



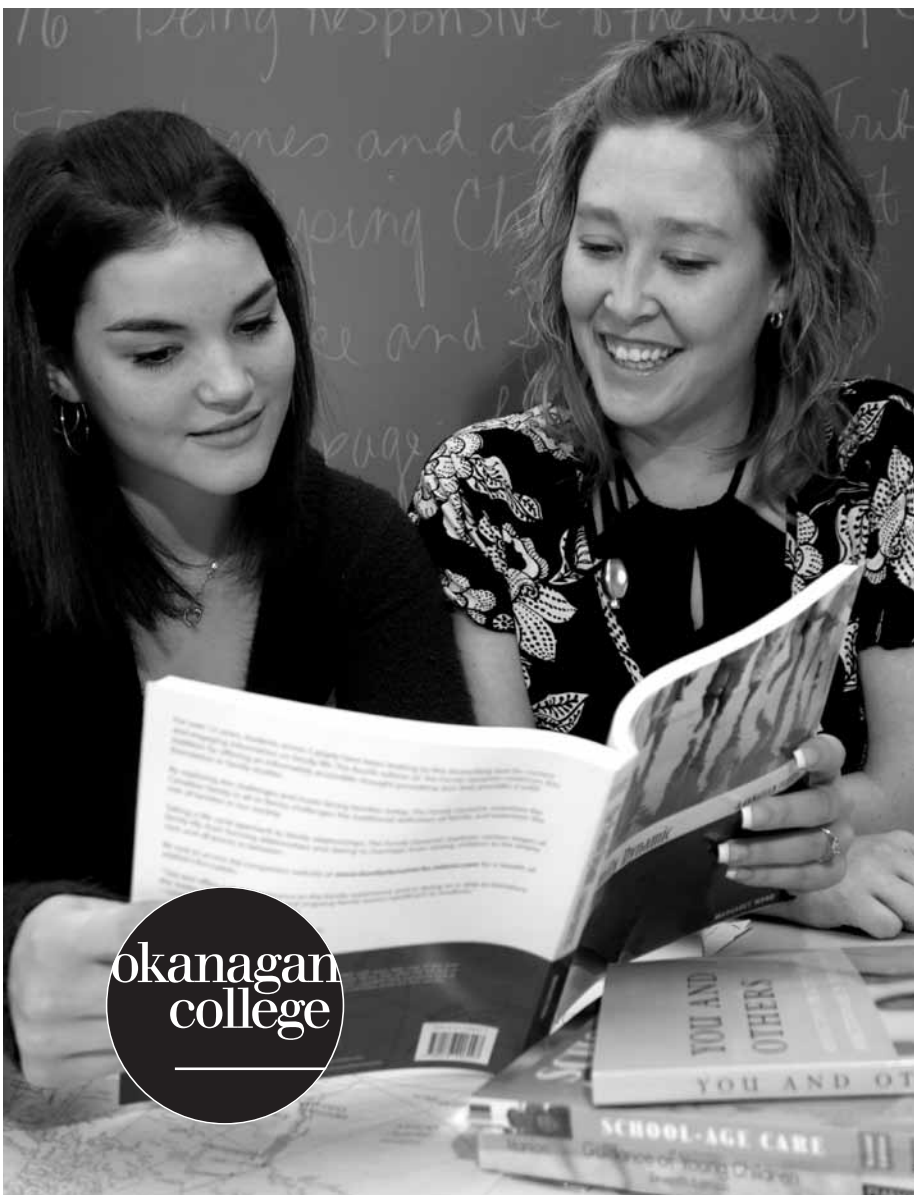
Continuing Studies Revelstoke

www.okanagan.bc.ca/cs



Imagine what you can do...

**FALL
2010**



okanagan
college

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

Programs Offered Fall 2010

Basic Security and Advanced Security Training
See page 14







Computer Basics for Business Certificate
See page 8

Custodial Worker Certificate
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Education Assistant Certificate
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Experience Works Program
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Simply Accounting Certificate
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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

Renee Myers
rmyers@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 - 2010

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!



Renee Myers

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

Contact Renee for your Continuing Studies inquiries. This includes registration, certificate programs and general information about OC Revelstoke



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 or provide you with information on the Experience Works Program.



Simone Palmer

AACP Coordinator
spalmer@okanagan.bc.ca Local 6516

Simone 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 Simone.



Mike Brown

Youth Program Liaison
mbrown@okanagan.bc.ca

Mike is responsible for coordinating and facilitating the Youth Skills Link program at the Revelstoke Centre.



Megan Shandro

Volunteer Adult Literacy Tutoring Coordinator
Youth Program Assistant
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? Megan is your contact for pairing up tutors and learners.



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 6505

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.





Business Programs

BAC 11 Intro to Accounting Level I

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

Course code: BAC 011, Hours: 33

Sep. 9 - Oct. 14, Tue & Thu, 6 - 9 p.m.

