

CPR C/AED 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.

Mar. 7, Mon, 8:30 a.m. - 12:30 p.m.

Instructor: L. Bagg

\$56.35 (includes textbook)

Register online

www.okanagan.bc.ca/csreg



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 three 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.

1. Mar. 12, Sat, 8:30 a.m. - 4:30 p.m.

2. May 31, Tue, 8:30 a.m. - 4:30 p.m.

Instructor: B. Parsons

\$99

Emergency Childcare First Aid and CPR B

An overview of First Aid & 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.

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

Instructor: L. Bagg

\$82.35 (includes textbook)

English as a Second Language (ESL)

- Tuition-free ESL (for Canadian Citizens & Permanent Residents)
- Language Lab to improve pronunciation and speaking and more
- One to One Tutoring

For more information about ESL or becoming a Volunteer ESL Tutor contact 250-823-2126 ext. 8236
Email: triley@okanagan.bc.ca



Salmon Arm Health and Social Work

Human Service Work Diploma

Graduates of this two-year Diploma program will be prepared for employment in the social service, mental health and developmental disabilities field.

Salmon Arm program, year two, starts September 2011 (alternates with Vernon)

Licensed Practical Nursing

This 12-month certificate program prepares graduates to provide care, in partnerships with other health professionals, to selected clients in a variety of settings.

Salmon Arm program starts September 2011

Home Support/Resident Care Attendant

This six-month certificate program prepares students to work with individuals at home, in assisted-living settings, or continuing care facilities.

Salmon Arm Program yearly May - October



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. Jan. 5 - 26, 7 - 9 p.m.

2. Feb. 2 - 23, 7 - 9 p.m.

3. Mar. 9 - 30, 7 - 9 p.m.

Instructor: S. Qiodravu

\$79 + GST

Alternative Healing with Anne Briggs

Foot Reflexology

Reflexology is an ancient healing art whose origins have been traced back thousands of years. Pressure is applied on reflexes in the hands, feet, and ears that directly correspond to every part of the body. As tension is released at the reflex point, the corresponding body part is stimulated toward more healthful functioning. The process encourages overall natural healing, circulation, and restores balance. By practicing on our own and others' feet, we will learn how to relax and balance ourselves.

Mar. 8 - 17, Tue & Thu, 6:30 - 8:30 p.m.

\$60 + HST

Chakras for Beginners

This is an introductory guide to the ancient Indian system of Chakras, these centres of spinning energy help maintain your physical, mental and spiritual balance. This course offers practical ways to locate, experience and work on and with your Chakras, empowering and enabling you to rebalance your energy. Understanding Chakras involves many areas; we will be working with colour, crystals, meditations, gentle stretching and opening exercises, open questions and affirmations. You will learn about the functions and attitudes of the seven major Chakras, and how they interact and relate to your body and your life.

Apr. 12 - May 3, Tue, 6:30 - 8:30 p.m.

\$60 + HST

Crystal and Gemstone Healing

Learning how to identify and use the healing power of crystals and gemstones for balance, health, luck and well-being. Crystal layout, feeling crystal energy and making elixirs will be discussed.

Apr. 14 - 28, Thu, 6:30 - 8:30 p.m.

\$45 + HST

Wire Wrapping Crystals

In this hands-on workshop, participants will learn to wrap copper wire around crystals and gemstones for display or to wear as jewellery.

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

\$15 + HST

Shiatsu for Beginners

An introductory course, intended for use at home, Shiatsu for Beginners is designed to teach you the simple application of pressure points to ease aches and pains, headache, fatigue, stiffness and cramps, to improve digestion and sleep patterns, and to promote health and well-being for the entire body. Participants will learn about the origins and application of modern day Shiatsu, the Oriental philosophies of the Yin Yang and Five Element Theories and discover how, when our vital energy moves freely through the channels in our bodies, we can achieve balance and harmony.

May 24 - Jun. 2, Tue & Thu, 6:30 - 8:30 p.m.

\$60 + HST



Horticulture

Landscape Horticulture Certificate

Homeowners and businesses are increasingly turning to professional landscapers to beautify their properties. This trend means that skilled workers are much needed by the industry. The Landscape Horticulture certificate program is helping to meet this labour market need by teaching the core skills required for employment and advancement in the landscaping business.

As a student in this program, you'll study botany and soil science and learn to identify and use plants that are particularly suitable for planting in the B.C. Interior. Landscape construction topics covered in the curriculum include plan-reading, costing, layout, and contract procedures. Various aspects of landscape maintenance, from integrated pest management to pruning and watering, will also be outlined. Additionally the Landscape Horticulture Certificate provides a solid foundation for individuals interested in pursuing advanced studies in specialized areas such as landscape design, turf grass maintenance and nursery propagation.

Feb. 21 - Mar. 18, 2011, Mon - Fri,
9 a.m. - 3:30 p.m.

