



Continuing Studies

Shuswap

www.okanagan.bc.ca/cs












Imagine what you can do...

**FALL
2010**

Table of Contents



 CERTIFICATE PROGRAMS 3	 LEISURE STUDIES 18
 BUSINESS 4	BLIND BAY / SORRENTO / CELISTA / CHASE COURSE OFFERINGS 23
 COMPUTERS & TECHNOLOGY 6	MALAKWA COURSE OFFERINGS 24
 EMPLOYMENT & PROFESSIONAL DEVELOPMENT 10	SICAMOUS COURSE OFFERINGS 26
 FIRST AID & SAFETY 13	UNIVERSITY TRANSFER PROGRAMS . 27
 HEALTH 14	REGISTRATION INFORMATION 30
 HORTICULTURE 15	REGISTRATION FORM. 31
 LANGUAGES 17	



Future Instructors

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

OKANAGAN COLLEGE

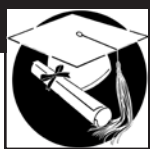
Continuing Studies - Salmon Arm Campus

2552 10th Avenue NE (TCH) (behind the Sunwave Centre)
Salmon Arm, BC V1E 2S4

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

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

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



Certificate Programs

Please contact Continuing Studies at 250-804-8888 or toll free 1-866-352-0103 for the full list of admission requirements for any of our certificate programs or go online to www.okanagan.bc.ca/cs.

ARC/INFO GIS Certificate

The Arc/Info certificate program is an intensive 20-week program that builds on Okanagan College Salmon Arm's expertise in land information management. Arc/Info is the leading GIS (Geographical Information Systems) software used today. This 500-hour program is designed to take students with no previous GIS knowledge to an advanced level of competence using industry standard Arc/Info. The program combines traditional instructor-led classes with industry-based projects. www.okanagan.bc.ca/gis or see page 6

Basic Accounting Certificate

If you're working to keep the books competently for a small business, or are interested in an entry-level accounting job, this 66-hour hands-on program can provide you with the necessary expertise. It also provides a good foundation for those who are planning to study computer-based accounting such as Simply Accounting. See pages 4 & 5

Custodial Worker Certificate

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.

See page 10

Dental Office

Administrative Assistant Certificate

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

See page 11

Education Assistant Certificate

Under the supervision of teachers, education assistants perform a variety of para-professional duties in schools. Often they work closely with pupils struggling to overcome physical, learning, or emotional difficulties. Typical duties include coaching students in problem subjects, preparing specialized teaching materials, and maintaining progress records.

See pages 10 & 11

Salmon Arm Carpentry Apprenticeship Programs:

- Carpentry Apprenticeship Level 2**
Nov. 15, 2010 to Dec. 23, 2010
- Carpentry Apprenticeship Level 3**
Oct. 4, 2010 to Nov. 12, 2010
- Carpentry Apprenticeship Level 3**
Jan. 4, 2011 to Feb. 11, 2011
- Carpentry Apprenticeship Level 3**
Aug. 22 to Oct. 1, 2011

Your Next Step?

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

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



Landscape Horticulture Certificate

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

See page 15

Palliative Care Certificate

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

See page 11

Simply Accounting Certificate

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

See pages 6 & 7

Salmon Arm Course Offerings

Business

Basic Accounting Certificate

If you're working to keep the books competently for a small business, or are interested in an entry-level accounting job, this 66-hour hands-on program can provide you with the necessary expertise. It also provides a good foundation for those who are planning to study computer-based accounting such as Simply Accounting.

Introduction to Accounting Level I

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

Oct. 5 - Nov. 9, Tue & Thu, 6:30 - 9:30 p.m.

Instructor: R. Darbyson

\$257 + textbook

Salmon Arm Health and Social Work

Human Service Work Diploma

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

Salmon Arm program starts September 2010 (alternates with Vernon)

Licensed Practical Nursing

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

Salmon Arm program starts November 2011

Home Support/Resident Care Attendant

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

Salmon Arm Program yearly May - October

Introduction to Accounting Level II

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

Nov. 16 - Dec. 21, Tue & Thu,
6:30- 9:30 p.m.

Instructor: R. Darbyson
\$257

Okanagan College Basic Accounting Certificate awarded upon successful completion of:

BAC 11 - Introduction to Accounting Level I

BAC 12 - Introduction to Accounting Level II

Payroll Workshop

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

Oct. 1, Fri, 9 a.m. - 4 p.m.

Instructor: R. Darbyson
\$89 + HST

Bookkeeping Made Easy

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

Oct. 2, Sat, 9 a.m. - 4 p.m.

Instructor: R. Darbyson
\$89 + HST

Step up to Management

This course is designed to give you the fundamental skills required to successfully transition from an individual contributor to an effective leader. The course introduces key management practices and will provide you with the tools and techniques needed to ensure optimal performance. As a result of completing this course you will:

- successfully transition from an individual contributor to manager and gain team support
- learn to break down barriers that prevent you from becoming an effective leader
- create a positive engaging work environment, allowing movement from compliance to commitment
- communicate clearly, motivate people, build trust and strong working relations
- deal with the stressors of being a manager by learning some essential skills for any manager like priority setting and managing change

Nov. 24 - 26, Wed, Thu & Fri,
9 a.m. - 2:30 p.m.

Instructor: J. Buda
\$329 + HST

Did you know?

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

Business Administration Financial Accounting I (BUAD 111)

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

Office Administration/Applied Business Technology Accounting (OADM 140)

Another way Okanagan College is providing you with more educational options.





Computers

ARC/INFO GIS Certificate

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

Jan. 17 - Jun. 2, Mon-Thu,

8:30 a.m. - 3:30 p.m.

Instructor: N. Clark

\$7,495

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

Other GIS Programs available:

ArcView GIS for First Nations - Level I & II

Oct. 25 - 29, Mon-Fri, 9 a.m. - 3:30 p.m.

Instructor: M. Krupp

ArcView GIS for Ministry of Forests - Level I & II

Nov. 1 - 5, Mon-Fri, 9 a.m. - 3:30 p.m.

Instructor: M. Krupp

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

Simply Accounting Certificate

In today's competitive market, give yourself the opportunity for a better job or help improve the efficiency of your company's operating margin. Keeping accurate track of the dollars coming in and going out is fundamental to the

viability of any enterprise, particularly small businesses where the room for financial error is scant.

