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- Current as of April 1, 2019

### Okanagan College Calendar 2019-20

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OKANAGAN COLLEGE

Okanagan College transforms lives and communities. We engage, lead and serve through:

- A high quality educational experience for our learners.
- An environment that supports employees and encourages personal and professional growth.
- Collaborative relationships that are responsive to our communities.

With a rich history that dates back more than five decades, Okanagan College is British Columbia's largest public post-secondary college east of the lower Mainland. Okanagan College offers students a variety of programs at four unique campuses in the interior of the province including: Penticton, Kelowna, Vernon and Salmon Arm.

There are a number of reasons to choose Okanagan College. From the stunning locations of our campuses to the strong ties our college shares with industry -- to program development that meets the needs of a changing economy and personal interaction with professors -- Okanagan College works for students.
REGIONS

The Okanagan College Region is defined as the area consisting of the following school districts:

School District #19 Revelstoke
School District #22 Vernon
School District #23 Central Okanagan
School District #53 Okanagan-Similkameen
School District #58 Nicola Similkameen (excluding Merritt)
School District #67 Okanagan Skaha
School District #83 North Okanagan-Shuswap

Shuswap Revelstoke Region

Salmon Arm Campus
2552 10 Ave NE (Trans Canada Hwy)
Salmon Arm, B.C. V1E 2S4
Tel: (250) 832-2126
Toll free: 1-888-831-0341

Revelstoke Continuing Education Centre
Box 3118
1401 - 1st Street West
Revelstoke, B.C. V0E 2S0
Tel: (250) 837-4235

South Okanagan Similkameen Region

Penticton Campus
583 Duncan Ave. West
Penticton, B.C. V2A 8E1
Tel: (250) 492-4305
Toll free: 1-866-510-8899

Oliver Continuing Education Centre
Box 1799
9315-350 Avenue
Oliver, B.C. V0H 1T0
Tel: (250) 498-6264

Summerland Continuing Education Centre
Box 1224
13211 Henry Avenue
Summerland, B.C. V0H 1Z0
Tel: (250) 494-1300

North Okanagan Region

Kalamalka (Vernon) Campus
7000 College Way
Vernon, B.C. V1B 2N5
Tel: (250) 545-7291
Toll free: 1-800-289-8993

Central Okanagan Region

Kelowna Campus
1000 KLO Road
Kelowna, B.C. V1Y 4X8
Tel: (250) 762-5445
Toll free: 1-877-755-2266

Penno Road Campus
188 Penno Rd.
Kelowna, B.C.
IMPORTANT DATES

Semester Schedules, Program Start and End Dates and Campus Closures

Academic Schedule

see also [www.okanagan.bc.ca/dates](http://www.okanagan.bc.ca/dates)

2018-19 Fall and Winter Academic

2019-20 Fall and Winter Academic

2020-21 Fall and Winter Academic

2019, 2020, 2021 Summer Sessions Academic

Program Schedule

The following schedules include start and end dates for all Okanagan College programs excluding trades programs. See the trades section of the Okanagan College website for trades schedules and information: [www.okanagan.bc.ca/trades](http://www.okanagan.bc.ca/trades).

2017-18

**Vocational Health and Social Development**

2018-19

**Adult Special Education**

**Vocational Health and Social Development**

**English as a Second Language**

**Office Administration**

**Adult Academic and Career Preparation**

**Distance Education**

2019-20

**Adult Special Education**

**Practical Nursing Diploma**

**Human Service Work Diploma**

**Therapist Assistant Diploma**

**Health Care Assistant**

**Early Childhood Education Diploma**

**English as a Second Language**

**Adult Academic and Career Preparation**

**Office Administration**

You may also view the schedules and dates by visiting [www.okanagan.bc.ca/dates](http://www.okanagan.bc.ca/dates).

Application and Admissions Dates

- Some programs have specific dates or deadlines by which applications must be received (Nursing, Dental and Business). You must submit your application by the date indicated to ensure that you are considered for the first round of admission offers. For applications received after that date, offers of admission will only be issued if space is available.

- On the first business day in October each year Okanagan College begins accepting applications for academic programs (Arts, Science, Engineering Technologies, Computer Information Systems) for the following fall.

- Many other programs also begin accepting applications on the first business day in October for all intakes throughout the subsequent 10 months (Entry-Level Trades Foundation programs, Health programs other than those listed above.)

- You may apply online starting the first business day in October for Continuing Studies certificate programs.

Most programs accept applications up to the program start. Some programs have multiple start dates throughout the year.

All applicants are urged to apply as early as possible.

Response Time

Okanagan College will strive to respond to your application within 2 - 3 business days. However, during busy times of the year, please allow for up to 10 business days for a response.

Distance Education

Distance Education courses begin in September, January, and May. Distance Education students who
plan to take courses by distance in subsequent semesters do not need to reapply for admission provided there is no break in study.

**Registration Dates**

**WEB REGISTERED PROGRAMS:**

The following dates apply to all programs that offer web registration. Students are notified in their offer of admission of their ability to web register.

*Registration is available online, by appointment only - appointments will be sent to students electronically to their myOkanagan accounts.*

** Students are allowed to register in courses for any campus
** Restrictions may apply for some programs

**Summer 2019:**

Continuing Students: Feb. 25, 2019
New Students: Mar. 4, 2019

**Fall 2019:**

July 3, 2019 - Sept. 13, 2019

**DISTANCE EDUCATION:**

**Summer 2019:**

Continuing Students: Feb. 25, 2019
New Students: Mar. 4, 2019

**Fall 2019:**

July 3, 2019 - Sept. 13, 2019

**ABE REGISTRATION:**

Only Grade 11 and 12 courses are open for web registration, all other AACP courses require in-person registration.

**Summer 2019:**

Continuing Students: Mar. 11, 2019
New Students: Mar. 18, 2019

**Fall 2019:**

Continuing students: July 8 - Sept. 13, 2019
New students: Aug. 30 - Sept. 13, 2019

**Winter 2020:**

Continuing students: Nov. 27, 2019 - Jan. 17, 2020
New students: TBA

**ENGLISH AS A SECOND LANGUAGE (ESL):**

**Summer 2019:**

Continuing Students: Mar. 11, 2019
New Students: Mar. 18, 2019

**Fall 2019:**

Continuing Students: Mar. 11, 2019
New Students: Mar. 18, 2019

**Winter 2020:**

Continuing students: Nov. 27, 2019 - Jan. 17, 2020
New students: TBA

See the International [Date and Fee Schedule](#) for more information.
Fee Payment Deadlines

For programs with courses that start at the beginning of a semester, your account must be paid in full by the fee payment deadline below. If you add or change courses after the fee payment deadline resulting in additional charges to your account, you are required to pay all fees at the time of registration.

For programs that do not start at the beginning of the fall or winter semester, fees are due no later than one week before classes begin.

For trades and vocational programs that are 13 weeks or shorter in length, fees are due upon admission to the program.

For distance education and Adult Basic Education (AACP) courses, fees are due at the time of registration.

Fall 2019:
August 13, 2019

Winter 2020:
December 17, 2019

Summer Sessions I and II 2020:
April 21, 2020

Fall 2020:
August 18, 2020

Winter 2021:
December 15, 2020

Please also see: www.okanagan.bc.ca/feepayment.
ADMISSIONS

Early application for all programs is strongly advised.

Okanagan College may cease to accept applications for a given intake or program if the number of applications submitted greatly exceeds enrolment capacity. Notice of these program closures will be posted on the Okanagan College website.

Okanagan College is a multi-campus institution, and many programs are offered at more than one campus. However, not all programs are offered at all campuses.

How to Apply

Use the online application form at www.okanagan.bc.ca/apply. If you are unable to submit an application online, Okanagan College will accept paper applications with the $30 non-refundable application fee. You can apply for up to three programs per application session for your $30 application fee ($100 for International applicants.)

While online submission of your application greatly speeds the processing of the application, how you submit your application is not a factor in determining your admissibility.

You may visit any of the campuses or regional centres of Okanagan College to submit your application. Assistance is available to help you use the online application process.

A returning student will not be assessed an application fee provided the student is continuing in the same program and has not missed more than one semester (summer session is excluded). If you are admitted to more than one program, you will be required to accept only one offer of admission.

When to Apply

Please see Important Dates.

Transcripts

As an applicant, you must ensure that official sealed transcripts are submitted for all institutions attended other than Okanagan College. Transcripts must have been issued within the previous six months. Current and past Okanagan College students and Okanagan University College students are not required to submit Okanagan College or Okanagan University College transcripts.