Instructor: E. Reynard

\$1,060 + textbooks

Okanagan College Landscape Horticulture Certificate awarded upon successful completion of:

HT 11 Botany and Soil Basics

HT 12 Plant Identification

HT 13 Landscape Construction

HT 14 Landscape Maintenance

Worm Composting

Worm composting allows for composting household and backyard waste. There is virtually no smell and the compost is considered superior to conventionally produced compost. Learn the secrets of worm composting and how you can incorporate it in your life. Receive a free worm composter at end of class.

Mar. 19, Sat, 10 a.m. - 12 noon

Instructor: M. Anderson

\$40 + HST

Gardening with Eric Reynard

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 learn with a professional Landscape Architect the fundamentals necessary to create a landscape plan that works for you and the property you're designing.

Feb. 2 - 16, Wed, 6:30 - 8:30 p.m.

\$59 + HST

Weed Management new in Landscapes

This class will be of interest to the homeowner frustrated by weeds in their landscape. The focus will be on shrub and flower beds, and lawns. There will be presentations of methods proven effective to replace common pesticides.

Salmon Arm Carpenter Apprenticeship Programs:

Carpenter Apprenticeship Level 2
Nov. 14, 2011 to Dec. 23, 2011

Carpenter Apprenticeship Level 3
Jan. 4 - Feb. 11, 2011
Aug. 22 - Sep. 30, 2011

Carpenter Apprenticeship Level 4
Oct. 3 to Nov. 10, 2011

Your Next Step?
Next steps to enrol
in our carpenter apprenticeship
programs, call Tracy Harrison at
832-2126 (Local 4347).

Call Toll free 1-800-621-3038



Topics covered will include prevention, examples of weed management, tools and products, and "low toxicity" products. Participants will leave the class with new ideas to implement in their gardens.

Apr. 6, Wed, 6:30 - 8:30 p.m.
\$19 + HST

Water-Wise and  **new Wildlife Friendly Landscaping**

Spend an evening learning about xeriscape (water-wise) and naturescape (wildlife friendly) landscaping. Topics will range from designing and planning a project to long-term maintenance. Our semi-arid climate, scarce water issues, and pressures on wildlife habitat are the foundation of this interesting and informative class.

Apr. 13, Wed, 6:30 - 8:30 p.m.
\$19 + HST

The Art and Science of Pruning



Pruning is perhaps the least understood of all gardening chores. This course will

answer the five W's: why plants should be pruned; when the best time to prune is; what needs to be pruned; where on the plant the pruning should occur, and who should not be pruning. You will learn about proper tools and how to use them.

Apr. 16, Sat, 10 a.m. - 12 noon
\$19 + HST

Understanding Your Soil for Better Success

The most important part of your garden is the soil. The most important factor governing your success as a gardener is the soil's condition. This course will highlight soil fertility, soil types, how pH affects soils, treating problem soils and soil enhancement through the use of mulches, compost and other amendments.

Apr. 20, Wed, 6:30 - 8:30 p.m.
\$19 + HST

Pros & Cons of  **new Going Green Series**

Aimed at the "do it yourself" crowd who want to make some basic educated decisions about going green in their own homes. Presented by an unbiased educator, this series of short courses will take you through the bewildering array of information out there on what we "should" be doing to help our environment and allowing you to decide "Is going green right for me?" This series of courses covers some of the basic concepts of "going green" i.e. renewable energy sources and water conservation and presents them in a way that can be easily understood and implemented should the desire and finances for change become available.

Energy Star Ratings  **new**

Do you understand energy star ratings as an explanation of how energy efficient your fridge is? Or what you should be looking for when purchasing a new stove? Find out about the rating system and how it relates to major appliances, lighting fixtures, and windows - anything that has the energy star logo. Product comparisons will be made so that you can make informed purchases.

Jan. 29, Sat, 9 a.m. - 12 noon
\$39 + HST

Heat Pumps  **new**

Heat pumps are additions to your existing heating and cooling system and can result in either reductions or increases in your energy consumption if you don't know the facts. Find out if they are worth the effort and cost of installation with your current system. This course will introduce you to the concepts behind the technology and help you choose the right kind of heat pump for your needs.

Feb. 12, Sat, 9 a.m. - 12 noon
\$39 + HST

Solar Panels  **new**

Can the Okanagan sunshine pay some of your energy bill and help to protect the environment at the same time? If you are simply curious, want to install a small panel to offset your current energy bill, or want information on going "off-grid" then this is the course for you. Find out how solar panels work and if they can be successfully used in the Okanagan. You will be given examples of how they can be used and instructions on how to install a small photovoltaic system.

Mar. 9, Sat, 9 a.m. - 12 p.m.

Instructor: T. Skilbeck
\$59 + HST

Do It Yourself Series

Basic  **new****Automotive Maintenance**

Basic automotive maintenance is important and necessary to ensure a long life for your vehicle. Learn the basics of auto maintenance, such as tire maintenance, checking fluid levels, and light function checks. Review your owner's manual, its importance to your car's maintenance and how to use your owner's manual. This course is ideal for new drivers or for individuals who are unfamiliar with basic car maintenance.