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

Admission Requirements:

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

Simply Accounting Introduction

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

Oct. 13 - Nov. 8, Mon & Wed,

6:30- 9:30 p.m.

Instructor: R. Darbyson

\$374 (includes textbook)

Simply Accounting Intermediate

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

Nov. 15 - Dec. 8, Mon & Wed,

6:30 - 9:30 p.m.

Instructor: R. Darbyson

\$374 (includes textbook)

Okanagan College Simply Accounting Certificate awarded upon successful completion of:

MSAC 105 - Simply Accounting Level I

MSAC 201 - Simply Accounting Level II

MSSS 101 - Spreadsheets Introduction

Excel

Spreadsheets Introduction - Excel

Students will learn basic spreadsheet techniques with Microsoft Excel including the creation of simple worksheets, formatting and printing worksheets and creating graphs and charts. There may be other topics specific to the version of software being taught.

Oct. 5 - 21, Tue & Thu, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$280 (includes textbook)

Short Excel Courses

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

Getting Started with Excel

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

Oct. 5, Tue, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Excel: Formulas & Functions

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

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

Instructor: J. Smith

\$45 + HST

Excel: Working with Charts and Printing Spreadsheets

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

Oct. 19, Tue, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Word Processing Introduction - Word

In this course, students will learn the basic techniques of word processing with Microsoft Word including the ability to create, edit, and print documents as well as the use of appropriate formatting.

Sep. 14 - 30, Tue & Thu, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$280 (includes textbook)

Short Word Courses

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

Word: Using Ribbons and Toolbars

Word provides you with the flexibility to customize your workspace. Find out how you can set file locations, adjust screen displays, create new toolbars and menus, change existing ones, display additional buttons and much, much more!

Sep. 14, Tue, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Word: Manipulating Text

This three-hour course will teach you various ways you can view and arrange your document window. Learn to select text, use Undo & Repeat, Cut, Copy & Paste, use the clipboard, change font style, color and size and use the font dialog box to create special effects for posters, signs, newsletters and much more.

Sep. 16, Thu, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Word: Setting Tabs and Working With Indents

No more unmanageable documents! Learn the tricks to easily set tabs and understand how to properly manage paragraph indents.

Sep. 28, Tue, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$45 + HST

Computer Fundamentals

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

1. Sep. 21 - 30, Tue & Thu,
6:30 - 9:30 p.m.

2. Oct. 26 - Nov. 4, Tue & Thu,
6:30 - 9:30 p.m.

Instructor: D. Harper
\$159

Introduction to Computer Maintenance



Is your computer slower than it used to be? This course covers the fundamentals of computer hardware, as well as basic PC configuration, preventive maintenance, and diagnostics. You

will learn how to clean out the dust bunnies, remove unwanted files and startup items, clean and defrag your system, learn about, and remove adware, spyware and viruses.

1. Oct. 4 - 6, Mon & Wed,
6:30 p.m. - 9:30 p.m.

2. Nov. 26 - Dec 3, Fri,
9:30 a.m. - 12:30 p.m.

Instructor: J. Smith
\$95 + HST

Getting Started with Access

To effectively use Access, one must know some fundamental principles of database design and be able to apply these fundamentals to a design problem. At the end of this course, students will be able to understand the basics of

databases, the benefits of storing data in a database, and be able to create and use a database. The student will also be able to create tables, enter and edit data and write simple queries. The student will be able to navigate through an existing database, create forms for accessing data and reports for displaying data.

Oct. 13, Wed, 6:30 - 9:30 p.m.

Instructor: J. Smith
\$45 + HST

Access - Level I

In this course students will learn the fundamentals of database management with Microsoft Access including concepts and terminology, working with tables and forms, retrieving information with queries and presenting data with reports. You will use a variety of commands, functions, and Microsoft Access 2007 capabilities.

Nov. 16 - Dec. 2, Tue & Thu,
4:30 - 9:30 p.m.

Instructor: J. Smith
\$270 + HST

Facebook for Beginners

Facebook is the newest way for seniors to connect with kids and grandkids. You can send messages, chat with them, and share your photos. Meet others with common interests and re-connect with old school friends. Want to see what all the buzz is about? Bring your digital camera full of pictures, your USB connectors and in just three hours connect with friends and family members across the globe.

Oct. 29, Fri, 1 - 4 p.m.

Instructor: J. Smith
\$35 + HST

Computer Basics for 50+

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

Oct 6 - 15, Wed & Fri, 10 a.m. - 1 p.m.

Instructor: D. Harper
\$109 + HST

Internet for 50+

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

Nov. 9 - 12, Tue & Fri, 10 a.m. - 1 p.m.

Instructor: D. Harper

\$65 + HST

**More of the Basics:  new
Computers for 50+**

You're just starting to get comfortable with computers, but have more questions than answers! Continuing from Computer Basics for 50+, gain further skills in working in a Windows XP environment. Improve your file management skills, including burning to a CD and saving to a USB memory stick. Learn how to save time and increase accuracy with 'Cut and Paste' and 'Copy and Paste'. You will also personalize your desktop by creating shortcuts, and continue to practice creating, saving, opening and printing files.

Nov. 15 - 29, Mon & Wed,
10 a.m. - 12 p.m.

Instructor: D. Harper

\$109 + HST

**Internet Basics -  new
Email and Surfing for 50+**

The two main uses of computers today are surfing the Internet and using Email. What is a URL, a hyperlink, and how do you effectively find specific information on the Internet? Using Microsoft Internet Explorer, locate websites on health, travel, news, recipes, weather, hobbies and much more! This course will also introduce participants to the exciting world of communicating via electronic mail. Learn how to create, send, reply and forward messages and learn how to open and send email file attachments. Add friends to your address book and gain control of your email messages by creating new folders and moving your messages into those folders.

Dec 7 - 16, Tue & Thu, 10 a.m. - 12 p.m.

Instructor: D. Harper

\$109 + HST

Christmas Letter Creation  new

Jazz up your Christmas letters! Make that annual Christmas letter exciting using graphics, photographs, borders and more. Learn how you can personalize all of your letters and yet only have to type your letter once using mail merge.

1. Nov. 8, Mon, 6:30 - 9:30 p.m.

2. Nov. 19, Fri, 9:30 a.m. - 12:30 p.m.

Instructor: J. Smith

\$45 + HST

**Digital Photography**

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

Oct. 20 - 27, Mon, Wed & Sat

Mon & Wed 6:30 - 9:30 p.m.

Sat 10 a.m. - 1 p.m.

