



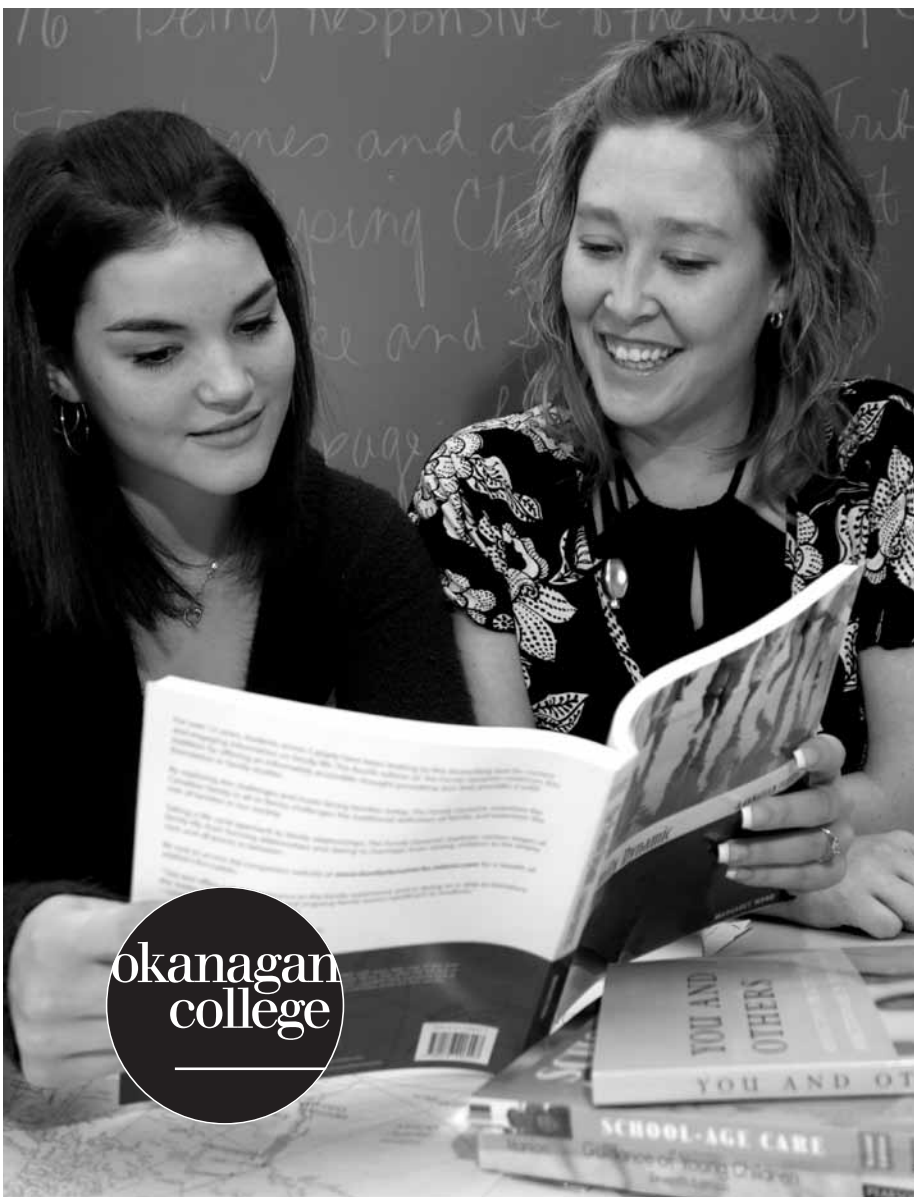
Continuing Studies Revelstoke

www.okanagan.bc.ca/cs

SPRING/SUMMER
2010



Imagine what you can do...