CRN# 70882

\$257 + text

Instructor: Tammy Smith

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: 3

Oct. 4, Mon, 6 - 9 p.m.

CRN# 70856

\$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 + HST

Crash Course in Marketing

What is marketing? What factors influence marketing activities? How can businesses create an optimal "marketing mix"? This course will introduce you to marketing concepts and allow you to start putting marketing concepts to work for your business.

Course code: MGR 231, Hours: 6

Nov. 28, Sun, 9 - 4 p.m.

CRN# 70365

Or Nov. 29, Mon, 9 - 4 p.m.

CRN# 70367

\$85 + HST

Instructor: Jaime Cram

Customer Care

This eight-hour customer service workshop defines corporate cultures; who your customers really are; what your customers expect; and why you need to connect with them. Develop skills and practice techniques on how to connect and how to sustain that connection.

Learn what to do with customer complaints. This session wraps up with making a personal commitment to change and grow your service attitude.

Course code: MGR 110, Hours: 6

Sep. 26, Sun, 9 - 4 p.m.

CRN# 70360

Or Sep. 27, Mon, 9 - 4 p.m.

CRN# 70362

\$89 + H.S.T

Instructor: Jaime Cram

Social Media Strategies

What is social media? What is in it for you? How can individuals and businesses make use of social media platforms? Are there potential pitfalls to be aware of? These and other questions will be asked and answered in this six-hour course on the fastest growing form of communication today.

Course code: COSS 201, Hours: 6

Nov. 7, Sun, 9 - 4 p.m.

CRN# 70363

Or Nov. 8, Mon, 9 - 4 p.m.

CRN# 70364

\$85 + HST

Instructor: Jaime Cram

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: Sep. 13, 2010

Cost: \$1,335 + texts and materials

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, 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

\$183 + materials

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# 70055

\$230 + materials

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. 20 - Oct. 6, Mon & Wed, 6 - 9 p.m.

CRN# 70744

\$280 + text

Word Processing Intermediate - Word

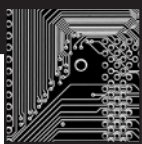
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of large multi-page documents. Topics include; file management, text manipulation, tables, merging, sorting, page numbering and headers and footers. Other topics that are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

Course code: MSWP 201, Hours: 24

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

CRN# 70058

\$367 + text



Computers and Technology

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 Introduction

Learn how to effectively use the components of this integrated accounting software for small business. Topics covered include; General Ledger, Accounts Receivable, Accounts Payable, Projects, Inventory and Payroll.

Course code: MSAC 105, Hours: 24
Oct. 18 - Nov. 24, Mon & Wed, 6 - 9 p.m.
CRN# 70742

\$374 + text

Instructor: Tammy Smith

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
Jan. 10 - Feb. 2, Mon & Wed, 6 - 9 p.m.

CRN# 80290

\$374 + text

Instructor: Tammy Smith

Spreadsheets Introduction - Excel

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

Course code: MSSS 101, Hours 18
Sep. 20 - Oct. 6, Mon & Wed, 6 - 9 p.m.

CRN# 70744

\$280 + text



College Community Service Award

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

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

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
Sep. 27 - Oct. 8, Mon - Fri, 1 - 4 p.m.

CRN# 70881

\$405.50 + HST

Instructor: Elaine Baird

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 ext. 6503
for more information.

\$63 per hour (includes HST).

(Weekend) Introduction to Web Site Design

This is an introductory course into the world of basic web page development. Topics include basic web page design, adding and formatting text and adding images and links.

Course code: COSS 021

Nov. 13 & 14, Sat & Sun, 9 a.m. - 5 p.m.

CRN# 70976

\$199 + HST

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. 20 - Oct. 6, Mon & Wed, 6 - 9 p.m.

CRN# 70744

\$280 + text

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

Word Processing Intermediate - Word

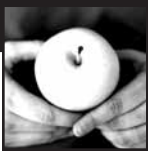
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of large multi-page documents. Topics include; file management, text manipulation, tables, merging, sorting, page numbering and headers and footers. Other topics that are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

Course code: MSWP 201, Hours: 24

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

CRN# 70058

\$367 + text



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.
- 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.

Oct. 5, 2010 - Jun. 30, 2011

Tue and Thu evenings, 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!!



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:

- 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.

Basic Security Training

If you would like a career as a security guard, security alarm installer, locksmith, private investigation or armoured car guard, you'll need to start your training with Basic Security Training. The Basic Security Training (BST) course is a provincially mandated 40-hour course. In order to become security licensed as a security worker in British Columbia, you will now require the new BST 40-hour theory course.

Please note this is offered in partnership with Okanagan College Salmon Arm and will be held in Malakwa.