Instructor: J. Smith

\$150 + HST



Register online

www.okanagan.bc.ca/csreg

Photo Editing-PaintShop ProX2

In a traditional darkroom, you control images with choices of films, chemicals, and papers. In the digital world, you do that with a computer system and a photo editing program. This hands-on course will give step-by-step training on how to edit, retouch and restore photos. Learn to adjust contrast and color balance, how to enhance photographs and correct imperfections in both scanned and digital images using PaintShop ProX2.

Nov. 10 - 29, Mon & Wed, 6:30 - 9:30 p.m.

Instructor: J. Smith

\$175 + HST

QuickBooks 2010

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

Dec. 6 - 22, Mon & Wed,

6:30 p.m. - 9:30 p.m.

Instructor: J. Smith

\$288.75 (includes textbook)

**Employment and Professional Development****Custodial Worker Certificate**

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

Oct. 5 - 29, Tue - Sat, Tue - Fri, 5 - 9 p.m.,
Sat, 8:30 a.m. - 4:30 p.m.

Instructor: T. McDermott

\$707 (without optional Work Experience)

\$863 (with optional Work Experience)

Okanagan College Custodial Worker certificate awarded upon successful completion of:

CW 03 - Floor Care Maintenance

CW 04 - Carpet Cleaning and Maintenance

CW 06 - Basic Cleaning Procedures

CW 07 - Special Cleaning and Maintenance

CW 05 - Work Experience (optional)

Education Assistant Certificate

This is a popular program, seating is limited. If you love kids and are looking for a career that challenges and inspires you everyday, this program is for you. Under the guidance of teachers, you will help students with physical, learning, or emotional difficulties. This 447-hour program teaches you about:

- approaches used with exceptional children to help them learn
- how modified courses and computers can assist in their learning and development



- skills and techniques necessary to meet their recreational, leisure, and creative needs
- issues such as child discipline and public school legislation
- how schools are organized and administered and the role Education Assistants play in the system.

You also gain hands-on experience through a 120-hour practicum in the classroom. NOTE: This program is eligible for part time student loan and high needs grant and loan.

Jan. 6 - Dec. 15, Tue, Thu and every second Sat

There will be no classes during School District 83 spring break and summer vacation
Tue & Thu, 6:30 - 9:30 p.m.

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

\$3,427 + textbooks

Palliative Care Certificate

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

Accepting applications for Fall 2011

Dental Office Administrative Assistant Certificate

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

Prerequisite:

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

Accepting applications for Spring 2011

Foodsafe - Level I

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

1. Sep. 18, Sat

2. Oct. 22, Fri

3. Nov. 20, Sat

4. Dec. 10, Fri

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

Instructor: B. Gregory

\$89

Fitness Theory

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

This course is a Prerequisite for all of the BCRPA fitness modules. The BCRPA provincial exam fee is an additional \$70.

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

Instructor: H. Stanton

\$306.95 (includes textbook)

Cashier Training

Would you like to work in retail and be one step ahead of other job applicants? Learn to use the latest in cash registers and all the functions including entering voids, multiple purchases, coupon discounts, and discounts. Participants who successfully complete this course will receive a participation certificate.

1. Oct. 15, Fri, 8:30 a.m. - 4:30 p.m.

2. Nov. 26, Fri, 8:30 a.m. - 4:30 p.m.

\$139 + HST

Traffic Control Person Certification

This two-day traffic control course is a provincial regulatory requirement and certification is valid for three years. Successful completion of this standardized training course will satisfy the requirement of WorkSafeBC for those wishing to work as a Traffic Control Person. Participants will experience both classroom and practical instruction.

Please wear suitable outdoor clothing.

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

Oct. 16 & 17, Sat & Sun,

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

Instructor: V. Skjeie

\$275.25 (includes textbook)

Forklift Truck Operator (Extended Practice - New Operator)



This two-day Operator Training program is designed to take the new operator through the safe operation techniques of a fork lift truck and make operators aware of the industry

standard for safe lift truck operation.

The program provides additional hours to work directly on the equipment, with the instructor, and finally to be evaluated and certified. The course will provide: current regulations; instructions on how to safely operate a lift truck; an overview of the most common types of trucks and their features; pre-shift inspection forms, information on different fuel types; and some practice driving, aiming and manoeuvring to meet a basic measurable skill level. The course fully satisfies the regulatory requirements regarding lift truck training and evaluation that both WCB and Labour Canada have in place. Students successfully completing this program will receive a wallet-size certificate.

1. Oct. 16 & 17, Sat & Sun,
8:30 a.m. - 4:30 p.m.

2. Nov. 20 & 21, Sat & Sun,
8:30 a.m. - 4:30 p.m.

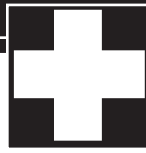
Instructor: J. Williams

\$360



Register online

www.okanagan.bc.ca/csreg



Workplace Hazardous Materials Information Systems (WHMIS)

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

Oct. 30, Sat, 9 a.m. - 1 p.m.

Instructor: M. Robertson

\$69

Transportation of Dangerous Goods (TDG)

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

Oct. 30, Sat, 1 - 5 p.m.

Instructor: M. Robertson

\$69

- **Basic and Advanced Security Training**
- **Confined Space Level I**
- **Folding Boom and Stiff Boom for Incumbent Operators**
- **H2S Alive**
- **Rigging Safety**

Available in Malakwa

see pages 24 - 26

First Aid

Occupational First Aid Level I

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

1. Oct. 16, Sat

2. Oct. 21, Thu

3. Oct. 29, Fri

4. Nov. 6, Sat

5. Nov. 20, Sat

6. Nov. 29, Mon

7. Dec. 11, Sat

8. Dec. 13, Mon

All classes run from 8:30 a.m. - 4:30 p.m.

\$98.45 (includes textbook)

Occupational First Aid Level III

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

Sep. 27 - Oct. 8, Mon-Fri,

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

test dates Oct. 12 & 13

Instructor: J. Bieber

\$712 (includes textbook)

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



Transportation Endorsement

This eight-hour program provides WCB-accepted training in transportation protocol for first aid certificate holders. It gives Occupational First Aid Level 1 and 2 certificate holders the required training to move injured workers by using a spine board and a basket stretcher. The transportation endorsement certificate is valid for three years and is contingent upon a current OFA certificate.

Prerequisite: students must submit their OFA Level 1 or Level 2 certificate number when registering.