Jan. 29, Sat, 9 a.m. - 3:30 p.m.

Instructor: R. Hiebert
\$89 + HST

Introduction to  **new**
Electrical Basics

Learn about your home's electrical service and tackle basic electrical projects with confidence and ease. This introduction to residential electrical systems provides beginners with an understanding of electrical fundamentals to keep you and your projects safe. Topics covered include electrical services, panels and breakers, wire size, circuits and breakers, light switches and fixtures, homeowner permits, and demonstrations.

Feb. 5, Sat, 9 a.m. - 12 noon


Instructor: T. Skilbeck
\$55 + HST

Home Theatre and  **new**
Entertainment Systems

Bring the theatre experience to your home. This course provides you information on new technology options available to you in the home entertainment market and an understanding to help you make informed decisions about purchasing the components that best suit your needs. Topics include types of televisions and movie players, home theatre design and wire considerations, satellite, home audio, and gaming systems, wireless network routers, home audio systems and home computer integration.

Feb. 5, Sat, 1 - 4 p.m.

Instructor: T. Skilbeck
\$55 + HST

Installing Switches, Energy  **new**
Efficient Lights and Ceiling Fans

Are you planning to remodel a room in your house? Learn about new energy efficient lighting options for your home. This course provides you with the information that you will need to safely install a variety of different switches, fixtures and ceiling fans throughout your home while providing you with the opportunity to save money by completing the work yourself.

Feb. 19, Sat, 9 a.m. - 12 noon

Instructor: T. Skilbeck
\$55 + HST

Make Your  **new**
Home Energy Efficient

Save money by making your home more energy efficient. Increase your home's energy efficiency by attending this informational seminar on Green Energy. Get cost saving ideas in the areas of your home's electrical, lighting and heating systems. Topics include energy saving practices for your home's electrical system, suggestions to save money regarding your hot water tanks, lighting and heating, in-floor heating systems, timers and motion sensors, Green Energy options, and grants and incentives.

Feb. 19, Sat, 1 - 4 p.m.

Instructor: T. Skilbeck
\$55 + HST

Sewing Made Simple **new**

Designed for the absolute beginner, or for those of you who have had the best intentions to learn, this sewing course will teach you all the basics needed to start your sewing project right. Beginning with choosing a pattern and fabric you'll learn to adjust the pattern for your body, how to interpret the pattern, and making sense of the pattern instructions to put your project together. You'll also gain an understanding of the workings of a sewing machine, troubleshooting problems, and learning sewing shortcuts to make your sewing easier and fun!

Feb. 17 - Mar. 17, Thu, 6 - 9 p.m.

Instructor: S. Ackerman
\$199 + HST

Choosing Your Sewing Project **new**

From pattern choosing to notion picking, understanding what to pick for your beginning sewing project can be confusing. Get a guided tour and personal advice on what to look for, how to pick fabrics and notions, and what you need in your beginning sewing project.

Feb. 18, Fri, 6 - 8 p.m.

Instructor: S. Ackerman
\$35 + HST

Final Expenses and Funeral Planning **new**

Final estate planning takes forethought and is a sensitive topic. Understand the various planning options available to you, from tax consequences to needs analysis and take the mystery out of Final Expenses and Funeral Planning. Gain a strong understanding regarding the myriad of options available so you can confidently plan for the future.

Mar. 2, Wed, 6 - 9 p.m.

Instructor: R. Kiessling
\$45 + HST

Taking Better Indoor and Outdoor 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.

1. Mar. 19, Sat, 10 a.m. - 3:30 p.m.

2. Apr. 15, Fri, 10 a.m. - 3:30 p.m.

Instructor: D. Harper
\$75 + HST

How to Self Publish Your Book

Do you dream of seeing your work in print? Are you considering self-publishing? Give your book its best chance of success by creating a professional product. We'll discuss editing, formatting, designing an appealing cover, and printing. Understand copyright; find out how to acquire your CIP data, ISBN, and barcode. Learn the importance of choosing a distribution system, developing a plan for marketing and promotion, and setting a realistic price. Through lecture, informal discussion and interaction, this workshop offers valuable information to help guide you in transforming your dream into a marketable product.

Mar. 26, Sat, 9:30 a.m. - 4 p.m.

Instructor: C. Scott
\$65 + HST

Register online
www.okanagan.bc.ca/csreg



For Our Pets

Fundamentals of Pet Grooming

This is a course designed to help pet owners who love their dogs and are looking for more ways to spend quality time with them. This course will include the following topics:

- choosing the best tools for your pet
- efficient use of tools
- the trick to nail trimming
- proper bathing techniques
- training while grooming
- tips and tricks to prevent shedding, and a question and answer period

Mar. 12, Sat, 1 - 4 p.m.