Course code: LSS 003

Sep. 27 - Oct. 1, Mon - Fri, 8:30 a.m. - 4:30 p.m.

CRN# 70695

\$399 + materials

Instructor: Frank McConnell

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, introduced to control tactics, learn application of restraints and learn proper reporting and documentation. Prerequisites: BST, be fluent in English and be able to obtain a clear criminal record search/police check. Please note this is offered in partnership with Okanagan College Salmon Arm and will be held in Malakwa.

Course code: LSS 019

Oct. 4 - 6, Mon - Wed, 8:30 a.m. - 4:30 p.m.

CRN# 70696

\$425 + materials

Instructor: Frank McConnell

Introduction to Office Administration Certificate - Winter 2011

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

- OA 90 Communication Skills
- OA 92 Basic Office Procedures
- OA 98 Basic Supervisory Skills
- OA 93 Business Math
- OA 94 Basic Accounting
- OA 99 Simply Accounting for Windows
- MSWP 101 Word Processing Introduction
- MSWP 201 Word Processing Intermediate
- MSWP 301 Word Processing Advanced
- MSSS 101 Spreadsheets Introduction
- MSSS 201 Spreadsheets Intermediate
- MSIN 103 Basic Webpage Development
- MSPP 101 PowerPoint Presentation Manager

Admission Requirements:

- Minimum Grade 10 or equivalent
- Computer Keyboarding Level 1 or a minimum of 20 wpm
- Computer Fundamentals

\$4,601 + materials and texts

February 2011 - Accepting applications now!

Landscape Horticulture Certificate - Winter 2011

The landscape industry has seen increased consumer demand for professional landscape services. This program provides the core skills required for employment in this growing industry, as well as upgrading for those currently involved with the various phases of landscape horticulture.

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

\$1,040 plus textbooks

February 2011 - Accepting applications now!





Employers' Advisers Seminar Information

Please register online at www.labour.gov.bc.ca/eao/easr.htm or call (250) 717-2050. Registration deadline is September 17. 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.
Sep. 30, Thu, 8:30 a.m. - 12:00 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.
Sep. 29, Wed, 8:30 a.m. - 12:00 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 Workers' Compensation Act with emphasis on a Joint Committee's duties and responsibilities. This workshop would be beneficial for both worker and employer committee representatives.
Sep. 30, Thu, 1 - 4:30 p.m.

Risk Assessment

Assessing risk is a new approach to occupational health & safety in British Columbia. The Regulation requires all employers to assess risk in the workplace in a variety of situations. This seminar will cover when a risk assessment must be completed and will give participants hands on experience in a variety of different methods of conducting risk assessments that are consistent with the expectations of WorkSafeBC.
Sep. 29, Wed, 1 - 4:30 p.m.

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

Did you know?

\$5,000 grant for employee training available

Ministry of Advanced Education and Labour Market Development has training dollars that businesses and non-profits with less than 50 employees can apply for up until January 2011. Check it out at:

Workplace Training
for Innovation program
www.aved.gov.bc.ca/workplace_training_program

Airbrakes

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

Course code: LAT 002

Sep. 24 - 26, Fri, 6 - 10 p.m.,

Sat & Sun, 8 a.m. - 8 p.m.

CRN# 70694

\$225

Instructor: *Chris deBroekert*

Confined Space Level 1

Pre-Entry

This course identifies the numerous types of Confined Spaces, Confined Space hazards and the regulations regarding working in and around them. Hazard recognition and safety protocols commonly required by both employers and employees to ensure safe work practices are also covered. Required for people working in the Oil & Gas industry, Municipal workers, Equipment Operators and others involved in excavations and trenching as well as specific areas of Agriculture and Construction. Course material reflects legislation and common industrial-regulated practices within Western Canada.

Certification is valid for three years.

Please note this is offered in partnership with Okanagan College Salmon Arm and will be held in Malakwa.

Course code: NRR 004

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

CRN# 70859

\$245

Instructor: *Ron Tomlinson*

Effective Proposal Writing

This is a six-hour course where participants will learn how to create effective proposals by accessing on-line application forms and practice completing them. There will also be opportunities for simple budget proposal writing.

Course code: COA 071, Hours: 6

Nov. 17 & 24, Wed, 6 - 9 p.m.,

CRN# 70776

\$125 + HST

Instructor: *Garry Pendergast*

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.

Please note this is offered in partnership with Okanagan College Salmon Arm and will be held in Malakwa.

Course code: HLT 151, Hours: 6

Sep. 25, Fri, 8 a.m. - 3 p.m.

CRN# 70868

\$225

Instructor: *Gordon Lindberg*

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

Sep. 25, Sat, 8:30 a.m. - 4:30 p.m.

CRN# 70729

Oct. 23, Sat, 8:30 a.m. - 4:30 p.m.