1. Oct. 19, Tue, 8:30 a.m. - 4:30 p.m.

2. Dec. 14, Tue, 8:30 a.m. - 4:30 p.m.

Instructor: B. Parsons

\$99

Standard First Aid and CPR Level C

This program covers the basics of emergency response including: management of the unconscious patient, obstructed airways, breathing distress, airway management, cardiac disorders, CPR, hemorrhage control, burn management, and specific injuries and conditions. Back injury prevention and safety in the health care field are included as well. This course focuses on emergencies occurring in the workplace and on the street. Successful students will receive certification in Standard First Aid and CPR Level C from Red Cross.

This course is a recognized admission requirement for entering Nursing, Home Support/Resident Care Worker, and other health-related programs.

1. Sep. 23 & 24, Thu & Fri

2. Oct. 27 & 28, Wed & Thu

3. Nov. 15 & 17, Mon & Wed

4. Dec. 6 & 8, Mon & Wed

All classes run 8:30 a.m. - 4:30 p.m.

\$161.25 (includes textbook)

CPR C/AED

course available in Blind Bay and Celista see page 23

Health and Safety

Prenatal Complete Series

The objective of our Prenatal Classes is to allow the mother-to-be, her partner and/or her support person to gain the essential knowledge of a healthy pregnancy, learn the practical skills so important to a positive childbirth experience as well as receive valuable information on early care of the newborn. Our childbirth educators work in partnerships with the client, health professionals and the community. Subsidies may be available; please ask for details when registering.

1. Oct. 6 - 27

2. Nov. 3 - 24

3. Dec. 1 - 22

All classes run Wed evenings 7 - 9 p.m.

Instructor: S. Qiodravu

\$79 + GST

Alternative Healing with instructor Anne Briggs

Energy Healing Concepts

This class is for anyone that is interested in getting in touch with themselves. Includes practical techniques for understanding and directing vital energy, and using your energy field for physical, and emotional well-being and personal growth. There are theory, practical and homework components of this class.

Wear loose comfortable clothing, bring a pillow and blanket, an open mind and willing heart. Discover how to experience your own energy field. Learn how to give simple effective healing treatments to a partner. Exploring the effects of sound and colour on our energy system.

Oct. 14 - Nov. 4, Thu, 6:30 - 8:30 p.m.

\$60 + HST

Indian Head Massage

The art of Indian Head Massage is part of the system of medicine known as Ayurveda (a Sanskrit word meaning Science of Life) and also has its influences from the style of massage commonly practised by Indian women on their children and families as part of every day life and passed on from mother and

grandmother to daughter. In this class we will take a brief look at the origins and philosophies of the art and practice typical mini-treatments on each other. This is carried out with the receiver sitting upright on a low-backed chair. Techniques are applied to the upper back, shoulders, arms and hands and then working up through the neck, scalp, and face. The session is concluded with a mini Chakra balancing.

Oct. 18. - Nov. 8, Mon, 6:30 - 8:30 p.m.
\$60 + HST

Meditation for Beginners

Often shrouded in mystery, meditation is in truth a very simple process. With these guidelines and a little practice, you can discover the peace and joy within. For anyone and everyone who wants a simple, straightforward guide to the basics of meditation, this course will describe the benefits, including stress reduction, inner peace and relaxation. You will be introduced to a step-by-step four week program for incorporating meditation into your daily life.

Nov. 18 - Dec. 9, Thu, 6:30 - 8:30 p.m.
\$60 + HST

Aromatherapy

Aromatherapy is the art and science of using essential oils for health and wellness. Essential oils are the naturally occurring oils found in plants, leaves, trees, fruit, flowers, etc. Essential oils have the ability to cross the blood brain barrier which makes them effective in treating not only physical aspects, but also able to promote mental and emotional well being too. This beginner class will introduce you to the basics of aromatherapy, application techniques, and the safe and practical uses of ten basic oils for common ailments. Therapeutic grade essential oils may be purchased from the instructor.

Nov. 23 - Dec. 14, Tue,
6:30 p.m. - 8:30 p.m.
\$60 + HST



Horticulture

Landscape Horticulture Certificate

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

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

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

Instructor: E. Reynard

\$1,060 + textbooks

Okanagan College Landscape Horticulture Certificate awarded upon successful completion of:

HT 11 Botany and Soil Basics

HT 12 Plant Identification

HT 13 Landscape Construction

HT 14 Landscape Maintenance



Wild Mushroom Identification

Have you ever wondered whether those colourful orange or purple mushrooms you saw in the woods are safe to eat? Thousands of varieties of mushrooms grow in North America. You will be introduced to the techniques used to identify this fascinating group of plants. This three-session course will consist of an introductory evening talk and demonstration and two forest field trips in the Shuswap area. Participants must be prepared to walk 1- 3 KM as part of the Saturday field trips. Participants are welcome to bring any specimens for identification to any of the classes.

Sep. 27, Oct. 2 & Oct. 9, Mon & Sat
Mon 6:30 - 9:30 p.m.

Sat 9:30 a.m. - 1:30 p.m.

Instructor: M. Milgram

\$55 + HST

Gardening with Eric Reynard!

Water Wise Gardening

Water restrictions do not mean you have to restrict what you plant in your garden. Many non-thirsty plants provide attractive and colourful alternatives to a simple and good looking landscape. Learn about xeriscape plants that thrive with little or no water once they are established. This course will also provide some practical ways to use less water in your garden.

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

Instructor: E. Reynard

\$19 + HST

The Art and Science of Pruning

Pruning is perhaps the least understood of all gardening chores. This course will answer the five W's: why plants should be pruned; when the best time to prune is; what needs to be pruned; where on the plant the pruning should occur, and who

should not be pruning. You will learn about proper tools and how to use them.

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

Instructor: E. Reynard

\$19 + HST

Understanding Your Soil for Better Success

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

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

Instructor: E. Reynard

\$19 + HST

Introduction to Home Landscaping



Plan ahead for the spring and summer. Learn the basic elements of design to help you create a backyard environment that suits you! Over several evenings you

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

Nov. 10 - 24, Wed, 7 - 9 p.m.

Instructor: E. Reynard

\$59 + HST

Composting

Worm Composting

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

Oct. 23, Sat, 9 a.m. - 11 a.m.

Instructor: M. Anderson

\$99 + HST



Languages

Planning a winter vacation in Mexico? Be prepared with our Spanish Level I!