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

Programs Offered Fall 2010

Computer Basics
for Business Certificate

See page 8

Education
Assistant Certificate







See page 12

Custodial
Worker Certificate

See page 11

Experience
Works Program

See page 13

	CERTIFICATE PROGRAMS	2	ADULT ACADEMIC AND CAREER PREPARATION (AACP)	20
	BUSINESS	7	English as a Second Language	
	COMPUTERS AND TECHNOLOGY	9	Settlement Assistance Program (ESLSAP)	
	EMPLOYMENT AND PROFESSIONAL DEVELOPMENT	11	Volunteer Literacy Tutoring Program (VLTP)	
	FIRST AID, SAFETY & HEALTH	16	ONLINE AND DISTANCE LEARNING	21
	LEISURE & LIFESTYLE	19	REVELSTOKE ADULT CENTRE OF LEARNING	23
			REGISTRATION INFORMATION	24



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

OKANAGAN COLLEGE
Continuing Studies
Revelstoke Centre

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

www.okanagan.bc.ca/rev

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

HELP WANTED

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

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

Mary Kline
Program Coordinator
mekline@okanagan.bc.ca

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

Welcome to Continuing Studies

Do you have any questions about our programs? Call 250-837-4235. You can also email one of our staff and we will be happy to assist you.

Program Coordinator

Mary Kline

mekline@okanagan.bc.ca

Program Assistants

Karmen Cozens

kcozens@okanagan.bc.ca

Carol Fitchett

cfitchett@okanagan.bc.ca

"I am thrilled to be taking the Education Assistant Certificate program in Revelstoke. As a mature student retraining to become an Education Assistant, I have learned so much in the last two months. I have found the material to be up-to-date, comprehensive, and exceptionally presented, providing me with the insight and practical knowledge required to become a competent Education Assistant in today's Educational system."

Sandra Murray, E.A. student
(Education Assistant Program 2008/09)



Okanagan College Advisory Committee Members - 2009/10

Sheena Bell

Community Connections

Catherine Bellerose

Parks Canada

Ruth Boettger

Revelstoke Senior's Association

Kristal Bradshaw

Community Connections

Linda Chell

Revelstoke Child Care Resource and Referral

John Devitt

Chamber of Commerce

Peter Frew

City of Revelstoke

Mike Hooker

Revelstoke Secondary School

Julie Lowes

Interior Health

Jeff Nicholson

School District #19

Nelli Richardson

Revelstoke Women's Shelter

Cathie Thacker

Revelstoke Employment Services Centre

Jennifer Walker-Larsen

BC Hydro

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



Mary Kline

Program Coordinator
Continuing Studies
mekline@okanagan.bc.ca Local 6503

Contact Mary about your training needs as an individual or organization. Mary will provide information about upcoming certificate programs, first aid training, computer training, business training needs and more!



Karmen Cozens

Program Assistant
Continuing Studies
kcozens@okanagan.bc.ca Local 6501

Contact Karmen for general course information, to register and pay for classes, to apply for programs, for sponsorship information, room bookings and much more!



Carol Fitchett

Program Assistant
Continuing Studies
CFitchett@okanagan.bc.ca Local 6507

Contact Carol by Email, phone or if you prefer to talk in person come to the office. Carol will help you with your registration needs!



Claudette Kendel

AACP Coordinator
ckendel@okanagan.bc.ca Local 6516

Claudette is the Adult Academic and Career Preparation Coordinator. If you require upgrading to meet post secondary program prerequisite, complete adult graduation, or enhance academic skills for career advancement or personal growth, contact Claudette.



Simone Palmer

AACP Instructor & VALT Coordinator
spalmer@okanagan.bc.ca Local 6504

Simone Palmer is an Adult Academic and Career Preparation Instructor who teaches English, Social Studies, History and Law. She also works as an instructor in the Volunteer Literacy Tutoring Program.



Sarra Dupuis

AACP Instructor
SDupuis@okanagan.bc.ca

Improve your mathematics skills with help from one of our Adult Academic and Career Preparation Instructors like Sarra. She also works as a French language Instructor.



Megan Shandro

Volunteer Adult Literacy Tutoring Coordinator
mshandro@okanagan.bc.ca Local 6504

Do you need help with reading, writing or math? Are you interested in helping adults develop better reading and writing skills? If you would like to work with a tutor or become a tutor, contact Megan.



BR Whalen

ESL Settlement Assistance Program Coordinator
Educational Advisor
Centre of Learning Coordinator
brwhalen@okanagan.bc.ca Local 6505

Please contact BR Whalen if you are a new immigrant who would like to improve your language skills or if you are interested in becoming a volunteer ESL tutor.