CRN# 70824 - Malakwa

Nov. 5, Fri, 8:30 a.m. - 4:30 p.m.

CRN# 70730

\$89

Instructor: *Carol Dumont*

Forklift Truck Operator

(Extended Practice - New Operator)

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

Course code: CON 010

Sep. 23 & 24, Thu, 8 a.m. - 5 p.m.,

Fri, 7 a.m. - 5 p.m.

CRN# 70693

\$360

Instructor: *Chris deBroekert*

H2S Alive

H2S Alive has been adopted as a standard for the petroleum industry and employers have a preference for employees with this certification. This course is intended for anyone currently working or wanting to work in the petroleum industry. The goal of H2S Alive is to prepare workers to recognize H2S hazards and protect themselves, as well as perform basic rescue during an H2S incident. The course is a combination of theory and practice with each student learning to use breathing apparatus, detector tube devices and perform rescue techniques and rescue breathing. Upon successful completion of written and practical examinations, the candidate will be issued an H2S Alive certificate, which is valid for three years. Please note this is offered in partnership with Okanagan College Salmon Arm and

will be held in Malakwa.

Course code: NRR 001

Oct. 3, Sun, 8:30 a.m. - 4:30 p.m.

CRN# 70857

\$245

Instructor: *Ron Tomlinson*

Hazard Recognition and Control with WHMIS

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

Course code: HLT 063, Hours: 8

Nov. 6, Sat, 8 a.m. - 4 p.m.

CRN# 70833

\$99

Instructor: *Matt Robertson*

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

Nov. 7, Sun, 12:30 - 6 p.m.

CRN# 70834

\$99

Instructor: *Matt Robertson*

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

Nov. 7, Sun, 7 a.m. - 12:30 p.m.

CRN# 70835

\$99

Instructor: *Matt Robertson*

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.

Please note this is offered in partnership with Okanagan College Salmon Arm and will be held in Malakwa.

Course code: HLT 150

Sep. 23, Thu, 8 a.m. - 12:30 p.m.

CRN# 70866

\$245

Instructor: *Gordon Lindberg*

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

Oct. 23 & 24, Sat & Sun, 8:30 a.m. - 5 p.m.

CRN# 70945

\$249 + materials

Instructor: *Vicki Skjeie*

Transport of Dangerous Goods (TDG)

The Transportation of Dangerous Goods Act states that no person shall handle, offer for transport, or transport dangerous goods unless they are trained or working under the direct supervision of a person who has been trained. This course is intended for individuals involved in the transportation of dangerous goods - manufacturers, warehouse personnel, shippers, drivers, couriers and transportation managers. Certification provided upon successful completion of the course.

Course code: HLT 024

Sep. 22, Wed, 1 - 5 p.m.

CRN# 70692

\$69

Instructor: *Chris deBroekert*

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

Oct. 2, Sat, 12 p.m. - 4 p.m.

CRN# 70893

\$69



Health

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 124, Hours: 10

Sep. 13 - Oct. 18, Mon, 7 - 9 p.m.

CRN# 70883

Nov. 1 - 29, Mon, 7 - 9 p.m.

CRN# 70884

Jan. 31 - Feb. 28, Mon, 7 - 9 p.m.

CRN# 80304

Apr. 18 - May 16, Mon, 7 - 9 p.m.

CRN# 90099

\$99 + H.S.T

*Instructors: Gina Klevorick
& Juliette Ehlers*

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

Course code: HLT 016, Hours: 8

Sep. 11, Sat, 8:30 a.m. - 5 p.m.

CRN# 70782

Sep. 22, Wed, 8:30 a.m. - 5 p.m.

CRN# 70783

Oct. 6, Wed, 8:30 a.m. - 5 p.m.

CRN# 70784

Nov. 14, Sun, 8:30 a.m. - 5 p.m.

CRN# 70799 - Malakwa

Nov. 20, Sat, 8:30 a.m. - 5 p.m.

CRN# 70785

Nov. 26, Fri, 8:30 a.m. - 5 p.m.

CRN# 70786

Dec. 15, Wed, 8:30 a.m. - 5 p.m.

CRN# 70787

\$98.45 (includes text)

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

Sep. 12, Sun, 8:30 a.m. - 5 p.m.

CRN# 70796

Nov. 21, Sun, 8:30 a.m. - 5 p.m.

CRN# 70797

\$99 (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.

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 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.

Course code: HLT 018, Hours: 70

Oct. 25 - Nov. 5, Mon - Fri,
8:30 a.m. - 4:30 p.m.

CRN# 70779

Test Dates: Week of Nov. 8
Nov. 29 - Dec. 10, Mon - Fri,
8:30 a.m. - 4:30 p.m.