Spanish Level I

Hola! Emphasis in this course 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 Spanish language skills.

Sep. 17 - Nov. 19, Fri, 1 - 3:30 p.m.

Instructor: C. Espinoza

\$149 + HST

Introduction to Sign Language

This is an introductory sign language class with an emphasis on gestural and visual communication as well as beginner conversational signs. If you are a parent, sibling, co-worker or employer of someone who is deaf, or are just interested in learning basic sign language this course is for you! This course is designed for hearing students wishing to learn sign language and will provide an overview of different types of signing including American Sign Language, Signed English, Signed Exact English, British Sign Language and Pidgin Sign.

Oct. 13 - Dec. 1, Wed, 6:30 - 9:30 p.m.

Instructor: R. Forry

\$199 + HST

Signing for Infants

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

Oct. 19 - Nov. 16, Tue, 6:30 - 9:30 p.m.

Instructor: R. Forry

\$155 (includes textbook)

Language Proficiency Index (LPI) Preparation

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

Please call 250-804-8888

or toll free 1-866-352-0103 for dates and times

English as a Second Language (ESL)

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

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





Leisure Studies



Traditional Canoe Building

This hands-on 30 hour program will take you through the process of building the structural shell of a traditional wood and canvas canoe. This limited enrollment program will ensure that students receive the personalized instruction and hands-on training needed so that you can start building your own canoe at home.

Sep. 14 - Nov. 16, Tue, 7 - 10 p.m.

Instructor: E. Campbell

\$349 + HST

Wood & Canvas Canoe Restoration

Do you have an old canoe gathering dust in your garage? You can bring it back to life this fall! Students in this course will completely restore a classic wood and canvas canoe to its original glory. Our instructor will provide individualized instruction and the tools and materials necessary to show you how to make your old canoe new again.

Oct. 7 - Nov. 25, Thu, 7 p.m. - 10 p.m.

Instructor: E. Campbell

\$299 + HST

Woodworking for Beginners

This is a woodworking course for the true beginner, the person who has an interest in learning how to work with wood, but who has had little or no experience with woodworking tools. The instructor Mitch Milgram will cover the properties of wood and how to work with it, hand tools and the safe operation of woodworking power tools. Participants will build one of two projects, a small cabinet or a table. By building these projects students will learn basic joinery techniques and wood joints, plus glueing procedures, assembly

and finishing techniques. Supplies may be purchased from the instructor.

Sep. 30 - Dec. 2, Thu, 6:30 p.m. - 9:30 p.m.

Instructor: M. Milgram

\$225 + HST

Woodworking - Supervised Shop Time

This supervised shop time course is for the woodworkers with intermediate and advanced level skills. The instructor will be available to assist and advise as woodworkers work independently on projects of their choice. Anyone who has not been in the shop before must attend a brief safety review and overview of the shop's equipment on the first evening.

Oct. 7 - Dec. 9, Thu, 6:30 p.m. - 9:30 p.m.

Instructor: M. Milgram

\$225 + HST

Artists of the Shuswap

The Joy of Sketching



Sketching & drawing are the foundation for all works of art. In this course you will learn the value of keeping a sketchbook, both for personal

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

Sep. 27 - Oct. 25, Mon, 6:30 - 9:30 p.m.

Instructor: J. Maas

\$89 + HST

Painting Watercolours from Photographs

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

Sep. 29 - Oct. 27, Wed, 6:30 - 9:30 p.m.

Instructor: J. Maas

\$125 + HST

Portraits for Beginners

Would you like to draw your spouse, children or grandchildren? This is your opportunity to learn the art of portrait drawing. Portrait drawing is based on knowledge, skill, technique, perseverance, observation, and repetition. It takes a skillful observer to capture a likeness of a person. In this course I hope to strengthen your powers of observation and to assist you to develop a passion for drawing portraits. Through a keen sense of desire to capture the moods and expressions of the human face, skill and technique can follow. We will have fun drawing one another, using photo references, working from models and attempting self-portraits. Drawing portraits can be an enjoyable life long learning process. Come get inspired developing a passion that will give you hours of pleasure to pursue over a lifetime.

Oct. 1 - Nov. 5, Fri, 10 a.m. - 12:30 p.m.

Instructor: L. Figueroa

\$99 + HST

Make Your Own Masterpiece

The only thing missing from your home is your personal signature on creativity: Make your own masterpiece! This

course is about having fun making that gorgeous painting to match a room in your home. You will be working on canvas with acrylic paint putting together colours, shape and movement to come up with an abstract painting that will reflect you and your home. No experience necessary, come out and play, and paint your masterpiece!

Oct. 12 - Nov. 16, Tue, 6:30 - 9 p.m.

Instructor: L. Figueroa

\$139 + HST

Mixing it Up - Watermedia

Any water soluble media can be put with another and beautiful results can be realized. Lisa Figueroa will lead you on a journey of artistic discovery using: watercolour, acrylic paint, collage, pencil crayons, pastel and graphite and mixing it up to conjure a work of art more beautiful than any one medium on its own. Each night a project will be presented using acquired skills and techniques (plus your basic comprehension of watercolour or acrylic painting) and keen observational skills that will grow as the course progresses. Bring your ideas, subject matter and enthusiasm as you learn to combine mediums and take your art to a new level.

Oct. 18 - Nov. 8, Mon, 6:30 p.m. - 9 p.m.

Instructor: L. Figueroa

\$85 + HST

How to Paint Watercolours... Better

This course was designed with the serious beginner or intermediate in mind. Have you been painting for a while, but never quite get the "finish" you desire? Maybe you think your work is good "up close" but lacks the "wow factor" to bring the immediate impact your paintings require. If so, this course is for you. We will discuss and demo composition, colour theory, use of darks and lights, and generally anything that can help you make a good watercolour painting into a great one.

Nov. 1 - Dec. 6, Mon, 6:30 p.m. - 9:30 p.m.

Instructor: J. Maas

\$151 + HST

Drawing the Line Continues

with Lisa Figueroa
offered in Blind Bay,
please see page 23

Shakespeare's **Other Plays - Part I**



Join retired Okanagan College Professor Les Ellenor as he introduces favorite dramas by the Bard. He invites participants to share key moments in plays

such as Two Gentlemen of Verona, As You Like It, Henry VI part I, Troilus and Cressida and Titus Andronicus.

Nov. 12, Fri, 7 - 9 p.m.