Instructor: C. Bird

\$30 + HST

Introduction to First Aid for Pets



This session will cover the basic skills necessary to assess the severity of an emergency

with your pet. It will address the common injuries seen in our area from broken bones to broken toenails, and offers basic first aid steps to assist your pet. Included are a set of course notes for your reference, and suggestions for a home first aid kit. Dr. Clark's intent is for you to be able to answer the question "When do you need to wake me up?" Bring your questions, but please leave your pets at home.

Apr. 2, Sat, 9 a.m. - 1 p.m.

Instructor: Dr. J. Clark

\$40 + GST

First Aid for Pets Part II

It will focus on the common symptoms seen with illness, a method for assessing the severity of the situation, and common remedies. It will include a discussion of the role of veterinary medicine in the home and society, and will help you find your individual answer to the question "At what level do you want to intervene?" *Pre-requisite: Introduction to First Aid for Pets*

Apr. 2, Sat, 2 - 4 p.m.

Instructor: Dr. J. Clark

\$20 + GST

Artists of the Shuswap!

Painting Watercolours from Photographs

In this class we will strive to understand how to work effectively from photographs - while making our work feel and look like it was created on location. We will discuss the actual process of working from a photograph including transferring your image to your workspace, and bringing depth back into your work. We will explain copyright issues and using other's photos - and teach you what to look for in taking reference photos yourself. Time will be spent learning about basic colour theory as well as understanding how to get depth and range out of your watercolours. Every skill level is welcome although a rudimentary knowledge of drawing and/or painting would be helpful.

Feb. 7 - Mar. 7, Mon, 6:30 - 9:30 p.m.

Instructor: J. Maas

\$125 + HST

Drawing - An Introduction

If you are interested in learning how to really look at things so you can interpret what you see into a drawing, this course is a good choice. Learn different introductory techniques: line, contour, shading, cross-hatching, etc. and put your newly found knowledge into practice by completing a drawing in each class.

Feb. 11 - Mar. 18, Fri, 1 - 3:30 p.m.

Instructor: L. Figueroa

\$95 + HST

Watercolour Painting - An Introduction

If you are interested in experimenting with colour and learning the basic exercises for making watercolour flow off your brush and onto paper, this practical course is for you. This eight-session course is being offered for new painters and continues to engage and inspire beginning watercolourists.

Mar. 24 - May 12, Thu, 10 a.m. - 12:30 p.m.

Instructor: L. Figueroa

\$130 + HST

The Joy of Sketching

Sketching & drawing are the foundation for all works of art. In this course you will learn the value of keeping a sketchbook, both for personal exploration and development as an artist. We will look at "the sketch" as art form in itself - as well as study the sketch work of the masters ranging from Leonardo to Sargent to modern day masters like Reid and Zbukvic. We will spend time learning about perspective, basic colour theory and drawing difficult subject matter such as people. Finally, we will explore both dry and wet media including pencil, inks, watercolour and more. Students will be able to work in class from photographs or around the college, from life. Every skill level is welcome.

May 30 - Jun. 20, Mon, 6:30 - 9:30 p.m.

Instructor: J. Maas

\$89 + HST

Indonesian Cooking

This is an introductory course to spicy Indonesian cuisine. Indonesian cuisine is characterized by an aromatic rice dish accompanied by several different combinations of meat, vegetable and fish dishes. Our menu for the evening will be Nasi Goreng (fried rice), Sate Ajam (chicken skewers), Gado Gado (vegetable dish), peanut sauce and Rendang Padang (spicy beef). An ingredient list and recipes will be included. After cooking, we will enjoy the meal together. Selamat Makan! (Enjoy your meal). Bring a container for leftovers.

Feb. 2, Wed, 6:30 - 9:30 p.m.

Instructor: M. Klaassen

\$45 + HST

Japanese Cooking

If you love Japanese food, you will love learning how to cook it with Masumi. She will teach you to cook the perfect sushi rice and then show you how to make California and vegetable rolls. She'll even send you home with your own sushi mat! Also on the menu is a sumptuous baked salmon with miso sauce, homemade miso soup and the popular yaki soba (fried buckwheat noodles). The evening will end with Masumi demonstrating the traditional Japanese tea ceremony. Bring a container for leftovers

Mar. 2, Wed, 6:30 - 9:30 p.m.

Instructor: M. Kakuda

\$45 + HST

Bear Safety

Play dead...? Run...? Fight...?

This three-hour course will provide participants with some practical skills in bear safety. Key points include: avoiding bear encounters, food/garbage handling and bears and bear behaviour. Get bear aware and be safe in the wilderness.

Mar. 2, Wed, 6 - 9 p.m.

Instructor: M. Robertson

\$49 + HST

Chainsaw Safety Education

Using a chainsaw safely is a skill that involves more than just operating it. Being knowledgeable of the hazards, wearing the appropriate protective gear, maintaining the saw, filing, refueling, carrying, taking precautions when sawing, and having first aid supplies and skills are all part of safe and effective chainsaw use. This course represents the theory overview/orientation to chainsaw safety for anyone who has not used a chainsaw before, or for anyone who uses one infrequently. The course is a natural first step before using a chainsaw. As this course does not involve the hands-on use of a saw, additional training will be required prior to performing any cutting.