CRN# 70780

Test Dates: Week of Dec. 13
\$712 (includes text)

Occupational First Aid - Level 3 (Recertification)

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

Course code: HLT 019, Hours: 35

Oct. 12 - 16, Mon - Fri, 8:30 a.m. - 4:30 p.m.

CRN# 70781

Test Dates: Week of Oct. 18
\$536.75 (includes text)

First Aid

Out-of-Jurisdiction Certificate

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

jurisdiction certificate.

Course Code: HLT 123

Contact Okanagan College for details.
\$25

Red Cross First Aid

Standard First Aid and CPR Level C

Comprehensive First Aid & CPR techniques for those who need training for work requirements, or who want more knowledge to respond to emergencies in the workplace, home or at play.

The course covers a variety of topics from basic (such as cardiovascular and breathing emergencies, prevention of disease transmission) to in-depth topics, such as sudden medical conditions and injuries to the head and spine. The CPR C component of the course covers skills needed to recognize and respond to cardiovascular emergencies and choking in adults, children and babies. A certification using an AED (Automated External Defibrillator) is also included.

Course code: HLT 009, Hours: 16

Oct. 2 & 3, Sat & Sun, 8:30 a.m. - 4:30 p.m.

CRN# 70825

\$161.25 (includes materials)

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

Emergency Childcare First Aid and CPR Level B

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

of disease transmission.

Course code: HLT 082, Hours: 8

Nov. 16 & 17, Tue & Wed, 6 - 10 p.m.

CRN# 70828

\$92.85 (includes materials)

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

Emergency Childcare First Aid and CPR Level B (Recertification)

This is the course you want to take if you need to update or recertify your Emergency Childcare First Aid and CPR Level B. This interactive course is for individuals who take care of infants and/or children in the workplace or home.

Course code: HLT 152, Hours: 4

Nov. 15, Mon, 6 - 10 p.m.

CRN# 70903

\$55.50 (includes materials)

CPR Level C & HCP 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. This is a recognized level of training for First Responders and Health Care Providers. Provisions will be made for families, parents, and childcare workers.

Course code: HLT 007, Hours: 8

Dec. 19, Sun, 8:30 a.m. - 4:30 p.m.

CRN# 70832

\$82.35 (includes materials)

Instructor: Michelle Riches

CPR Level C & HCP - AED (Recertification)

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

Provisions will be made for families, parents, and childcare workers.

Course code: HLT 008, Hours: 4

Dec. 18, Sat, 1 - 5 p.m.

CRN# 70960

\$56.35 (includes materials)

Instructor: Michelle Riches

CPR Level Descriptions and Target Audiences:

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

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

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

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

Wilderness First Aid

Wilderness First Responder Re-Certification Course

The course allows students to keep their Wilderness First Responder certification up to date. This course is an intensive review of the Wilderness First Responder curriculum with updates to treatment and protocols if changes have occurred within the industry. Full certification in CPR(C) with AED is part of this course.

In order to participate in this course, you must hold a current wilderness first aid training certification with a minimum of 70 hours of continual training. Your training may be from any organization, provided that your certification was taken within the past three years. Any exceptions to these conditions must be verified by Wilderness Medical Consultants before you register. You must have your original certification to the instructor when you arrive to your course.

Course code: HLT 149, Hours: 24

Nov. 12 - 14, Fri - Sun, 8:30 a.m. - 4:30 p.m.

CRN# 70858

\$395 + H.S.T.

Offered by Wilderness Medical Consultants



Leisure & Lifestyle

At Home Alone Plus First Aid

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

Course code: PIR 166, Hours: 4

Nov. 13, Sat, 1 - 5 p.m.

CRN# 70948

\$50 + HST

Instructor: *Michelle Riches*

GPS for beginners

This 3-hour course will provide new users with a solid understanding of how to use GPS technology to navigate to specific locations, record the route they've taken and how to navigate back to their starting point. Garmin Etrex GPS units will be provided by the College for the course.

Course code: PIR 097, Hours: 3

Oct. 16, Sat, 9:30 a.m. - 12:30 p.m.

CRN# 70977

\$35 + HST

Instructor: *Chris Argue*

Quilting

This course will take you through the steps from rotary cutting to piecing and layering, quilting and binding. Participants will learn to make their own table runner.

Course code: FA 130, Hours: 12

Feb. 12 - Mar. 5, Sat, 9:30 a.m. - 12:30 p.m.

CRN# 80315

\$85 + HST

Kit for table runner will need to be purchased.