If you need a supportive place to study for courses, to take distance education exams or information about programs and prerequisites, BR Whalen can assist you.



Cathy Cameron-Suchy

ESL Instructor
csuchy@okanagan.bc.ca Local 6510

Cathy works in the ESL Settlement Assistance Program. She teaches ESL classes and trains volunteer tutors who work with our ESL learners. Contact either BR or Cathy if you are interested in becoming an ESL tutor...one of the most exciting volunteer opportunities in Revelstoke!



Janet Lemieux

Program Administrator
Trades and Apprenticeships
jlemieux@okanagan.bc.ca Local 6509

Janet is responsible for providing Trades and Apprenticeship training in the Salmon Arm and Revelstoke areas.



Bob Reed

Residential Construction
Trades and Apprenticeships
BReed@okanagan.bc.ca

You might see Bob on the work site supporting the Residential Construction students with the building of an affordable housing project.



Business Programs

Best of Revelstoke (Classroom Delivery)

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

Course code: PS 040, Hours: 2

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

CRN# 90609

\$45

Instructor: Nancy Geismar

Best of Revelstoke (On-Line)

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

Course code: PS 039

\$30 + GST

Taking Better Minutes

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

Course code: MGR 171, Hours: 6

Jun. 22 & 23, Tue & Wed, 6:30 - 9:30 p.m.

CRN# 90718

\$159 + G.S.T.

Payroll Workshop

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

Course code: OFA 011, Hours: 6

Jun. 21 & 24, Mon & Thu, 6:30 - 9:30 p.m.

CRN# 90616

\$89 + G.S.T.

Instructor: Tammy Smith

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 is the foundation needed to advance to other IT programs such as the Computer Proficiency for Business Certificate. To be successful in this program, students should be prepared to work on assignments outside the regular classroom schedule.

Certificate will be issued upon successful completion of the five courses. Successful completion is measured as a 60% pass mark for each course. Note: Course textbooks and materials are additional costs.

Admission Requirements:

- Grade 12 or equivalent (Advanced Level Certificate or GED)
- Computer Keyboarding Level 1 and Computer Fundamentals or equivalent.

Program starts: September 13, 2010

Cost: \$1,331 + texts and supplies

Accepting applications now!!

File and Desktop Management

Proper file and desktop management skills are essential in today's workforce. This course will enable students to become proficient with the current operating system used by most employers. Topics covered include creating and customizing folders, organizing and managing files and folders, selecting, copying, deleting and renaming files and folders, formatting floppy disks, customizing the desktop and using various items in the control panel.

Course code: MSFD 101, Hours: 12

Sep. 13 - 16, Mon - Thu, 9 a.m. - 12 p.m.

CRN# 70054

\$184

Internet Fundamentals

This introductory course covers topics such as browsing, searching, and basic navigation features, simple downloads, Internet Service Providers, and basic e-mail communication.

Course code: MSIN 102, Hours: 15

Sep. 15 - 22, Wed, Fri, Mon - Wed, 1 - 4 p.m.

CRN# 70054

\$230

Word Processing

Introduction - Word

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

Course code: MSWP 101, Hours: 18

Sep. 22 - 29, Mon - Fri, 9 a.m. - 12 p.m.

CRN# 70056

\$275 + text

Spreadsheets Introduction - Excel

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

Course code: MSSS 101, Hours: 18

Sep. 28 - Oct. 6, Mon - Fri, 1 - 4 p.m.

CRN# 70057

\$275 + text

Word Processing

Intermediate - Word

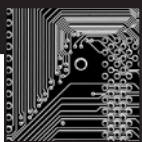
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of large multi-page documents. Topics include; file management, text manipulation, tables, merging, sorting, page numbering and headers and footers. Other topics that are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

Course code: MSWP 201, Hours: 24

Oct. 5 - 15, Tue - Fri, 9 - 12 p.m.