Jan. 25, Tue, 6 - 9 p.m.

Instructor: M. Robertson

\$55 + HST

KidProof Babysitters 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.

Feb. 18, Fri, 8:30 a.m. - 4:30 p.m.

Instructor: L. Bagg

\$65+ HST

LEGO with Kim Webster



LEGO Mini Robotics

Be introduced to the world of engineering. Build LEGO models using real sensors and motors and then use a computer to program your model to really work!

Feb. 18, 9 a.m. - 3:30 p.m.

\$44 + HST

LEGO Mini Robotics - WeDo

This course will be an introduction to robotics for kids in grades two and three. We will be using the LEGO WeDo robotics system. The morning will consist of an introduction to the basics of robotics, including the parts we will be using, and then at least one building and programming project based on instructions. In the afternoon, we will take on engineering challenges, where we use LEGO to solve problems. Kids will use their own designs for the engineering challenges.

Feb. 19, Sat, 9 a.m. - 3:30 p.m.

\$44 + HST

LEGO Mindstorm

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

Mar. 21 - 25, Mon thru Fri,
9 a.m. - 3:30 p.m.

\$198 + HST



Mindstorm for Adults ★ **new**

Tired of the kids having all the fun? Using LEGO Mindstorms, this course is aimed towards adults and high school aged students. The first two evenings will be an introduction to robotics and involve building and programming from instructions. The third and fourth evenings students will be presented with an engineering challenge, where they will build and program their own solutions.

Mar. 2 - 10, Wed & Thu, 7 - 9 p.m.

\$79 + HST

Blind Bay/Sorrento Course Offerings

Pet Massage Therapy

This fun and interesting one-evening program will introduce pet owners to the techniques required to perform various massage treatments on their pets. Topics include: basic anatomy, basic animal communication, benefits of massage, techniques used as well as a hands-on demonstration by the instructor. Note: this program is designed to educate the pet owner on safe and effective massage for their pets and is NOT intended to replace veterinary treatment.

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

Instructor: C. Bird

\$30 + HST

Fundamentals of Pet Grooming

This is a course designed to help pet owners who love their dogs and are looking for more ways to spend quality time with them. This course will include the following topics:

- choosing the best tools for your pet
- efficient use of tools
- the trick to nail trimming
- proper bathing techniques
- training while grooming
- tips and tricks to prevent shedding
- a question and answer period

Apr. 9, Sat, 1 - 4 p.m.

Instructor: C. Bird

\$30 + HST

Chase Course Offerings

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.

Introduction 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.

Feb. 8 - 26, Tue, Thu & Sat
Tue & Thu, 6 - 9 p.m.
Sat, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson
\$257 + textbook

Introduction 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.

Mar. 1 - 19, Tue, Thu & Sat
Tue & Thu, 6 - 9 p.m.
Sat, 9 a.m. - 3:30 p.m.

Instructor: R. Darbyson
\$257

Okanagan College Basic Accounting Certificate awarded upon successful completion of:

BAC 11 - Introduction to Accounting Level I

BAC 12 - Introduction to Accounting Level II

Basic Security Training

If you want a career as a security guard, security alarm installer, locksmith, private investigator or armoured car guard, you'll need to start your training with Basic Security Training. The Basic Security Training (BST) is a provincially mandated 40-hour course required to become licensed as a security worker in British Columbia.

Feb. 21 - 25, Mon - Fri, 8:30 - 4:30 p.m.

Instructor: F. McConnell
\$399 + materials

Advanced Security Training

If you are required to carry and use handcuffs in your performance of duties, you are required to take this 24-hour course. You will learn about the Security Services Act & Regulations, Advanced Force Options theory, control tactics, application of restraints and proper reporting and documentation. Prerequisites: BST, be fluent in English and be able to obtain a clear criminal record search/police check.

Feb. 28 - Mar. 2, Mon - Wed,
8:30 a.m. - 4:30 p.m.

Instructor: F. McConnell
\$425 + materials

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.

Mar. 22 & 24, Tue & Thu,
8:30 a.m. - 4:30 p.m.

Instructor: L. Bagg
\$161.25 (includes textbook)

Enderby Course Offerings

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.

Mar. 4 & 5, Fri & Sat, 8:30 a.m. - 4:30 p.m.
Instructor: B. Parsons
\$161.25 (includes textbook)

Occupational First Aid Level I

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. Lectures and practical training will cover bleeding control, artificial respiration, examining an unconscious patient and choking. This is a practical hands-on course which includes AED training. A WCB certificate will be issued upon successful completion. Students must be 16 years of age to receive certificate.