Applicants submitting post-secondary transcripts from within Canada but outside B.C. will be required to submit a $50 transcript evaluation fee per transcript. The evaluation fee for International transcripts is $150 per transcript. (This fee is in addition to the application fee.)

Applicants

Applicants must satisfy all general and program-specific admission requirements.

Regular Applicants: Regular applicants have secondary graduation (or equivalent) or are currently enrolled in Grade 12.

Mature Applicants: Mature applicants are at least 19 years of age and have been out of full-time secondary school for at least one year prior to commencement in their program. Grade 12 graduation is not required (unless specified), but the applicant must satisfy all general and program-specific admission requirements.

Transfer Student: The applicant is currently attending or has most recently attended another accredited post-secondary institution in a transferable program. The applicant must satisfy all general and program-specific admission requirements.

Unclassified Student: Courses completed as an Unclassified Student are not intended to lead to a particular degree or diploma. No transfer credit will be awarded by Okanagan College. Enrolment in courses is subject to availability of space, completion of prerequisites or faculty permission. Department permission is required for students enrolling in 300/400 level courses. Admission to the College as an Unclassified Student does not guarantee admission to any subsequent program.

Visiting Student: A Visiting Student at Okanagan College is a student who is currently undertaking a program of degree completion at another accredited post-secondary institution. No transfer credit will be awarded by Okanagan College. Students are admitted based on a Letter of Permission from the home institution and are permitted to register in specific Okanagan College courses as listed in the Letter of Permission.

The Letter of Permission must state the session and year for which it is valid and is valid for one academic year only. If subsequent sessions are required, a new Letter of Permission must be submitted. Registration
in courses is subject to availability of space, approval from the home institution, and proof of satisfying all course prerequisites.

**General Admission Requirements - All Applicants**

**Document Requirements**

Applicants are required to submit the following documents with their applications:

*Provincial Education Number (PEN):* All applicants who are currently enrolled in or have completed Grade 12 in British Columbia or Yukon must submit their nine-digit provincial education number.

*Transcript:* Official (i.e. sealed and unopened) transcripts must be submitted for all secondary and post-secondary schools. These transcripts must have been issued within the past six months.

Applicants from outside Canada, or whose documents are not in English: see our [International Student information](#).

Transcripts and other documents submitted become the property of Okanagan College and will be returned to the student only upon written request. In this event, true copies of non-replaceable documents will be made by Okanagan College and the original documents returned.

*Sponsorship Letters:* All students who are sponsored must submit a letter outlining what specifically is covered under the sponsorship and authorizing their sponsorship before registration.

**Citizenship and Immigration Requirements**

Applicants must satisfy one of the following citizenship or immigration requirements for admission:

- be a citizen of Canada, or
- hold status as a permanent resident (landed immigrant), or
- hold a valid study permit issued by a Canada Immigration Centre, proof of which must be submitted, or
- hold a valid visitor's permit and intend to study in Canada for six months or less.

**Age Requirement**

Adult Academic and Career Preparation Programs (Adult Basic Education): Applicants must be at least 19 years of age, or have been out of the public school system for at least 12 months and be at least 18 years of age, or have completed grade 12.

Any applicant not meeting these requirements must be recommended for admission by a Secondary School Principal or Counsellor and be referred to the Adult Academic and Career Preparation Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant, who will be admitted only if approved by the Committee and space is available.

*Baccalaureate Degree, Associate Degree, Diploma programs and Health and Social Development Programs:* Applicants must be 18 years of age or a British Columbia Secondary School graduate or equivalent. Some programs may set higher age requirements.

*Vocational and Trades:* Applicants must be at least 16 years of age. Some programs may set higher age requirements. Okanagan College reserves the right to determine whether an underage student will be permitted to enrol.

**English Requirements**

English is the language of instruction and communication at Okanagan College. All applicants, including Canadian citizens, whose native or primary language is other than English, must demonstrate a command of English sufficient to meet the demands of classroom instruction and written assignments.

See individual program listings for specific English requirements.

**Academic Requirements**

See individual program listings for detailed requirements.

All applicants must:

- submit proof of having satisfied all admission requirements of the program to which admission is sought, or
- submit proof of enrolment in a course or program of studies which, if successfully completed by June 30th, will satisfy all admission requirements for a program starting in September, or
- for programs with a start date other than September, submit proof of enrolment in a course or program of studies which, if successfully completed by the date specified
by the Admissions Office, will satisfy all admission requirements to the program.

Entrance Testing

Testing times and dates are available at the Learning Centre in Kelowna or Regional Campus counselling offices.

Language Proficiency Index (LPI): Students may write the LPI to satisfy the English academic admission requirement for some Okanagan College programs. Please refer to the program listing for specific English requirements.

Information on how to register to write the LPI, and dates and locations for the LPI sittings are available online. Results must be submitted no later than July 31 for admission to programs starting in September.

Applicants outside B.C. can call the LPI office at (604) 822-9144 or visit their website.

English testing for International Students: see Okanagan College International or see below.

ABLE Math and English Diagnostic Test: Satisfactory standing in basic math and reading tests is required for entrance to all Entry Level Training (Trades) programs. Please see individual program listing.

Adult Academic and Career Preparation Skills Assessment: Applicants wishing to enter some Adult Academic and Career Preparation (Adult Basic Education) courses may be required to complete a skills assessment test if they do not meet specific course prerequisites or to determine the level which would best suit their needs. Assessment dates and times are available at the Registrar's Office or campus offices. See Adult Academic and Career Preparation programs for more information.

Mathematics Diagnostic Test: Any person requesting admission to the following programs (see chart below), must demonstrate proficiency in the indicated area of Mathematics. The indicated diagnostic test may be used to satisfy the math admission requirement.

Program Specific Tests and Passing Scores:

Culinary Management Diploma
Math Diagnostic Test
16/25

Associate of Science Degree
Calculus Readiness Test
16/25

Bachelor of Business Administration
Math Diagnostic Test
20/25

Bachelor of Computer Information Systems
Mathematics 11 Proficiency Test
Mathematics 12 Proficiency Test
70%

Business Administration Diploma
Math Diagnostic Test
16/25

Civil Engineering Technology Diploma
Math 11 Challenge Exam
64%

Commercial Aviation Diploma
Math Diagnostic Test
16/25

Computer Information Systems Diploma
Mathematics 11 Proficiency Test
Mathematics 12 Proficiency Test
70%

Electronic Engineering Technology Diploma
Math 11 Challenge Exam
70%

Mechanical Engineering Technology Diploma
Math 12 Challenge Exam
70%

Network and Telecommunications Engineering Technology Diploma
Math 11 Challenge Exam
70%

Sustainable Construction Management Technology Diploma
Math 11 Challenge Exam
70%

Trades Technology Teacher Education Diploma
Math 11 Challenge Exam
64%

Water Engineering Technology Diploma
Math 11 Challenge Exam
85%
Applicants Whose First Language Is Not English

Applicants to diploma, degree and certificate programs whose first language is not English must submit documentation of one of the following:

- A TOEFL score of at least 550 (paper-based), 213 (computer-based), or 79 (Internet-based).

- An overall IELTS (academic) band score of 6.5 with no band below 6.0 for admission to the Bachelor of Business Administration program or a band score of 6.0 with no band below 6.0 for admission to most other programs.

- A PTE (academic) combined score of 58 with no skill score below 55 for admission to the Bachelor of Business Administration program or a combined score of 56 with no band below 55 for admission to most other programs.

- A score exceeding level 4 on the Okanagan College English Language Assessment (OCELA).

- A minimum grade of 70% in each EAPD 040, EAPW 040 and EAPR 040 for admission to the Bachelor of Business Administration program or a minimum grade of 60% in EAPD 040, EAPW 040 and EAPR 040 for admission to most other programs.

- A minimum grade of 70% in B.C. secondary school English 12 or its equivalent for the Bachelor of Business Administration program or a minimum grade of 60% for most other programs.

- A transcript showing completion of an English literature or composition course at a recognized university or college in Canada with a minimum grade of 50%.

- A minimum score of level 5 on the Language Proficiency Index test (available only in BC) for the Bachelor of Business Administration program or level 4 for most diploma and certificate programs.

Applicants who have successfully completed a diploma or degree from an accredited institution at which English is the language of instruction may submit their academic transcript for review by Okanagan College. Subject to verification, this diploma or degree may be used to meet the English requirement for admission to Okanagan College.

Documentation of English language proficiency should be sent directly to intedapps@okanagan.bc.ca or ideally be submitted with the online application.

In addition to English, all students must meet program specific prerequisites.

See more at English and Alternatives.