CRN# 70058

\$367 + text



Simply Accounting Certificate

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

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

Admission Requirements:

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

Simply Accounting Intermediate

Building on the skills learned in the introductory course, this course introduces students to more advanced options including inventory control procedures and all payroll functions from recording time worked to printing T4's.

Course code: MSAC 201, Hours: 24

May 26 - Jun. 21, Mon & Wed,
6:30 - 9:30 p.m.

CRN# 90376

\$367 + text

Computer Literacy

This course includes the following:
Computer Fundamentals: After a brief overview of computer hardware, participants will learn the basics of the Windows operating environment with emphasis on basic terminology, the desktop, icons and shortcuts, the taskbar, launching and closing applications, multi-tasking between programs, and basic Windows properties. Particular emphasis is placed on simple file and folder management, which is a fundamental requirement when working with documents.

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

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

Course code: COSS 193, Hours: 30

May 25 - Jun. 4, 9 - 12:30 p.m.

CRN# 90608

\$405.50 + GST

Power Point Presentation

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

Course code: MSPP 101

Jun. 1 - 17, Tue & Thu,

6:30 - 9:30 p.m. CRN# 90332

\$275

Word Processing Introduction

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

Course code: MSWP 101, Hours: 18

Jun. 7 - 12,

CRN# 90612

\$275 + text

Spreadsheets Introduction - Excel

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

Course code: MSSS 101, Hours: 18

Jun. 15 - 22,

CRN# 90613

\$275 + text

One to One Computer Training

Computer training can be arranged for a time and place that is tailored to suit your needs. Whether it's at the workplace or the home; our instructors will be able to help you. Call us at (250) 837-4235 for more information.
\$63 per hour (includes GST).

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!

250-837-4235 ext. 6503



Custodial Worker Certificate October 2010

This program is 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. Optional on-the-job work experience of up to two weeks may be arranged at some centres. Although completion of the work experience is not required for the certificate, it is a useful part of training for people seeking employment in the building service industry.

Students are strongly encouraged to take Occupational First Aid Level 1 and Transportation of Dangerous Goods Regulations (TDG) as these certificate courses are a requirement for employment in some positions.

Floor Care and Maintenance

Basic principles of floor care, together with equipment and procedures used in wet mopping, damp mopping, scrubbing, stripping, polishing, spray buffing, burnishing, and the proper application of floor finishers and sealers.

Course code: CW 03

Oct. 18 - 22, 9 a.m. - 4 p.m.

CRN# 70033

\$222

Carpet Cleaning and Maintenance

Introduction to the types and construction of carpets and rugs. Application of equipment and supplies as well as the procedures used in cleaning and maintaining carpets.

Course code: CW 04

Oct. 25 - 27, 9 a.m. - 4 p.m.

CRN# 70034

\$118

Work Experience (Optional)

Individually arranged placement in appropriate settings for up to 60 hours of practical work experience.

Course code: CW 05

CRN# 70035

\$153

Basic Cleaning Procedures

Introduction to basic techniques of cleaning. This course includes worker motivation, care and upkeep of equipment, motion economy, safety in the workplace, fire safety, security, dusting, dust mopping, chemicals of the industry, the housekeeping cart, servicing dispensers, restroom sanitation, cleaning light fixtures, and washing walls, chalkboards and windows.

Course code: CW 06

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

CRN# 70036

\$244

Special Cleaning and Maintenance

Instruction and practice in cleaning special areas and fixtures, including metallic objects, Venetian blinds, wooden furniture, stairways, lobbies, gymnasiums, kitchens, and shops.

Course code: CW 07

Nov. 5 - 9, 9 a.m. - 4 p.m.

CRN# 70037

\$111

Applications are being accepted!!

Education Assistant Certificate Fall 2010

This 447-hour program prepares students to work as Education Assistants in a school setting with an emphasis on working as part of a team. The Education Assistant works under the instructional supervision of classroom teachers and employment supervision of other School and District level staff. Duties include helping to implement the Individualized Education Plan (IEP) that has been developed by the team for individual children with exceptionalities in the areas of: cognitive abilities, physical challenges, severe health issues, behavioural challenges, autism and related disorders.