Mar. 17, Thu, 8:30 a.m. - 4:30 p.m.
Instructor: B. Parsons
\$98.45 (includes textbook)

Pet Massage Therapy

This fun and interesting one-evening program will introduce pet owners to the techniques required to perform various massage treatments on their pets. Topics include: basic anatomy, basic animal communication, benefits of massage, techniques used as well as a hands-on demonstration by the instructor. Note: This program is designed to educate the pet owner on safe and effective massage for their pets and is NOT intended to

replace veterinary treatment.
Mar. 12, Sat, 9 a.m. - 12 noon
Instructor: C. Bird
\$30 + HST

Malakwa Course Offerings

Rigging Safety

Participants will learn hand signals for mobile cranes, types of slings and rigging hardware used on the job, inspection of slings and hardware, safe practices for lifting loads, determining loads on slings and hardware when being used at an angle and weight calculation of objects using basic math.

Feb. 10, Thu, 9 a.m. - 1 p.m.
Instructor: G. Lindberg
\$245

Folding Boom and Stiff Boom for Incumbent Operators

This course will cover what happens during the CraneSafe assessment. Participants will learn hand signals used during crane operations, instructions on reading and understanding rigging capacity charts and instruction on reading and understanding crane load charts. The course will also include written exercises on determining rigging and crane capacities.

Feb. 11, Fri, 8 a.m. - 3 p.m.
Instructor: G. Lindberg
\$225

Sicamous Course Offerings

Occupational First Aid Level I

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. Lectures and practical training will cover bleeding control, artificial respiration, examining an unconscious patient and choking. This is a practical hands-on course which includes AED training. A WCB certificate will be issued upon successful completion. Students must be 16 years of age to receive certificate.

Feb. 21, Mon, 8:30 a.m. - 4:30 p.m.
Instructor: B. Parsons
\$98.45 (includes textbook)

Vernon Campus Offerings

Please call 1-800-289-8993 or online www.okanagan.bc.ca/csnorth for more information or to register.

Gas Fitting - Class B (and Class C)

This course covers propane and natural gas regulations, gas codes, trade terminology, math, basic electricity, appliance controls, pipe and orifice sizing, and appliance venting and activation.

Jan. 24 - Apr. 20, two evenings per week
\$725

First Nations new

Consultation and Negotiations

The landscape and policies regarding First Nation consultation and shared decision-making is rapidly evolving in British Columbia and Canada. This course aims to provide professionals with the understanding, strategies, and tools to enable successful cross-cultural land/resource/development management.

Feb. 25, Fri, 8:30 a.m. - 4:30 p.m.
\$399 + HST

American Sign Language Certificate - BASIC Level

Continue with your ASL training, build on your ASL grammatical and linguistic skills. Prerequisite: ASL PREP

Feb. 22 - Jun. 9, two evenings per week and some Saturdays
\$298

BC Building Code 1 new

This course covers the intent of the building code, responsibilities of professionals regarding the code, and the use of the code as a design tool in professional practice. It is relevant for architects, engineers, technologists, building officials and other industry participants. Key concepts include overview of current BC Building Code, factors used to determine the design and construction requirements of a building, construction requirements for fire resistance rating, major occupancies and suite separations, fire fighting considerations and requirements for fire separations, closures and egress. Lunch will be provided.

Feb. 24, Thu, 9 a.m. - 4 p.m.
\$345

Sustainable new Building Concepts

Be introduced to sustainable building concepts, whether it is building for residential, commercial or industrial purposes. This 100-hour course will discuss ideas and concepts on how to build sustainably and truly be "green" from site planning and development, to interior materials, to construction site operation, and ongoing building management. This course is held one Friday/Saturday per month with location alternating between Vernon and Kelowna Okanagan College campuses.

Feb. 11 - Nov. 5
\$1,875 + HST

Professional Driver Training in Salmon Arm

- Advanced Professional Class One (100 hours)
- Professional Class One (82 hours)
- Class One Basic Training (28 hours)
- Class 2 Driving Training (16 hours)
- Speciality Class One (88 hours)
- Class 3 Driver Training (18 hours)
- Class 4 Unrestricted
- Class 4 Restricted



For more information or to register please call Taylor Pro Training at 250-833-9555

Why choose Salmon Arm?

- Teaching excellence
- Small Class Size
- Availability of programs

- Affordability
- Day & evening classes
- Free tutorial support

- Study full or part-time
- Combine upgrading with University Transfer

University Transfer:

- Bachelor of Arts - years 1 & 2
- Bachelor of Science - year 1
- Associate of Arts Degree - 2 years
- Associate of Science Degree - year 1

Accepting
Applications for
Fall 2011

Register Now for the following courses until Jan 14, 2011

STUDY FIRST AND SECOND YEAR IN SALMON ARM

Earn your degree without leaving the Okanagan. The Salmon Arm Campus of Okanagan College offers first and second year university courses leading to degree completion at our Kelowna campus, or any BC, Canadian or US University. All classes begin January 4 at the Salmon Arm campus, but you can register until January 14, 2011.