Admission Procedures

Students continuing their studies from one semester to the next need not apply for readmission. Each semester students must, however, register and pay fees for the courses in which they wish to enrol.

Students changing their program (e.g. from AACP to an Associate of Arts, or from ESL to Business) need to submit a new Application for Admission.

Returning students: Arts, Science, Business Administration, Adult Basic Education and ESL programs: Students returning to resume studies in these programs after an absence of four or more semesters are required to submit an Application for Admission before the beginning of the semester in which they wish to enrol. Applicants are strongly advised to apply early as these programs have limited entry. Applicants must satisfy all program requirements prior to admission.

Commercial Aviation, Engineering Technologies, Health and Social Development Diploma programs: Students returning to resume studies after an absence of one or more semesters are required to submit an Application for Admission before the beginning of the semester in which they wish to enroll. Applicants are strongly advised to apply early as these programs have limited entry. Applicants must satisfy all program requirements prior to admission.

Aboriginal applicants: Canadian Aboriginal applicants are encouraged to declare that they are of Aboriginal ancestry within the meaning of the Constitution Act of 1982. This information will allow access to activities and services designated for Aboriginal students. Further information may be requested from: Student Services - Aboriginal Programs and Services or call (250) 762-5445.

Offers of Admission

Okanagan College will, for any given program, normally make several rounds of admission offers.
until the program has been filled. The offer of admission sent to an applicant by the Office of the Registrar will indicate a response deadline by which the applicant must notify Okanagan College of his or her decision to accept the offer of admission. Acceptance of an offer of admission must be accompanied by payment of a non-refundable, non-transferable offer acceptance tuition deposit. This payment will be fully applied toward payment of the student's assessed tuition fees.

Some programs have a second deposit, which must be paid to retain the seat in the program. The second deposit will be fully applied toward payment of the student's assessed tuition fees.

By accepting the offer of admission and paying the non-refundable, non-transferable offer acceptance tuition deposit - and second deposit if applicable - by the deadline(s), the applicant will be assured of a seat in the program, and will be block registered into the appropriate courses, or will be given a registration time to register in courses, depending on their program.

Applicants who decide to accept an offer of admission after the deadline date indicated in their offer of admission will be granted admission to the program subject to the availability of space in the program.

Transfer Credit Requests

Transfer credit may be granted for a course(s) taken at an accredited post-secondary institution recognized by the College provided that the course grade is at least 50% and provided that an equivalent Okanagan College course exists. General or unassigned credit may be granted, at the discretion of the department, in the event that no equivalent Okanagan College course exists. Okanagan College reserves the right to deny transfer credit for courses completed 10 or more years before the date of application.

Transfer credit will only be evaluated after students accept their Offer of Admission. Unfortunately, Okanagan College is unable to assess credits earned elsewhere until students are admitted into an Okanagan College program. Please visit www.bctransferguide.ca for additional information about transfer credits.

The deadlines for requesting transfer credit are:

- July 15 for the Fall semester
- November 15 for the Winter semester
- March 15 for the Summer semester

To apply for transfer credit, students must submit a Transfer Credit Request in person, by mail or by fax along with an official (signed and sealed) transcript issued within the past six months. If applicable, the evaluation fee for transcripts from post-secondary institutions outside of B.C. must be included:

**Fees**

- Transcripts from B.C. Post-secondary institutions: no fee required.
- Transcripts outside of B.C. (within Canada): $50 per transcript.
- International transcripts: $150 per transcript.

**Note**

- Not all courses carry credit in all programs.
- Transfer Credit may be re-assessed upon application to another program.
- Courses to be considered must have been successfully completed at an accredited post-secondary institution.
- Detailed course outlines may be requested.
- If you receive transfer credit for a course which duplicates current enrolment, it is your responsibility to withdraw from the course.

Advanced Placement

**Biology**

- **Minimum Grade Required:** 4
- **Transferability:** Credit for BIOL 111 and BIOL 121 or BIOL 112 and BIOL 122

**Chemistry**

- **Minimum Grade Required:** 4
- **Transferability:** Credit for CHEM 111 and CHEM 121 or CHEM 112 and CHEM 122

**Computer Science A**

- **Minimum Grade Required:** 4
- **Transferability:** Credit for COSC 111

**Microeconomics**

- **Minimum Grade Required:** 4
- **Transferability:** Credit for ECON 115

**Macroeconomics**

- **Minimum Grade Required:** 4
- **Transferability:** Credit for ECON 125

**English Language and Composition**
Minimum Grade Required: 4  
Transferability: Credit for ENGL 100

English Literature and Composition  
Minimum Grade Required: 4  
Transferability: Credit for ENGL 151

Environmental Science  
no credit

French Language  
Minimum Grade Required: 4  
Transferability: Credit for FREN 112 and FREN 122

History  
Minimum Grade Required: 4 on the AP European history course  
Transferability: Credit for HIST 116 and HIST 126  
Minimum Grade Required: 4 on the AP USA history course  
Transferability: Credit for HIST 211 and HIST 221

Mathematics  
Minimum Grade Required: 4 in Calculus AB  
Transferability: Credit for MATH 112  
Minimum Grade Required: 4 in Calculus BC  
Transferability: Credit for MATH 112 and MATH 122

Physics  
Minimum Grade Required: 4 in Physics 1 and Physics 2  
Transferability: Credit for PHYS 112 and PHYS 122  
Minimum Grade Required: 4 in Physics 1  
Transferability: Credit for PHYS 121  
Minimum Grade Required: 4 in Physics 2  
Transferability: Credit for PHYS 1st

Psychology  
Minimum Grade Required: 4

International Baccalaureate  
Students planning to transfer to a university at a later date should also contact the university of their choice or contact Education Advising for more information.

Biology  
Minimum Grade Required: 6  
Transferability: Credit for BIOL 111 and BIOL 121 or BIOL 112 and BIOL 122  
Minimum Grade Required: 5  
Transferability: A prerequisite waiver for BIOL 111 and BIOL 121 or BIOL 112 and BIOL 122 for entry into second-year courses

Chemistry  
Minimum Grade Required: 6  
Transferability: Credit for CHEM 111 and CHEM 121 or CHEM 112 and CHEM 122

Computer Science  
Minimum Grade Required: 5  
Transferability: A prerequisite waiver of COSC 111 and COSC 121 for entry into subsequent courses, provided applicants successfully complete a supervised laboratory assignment prepared by the Computer Science Department

English  
Minimum Grade Required: 5 in the higher-level IB English examination and an "A" in English 12  
Transferability: A prerequisite waiver for first year English for entry into second year

History (Asia or European)  
Minimum Grade Required: 5  
Transferability: A prerequisite waiver of first-year courses for entry into applicable second year courses

Mathematics  
Minimum Grade Required: 5  
Transferability: Credit for MATH 112 and/or MATH 112 & MATH 122 depending on the examination taken

Physics  
Minimum Grade Required: 6  
Transferability: Credit for PHYS 112 and PHYS 122
General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit

Students who have completed GCSE A-Level courses may be granted transfer credit for diploma or degree courses numbered 100 level or higher at Okanagan College.

Transfer credit will be granted for GCSE A-Level courses recognized by Okanagan College, provided that the course grade is at least a "C." General or unassigned credit may be granted, at the discretion of the department, in the event that no equivalent Okanagan College course exists. The granting of credit for a transfer course does not guarantee that it will meet particular program requirements.

Prior Learning Assessment

Prior Learning Assessment (PLA) is assessment carried out by a qualified specialist to determine what has been learned through non-formal education, training, or experience. The purpose of the assessment is to determine what prior learning is worthy of credit in a course or program offered by the accrediting institution.

PLA is available for some courses in the following areas: Administrative Assistant Certificate, Health Care Assistant, Culinary Arts, Business Administration, Continuing Studies, Computer Science, Early Childhood Education and Sustainable Construction Management Technology.

Please contact the chair of the department to determine which courses are available for PLA.

Students with PLA credit from Okanagan College who are planning to transfer to another institution, should confirm with the other institution the acceptance of the credit.

PLA policy guidelines:

- Learners may receive credit for demonstrated knowledge, skills and attributes that are verifiable, current, and consistent with programs and courses offered at Okanagan College.
- PLA candidates must first be admitted to the program, faculty, or department to which they seek credit in accordance with Okanagan College policies and procedures. General Okanagan College admission requirements will be applied.
- The appropriateness of PLA within individual departments shall be determined by the respective department.
- The appropriate assessment techniques will be determined by the department.
- Determination of acceptance of PLA credits from other institutions will be at the discretion of the department.
- The assessment and assignment of PLA credit will be determined by a content specialist identified by the department.
- The department will have the discretion to assign PLA credit with or without a grade. Assessment of a grade, where assigned, will be determined by the content specialist identified by the department.
- PLA credits and/or grades, as determined and recommended by the content specialist, are subject to appeal by the student in accordance with Okanagan College policies and procedures.
- Fees for PLA will be based on the services to be performed.
- The maximum number of credits awarded through PLA will be 50% of the credits or work required for a given degree, associate degree, diploma or certificate.
- Student transcripts shall identify credits granted through the process of PLA.