Instructor: L. Ellenor

\$12 + HST

Shakespeare's **Other Plays - Part II**

Join retired Okanagan College Professor Les Ellenor as he introduces favorite dramas by the Bard. He invites participants to share key moments in plays such as The Comedy of Errors, The Taming of the Shrew, Henry VIII, Coriolanus and Anthony and Cleopatra.

Nov. 26, Fri, 7 - 9 p.m.

Instructor: L. Ellenor

\$12 + HST

Cooking with Janna Hanson

Grilling Fabulously

Discover new tastes in your food



by marinating, rubbing and basting before and during grilling. Fruits and vegetables, red meat, poultry and seafood, even breads - can be transformed and will take on fantastic flavours when 'added

to' and then placed on the grill to cook. Recipes, the heat factor, marking meat, and open fire and spit cookery are a few topics for discussion during this course.

Sep. 16, Thu, 6:30 p.m. - 9:30 p.m.

\$45 + HST

Easy Oven Entrees

These are really neat tricks to get your dinner on the table without too much fuss. This braising/roasting style of preparing an evening meal, all in one dish, is quite convenient for the busy parent/professional/person. We will make a beef (burger and cut), chicken, fish and egg dish - all delicious, easy and quick.

Sep. 23, Thu, 6:30 p.m. - 9:30 p.m.

\$45 + HST

Appetizers

Guests love to eat a tasty morsel as soon as they arrive. These little goodies are suitable for the cocktail hour, home parties, or even as a meal in itself. Using beef, pork, chicken, or seafood, an array of delicious little fares can be pre-made then placed in a hot oven for only minutes to produce the most delectably flavoured, from-scratch appetizers.

Discussions on how much to make will be part of the course as well.

Sep. 30, Thu, 6:30 p.m. - 9:30 p.m.

\$45 + HST

Sauces -

The Mothers and More

The mother sauces, the big five - white, brown, yellow, red, and stock - are references to bechamel, espagnole, hollandaise, tomato, and veloute, respectively, being the classic sauces still ruling kitchens, whether new cooks know it or not. Learn their immediate derivative sauces, applications, and the infinity in creating your own.

Oct. 7, Thu, 6:30 p.m. - 9:30 p.m.

\$45 + HST

Christmas Baking

Get your Christmas baking under way with some interesting European classics - add in the creativity element and your festive table will be complete. There will also be some recipes to take home and add to your files: Marzipan, Royal Icing, Gingerbread Dough, and a Quick Chocolate Sauce. Bring ziplocks to take home your baking and any leftover dough.

Oct. 14, Thu, 6:30 p.m. - 9:30 p.m.

\$45 + HST

Soup Making

Making soup should be a perpetual - enjoyable - habit. It is a creative, efficient use of foods for the grandest one dish meal of all. Have a quick lesson on making a stock from some basic ingredients. Learn techniques in building cream, clear and puréed soups, and how to thicken, flavour and finish, them deliciously. Learn the basics (the mirepoix, the bouquet garni, the holy trinity) and build from there.

Oct. 21, Thu, 6:30 p.m. - 9:30 p.m.
\$45 + HST

Classic Desserts

These are so easy, so tasty - and can be decadent if dressed up with more of what's in them... Mocha Mousse au Chocolate, Creme Caramel, Creme Brulee and Zabaglione Guiggiari, with extras, are on the menu and tasting list for the night.

Oct. 28, Thu, 6:30 p.m. - 9:30 p.m.
\$45 + HST

Indian Cooking

More authentic, regional Indian dishes including the Tandoori, a particular method of cooking chicken (or other meat) using yogurt and spices as a marinade, a couple (two) of interesting chutneys, making roti and a vegetable dish called Chachadi, a sweet and sour ratatouille with either mustard or yogurt.

Nov. 4, Thu, 6:30 p.m. - 9:30 p.m.
\$45 + HST

Thai Food I

This is an introductory course about the cuisine of Thailand for the participant to become familiar with a selection of 'beginner' dishes and authentic Thai ingredients. Information on the use of heat and oils, vegetable cuts and flavouring the dishes will be discussed as we create some of the basics: a mild coconut vegetable cashew curry, Pad Thai, one of the most well known Thai dishes, next to the ever tasty peanut sauce, springrolls, deep-fried or 'fresh,' and a sweet chili dipping sauce. Steamed basmati rice will be served.

Nov. 18, Thu, 6:30 - 9:30 p.m.
\$45 + HST

Thai Food II

This course expands the participant's repertoire to experiment with those amazing ingredients coming together to make the culinary wonders from Thailand. Focusing more on meat entrées, this course will include a spicy beef red curry, stir-fried ginger chicken, sweet and sour prawns, and a spicy seafood sauce. The recipe and demonstration for a whole fish crusted and baked with authentic Thai flavours will be included and served with steamed basmati rice. A Thai ingredient supply list is also part of the package.

Nov. 25, Thu, 6:30 - 9:30 p.m.
\$45 + HST

Greek Cooking

Fish, mutton and lots of Mediterranean vegetables are common foods used in Greek cookery; olive oil, oregano, garlic, lemon juice and cracked black pepper are the ancient flavours of Greece, and we will be cooking with them to prepare a menu of Athenian-style squid, lamb dolmades, and a greek beef and rice dish. Extra recipes are the tzatziki dip, a basic pita bread and a delectable caviar dip.

Dec. 2, Thu, 6:30 p.m. - 9:30 p.m.
\$45 + HST

Vietnamese Cooking

Here is a country whose cuisine uses an abundance and special mixture of fresh herbs in its preparation of daily meals, with little 'packages' or mouthfuls of food being put together and consumed at the table. Our menu for the evening is the ever popular Pho - that delicious soup, Cha Ca, marinated and grilled river fish, a chicken dish using five-spices, and a kohlrabi and broccoli stem salad. A Vietnamese spring roll recipe will be discussed and included.

Dec. 9, Thu, 6:30 - 9:30 p.m.
\$45 + HST



Mexican Cooking

As a first course we will create some basic Mexican entrées and discuss ingredients and styles of this very popular fare. These dishes are easy to make at home, and so tasty. The hot factor can be adjusted as desired while we cook our way through recipes of a meat tamale pie, the classic chicken enchilada and an amazingly flavourful chili con queso. We will bake a type of cornbread to round out the menu. Some unique extra recipes are included.