Instructor: *Irene Scarcella*

The Birder's Big Day

A 'big day' is a very crazy thing that many serious birders do once or twice per year. The purpose of the big day is to record as many bird species in one day as possible. This course is designed for those birders already comfortable with

bird identification and who are ready to take it to the next level. The morning will be spent owling along roadsides in prime habitat. Then we will transport ourselves to several riparian, mixed coniferous and coniferous habitats early in the day where we may catch some birds still singing. We will then hit some spots along the reservoir to catch our water birds and shorebirds and may even head up in elevation to glimpse some sub-alpine birds. Then we will make our way to some spots ideal for raptor surveys when the thermals heat up. During the dusk chorus, we will visit some more productive songbird areas to catch any species we missed in the morning, then we will head back to a comfy meeting-spot where we can tally our 'catch' and hand out prizes! Be sure that you have access to binoculars (at least 8x), a field guide to western birds, and spotting scope (20-60x)! A small number of these may be provided, but be sure to contact the instructor ahead of time to assure there will be enough. Sign up early, especially if you are interested in car-pooling!

Course code: PIR 402, Hours: 12

Sep. 5, Sun, 6 a.m. - 6 p.m.

CRN# 70961

\$99 + H.S.T.

Birding the Fall Migration

During the breeding season, songbirds are singing and most birds are in their breeding habitats, which are both huge clues to identifying them. During the migration, you may find birds silently flitting by overhead out of their habitat and even (if you're really lucky) out of their breeding and wintering range! The classroom hours will be spent learning the skills of an efficient birder, including finding 'hot' spots and learning to sift through common species to pick out gems. On September 2nd, we will concentrate on how to identify songbirds without the benefit of hearing them sing. On September 9th, we will learn about shorebirds and waterfowl found throughout the Revelstoke area. Finally, on September 16th, we will learn how to identify raptors both in flight and while perched. Each week, take what you have learned into the field as we bird around

the best spots in Revelstoke. Be sure you have access to binoculars (at least 8x), a spotting scope (20-60x), and a field guide to western birds. A small number of these items may be provided, but be sure to contact the instructor ahead of time to assure there will be enough!

Course code: PIR 404, Hours: 14

Sep. 2, Thu, 5:30 - 7 p.m.;

Sep. 4, Sat, 6 - 9 a.m.;

Sep. 9, Thu, 5:30 - 7 p.m.;

Sep. 11, Sat, 8 - 11 a.m.;

Sep. 16, Thu, 5:30 - 7 p.m.;

Sep. 18, Sat, 9 a.m. - 12 p.m.

CRN# 70964

\$119 + HST

Feeding Wild Birds: build your own feeder while you learn the basics!

The bears and squirrels will soon be settling sleepily into their dens for the winter, and that means Revelstokians may once again lure colourful birds into their yards by providing seeds for our hearty winter resident birds. Learn what you need to know about preventing the spread of disease through birds' use of your feeder and what type of feed to have for the birds you are interested in attracting. We will discover simple methods of making feeders that will be wholly consumed as well as build your own wooden feeder! Feeders are a great way to get close to wild birds and are ideal for the amateur, young one or enthusiastic bird photographer. All you will need is a love of feathered things and a pair of work gloves!

Course code: PIR 403

Oct. 23, Sat, 10 a.m. - 3 p.m.

CRN# 70959

\$75 + HST

Fundamentals of Pruning

Discover the basics of pruning. This two session course starts with the principles and theory of pruning; how, when, why and what to expect when you use different pruning techniques.

Course code: AGR 063

Sep. 22 & 29, Wed, 6 - 8:30 p.m.

CRN# 70968

\$45 + HST

Instructor: Gaila Hemphill

Preparing Your Garden for Winter

Learn the methods and recommendations for preparing your garden plants for the cold winter months.

Course code: AGR 072

Oct. 2, Sat, 3:30 - 5:30 p.m.

CRN# 70970

\$28 + HST

Instructor: Gaila Hemphill

Fashion/Glamour Photography Workshop

This workshop is for photographers and anyone interested in having a glamour or fashion style picture taken of themselves. In this workshop students will work with a model and explore all of the elements involved in turning an ordinary portrait into a glamour shot. Makeup for photography, wardrobe, styling and most importantly lighting will be discussed to achieve that shot you see in magazines! This class is guaranteed to be a lot of fun! Students with digital SLR cameras will benefit more from this class than students with "point and shoot" cameras.

Course code: COA 189

Sep. 25, Sat, 9 a.m. - 3 p.m.

CRN# 70932

\$75 + HST

Instructor: John Morrison

Capturing Autumn Colour

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

Course code: COA 145

Oct. 2, Sat, 9 a.m. - 3 p.m.

CRN# 70909

\$75 + HST

Instructor: John Morrison



Makeup for Photography

If you are a bride to be or an aspiring photographer and want to achieve that polished professional look you see in advertisements or magazines, this course is for you. Photographic portraits require a specialized makeup and foundation for lighting and digital capture. Students will learn about the benefits of proper photographic makeup applications to eliminate or reduce specular highlights or “blow out” on skin tones as well as how to get that punch in your portraits. Theory and actual demonstrations will make this class informative and exciting! Shelly Isfeld and John Morrison will be presenting this workshop and will illustrate with a model how makeup and lighting work together to give you the look the pros get.