Winter 2011 Courses:

Anthropology 103

Intro to Archaeology

Biology 121

Biology for Science Majors II

Biology 122

Physiology of Multicellular Organisms

Biology 133

Human Anatomy & Physiology II

Business Administration 116

Marketing

Business Administration 121

Financial Accounting II

Business Administration 176

Profession Selling

Business Administration 195

Financial Management

Business Administration 209

Business Law

Business Administration 273

Intermediate Accounting II

Business Administration 293

Entrepreneurship

Chemistry 122

Introductory Chemistry II

Computer Science 122

Computers in Society

Economics 125

Principles of Macroeconomics

English 100

University Writing

English 151

Readings in Short Fiction & the Novel

English 233

Studies in American Literature

Film 100

Introduction to Film Studies

French 121

Introductory French II

Geography 121

Intro to Physical Geography: Water & Landscape

Geography 210

Intro to Environmental Issues

History 122

Canada Since 1867

History 224

Intro Hist-Japan/Korea, 1800-Present

Math 122

Calculus II

Math 221

Intro to Linear Algebra

Philosophy 121

Intro to Philosophy II

Physics 121

Calculus-based Physics II

Physics 122

Introductory Physics II

Political Science 240

Contemporary Political Ideologies

Psychology 121

Introduction to Psychology: Personal Functioning

Psychology 242

Abnormal Psychology

Sociology 121

Intro to Sociology II

Spanish 121

Spanish II

Statistics 121

Elementary Statistics

WMST 295

Women Crime and Justice

High School Completion and Upgrading for Adults

Are you an adult who wants:

- To make a career change?
- To obtain a Grade 12 Diploma?
- To upgrade your qualifications for new opportunities?
- To improve your reading, writing and math skills?

Find out about the expanded choices offered in the Adult Academic and Career Preparation department at the Salmon Arm campus, including:

- Computer Studies 070/011 in Jan. 2011
- Social Studies 011 in Jan. 2011
- Evening English 012 in Jan. 2011



How do you become an AACP student?

- 1. Come to an Information Session.** An AACP instructor will talk about the programs and, if you wish to begin, work with you to determine your reading, writing and math skills. This is your opportunity to ask questions and be sure that you enter the right level of upgrading for you! Call 832-2126 to get the date and time of the next Information Session.
- 2. Speak with a Course Advisor.** Talk about your goals and the opportunities available to you.
- 3. Fill out an Application Form.** Speak with the Course Advisor if you need assistance with the \$30 application fee.
- 4. Register.** You will be contacted with a registration appointment date and time. Remember, AACP courses are **TUITION FREE** for all adults.
- 5. Begin classes!** Winter classes begin on Jan. 4, 2011.



Basic Reading, Writing, Math and Computer Skills One-to-One Tutoring for Adults

If you are unable to attend a class, consider Okanagan College's Volunteer Tutoring Program. It may be the right answer for you!

- set your goals
- choose a time and place that works for you
- two to three hours per week

For more information about AACP courses, Information/Assessment Sessions and the Volunteer Tutoring Program, call Wayne Harris at 832-2126 (local 8224) or toll free 1-888-831-0341

Seeking Career Advancement? Looking for a New Career?

Day and evening classes

Full or part-time

Certificates ladder into diplomas and diplomas into degrees.
Take the first step with the Okanagan College School of Business in Salmon Arm and contact us today.

Office Administration Certificates **

- Accounting Assistant
- Administrative Assistant
- Administrative Assistant Fundamentals
- Legal Administrative Assistant
- Medical Administrative Assistant
- Office Assistant

Business Administration Certificates

- Accounting
- Business Administration
- Business Computer Applications
- Financial Services
- Hospitality and Tourism Management
- Human Resources Management
- Management
- Marketing
- Operations Management*
- Entrepreneurship & Small Business Management*
- Healthcare Professionals
- Post-Diploma
- Office Management*

Business Administration Diploma (2 years)

Complete a two-year diploma in Accounting, Marketing or General Studies on a full or part-time basis at the Salmon Arm Campus.

- Qualifying Status for those enrolling in business courses while completing business program prerequisites

Bachelor of Business Administration (4 years)

The first two years of the BBA are available in Salmon Arm. The final two years can be completed at Okanagan College in Vernon and Kelowna. Specializations include Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management and Marketing.

- Pathway to Accounting for degree graduates seeking a career in accounting
- Bridging Program into the BBA 1) for grads with an Engineering Technology Diploma and 2) for grads with an Associate Degree of Arts

OKANAGAN COLLEGE BUSINESS COURSES ARE TRANSFERABLE TO MANY PROFESSIONAL DESIGNATIONS

- Canadian Institute of Bookkeeping
- Certified General Accountants (CGA)
- Certified Management Accountants (CMA)
- Credit Union Institute of Canada (CUIC)
- Chartered Accountants (CA)
- Institute of Canadian Bankers
- Municipal Officers Association of BC (MOA)
- Purchasing Management Association of Canada (PMAC)
- Payroll Management Certificate Program (PMPC)
- Canadian Securities Institute
- Canadian Institute of Financial Planners (CFP)

See list of courses at www.okanagan.bc.ca and search "Business Transferability"

Notes:

*Available by a combination of on-campus and online.