Student fees for Prior Learning Assessment:

Challenge Exam: 50% of the regular course fee

Portfolio Assessment:

- Without a workplace-based assessment: 75% of the regular course fee
- With a workplace-based assessment: 100% of the regular course fee

Note: Students will not be charged additional fees for prior learning assessment(s) if they are required to enrol and pay for a complete program and if they wish to use prior learning assessment for one or more courses/modules within the program.
ENGLISH and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

ENGLISH 12 with minimum 70% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon Minimum:

- English 12
- English Studies 12
- Literary Studies 12
- English Literature 12

Bachelor of Science in Nursing Year 1 and 2: maybe be used as one the ‘approved Grade 12’ courses but cannot replace English 12 or English 12 First Peoples.

- English 12 First Peoples

Provincial Level Adult Basic Education English course equivalent 70%

Note: Communications 12 is not accepted

Secondary School Level Courses Canada and Other Minimum:

Alberta, Northwest Territories, Nunavut: English Language Arts 30-1 or English 30 70%

Saskatchewan: English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged) 70%

Manitoba: ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC 70%

Ontario: English 12 (ENG4U or ENG4M) 70%

Quebec: 2 English Literature courses in 601 series 70%

New Brunswick: English 121 or English 122 or Anglais 126B 70%

Prince Edward Island: English 611 or English 621 70%

Nova Scotia: English 441 or English 442 or English 541 or English 12 70%
Newfoundland & Labrador: English 3201 70%

International Baccalaureate (IB)
English A1 or A2 (higher-level or standard-level) 5

Advanced Placement (AP)
English Language & Literature or English Literature & Composition 4

O-Level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course C

Language Tests Minimum:

International English Language Testing System (IELTS - academic version)
Overall band score of 6.5 (with no band less than 6.0)

Language Proficiency Index (LPI) – Essay Score
30/40 - Level 5

Test of English as a Foreign Language (TOEFL)²
79 (Internet-based), or 213 (computer-based), or 550 (paper-based)

Canadian Academic English Language (CAEL and CAEL CE)
Overall score 70

Pearson Test English (Academic)
Overall score 58
No Communicative Skills score lower than 55

Note: We will accept test results taken no more than
two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

English literature or composition course at an accredited university or college in Canada

Three credits (or the equivalent) of post-secondary first-year English studies at an accredited university

Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country

Applicants who have successfully completed a degree from an accredited institution at which English is the language of instruction in a country may be used to meet the English requirement.

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.

1 Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

2 Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

3 Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 12 with minimum 67% and alternatives

How to meet the English requirements

University Level Courses & Credentials

Secondary School Level Courses British Columbia, Minimum:

Yukon

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12</td>
<td>67%</td>
</tr>
<tr>
<td>English Studies 12</td>
<td>67%</td>
</tr>
<tr>
<td>English Literature 12</td>
<td>67%</td>
</tr>
<tr>
<td>Literary Studies 12</td>
<td>67%</td>
</tr>
<tr>
<td>English 12 First Peoples</td>
<td>67%</td>
</tr>
</tbody>
</table>

Provincial Level Adult Basic Education English course equivalent 67%

Note: Communications 12 is not accepted

Secondary School Level Courses Canada and Other Minimum:

Alberta, Northwest Territories, Minimum: 67%

Nunavut: English Language Arts 30-1 or English 30

Saskatchewan: English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged) 67%
Manitoba: ENG 42A1 or ENG 42A2 or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC 67%

Ontario: English 12 (ENG4U or ENG4M) 67%

Quebec: 2 English Literature courses in 601 series 67%

New Brunswick: English 121 or English 122 or Anglais 126B 67%

Prince Edward Island: English 611 or English 621 67%

Nova Scotia: English 441 or English 442 or English 541 or English 12 67%

Newfoundland & Labrador: English 3201 67%

International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level) 4

Advanced Placement (AP) English Language & Composition or English Literature & Composition 4

O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course C

Okanagan College English Language Proficiency Index (LPI) – Essay Score 26/40 - Level 4

Test of English as a Foreign Language (TOEFL)² 79 (Internet-based), or 213 (computer-based), or 550 (paper-based)

Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4) 67% in each

Language Tests Minimum: Overall band score of 6.0 (with no band less than 6.0)

International English Language Testing System (IELTS - academic version) Overall score 67

Note: Pharmacy Technician Certificate requires an overall band score of 6.5 on the academic version

Okanagan College English Language (CAEL and CAEL CE) Overall score 58

Pearson Test English (Academic) No Communicative
Skills score lower than 55

Note: We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

**University Level Courses & Credentials**

**Minimum:**

- English literature or composition course at an accredited university or college in Canada (50%)
- Three credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country (50%)
- Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.

Applicants who have successfully completed a degree from an accredited institution at which English is the language of instruction in a country where English is not the principal language may submit their academic transcript for review by Okanagan College. Subject to verification, this degree may be used to meet the English requirement for admission to Okanagan College.

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.

1 Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

2 Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

3 Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

**ENGLISH 12 with minimum 60% and alternatives**

**How to meet the English requirements**

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

**Secondary School Level Courses British Columbia, Yukon**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12</td>
<td>60%</td>
</tr>
<tr>
<td>English Studies 12</td>
<td>60%</td>
</tr>
</tbody>
</table>

1 Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.
<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Literature 12</strong></td>
<td>60%</td>
</tr>
<tr>
<td><strong>Literary Studies 12</strong></td>
<td>60%</td>
</tr>
<tr>
<td><strong>English 12 First Peoples</strong></td>
<td>60%</td>
</tr>
<tr>
<td><strong>Provincial Level Adult Basic Education</strong></td>
<td></td>
</tr>
<tr>
<td><strong>English course equivalent</strong></td>
<td>60%</td>
</tr>
</tbody>
</table>

Note: Communications 12 is not accepted

**Secondary School Level Courses Canada and Other Minimum:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta, Northwest Territories, Nunavut</td>
<td>English Language Arts 60% 30-1 or English 30</td>
</tr>
<tr>
<td><strong>Saskatchewan</strong></td>
<td>English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged) 60%</td>
</tr>
<tr>
<td><strong>Manitoba</strong></td>
<td>ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC 60%</td>
</tr>
<tr>
<td><strong>Ontario</strong></td>
<td>English 12 (ENG4U or ENG4M) 60%</td>
</tr>
<tr>
<td><strong>Quebec</strong></td>
<td>2 English Literature courses in 601 series 60%</td>
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<tr>
<td><strong>New Brunswick</strong></td>
<td>English 121 or English 122 or Anglais 126B 60%</td>
</tr>
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<td><strong>Prince Edward Island</strong></td>
<td>English 611 or English 621 60%</td>
</tr>
<tr>
<td><strong>Nova Scotia</strong></td>
<td>English 441 or English 442 or English 541 or English 12 60%</td>
</tr>
</tbody>
</table>

**Newfoundland & Labrador:** English 3201 60%

International Baccalaureate (IB)
English A1 or A2 (higher-level or standard-level) 4

Advanced Placement (AP)
English Language & Composition or English Literature & Composition 3

O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course C

**Okanagan College Courses and Tests Minimum:**

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okanagan College Adult Basic Education ENGL 012</td>
<td>60%</td>
</tr>
<tr>
<td>Okanagan College 100-level ENGL course</td>
<td>50%</td>
</tr>
<tr>
<td>OCELA (Okanagan College English Language Assessment)</td>
<td>75 in each: Writing, Reading &amp; Discussion</td>
</tr>
<tr>
<td>Okanagan College English for Academic Purposes: EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)</td>
<td>60% in each</td>
</tr>
</tbody>
</table>

**Language Tests Minimum:**

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>International English Language Testing</td>
<td>Overall band score of 6.0</td>
</tr>
<tr>
<td>System (IELTS - academic version)</td>
<td>with no band less than 6.0</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Language Proficiency Index (LPI) – Essay Score</td>
<td>24/40 - Level 4</td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL)&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Not accepted as a means to meet the English admissions requirement for: Bachelor of Science in Nursing Year 1 and 2 Practical Nursing Diploma</td>
</tr>
<tr>
<td>Canadian Academic English Language (CAEL and CAEL CE)</td>
<td>Overall score 60</td>
</tr>
<tr>
<td>Pearson Test English (Academic)</td>
<td>Overall score 56</td>
</tr>
<tr>
<td></td>
<td>No Communicative Skills score lower than 55</td>
</tr>
</tbody>
</table>

Note: We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

**University Level Courses & Credentials**

**Minimum:**

- English literature or composition course at an accredited university or college in Canada: 50%
- Three credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country: 50%

1 Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

2 Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

3 Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago,
ENGLISH 12 with minimum 50% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12</td>
<td>50%</td>
</tr>
<tr>
<td>English Studies 12</td>
<td>50%</td>
</tr>
<tr>
<td>English Literature 12</td>
<td>50%</td>
</tr>
<tr>
<td>Literary Studies 12</td>
<td>50%</td>
</tr>
<tr>
<td>English 12 First Peoples¹</td>
<td>50%</td>
</tr>
<tr>
<td>Provincial Level Adult Basic Education English course equivalent</td>
<td>50%</td>
</tr>
</tbody>
</table>

Note: Communications 12 is not accepted except for the Electrician Pre-Apprenticeship program for the 2018-19 academic year.