Course code: PIR 401

Oct. 16, Sat, 9 a.m. - 3 p.m.

CRN# 70939

\$75 + HST

Instructors: John Morrison
and Shelly Isfeld

Digital Cameras II Advanced

Want to take your knowledge and photographic skills to a much higher level and tap into the incredible creative and control potential that you have at your fingertips every time you pick up your camera (and probably didn't realize it)? Want to know when and how to freeze action in a sports activity or how to show water “move” in a waterfall? Would you like to capture beautiful sunrises and sunsets or clouds that you can almost reach out and touch? In this jump-start course you'll learn how to meet and address with confidence the most challenging of lighting and other conditions to make poor lighting work to your advantage. You'll soon know how to handle the most difficult subjects to express yourself with confidence. During the course you'll investigate the dozens of features available to you on your digital camera that allow you to be creative and in control at all times.

Course code: COA 049

Nov. 6, Sat, 9 a.m. - 3 p.m.

CRN# 70907

\$75 + HST

Instructor: John Morrison

Digital (Point and Shoot) Cameras - Getting Started

Still not sure how, when or why to change camera settings; how to make sense of your owner's manual or when to move beyond AUTO? Using your own camera, discover features and modes that let you shoot under any conditions.

Course code: COA 048

Nov. 20, Sat, 9 a.m. - 3 p.m. CRN# 70906

\$75 + HST

Instructor: John Morrison

Learning to Use your Digital SLR

Digital SLR's can expand the world of photography for you with endless options! End the confusion by learning the basics in this introductory course. You will learn settings, lens choices, ISO-equivalent sensitivity, white balance, sharpening, tone, colour, saturation and hue for results that match the intended shot.

Course code: COA 097

Nov. 27, Sat, 9 a.m. - 3 p.m.

CRN# 70908

\$89 + HST

Instructor: John Morrison

Photoshop Basics

Learn to scan photos, create original art, compose images, perform colour correction, re-touch images and perform other photo manipulations using Photoshop CS5! Focus will be placed on the basics of image adjustments, layers and effects, software tools, photo editing, filters and type setting.

Course code: COSS 238

Nov. 16 - 25, Tue & Thu, 6 - 9 p.m.

CRN# 70958

\$149 + HST

Instructor: Elvira Brunner

Japanese Food

Learn to make egg custard soup, sweet and sour ribs, vegetables with miso sesame dressing and sushi wrapped in egg crepes for those who have not acquired a taste for sea weed. Great alternative for special guests!

Course code: PS 045

Sep. 26, Sun, 1 - 4 p.m.

CRN# 70855

\$45 + HST

Instructor: Ginger Shoji

The Ukrainian Feast - Part 1

Learn to prepare a traditional Ukrainian feast that will impress your friends and family! This course is part of a series that will introduce you to comforting Ukrainian dishes. Learn to make delicious homemade perogies and cabbage rolls. Always a hit and just in time for winter and the holidays!

Course code: PS 084

Oct. 3, Sun, 1 - 4 p.m.

CRN# 70980

\$45 + HST

Instructors: *Dave and Lise Tataryn*

Cupcakes!

Give cake decorating a try with Wilton's One-lesson Cupcakes Class. This three-hour class will introduce you to some of the basic skills of cake decorating as you decorate cupcakes. Students will go home with a 12 piece Wilton Cupcake Decorating Set from Chantilly Kitchen Bed n Bath. Please bring six to eight undecorated cupcakes to decorate and take home.

Course code: PS 083

Oct. 17, Sun, 1 - 4 p.m.

CRN# 70947

\$45 + HST

Instructor: *Colleen Morrison*

Food Lover's Series - Mexican

Enjoy a variety of regional specialties from northern Mexico to the southern borders. These dishes will be sure to tickle your taste buds. Most dishes are reasonably spicy and not for the faint of heart!

Course code: PS 012

Nov. 9, Tue, 5:30 - 8:30 p.m.

CRN# 70974

\$45 + HST

Instructor: *Sherry Klemmensen*

Christmas Bakery

Get your Christmas baking underway with some beautifully decorated sugar cookies and gingerbread! Learn to work with royal icing and colour flow icings. Participants will learn decorating techniques and practice on cookies to be taken home and shared with family and friends. There will be some additional Christmas baking recipes included with a cookie decorating kit from Chantilly

Kitchen Bed n Bath to take home with your cookies!

Course code: PS 077

Nov. 14, Sun, 1 - 4 p.m.

CRN# 70946

\$45 + HST

Instructor: *Colleen Morrison*

Wine Server

An ideal course for those wanting to take their knowledge about wine to the next level. This 12-hour course was developed in consultation with industry and identifies why B.C. wines are unique. It covers how to recommend and serve wine and includes information and practice in uncorking, tasting, identification of wines, and wine label lore. The history, geography and location of wineries and vineyards will be covered along with the identification of local attractions and community services. This course will be held at Benoit's Wine Bar.