This program includes both theoretical studies and practical applications in such areas as understanding school curriculum and developing strong observation and related skills while working with children who have severe challenges. As well, it will encourage the imagination and creative ability of each student in the program.

Graduates of this program are well prepared to facilitate and support the learning and independence of children who require extra assistance in meeting their educational goals.

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 no more than three months before their date of admission. The form will be given to the applicants by the Continuing Studies office offering the program. Applicants who have a criminal record and plan to seek a pardon are advised that this can be a lengthy process and that they should initiate the criminal record check procedure at their local police department at least six months prior to application. Prospective students who have been convicted of a criminal offence may be denied admission. Failure to submit all required documentation by a specified deadline may result in denial of admission.

October 5, 2010 - June 30, 2011

Tuesday and Thursday evenings
from 6:30 - 9:30 p.m.

Additional workshop and practicum hours to be scheduled.

Tuition is \$3,427 plus materials and texts.

Applications are being accepted NOW!!

Experience Works Program

Are you unemployed?

Are you between the ages of 55 and 64?

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

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

Program Details:

- Participants will be provided with a living allowance.
- Participants will be supported in accessing a paid work experience.
- Participants will be provided with computer training and employability workshops.
- Participants will have access to certificate training.
- Participants will be supported in creating a personal and detailed career plan.
- Exceptions can be made for individuals 50 - 54 and 65 and older.
- Contact Mary Kline (local 6503) to find out more about this program.

Program Dates:

- May - July 2010 and September - December 2010
- Classes take place at Okanagan College, Revelstoke Centre.
- This is a full-time program.

Canada



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



Employer's Advisers Seminar Information

Please register online at <http://www.labour.gov.bc.ca/eao/easr.htm> or call 1-866-855-7575.

Registration deadline is May 19.

This is a no charge service provided by the BC government to employers, potential employers and any of their representatives.

Accident Investigation

This seminar will provide Employers with information regarding when accident/incident investigations are required and how to conduct these types of investigations. Topics covered include WorkSafeBC law and regulation regarding accident/incident investigations, a practical guide to investigating accident/incidents, and why thorough accident investigations are important. Case studies will be used to emphasize the practical information. This course is ideal for Employers, Managers, Supervisors and members of the Joint OHS Committee who conduct or are involved in accident/incident investigations at the workplace.

May 27, Thu, 1 - 4:30 p.m.

Due Diligence for Employers

This seminar will discuss the elements of due diligence. Managers and supervisors will gain a better understanding of the legislative and regulatory requirements necessary to demonstrate due diligence in their workplace. This seminar may also be of interest to Human Resource and Health & Safety practitioners.

May 26, Wed, 1 - 4:30 p.m.

Joint OHS Committee Workshop

Designed for the members of the employers' Joint Occupational Health and Safety Committee. Overview of Part 3 of the Worker' Compensation Act with emphasis on a Joint Committee's duties and responsibilities. This workshop would be beneficial for both worker and employer committee representatives.

May 27, Thu, 8:30 a.m. - 12 p.m.

WCB Worksafe Programs

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

Worksafe Courses:

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

Preventing and Investigating Musculoskeletal Injury

A musculoskeletal injury (MSI) is an injury to muscles, tendons, ligaments, joints, nerves, or blood vessels that may be caused or aggravated by work. These injuries have consistently accounted for the highest number of Workers' Compensation Board claims in the past years. This WCB certificate course aims at providing employers and workers with the knowledge and tools to prevent MSI and to conduct investigations into these injuries. This will be of interest to employers, workers and members of the general public keen on gaining an understanding of MSI risk factors associated with work.

Course code: HLT 031

May 16, Sun, 8 a.m. - 1 p.m.

CRN# 90727

\$99

Preventing Workplace Violence

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

Course code: HLT 047

May 16, Sun, 1:30 - 7 p.m.

CRN# 90726

\$99

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. This course covers the interpretation of Material Safety Data Sheets (MSDSs), labeling, procedures for safe handling use and storage and emergency procedures for specific hazardous products. This training

program should be part of an ongoing general orientation for your staff.

Course code: HLT 025, **Hours:** 3

Jun. 19, Sat, 8:30 a.m. - 12:30 p.m.