Dec. 16, Thu, 6:30 p.m. - 9:30 p.m.
\$45 + HST

Gold Panning for Beginners



Strike it rich and enroll in this fun and fascinating two-Saturday program where you'll learn where to pan, how to pan, and the equipment you'll need to do so. Our instructor, Tom McDermott

will let you in on the good locations to pan in the stream, the best streams in the region and which streams don't require a 'claim' to pan in. You will be provided with maps, stories of gold, titles to great books and warnings of potential 'rip offs'. Day two of this program will include a field trip to Kamloops to try out your new found panning skills.

Sep. 25 - Oct. 2, Sat, 9 a.m. - 4:30 p.m.
Instructor: T. McDermott
\$149 + HST

Hunters, Snowmobilers, Skiers

...stay safe while enjoying all your outdoor activities....

GPS for Beginners

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

1. Oct. 1, Fri, 9 a.m. - 12 p.m.
2. Oct. 1, Fri, 12:30 - 3:30 p.m.
3. Oct. 8, Fri, 9 a.m. - 12 p.m.
4. Oct. 8, Fri, 12:30 - 3:30 p.m.

Instructor: N. Clark
\$35 + GST



Bear Safety

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

Oct. 4, Mon, 6 p.m. - 9 p.m.
Instructor: M. Robertson
\$49 + HST

NID Day for Kids

LEGO Mini Robotics

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

1. Sep. 20, Mon, 9 a.m. - 3:30 p.m.
2. Oct. 22, Fri, 9 a.m. - 3:30 p.m.

Instructor: K. Webster
\$49



Blind Bay/Sorrento Course Offerings

Drawing - The Line Continues

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

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

Instructor: L. Figueroa

\$95 + HST

CPR C/AED

Covers skills needed to recognize and respond to cardiovascular emergencies and choking in adults, children and babies. The course includes adult/child/baby CPR, AED training and certification, rescue breathing, obstructed airway and barrier device/pocket masks.

1. Oct. 19, Tue, 8:30 a.m. - 4:30 p.m.

2. Nov. 16, Tue, 8:30 a.m. - 4:30 p.m.

Instructor: L. Bagg

\$82.35 (includes textbook)

Celista Course Offerings

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
- broken bones

Sep. 20, Mon, 8:30 a.m. - 12:30 p.m.

Instructor: L. Bagg

\$50 + HST

Bully Proof

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

Sep. 20, Mon, 1- 3 p.m.

Instructor: L. Bagg

\$25 + HST

CPR C/AED

Covers skills needed to recognize and respond to cardiovascular emergencies and choking in adults, children and babies. The course includes adult/child/baby CPR, AED training and certification, rescue breathing, obstructed airway and barrier device/pocket masks.

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

Instructor: L. Bagg

\$82.35 (includes textbook)

Chase Course Offerings

Indian Cooking

More authentic, regional Indian dishes including the Tandoori, a particular method of cooking chicken (or other meat) using yogurt and spices as a marinade, a couple (two) of interesting chutneys, making roti and a vegetable dish called Chachadi, a sweet and sour ratatouille with either mustard or yogurt.

Nov. 3, Wed, 6:30 p.m. - 9:30 p.m.

Instructor: J. Hanson

\$45 + HST

Mexican Cooking

As a first course we will create some basic Mexican entrées and discuss ingredients and styles of this very popular fare. These dishes are easy to make at home, and so tasty. The hot factor can be adjusted as desired while we cook our way through recipes of a meat tamale pie, the classic chicken enchilada and an amazingly flavourful chili con queso. We will bake off a type of cornbread to round out the menu. Some unique extra recipes are included.

Nov. 10, Wed, 6:30 p.m. - 9:30 p.m.

Instructor: J. Hanson

\$45 + HST

Thai Food I

This is an introductory course about the cuisine of Thailand for the participant to become familiar with a selection of 'beginner' dishes and authentic Thai ingredients. Information on the use of heat and oils, vegetable cuts and flavouring the dishes will be discussed as we create some of the basics: a mild coconut vegetable cashew curry, Pad Thai, one of the most well known Thai dishes, next to the ever tasty peanut sauce, springrolls, deep-fried or 'fresh,' and a sweet chili dipping sauce. Steamed basmati rice will be served.

Nov. 17, Wed, 6:30 - 9:30 p.m.
Instructor: J. Hanson
\$45 + HST

Thai Food II

This course expands the participant's repertoire to experiment with those amazing ingredients coming together to make the culinary wonders from Thailand. Focusing more on meat entrées, this course will include a spicy beef red curry, stir-fried ginger chicken, sweet and sour prawns, and a spicy seafood sauce. The recipe and demonstration for a whole fish crusted and baked with authentic Thai flavours will be included and served with steamed basmati rice. A Thai ingredient supply list is also part of the package.

Nov. 24, Wed, 6:30 - 9:30 p.m.
Instructor: J. Hanson
\$45 + HST

Greek Cooking

Fish, mutton and lots of Mediterranean vegetables are common foods used in Greek cookery; olive oil, oregano, garlic, lemon juice and cracked black pepper are the ancient flavours of Greece, and we will be cooking with them to prepare a menu of Athenian-style squid, lamb dolmades, and a greek beef and rice dish. Extra recipes are the tzatziki dip, a basic pita bread and a delectable caviar dip.

Dec. 1, Wed, 6:30 p.m. - 9:30 p.m.
Instructor: J. Hanson
\$45 + HST

Vietnamese Cooking

Here is a country whose cuisine uses an abundance and special mixture of fresh herbs in its preparation of daily meals, with little 'packages' or mouthfuls of food being put together and consumed at the table. Our menu for the evening is the ever popular Pho - that delicious soup, Cha Ca, marinated and grilled river fish, a chicken dish using five-spices, and a kohlrabi and broccoli stem salad. A Vietnamese spring roll recipe will be discussed and included.

Dec. 8, Wed, 6:30 - 9:30 p.m.
Instructor: J. Hanson
\$45 + HST

Malakwa Course Offerings

Rigging Safety

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

Sep. 23, Thu, 8 a.m. - 12:30 p.m.
Instructor: G. Lindberg
\$245

Folding Boom and Stiff Boom for Incumbent Operators

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

Sep. 25, Fri, 8 a.m. - 3 p.m.
Instructor: G. Lindberg
\$225



Basic Security Training

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

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

Instructor: F. McConnell

\$399 + materials

Advanced Security Training

If you are required to carry and use handcuffs in your performance of duties, you are required to take this 24-hour course. You will learn about the Security Services Act & Regulations, Advanced Force Options theory, 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.