**All Office Administration Certificates are available on-line

All first and second year Bachelor of Business Administration and Business Administration Diploma courses are available by distance learning, with additional courses being added continually.

Advanced Security Training	12	Marketsafe	10
Advanced Security Training – Chase	23	Mindstorm for Adults	22
Air Brakes Endorsement.	10	Nutrition and Health Care for Cattle, Goats and Sheep	11
American Sign Language - Basic Level – Vernon	25	Occupational First Aid Level I	13
Basic Accounting Certificate	4	Occupational First Aid Level I – Enderby	24
Basic Accounting Certificate – Chase	23	Occupational First Aid Level I – Sicamous	24
Basic Automotive Maintenance.	18	Occupational First Aid Level III	13
Basic Security Training	12	Painting Watercolours from Photographs	20
Basic Security Training – Chase	23	Palliative Care Certificate	9
BC Building Code 1 – Vernon	25	Payroll Workshop	4
Bear Safety.	21	Pet Massage Therapy - Blind Bay	22
Bee Keeping Basics	11	Pet Massage Therapy – Enderby.	24
Bookkeeping Made Easy	4	Photo Editing - PaintShop ProX	7
Chainsaw Safety Education	21	Photoshop Elements.	7
Chakras for Beginners.	15	PowerPoint in a Day	8
Choosing Your Sewing Project	19	Prenatal Complete Series.	15
Computer Basics for 50+	7	QuickBooks 2010.	7
Computer Fundamentals	6	Reproduction and Health Care for Cattle, Goats and Sheep	11
CPR C/AED	13	Rigging Safety	24
CPR C/AED Recertification	13	S-100 Fire Suppression	11
Crystal and Gemstone Healing	15	S-100 Fire Suppression Recertification	12
Dental Office Administrative Assistant Certificate	9	Sewing Made Easy	19
Digital Photography	8	Shiatsu for Beginners	15
Drawing - An Introduction	20	Simply Accounting Certificate	5
Emergency Childcare First Aid and CPR B.	14	Simply Accounting Intermediate.	5
Energy Star Ratings.	17	Simply Accounting Introduction	5
Excel: Formulas & Functions.	6	Small Farm Management	11
Excel: Working with Charts & Printing Spreadsheets	6	Solar Panels	18
Final Expenses and Funeral Planning	19	Spreadsheets Introduction: Excel.	5
First Aid for Pets Part II	20	Standard First Aid and CPR C	13
First Nations Consultation and Negotiations – Vernon	25	Standard First Aid and CPR C – Chase.	23
Fitness Theory	9	Standard First Aid and CPR C – Enderby.	24
Folding Boom and Stiff Boom for Incumbent Operators	24	Stop Procrastinating	4
Foodsafe Level I	10	Sustainable Building Concepts – Vernon	25
Foot Reflexology.	15	Taking Better Indoor and Outdoor Photographs	19
Forklift Truck Operator.	12	The Art and Science of Pruning	17
Fundamentals of Pet Grooming	20	The Joy of Sketching	21
Fundamentals of Pet Grooming - Blind Bay	22	Transportation Endorsement.	14
Gas Fitting - Class B (and Class C) – Vernon	25	Transportation of Dangerous Goods	10
Getting Started with Excel.	6	Understand Your Soil for Better Success	17
GIS Certificate	5	Watercolour Painting - An Introduction	20
Heat Pumps	17	Water-Wise and Wildlife Friendly Landscaping.	17
Home Theatre and Entertainment Systems	18	Weed Management	16
How to Self Publish Your Book	19	Wire Wrapping Crystals	15
Installing Switches, Energy Efficient Lights and Ceiling Fans.	18	Word in a Day	7
Internet for 50+	7	Word Processing Intermediate	7
Introduction to Accounting Level	4	Word: Tables and Columns the Easy Way	6
Introduction to Accounting Level I – Chase.	23	Word: Working with Pictures & Objects.	6
Introduction to Computer Maintenance.	8	Workplace Hazardous Materials Information Systems	10
Introduction to Electrical Basics	18	Worm Composting	16
Introduction to Home Landscaping	16		
Introduction to First Aid for Pets.	20		
KidProof Babysitters Training	21		
Land Management	11		
Landscape Horticulture Certificate	16		
LEGO Mindstorm	22		
LEGO Mini Robotics	22		
LEGO Mini Robotics – WeDo	22		
Make Your Home Energy Efficient	18		



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, Mastercard 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.

Certificate Programs

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



Earn your certificate in less than a year!

- ARC/INFO GIS Certificate
- Basic Accounting Certificate
- Dental Office Administrative Assistant Certificate
- Landscape Horticulture Certificate
- Palliative Care Certificate
- Simply Accounting Certificate

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/cs