Must be 19 years of age or older.

A certificate of completion will be awarded at the end of the course.

Course code: AGR 016

Nov. 20 - 21, Sat & Sun, 9 a.m. - 4 p.m.

CRN# 70763

\$109

Instructor: *Benoit Doucet*

Clean Eating

Always wanted to eat clean but have no idea where to start or begin? Personal Fitness Chef and Fitness Trainer, Shelly Isfeld can show you how to cook low-fat and no-fat food, teach you how to satisfy your cravings without guilt, and how to get the most out of clean eating with recipes even your kids will love.

Course code: PS 082

Nov. 24 & Dec. 1, Wed, 6 - 9 p.m.

CRN# 70938

Dec. 5, Sun, 1 - 4 p.m. students will prepare a meal at the Community Centre based on the information they have learned.

\$89 + HST

Instructor: *Shelly Isfeld*

Culinary Tour through Switzerland

Part 1: From central Switzerland to Ticcino with Crescendo.

We will cook a four course dinner together with products you can buy locally and refined with some balsamic vinegars, flavoured oils and spices from the Crescendo shop. The recipes are typically Swiss. The menu includes samples of balsamic vinegars and oils with melon, cheese and bread with sparkling water. Warm salad of leeks and cheese. Polenta with hunter-style jugged meat (beef, rabbit or game). Apple juice ice cream.

Course code: PS 073

Nov. 28, Sun, 1 - 4 p.m.

CRN# 70885

\$45 + HST

Instructor: Crescendo

French - Beginners

This conversational course will lead students easily and naturally into a real working knowledge of the French language. Emphasis is on conversation skills, basic grammar and sentence construction.

Course code: HUM 023

Sep. 30 - Nov. 18, Thu, 6 - 9 p.m.

CRN# 70860

\$120

Instructor: Sarra Dupuis

French - Intermediate

For those who have some knowledge of the French language, this course improves your speaking and comprehension skills of the French language. It increases your vocabulary; teaches French idioms and more sentence building.

Course code: HUM 024

Sep. 29 - Nov. 10, Wed, 6 - 9 p.m.

CRN# 70861

\$120

Instructor: Sarra Dupuis

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

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

CRN# 70083

\$149 + HST

Upper Intermediate English

This fifteen-week course is for upper intermediate English speakers. The aim of the course is to enhance the students speaking, reading and writing skills. The course will involve reading short articles and preparing small written and oral presentations. Business topics will be covered within the context of Revelstoke.

Course code: BAED 018

Sep. 13 - Dec. 20, Mon, 6 - 8 p.m.

CRN# 70963

\$295 + HST

Instructor: BR Whalen



COLUMBIA BASIN TRUST

*a legacy
for the people*

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.



Learn More

Ed2Go

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

Course Format

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

Course Code: BAED 019

\$139

How to Get Started

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

Courses may be found under the following categories:

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

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

Here are some examples of offerings from Ed2Go:

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

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

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

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

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

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

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

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

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

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

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 Simone Palmer at (250) 837-4235, local 6516.

AACP courses are now tuition free for all students. Some material costs and OC Development and Education Technology fees apply. Financial Aid may be available to cover costs of fees and materials for students in financial need. Ask Simone 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 051/052/061/062
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	



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 offer FREE English language tutoring, weekly classes or field trips and access to English Language software to eligible adults who are residents of Canada. Our main purpose is to assist immigrants who live in Revelstoke improve their English skills and acquaint them with Canadian culture and systems. Our program helps new immigrants integrate into life in Canada.

As part of the program, a trained ESL instructor teaches one beginner and one intermediate class per week. The two-hour classes offer opportunities for participants to work on specific topics in a group environment and network with fellow newcomers in the community. Once a month all students are invited to attend a field trip or participate in a special ESL activity that teaches about life in Canada.

Students can access ESL software at Okanagan College. Our software library includes Rosetta Stone, Pronunciation Power, Tell Me More and the New Interchange Series. In addition, we have audio tapes and materials available for self-directed learning.

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. The ESLSAP program is the only English language service available to immigrants in Revelstoke. 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.

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

You may visit the ESLSAP recruitment website to determine whether tutoring is right for you: www.mytrainingbc.ca/eslsap/recruitment



Volunteer Tutoring Literacy Program (VTLP)

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

Is it hard to:

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

We can help!

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

This service is **FREE** and **CONFIDENTIAL**.

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

Volunteer Tutors Needed!

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



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:

Sep. to Jun.
Mon, Wed and Fri
10 a.m. to 4:30 p.m.
Tue and Thu
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.

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.