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

Instructor: F. McConnell

\$425 + materials

H2S Alive

H2S Alive has been adopted as a standard for the petroleum industry and employers have a preference for employees with this certification. 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.

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

Instructor: R. Tomlinson

\$245

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.

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

Instructor: R. Tomlinson

\$245

Salmon Arm Trades Foundation Programs:

- **Plumbing*** (21 weeks)
Aug. 23, 2010 - Jan. 21, 2011
- **Residential Construction*** (26 weeks)
Feb. 7 - Aug. 5, 2011
- **Welding Level C** (24 weeks)
Feb. 7 - Jul. 29, 2011
- **Electrical*** (24 weeks)
Aug. 8, 2011 - Jan. 27, 2012

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

Your Next Step?

Make an appointment to see an educational advisor and arrange to write the entrance exam.

Call 250-832-2126

Foodsafe - Level I

Foodsafe is a successful training program for students, workers, supervisors and operators in food services. This Level I course emphasizes the top ten 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.

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

Instructor: C. Dumont

\$89

Occupational First Aid - Level I

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

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

Instructor: M. Riches

\$98.45 (includes textbook)

Sicamous Course Offerings**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
- broken bones

Oct. 22, Fri, 8:30 a.m. - 12:30 p.m.

Instructor: L. Bagg

\$50 + HST

Bully Proof

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

Oct. 22, Fri, 1- 3 p.m.

Instructor: L. Bagg

\$25 + HST

Salmon Arm Adult Special Education**"Living, Learning, Moving On"**

College Certificates for Students with Special Learning Needs

Fall 2010 Courses

- Math 2
- PACE (year 2)
- Basic Academics 2
- Employment Connection
- Human Relations

Winter 2011 Courses

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

*We are proud to offer two new
Certificate Programs starting in 2010!*

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



Contact Wanda or Robyn at 250-832-2126 ext 8226

PACE (Preparing for Access to Careers and Education) now offered as a two-year program in Salmon Arm

Why choose Salmon Arm?

- Teaching excellence
- Small Class Size
- Availability of programs

- Affordability
- Day & evening classes
- Free tutorial support

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

University Transfer:

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

Apply now for Fall 2010

STUDY FIRST AND SECOND YEAR IN SALMON ARM

Earn your degree without leaving the Okanagan. The Salmon Arm Campus of Okanagan College offers first and second year university courses leading to degree completion at our Kelowna campus, or any BC, Canadian or US University. All classes begin September 8, 2010 at the Salmon Arm campus, but you can register until September 17, 2010.

Fall 2010 Courses:

Anthropology 121

Biology 111

Biology 112

Biology 131

Business Administration 111

Business Administration 123

Business Administration 128

Business Administration 208

Business Administration 262

Business Administration 263

Business Administration 264

Business Administration 266

Business Administration 298

Chemistry 112

Communications 112

Economics 115

English 100

English 116

English 153

English 223

French 111

Geography 111

History 112

History 214

Math 111

Math 112

Math 114

Philosophy 111

Philosophy 241

Physics 112

Political Science 221

Psychology 111

Psychology 241

Sociology 111

Social Work 200A

Spanish 111

Women's Studies 100

Winter 2011 Courses:

Anthropology 103

Biology 121

Biology 122

Biology 133

Business Administration 116

Business Administration 121

Business Administration 176

Business Administration 195

Business Administration 209

Business Administration 210

Business Administration 269

Business Administration 273

Business Administration 293

Chemistry 122

Computer Science 122

Economics 125

English 100

English 151

English 233

Film 100

French 121

Geography 121

Geography 210

History 122

History 224

Math 122

Math 221

Philosophy 121

Physics 122

Political Science 240

Psychology 121

Psychology 242

Sociology 121

Spanish 121

Statistics 121

Women's Studies 215

High School Completion and Upgrading for Adults

Are you an adult who wants:

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

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

- Evening Intermediate/Advanced Level Math (Math 70/80) in Sep. 2010
- Social Studies 011 in Jan. 2011
- Evening English 012 in Jan. 2011



How do you become an AACCP student?

- 1. Come to an Information Session.** An AACCP instructor will talk about the programs and, if you wish to begin, work with you to determine your reading, writing and math skills. This is your opportunity to ask questions and be sure that you enter the right level of upgrading for you! Call 832-2126 to get the date and time of the next Information Session.
- 2. Speak with a Course Advisor.**
Talk about your goals and the opportunities available to you.
- 3. Fill out an Application Form.** Speak with the Course Advisor if you need assistance with the \$30 application fee.
- 4. Register.** You will be contacted with a registration appointment date and time. Remember, AACCP courses are **TUITION FREE** for all adults.
- 5. Begin classes!** Fall classes begin on Sept. 8, 2010.



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

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

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

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

**Seeking Career Advancement?
Looking for a New Career?**

Day and evening classes

Full or part-time

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

Office Administration Certificates **

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

Business Administration Certificates

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

Business Administration Diploma (2 years)

The complete two year diploma in Accounting, Marketing and General Studies is offered on a full or part-time basis at the Salmon Arm Campus.

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

Bachelor of Business Administration (4 years)

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

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

OKANAGAN COLLEGE BUSINESS COURSES ARE TRANSFERABLE TO MANY PROFESSIONAL DESIGNATIONS

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

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

Notes:

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

** All Office Administration Certificates are available on-line

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

1. ONLINE

Registering for a non-certificate course?

ONLINE REGISTRATION www.okanagan.bc.ca/csreg



2. CERTIFICATE COURSES

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

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

3. BY PHONE

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

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



4. IN PERSON

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

5. BY MAIL OR FAX

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



Fee Deferrals

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

Refund Policy

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

Non-certificate Program Withdrawal

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

CS Certificate Program Withdrawal

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

Information Discrepancies

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

N.S.F Cheques

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

Registration Form

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

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

Mr. Mrs. Ms. Miss

Last Name First Name Initial

Birthdate (dd/mm/yy) Address

City Postal Code

Day Telephone Evening Telephone

Email Fax

Course Title Campus or Centre Course

Number Start Date Fee

Course Title Campus or Centre Course

Number Start Date Fee

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

Cheque Money Order Purchase Order
 Visa Mastercard Amex

Card Number Expiry Date

Cardholder's Name Signature of Cardholder

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

Certificate Programs

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



Earn your certificate in less than a year!

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

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



Apply online at
www.okanagan.bc.ca/cs