CRN# 90629

\$69

Traffic Control Person Certification

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

Course code: LAT 001

May 1 - 2, Sat & Sun, 8:30 a.m. - 5 p.m.

CRN# 90328

\$249

Instructor: Vicki Skjeie

Foodsafe - Level 1

Foodsafe is a successful training program for students, workers, supervisors and operators in food services. This Level I course emphasizes the top 10 improper practices that cause food borne illness plus the top six job hazards in food preparation and serving. This is a provincial requirement for everyone involved in any type of food services, including fundraisers.

Course code: PS 003, **Hours:** 8

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

CRN# 90172

\$89

Instructor: Carol Dumont



Prenatal Education Series

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

Course code: HLT 021, Hours: 8

May 10 - Jun. 7, Mon, 7 - 9 p.m.

CRN# 90134

\$79 + GST

Instructors: Gina Klevorick & Juliette Ehlers

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

Occupational First Aid Courses

Occupational First Aid - Level 1

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

Course code: HLT 016, Hours: 8

May 29, Sat, 8:30 a.m. - 5 p.m.

CRN# 90359

Jun. 19, Sat, 8:30 a.m. - 5 p.m.

CRN# 90360

\$98.45 (includes text)

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

Outdoor shoes are not allowed in the first aid room.

Please bring clean footwear.

These rules apply to all first aid classes.

Transportation Endorsement

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

Course code: HLT 020, Hours: 8

May 30, Sun, 8:30 a.m. - 5 p.m.

CRN# 90361

\$99 (includes text)

Occupational First Aid - Level 3

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

Minimum age requirement is 16 years.

Course code: HLT 018, Hours: 70

May 3 - 14, Mon - Fri, 8:30 a.m. - 4:30 p.m.

CRN# 90357

Test Dates: Week of May 17

\$712 (includes text)

First Aid

Out-of-Jurisdiction Certificate

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

Course Code: HLT 123

Contact Okanagan College for details.

\$25

Wilderness First Aid

Wilderness First Responder

This is an internationally recognized program designed for outdoor professionals. Upon completion of this course, participants will have the training required to respond to medical emergencies in a wilderness setting. This course will give you the tools to make critical medical and evacuation decisions in remote locations. Teaching topics include but are not limited to patient assessment and long-term treatment, wound management, trauma, medical illnesses and environmental injuries. Full certification in CPR (C) with AED is part of this course.

Course code: HLT 136, Hours: 80
 May 15 - 23, Sat - Sun,
 CRN# 90377
 \$730

Advanced Wilderness First Aid

This course is intended for those who travel and recreate in areas where advanced medical care is not easily accessible. Students will learn how to implement long-term medical care and stabilize patients until rescue is available or additional help arrives. Medical techniques covered include but are not limited to anaphylaxis, wound management, trauma, simple medical illnesses, patient assessment and spine-clearing exam. Full certification in CPR (C) with AED is part of this course.

There is a BRIDGE course that is available to take after the AWFA should you wish to upgrade to Wilderness First Responder.

Course code: HLT 137, Hours: 40
 May 15 - 19, Sat - Wed,
 CRN# 90378
 \$415

Wilderness First Responder BRIDGE Course

Students must have a valid 40 hour Wilderness First Aid course to enroll in this program. This course is designed for students who may want to upgrade their Advanced Wilderness First Aid training to a Wilderness First Responder (80 hours) certification.

After reviewing the basics, we will review some topics in more detail as well as cover additional topics to get you up to the 80-hour wilderness first aid standard. Most of the time is spent in "hands-on" practical simulations and scenarios.

Course code: HLT 138, Hours: 40
 May 20 - 23, Thu - Sun,
 CRN# 90379
 \$415

Forestry Training Courses

Occupational First Aid Level 1, Transportation Endorsement and Oxygen Therapy

This two-day course will provide students with WCB accepted training for basic first aid, CPR and transportation protocol. 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. Participants, who successfully complete the first day of training, will learn how to move injured workers by using a spine board or basket stretcher. Throughout both days of training, students will also learn the technique of administering oxygen therapy. WCB recognized certificates for Occupational First Aid (OFA) and Transportation Endorsement will be issued upon successful completion. Students will also receive an oxygen therapy certificate endorsed by Okanagan College. Students must be 16 years old to be certified.