Secondary School Level Courses Canada and Other

<table>
<thead>
<tr>
<th>Region</th>
<th>Course</th>
<th>Minimum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta, NWT, Nunavut</td>
<td>English Language Arts 30-1 or English 30</td>
<td>50%</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>English 621A + Writing 521A or English Language Arts A30 + B30 or English A30 + B30 (averaged)</td>
<td>50%</td>
</tr>
<tr>
<td>Manitoba</td>
<td>ENG 42A1 or ENG 42A2 or ENG 42A IB or ENG 42S IB or any compulsory 40S English course or E40S CMP FOC</td>
<td>50%</td>
</tr>
<tr>
<td>Ontario</td>
<td>English 12 (ENG4U or ENG4M)</td>
<td>50%</td>
</tr>
<tr>
<td>Quebec</td>
<td>2 English Literature courses in 601 series</td>
<td>50%</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>English 121 or English 122 or Anglais 126B</td>
<td>50%</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>English 611 or English 621</td>
<td>50%</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>English 441 or English 442 or English 541 or English 12</td>
<td>50%</td>
</tr>
<tr>
<td>Newfoundland &amp; Labrador</td>
<td>English 3201</td>
<td>50%</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>English 121 or English 122 or Anglais 126B</td>
<td>50%</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>English 611 or English 621</td>
<td>50%</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>English 441 or English 442 or English 541 or English 12</td>
<td>50%</td>
</tr>
<tr>
<td>Newfoundland &amp; Labrador</td>
<td>English 3201</td>
<td>50%</td>
</tr>
<tr>
<td>International Baccalaureate (IB)</td>
<td>English A1 or A2 (higher-level or standard-level)</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Placement (AP)</td>
<td>English Language &amp; Composition or English Literature &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course</td>
<td>C</td>
<td>50%</td>
</tr>
</tbody>
</table>
Okanagan College Adult Basic Education ENGL 012
60%

Okanagan College 100-level ENGL course
50%

OCELA (Okanagan College English Language Assessment)
This test is only administered by the ESL department and is for students entering the ESL program at the Kelowna campus.

75 in each: Writing, Reading & Discussion

Okanagan College English for Academic Purposes:
EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)
60% in each

Trades ABLE reading comprehension
88%

Language Tests Minimum:
International English Language Testing System (IELTS - academic version)
Overall band score 6.0 (with no band less than 6.0)

Language Proficiency Index (LPI) – Essay Score
24/40 - Level 4

Test of English as a Foreign Language (TOEFL)
79 (Internet-based), or 213 (computer-based), or 550 (paper-based)

Only accepted for the Animation Diploma:
English Language Assessment 145

Canadian Academic English Language (CAEL and CAEL CE)
Overall score 50

Pearson Test English (Academic)
Overall score 56

Note: We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

University Level Courses & Credentials Minimum:
English literature or composition course at an accredited university or college in Canada 50%

Six credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country 50%

Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.

Applicants who have successfully completed a degree from an accredited institution at which English is the language of instruction in a country where English is not the principal language may submit their academic transcript for review by Graduation.
Okanagan College. Subject to verification, this degree may be used to meet the English requirement for admission to Okanagan College.

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.

1 Provincial Examinations: The blended grade (school mark and provincial exam result combined) will be used in determining if the admission requirement has been satisfied.

2 Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

3 Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

**ENGLISH 11 with minimum 67% and alternatives**

**How to meet the English requirements**

At Okanagan College admission requirements are program specific. Be sure to check your program admissions.
### Okanagan College Courses and Tests

**Okanagan College Adult Basic Education ENGL 011 or ENGL 080 or both ENGL 081 and 082** 67%

**OCELA (Okanagan College English Language Assessment)**

This test is only administered by the ESL department and is for students entering the ESL program at the Kelowna campus.

75 in each:
- Writing
- Reading & Discussion

50 in each:
- Speaking
- Listening

**Okanagan College English for Academic Purposes:**

EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4)

**Language Tests**

**Minimum:**

- **International English Language Testing System (IELTS - academic version)**
  - Overall band score of 6.0 (with no band less than 6.0)

- **Language Proficiency Index (LPI) – Essay Score**
  - 24/40 - Level 4

- **Test of English as a Foreign Language (TOEFL)**
  - 79 (Internet-based), or 213 (computer-based), or 550 (paper-based)

- **Canadian Academic English Language (CAEL and CAEL CE)**
  - Overall score 50

- **Pearson Test of English (PTE Academic)**
  - Overall score 58
  - No Communicative Skills score lower than 55

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**Alberta, Northwest Territories, Nunavut:**

- English Language Arts 20-1 or English 20 67%

**Saskatchewan:**

- English 20 67%

**Manitoba:**

- Please inquire 67%

**Ontario:**

- ENG3U 67%

**Quebec:**

- 1 English Literature courses in 500 series 67%

**New Brunswick:**

- English 112 67%

**Prince Edward Island:**

- English 521A 67%

**Nova Scotia:**

- Please inquire 67%

**Newfoundland & Labrador:**

- Please inquire 67%

**International Baccalaureate (IB)**

- English A1 or A2 (higher-level or standard-level) 3

**Advanced Placement (AP)**

- English Language & Composition or English Literature & Composition 3

**O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course**

C

**Note:** Pharmacy Technician Certificate requires a score of at least 91 (Internet-based), 79 (Internet-based), or 213 (computer-based), or 550 (paper-based)
Note: We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

**University Level Courses & Credentials**

Minimum:

- English literature or composition course at an accredited university or college in Canada
  
  50%

- Three credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country
  
  50%

- Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.

Applicants who have successfully completed a degree from an accredited institution at which English is the language of instruction in a country where English is not the principal language may submit their academic transcript for review by Okanagan College. Subject to verification, this degree may be used to meet the English requirement for admission to Okanagan College.

**Graduation**

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.

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1. Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

2. Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

**ENGLISH 11 with minimum 60% and alternatives**

**How to meet the English requirements**

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

**These alternatives do not apply to the Health Care Assistant Certificate; please see the program page for the English requirements.**

**Secondary School Level Courses British Columbia, Yukon**

Minimum:

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 11</td>
<td>60%</td>
</tr>
<tr>
<td>Composition 11</td>
<td>60%</td>
</tr>
<tr>
<td>Creative Writing 11</td>
<td>60%</td>
</tr>
<tr>
<td>Literary Studies 11</td>
<td>60%</td>
</tr>
<tr>
<td>New Media 11</td>
<td>60%</td>
</tr>
<tr>
<td>Course</td>
<td>Minimum:</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Spoken Language 11</td>
<td>60%</td>
</tr>
<tr>
<td>English Literature 11</td>
<td>60%</td>
</tr>
<tr>
<td>English 11 First Peoples</td>
<td>60%</td>
</tr>
<tr>
<td>EFP Literary Studies</td>
<td>60%</td>
</tr>
<tr>
<td>EFP Literary Studies and New Media 11</td>
<td>60%</td>
</tr>
<tr>
<td>EFP Literary Studies and Spoken Language 11</td>
<td>60%</td>
</tr>
<tr>
<td>Advanced Level Adult Basic Education English course equivalent</td>
<td>60%</td>
</tr>
</tbody>
</table>