Course code: HLT 087
 May 25 & 26, Tue & Wed, 8 a.m. - 5 pm.
 CRN# 90366
 \$198.00

Instructor: Michelle Riches

Fire Suppression and Safety (S100)

Under the Wildfire Act, workers must be trained and certified in fire suppression techniques. This two-day course ensures that workers are familiar with forest fire prevention and suppression responsibilities. It includes a classroom and practical field application. 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 Ministry of Forests. Course must be retaken if not recertified within four years. Students are to arrive at 8:20 a.m., bring lunch and wear sturdy work boots for afternoon portion which is outside at a work site. Students must be 19 years of age to secure employment in this field. This certificate is valid for five years - recert yearly.

Course code: RR 001 Hours: 16

May 29 - 30, Sat & Sun, 8:30 a.m. - 4:30 pm.

CRN# 90327

\$225

Instructor: Jake Jacobson

Fire Suppression and Safety Recertification (S100 Recert)

This recertification course is for individuals who have already completed the above course (S100) within the last four years. All participants must bring certificate of completion of the S100 full course and photo identification to enrol. 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.

Course code : RR 002 Hours : 4

May 29, Sat, 8:30 - 12:30 p.m.

CRN# 90326

\$85

Instructor: Jake Jacobson



Educational Advising & Disability Services

An Okanagan College Education Advisor is available for course advising. Students with disabilities who qualify for Okanagan College programs may be eligible for services that provide access to the educational opportunities offered at Okanagan College.

Phone 250-837-4235 to book your appointment with an advisor for either of these services.



The Okanagan College Revelstoke Centre

with the assistance of the Columbia Basin Trust's Community Initiatives Program, has created the Community Training Support Fund to assist local businesses, non-profit associations, and individuals in our community in accessing affordable training and educational opportunities. This fund allows businesses, non-profit associations and individuals to access training at reduced costs.

Please contact Mary Kline at (250) 837-4235

or mekline@okanagan.bc.ca



Financial Education Workshop

No matter what your age, your financial situation or your goals, you need to know about the power of investing. This financial education series is a great way to start. You'll learn how to increase investment income while reducing taxes on those investments. We'll teach you about the stock market and other forms of ownership and loanership investments. Our focus will be on you and your goals, whether saving for your children's education or planning for your retirement.

Course code: MGR 262 CRN# 90716

May 13 - 27, Thu, 6:30 - 9:30 p.m.

Presented by: Edward Jones

\$40 (includes \$30 in materials)

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.

Course code: NRR 002

CRN# 90654

May 29, Sat, 1 p.m. - 4 p.m. (or until all your questions are answered)

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

\$20 (Registration fee is refundable upon attendance)

Italian - Level 1

If you've ever wanted to learn Italian, sign up for this fun and practical course. This is a basic "beginner's level" Italian. It will appeal to those who have never taken any Italian. Emphasis will be on verbal communication and will focus on the skills you need to make yourself understood as well as gaining a foundation for further acquisition of Italian language skills.

Course code: HUM 031 CRN# 70083

Oct. 6 - Nov. 24, Wed, 6 - 9 p.m.

\$149 + G.S.T.

Pleasure Craft Operator

(formerly Safety Afloat)

Students who successfully complete this 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. Additional programs for youth ages 8 - 12 can be set up. Contact our office to have your child placed on a waitlist.

Course code: MAR 001

May 9, Sun, 9 a.m. - 3 p.m.

CRN# 90424

\$65

Instructor: Jake Jacobson

Adult Academic & Career Preparation

AACP Courses

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

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

Skills Assessment

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



Delivery Mode 1:

Classroom setting

Fall 2010, Sep. 7, 2010 - Dec. 23, 2010
(4-month semester)

Course offerings are:

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

AACP Intermediate Level
English 070
Math 071 and 072

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

Delivery Mode 2: Flex class

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

- Flexible scheduling with two fall intakes:
Sep. 13, 2010 - Feb. 18, 2011
Nov. 8, 2010 - Apr. 15, 2011
- Self-paced courses
- One-on-one instructional help from qualified instructors
- Access to computers with Internet

Course offerings are:

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

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



English as a Second Language Settlement Assistance Program (ESLSAP)

The English as a Second Language Settlement Assistance Program is a one-to-one volunteer tutoring program that operates from September until June. We provide services to adult immigrants who speak beginner or intermediate level English.

We offer:

- FREE English language tutoring
- Weekly classes or field trips
- Access to English Language software

Our purpose is to:

- Assist immigrants who live in Revelstoke improve their English skills
- Acquaint newcomers with Canadian culture and systems
- Help new immigrants integrate into life in Revelstoke

Volunteering

Volunteers who enjoy teaching and meeting people from other cultures form the foundation of our program. Our tutors contribute immeasurably to the lives of our learners by helping them to improve their English language skills, sharing Canadian culture and directing learners to appropriate services when required.

Our volunteers find instructing learners from other countries and meeting other like-minded tutors to be a rewarding expenditure of time. Although valuable, no teaching experience is necessary. Volunteers are required to attend our free ESL training sessions before they may begin to work with a learner. For people interested in teaching English as a Second Language, our program is a great opportunity to gain experience. You may visit the ESLSAP recruitment website to determine whether tutoring is right for you: <http://www.mytrainingbc.ca/eslsap/recruitment>.

For more information about the program, eligibility criteria, or to find out information about volunteering to be a tutor, please contact B.R. Whalen at 250-837-4235 local 6505, or email brwhalen@okanagan.bc.ca.



VOLUNTEER LITERACY TUTORING PROGRAM (VLTP)

Do you need help with reading, writing, math
or basic computer skills?

Do you know someone who does?

Is it hard to:

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

We can help!

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

This service is FREE and CONFIDENTIAL.

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

Volunteer Tutors Needed!

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

REVELSTOKE CENTRE OF LEARNING

The Centre of Learning is our student-centred facility available to Okanagan College and distance education students. To use this facility, you are required to become a Centre of Learning member.

The Centre of Learning is located at the Revelstoke Centre, 1401 First Street West in Room 114.

As a member, you have access to:

- FREE Exam Invigilation Services
- A quiet study space
- Computer use and support
- The Internet
- Experienced and supportive staff
- English as a Second Language Software
- Room for literacy and ESL volunteer tutoring

Membership is FREE for students taking any Okanagan College courses! Students completing courses through other institutions are welcome to become members for only \$25.00. Okanagan College Revelstoke is offering this service in an effort to contribute to the educational needs of our Revelstoke community.

To become a member, you must be:

- 19 years or over
- Enrolled in an Adult Academic and Career Preparation (AACP) course OR
 - Any Okanagan College course OR
 - Any post-secondary distance education course



We are open:

September to June
Monday,
Wednesday and
Friday

10 a.m. to 4:30 p.m.

Tuesday and Thursday

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

and

6:30 p.m. to 8:30 p.m.

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



HOW TO APPLY



ON-LINE

www.okanagan.bc.ca/csreg

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



IN PERSON

Revelstoke Centre
1401 W First Street
Revelstoke, BC
Regular Office Hours:
8:30 a.m. to 4:30 p.m. Mon - Fri



BY PHONE

250-837-4235 Registration will be accepted during regular office hours by using your VISA, Mastercard or American Express card.



BY FAX

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



BY MAIL

Fill out the Registration Form and mail to:
Okanagan College, Continuing Studies
P.O. Box 3118
Revelstoke BC, V0E 2S0

Fees in full must accompany registration. Please make cheque or money order payable to "Okanagan College" or use VISA, MasterCard or American Express. Sorry, we cannot accept post-dated cheques.

We would be pleased to give you a full refund on cancellations made 48 hours in advance of commencement date. Some restrictions apply, please ask for details.

Hours of Operation

Monday to Friday

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

Holidays

Classes are not held on statutory holidays.

Withdrawal / Refund Policy:

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

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

Our Commitment to You

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

Tuition Fee/Tax Deduction

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

Fee Discrepancy

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

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

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