**Secondary School Level Courses Canada and Other**

**Alberta, Northwest Territories, Nunavut:** English Language Arts 20-1 or English 20 60%

**Saskatchewan:** English 20 60%

**Manitoba:** Please inquire 60%

**Ontario:** ENG3U 60%

**Quebec:** 1 English Literature courses in 500 series 60%

**New Brunswick:** English 112 60%

**Prince Edward Island:** English 521A 60%

**Nova Scotia:** Please inquire 60%

**Newfoundland & Labrador:** Please inquire 60%

**International Baccalaureate (IB) English A1 or A2 (higher-level or standard-level)**

**Advanced Placement (AP) English Language & Composition or English Literature & Composition** 3

**O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course** C

**Okanagan College Courses and Tests**

**Minimum:**

Okanagan College Adult Basic Education ENGL 011 or ENGL 080 or both ENGL 081 and 082 60%

**OCELA (Okanagan College English Language Assessment)**

75 in each:  Writing, Reading & Discussion

**Okanagan College English for Academic Purposes:**

EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4) 60% in each

**Language Tests**

**Minimum:**

International English Overall band score of Language Testing System (IELTS - academic version) 6.0 (with no band less than 6.0)
<table>
<thead>
<tr>
<th><strong>Language Proficiency Index (LPI) – Essay Score</strong></th>
<th>24/40 - Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test of English as a Foreign Language (TOEFL)</strong></td>
<td>79 (Internet-based), or 213 (computer-based), or 550 (paper-based)</td>
</tr>
<tr>
<td><strong>Canadian Academic English Language (CAEL and CAEL CE)</strong></td>
<td>Overall score 50</td>
</tr>
<tr>
<td><strong>Canadian Language Benchmark Placement Test (CLB PT)</strong></td>
<td>Listening 7, Speaking 7, Reading 6, and Writing 6</td>
</tr>
<tr>
<td><strong>Pearson Test of English (PTE Academic)</strong></td>
<td>Overall score 58, No Communicative Skills score lower than 55</td>
</tr>
</tbody>
</table>

**Note:** We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

**University Level Courses & Credentials**

**Minimum:**

- English literature or composition course at an accredited university or college in Canada: 50%

- Three credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country: 50%

**Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.**

**Applicants who have successfully completed a degree from an accredited institution at which English is the language of instruction in a country where English is not the principal language may submit their academic transcript for review by Okanagan College. Subject to verification, this degree may be used to meet the English requirement for admission to Okanagan College.**

**Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.**

1 Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

2 Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

**ENGLISH 11 with minimum 50% and alternatives**

**How to meet the English requirements**
At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

**Secondary School Level Courses British Columbia, Yukon**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 11</td>
<td>50%</td>
</tr>
<tr>
<td>Composition 11</td>
<td>50%</td>
</tr>
<tr>
<td>Creative Writing 11</td>
<td>50%</td>
</tr>
<tr>
<td>Literary Studies 11</td>
<td>50%</td>
</tr>
<tr>
<td>New Media 11</td>
<td>50%</td>
</tr>
<tr>
<td>Spoken Language 11</td>
<td>50%</td>
</tr>
<tr>
<td>English Literature 11</td>
<td>50%</td>
</tr>
<tr>
<td>English 11 First Peoples</td>
<td>50%</td>
</tr>
<tr>
<td>EFP Literary Studies and Writing 11</td>
<td>50%</td>
</tr>
<tr>
<td>EFP Literary Studies and New Media 11</td>
<td>50%</td>
</tr>
<tr>
<td>EFPLiterary Studies and Spoken Language 11</td>
<td>50%</td>
</tr>
<tr>
<td>Communications 11</td>
<td>50%</td>
</tr>
</tbody>
</table>

*Note: only accepted as a means to meet the English admissions requirement for Trades and Office Administration programs*

**Secondary School Level Courses Canada and Other**

<table>
<thead>
<tr>
<th>Region</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alberta, Northwest Territories, Nunavut:</strong></td>
<td></td>
</tr>
<tr>
<td>English Language Arts 20-1 or English 20</td>
<td>50%</td>
</tr>
<tr>
<td>Saskatchewan: English 20</td>
<td>50%</td>
</tr>
<tr>
<td>Manitoba: Please inquire</td>
<td>50%</td>
</tr>
<tr>
<td>Ontario: ENG3U</td>
<td>50%</td>
</tr>
<tr>
<td>Quebec: 1 English Literature courses in 500 series</td>
<td>50%</td>
</tr>
<tr>
<td>New Brunswick: English 112</td>
<td>50%</td>
</tr>
<tr>
<td>Prince Edward Island: English 521A</td>
<td>50%</td>
</tr>
<tr>
<td>Nova Scotia: Please inquire</td>
<td>50%</td>
</tr>
<tr>
<td>Newfoundland &amp; Labrador: Please inquire</td>
<td>50%</td>
</tr>
</tbody>
</table>

International Baccalaureate (IB)
English A1 or A2 (higher-level or standard-level) 3

Advanced Placement (AP)
English Language & Composition or English Literature & Composition 3

O-level, AS-Level, A-Level, GCSE, IGCSE English Language or Literature course C

**Okanagan College Courses and Tests**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okanagan College Adult Basic Education ENGL 011</td>
<td>50%</td>
</tr>
</tbody>
</table>
or ENGL 080 or both ENGL 081 and 082

Okanagan College 100-level ENGL course 50%

OCELA (Okanagan College English Language Assessment)
This test is only administered by the ESL department and is for students entering the ESL program at the Kelowna campus.

Okanagan College English for Academic Purposes:
EAPD 040 (Academic Discussion Skills 4) and EAPW 040 (Academic Writing Skills 4) and EAPR 040 (Academic Reading Skills 4) 60% in each

Trades ABLE reading comprehension 77%

Note: The ABLE test can only be used to satisfy the English admission requirement for Trades programs.

Language Tests Minimum:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>International English Language Testing System (IELTS - academic version)</td>
<td>Overall band score of 6.0 (with no band less than 6.0)</td>
</tr>
<tr>
<td>Language Proficiency Index (LPI) – Essay Score</td>
<td>24/40 - Level 4</td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td>79 (Internet-based), or 213 (computer-based), or 550 (paper-based)</td>
</tr>
<tr>
<td>Canadian Academic English Language</td>
<td>Overall score 50</td>
</tr>
</tbody>
</table>

(CAE and CAEL CE)

Pearson Test of English (PTE Academic) Minimum score 56
No Communicative Skills score lower than 55

Note: We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.

University Level Courses & Credentials Minimum:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>English literature or composition course at an accredited university or college in Canada</td>
<td>50%</td>
</tr>
<tr>
<td>Three credits (or the equivalent) of post-secondary first-year English studies at an accredited university in an English-speaking country</td>
<td>50%</td>
</tr>
</tbody>
</table>

Recognized Bachelor degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.

Applicants who have successfully completed a degree from an accredited institution at which English is the language of instruction in a country where English is not the principal language may submit their academic transcript for review by Okanagan College. Subject to verification, this degree may be used to meet the English requirement for admission to Okanagan College.

Graduation:

Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College.
Okanagan College Calendar 2019-20

Admissions admissions@okanagan.bc.ca or (250) 762-5445.

1 Okanagan College’s institution code for the Test of English as a Foreign Language (TOEFL) is 9536.

2 Countries where English is the Principal Language (note that there may be additional countries): Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe

ENGLISH 10 with minimum 50% and alternatives

How to meet the English requirements

At Okanagan College admission requirements are program specific. Be sure to check your program admissions requirements for the level of English required.

Secondary School Level Courses British Columbia, Yukon

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 10</td>
<td>50%</td>
</tr>
<tr>
<td>Any two of: Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, or Spoken Language 10</td>
<td>50% each</td>
</tr>
</tbody>
</table>

English 10 First Peoples 50%

Any two of: EFP Writing 10, EFP Literary Studies 10, EFP New Media 10 or EFP Spoken Language 10 50% each

Intermediate Level Adult Basic Education English course equivalent 50%

Communications 11

Note: only accepted as a means to meet the English admissions requirement for Trades programs incl. Culinary Arts Certificate and Pastry Arts Certificate

Okanagan College Courses and Tests

Okanagan College Adult Basic Education ENGL 070 or both ENGL 071 and 072 50%

Trades ABLE reading comprehension

Note: The ABLE test can only be used to satisfy the English admission requirement for Trades programs and the Continuing Studies Building Service Worker Certificate.

Language Tests

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>International English Language Testing System (IELTS - academic version)</td>
<td>Overall band score of 6.0 (with no band less than 6.0)</td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td>79 (Internet-based), or 213 (computer-based), or 550 (paper-based)</td>
</tr>
</tbody>
</table>

Note: We will accept test results taken no more than two years before you apply to Okanagan College with the exception of the LPI which does not have a time limit.
Other courses, tests and means to satisfy requirements may be considered on an individual basis. For inquiries, please contact Okanagan College Admissions admissions@okanagan.bc.ca or (250) 762-5445.
REGISTRATION

- All students must apply for formal admission and receive an offer of admission before registration.
- Okanagan College reserves the right to manage its individual course waitlists.
- Students must be registered before attending classes.
- Registration is not complete until tuition and associated fees are paid in full.
- Students will be issued final grades only for those courses in which they are officially registered.

Office of the Registrar

www.okanagan.bc.ca/registrar

The Office of the Registrar is responsible for student education records, admission and registration procedures for all students (excluding Continuing Studies), monitoring and enforcing academic policies, regulations and standards.

All student records are processed and discharged through the Office of the Registrar including: applications for admission, registration for courses, tuition fees, course additions and withdrawals, grades, transcripts, transfer credit, articulation with other institutions, degrees, diplomas and certificates, change in name, and change in address or telephone number.

Any questions on records, procedures or policies should be directed to the Office of the Registrar by calling (250) 762-5445, or by visiting your local Okanagan College regional campus.

Registration Dates

Please see: www.okanagan.bc.ca/dates

Registration Procedures

Programs Offering Web Registration

Business programs, Associate Degree programs and University Studies programs (Arts and Science diplomas), and some of the Technology programs.

The student's offer of admission letter will specify if a student is eligible to web register. The web registration system is located at myokanagan.bc.ca. A student may see their registration appointment time in their myOkanagan account (Student tab > Registration > Registration Status).

Programs Not Offering Web Registration

Health and Social Development certificates and diplomas, Trades programs, all Office Administration programs, and some of the Technology programs.

Find out more about registration in our Become a Student microsite.

Students who have been granted admission must accept their offer online in their myOkanagan student account.

To be assured of a reserved place in a program, students must pay the admission deposit. Payments can be made online through the student's myOkanagan account (or by mail or in person).

Students who fail to pay their non-refundable deposit by the deadline stated in their offer of admission will have their names placed at the bottom of the program waitlist which will be used to fill the program in accordance with Okanagan College's Program Waitlist Policy.

Once the deposit is received, the student will be registered automatically in the appropriate classes by the Office of the Registrar (block registration).

Sponsored Students

Sponsored students must provide a letter from the sponsor stating that Okanagan College may bill the sponsor. The letter should also detail what the sponsor will pay for including, if applicable, the non-refundable tuition deposit, tuition fees, books, material fees or any other billing items. Information will not be released to sponsors without an information release form signed by the student.

Okanagan College Employees

Continuing (Regular) employees of Okanagan College wishing to register for one or more courses in academic, career and technology, developmental, vocational or continuing studies programs can request a tuition waiver for themselves subject to the prerequisites and admission policies specific to the program as well as the general policies of the College. Tuition and application fees will be waived provided the employee registers in a non-cost recovery course and submits a tuition waiver form with their registration form. For a cost-recovery course registration, tuition and application fees will be waived provided the employee registration does not displace
Waiver of Prerequisite and Corequisite Courses

Under special circumstances, course prerequisite or corequisite waivers may be granted by the appropriate department.

If a student has satisfactorily completed the equivalent of a prerequisite or corequisite course at another institution, prerequisite or corequisite waivers may be granted by the department chairperson or designate.

If a student demonstrates sufficient background or ability to ensure a reasonable probability of success in a course, prerequisite and corequisite waivers may be granted by the department chairperson or designate.

In the event of a student having failed a course which serves as a prerequisite or has otherwise failed to achieve the minimum passing grade specific to a course which serves as a prerequisite, the waiver will be allowed only if approved in writing by the dean of the appropriate faculty.

Course Waitlist Procedure

Students are encouraged on a regular basis to login to myOkanagan and check the status of their waitlisted courses.

Students who are waitlisted for a course will not be officially registered in the course until a seat is offered to them and the tuition is paid.

Arts/Science students should only register and/or waitlist in a combined total of courses not exceeding 18 credits.

Waitlist dates will be set by the Registrar's Office and are part of the academic calendar.

Further information can be found in the Course Waitlist Policy section of the calendar.

Okanagan College Transcripts

Transcripts have to be ordered online through the student's myOkanagan account.
FEES

Okanagan College does not accept credit cards for domestic tuition and several other fees and services. You will be able to pay through online banking, debit card in person, cash and cheque.

You may pay fees by electronic funds transfer (through online banking), Interac, cheque, money order, or cash. International students are encouraged to use FlyWire to make a payment from their home country. Make cheques and money orders payable to Okanagan College. Post-dated cheques will not be accepted. Cheques that are returned due to insufficient funds (NSF) will result in cancellation of enrolment and an NSF penalty being charged.

Fees are generally due at least three weeks before classes begin. Students with financial difficulties should discuss their situation in advance with the Financial Aid and Awards Office, Student Services, Kelowna campus. Visit www.okanagan.bc.ca/feepayment for more information on fee deadlines and payment methods.

International Students: Because international students may not have the same banking options as domestic students, they are permitted to pay by credit card. Another option that is available is to make payment through FlyWire. Additionally, international student tuition and fees are significantly higher than domestic tuition and fees, and these amounts are well beyond the limit set by most banks for individual withdrawals from debit accounts.

Tuition Fees

Visit www.okanagan.bc.ca/tuition or the individual program pages in the Calendar to see approximate tuition fees and other costs associated with Okanagan College programs.

Foundational Programs

Adult Basic Education, Adult Special Education, and English as a Second Language (Domestic):

Tuition will be waived for all courses within this category. However, mandatory fees, other than tuition, will be applied to all students.

Distance Education

Regular tuition fees (based on the same per-billing credit fees as charged for on-campus delivery) will apply, plus an additional administration fee of $27.50 plus GST per course.

International Students

See International Student Fees.

Senior Citizens (60 years of age or older)

Degree, Diploma, Associate Degree, and Technology Programs: $91.42 per semester for any combination of credit or audit courses.

Vocational and Trades Programs: $21.93 per month (with a $71.71 overall minimum)

The Senior rate is only available as of the first day of classes up until the final day of registration if space is available. There will be no senior citizen reduction for any Continuing Studies, Distance Education, or cost-recovery programming.

Other fees (see below) will be charged in addition to the above amounts.

Audit Fees

$73.13 per billing credit. Audit fees do not apply to laboratory, studio, Continuing Education, Distance Education or cost-recovery courses. Students can only audit courses if there is sufficient space. Audit rates do not apply to international students.

Other fees (see below) will be charged in addition to the above amounts.

Refugee Status

Applicants who have been granted refugee status by Citizenship and Immigration Canada, and who are authorized to study at Okanagan College by Citizenship and Immigration Canada, will be assessed tuition fees as domestic students.

Other Fees 2018-19

Application Fee (non-refundable)

Domestic Applicants: $30
International Applicants: $100

Transcript Assessment Fee

B.C. Transcripts: Applicants requesting transfer credit for courses successfully completed at a recognized
BC university or college will not be charged an assessment fee.

Out-of-Province Transcripts: Applicants requesting transfer credit for courses successfully completed at a recognized Canadian post-secondary institution outside BC will be charged a transcript assessment fee of $50 per transcript.

International Transcripts: Applicants requesting transfer credit for courses completed at a post-secondary institute outside of Canada will be charged a transcript assessment fee of $150 per transcript. In the event that transcripts and other documents are not in English, the student will be responsible for submission of an official English translation of all required documents.

Grade Appeal Fee

$30 per course grade appeal. The fee is returned if the appeal is successful.

Transcript Fee

Okanagan College: $10 per transcript. An additional charge will be applied when expedited service is requested.

Okanagan University College: $20 for the first transcript and $10 for extra copies requested at the time of ordering. An additional charge will be applied when expedited service is requested.

Degree, Diploma, Certificate Replacement Fee

$25 plus postage and $5 handling fee.

Okanagan College Development Fee (OCDF)

Degree, Diploma & Technology Programs: The assessed OCDF for a given degree, diploma and technology course will be $3.65 per billing credit.

Vocational Programs (Regular & Apprenticeship): The assessed OCDF for a given vocational program will be $2.43 per week or part thereof.

Foundational Programs: $.49 per billing credit.

Educational Technology Fee (ETF)

Degree, Diploma & Technology Programs: The assessed ETF for a given degree, diploma and technology course will be $6.08 per billing credit.

Vocational Programs (Regular & Apprenticeship): The assessed ETF for a vocational program will be $4.57 per week or part thereof.

Foundational Programs: $.99 per billing credit.

Student Activity Fee

Degree, Diploma, Career and Technology, and Vocational and Trades Programs: 5.2% of assessed tuition to a maximum of $39.02 per semester. Technology Programs will pay 5.2% of assessed tuition to a maximum of $39.02 per semester. Trades and Vocational will pay $5.83/week ($39.02 for program less than 16 weeks; $78.04 for more or equal to 16 weeks.)

Adult Academic and Career Preparation Education: $4.87 per course.

Distance Education: no charge.

Co-operative Education Programs

Students will pay a $91.42 non-refundable application fee to register as a co-op student. A $304.74 work term fee is charged for each four-month work term. The co-op application fee shall not be deducted from the first work term fee.

Student Association Fees - Mandatory Fee for all Students

- Student association fees will be assessed as a percentage of tuition fees payable.
- The fees are added to the student assessment at the time of registration, as with other students’ association fees.
- Students in vocational or trades programs must be enrolled in a program of at least 16 weeks duration.
- Distance Education courses are exempt from Student Association fees.

Health and Dental

You may opt out of the Extended Health and Dental plan if you already have coverage through another provider. Proof of such coverage must be provided to the student union or association before their deadline. Visit www.okanagan.bc.ca/forms for opt-out forms and more information. Opt-out forms need to be received by the deadline indicated in the information. Arrangements to waive the fees may only be made through the plan office.
Health and Dental Plan fees may increase up to 3% per annum to cover premium and administrative cost adjustments.

Vernon

Please visit the Vernon Students' Association Okanagan College website at vsaoc.ca for information on Student Association Fees as well as the Extended Health and Dental plan and associated fees.

Kelowna, Penticton, and Salmon Arm

All Kelowna, Penticton and Salmon Arm students who are registered in a degree/diploma program and who are not part-time or co-op students will be automatically enrolled in the Okanagan College Students' Union (OCSU) Extended Health and Dental Plan.

Full details of the plan, including payment deadlines, are available from the Student Extended Health and Dental Plan office in the OCSU office at the Kelowna campus (room H125 or call 250-862-5483.) You may also visit an OCSU office in Penticton or Salmon Arm, or visit the website at www.ocsu.ca.

Refund of Student Association Fees

Requests for a refund of student association fees must be made directly to the respective student association.

The Student Associations shall refund to the student that portion of any paid membership fees in excess of a four-month assessment, provided an official withdrawal is submitted to the Registrar's Office or campus office during the first four months of the program. The student must submit a written request, enclosing proof of withdrawal.

Requests for a refund of extended health and dental premiums must be made directly to the plan administrator at the Health and Dental Plan office. Students enrolled in degree and diploma courses will be eligible for a refund upon withdrawal of courses until the end of the second week of classes.

Generic Fee Payment Schedule for Students

A non-refundable, non-transferable offer acceptance tuition deposit is required from any student who is:

- starting a new program of study.

If you have been offered admission, payment of the deposit will secure your seat in the program.

- Students offered admission must pay the offer acceptance tuition deposit to accept their offer of admission.
- The offer acceptance tuition deposit will be fully applied toward payment of the student's assessed tuition fees.
- Some programs have a second deposit, which must be paid to retain the seat in the program. The second deposit will be fully applied toward payment of the student's assessed tuition fees. It is also non-refundable, non-transferable.
- The deposit(s) are non-refundable except in the event of a student being unable to attend the program due to unforeseen circumstances beyond the student's control. The student will be required to submit confirmation of the circumstances to the Registrar.
- The deposit(s) can be transferred to another intake of the same program or to a different program only in exceptional circumstances and on approval by the Registrar.
- Payment of the deposit(s) cannot be deferred. Sponsorship letters, including "Passport to Education," cannot be accepted in lieu of payment unless clearly stating that the non-refundable deposit will be paid by the sponsoring agency if the applicant subsequently chooses not to attend.

If the deposit(s) are not paid by the deadline(s), the seat in the program will be offered to the next applicant. Deposits received after the deadline will be accepted subject to space availability in the program.

The amount of the deposit(s) are as follows:

Domestic Students:

1. Practical Nursing: $500 on acceptance of offer; plus an additional deposit of $250 approximately 90 days before the start of the program.
2. Bachelor of Science in Nursing, all Engineering Technologies, Computer Information Systems degree and diploma, Animation, AME-M and AME-S: $500 on acceptance of offer; plus an additional deposit of $500 approximately 90 days before the start of the program.
3. Foundational Programs: no deposit. Foundational programs include the following:
AACP: Adult Academic and Career Preparation (Adult Basic Education), ESL: English as a Second Language (Domestic), ASE: Adult Special Education

4. Health (excl. those listed above) and Trades Foundation Programs except AME-M and AME-S: $200 plus an additional $200 deposit approximately 90 days before the start of the program.

5. Culinary Arts and Culinary Management: $300 on acceptance of offer; plus an additional deposit of $200 approximately 90 days before the start of the program.

6. All other programs: $200

Applicants will be informed via email of their second deposit due date and amount.

International Students:

ESL and ABE programs: $500

ESL and ABE Student Refund and Deferral Procedures

CCC Vietnam, SDS India and Philippines, Pakistan and Bangladesh Students all programs: $10,000

CCC Vietnam, SDS India and Philippines, Pakistan and Bangladesh Student Refund and Deferral Procedures

All other programs: $5,000

Student Refund and Deferral Procedures

Payment of Balance of Fees

Fees are generally due three weeks before classes begin. Please refer to www.okanagan.bc.ca/feepayment for full details on fee payment deadlines, deferrals, and payment methods.

Tuition Refund Policy

Subject to the stipulations below, students withdrawing from a course or courses may be entitled to receive a tuition refund. All tuition refunds are under the authority of the Registrar.

- For continuing students the tuition refund will be applied through a transfer of funds to the student's next semester or term.
- For students who are not returning to Okanagan College, a refund cheque will be issued to the student or, where a formal sponsorship agreement is on file with Okanagan College, to the sponsor. Refund cheques will not be issued for amounts less than $10.

Students must complete and sign all required withdrawal or course add/drop forms.

The non-refundable admission deposit(s) will be applied against the tuition refund where applicable. See Generic Fee Payment Schedule for Students above for details.

Academic Programs

Fall and Winter semester courses, Summer Session and Special Short Term Courses, Distance Education Courses

Students are entitled to a full tuition refund, less the non-refundable admission deposit, if they withdraw from a course or courses during the period up to and including the last day of the late registration period. Students who withdraw after the last day of the late registration period will receive no tuition refund.*

The late registration period is defined in the Academic schedule (in-class courses) and Distance Education schedule (distance courses) at www.okanagan.bc.ca/dates.

Vocational Programs

Students registered in a vocational program which is longer than 16 weeks and who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the 16th week will receive no tuition refund.*

*After the deadlines stated above, no tuition refunds for any course or program withdrawal or termination
(including those due to lack of attendance and/or performance) will be granted except when the Registrar approves a withdrawal arising from unforeseen circumstances. The student will be required to submit a completed Request for Withdrawal for Medical or Compassionate Reasons form. In some cases a refund may be granted on a pro rata basis. Please note, requests for refunds will only be considered for courses registered in and paid for within the last 12 months.

International students who withdraw from their program due to unforeseen circumstances beyond their control, may request pro-rated rebates of tuition less any costs incurred by Okanagan College. Students must submit the Request for Withdrawal for Medical or Compassionate Reasons form and any supporting documents to the Registrar. Please note, requests for refunds will only be considered for courses registered in and paid for within the last 12 months.

Continuing Studies programs and courses

Please see this link for detailed refund information.

International Students (effective May 2018 Intake)

ESL and ABE Student Refund and Deferral Procedures

CCC Vietnam, SDS India and Philippines, Pakistan and Bangladesh Student Refund and Deferral Procedures

Student Refund and Deferral Procedures

Apprenticeship Programs

Withdrawals prior to the start of class

1. Apprenticeship students who withdraw from an apprenticeship program prior to the start date of the class may apply for a refund:

   - 60+ days prior to a class start date a non-refundable fee of $200 will be withheld.
   - 59-15 days before a class start date a refund of half the tuition may be granted plus the ancillary fee (a minimum $200 will be withheld.)
   - 14-0 days before a class start date there is no refund, the ancillary fee is refundable.

2. Apprenticeship students who are deemed, by Okanagan College, to be inadmissible to attend the program will receive a full tuition refund.

Withdrawals after the class start date:

1. Apprenticeship students who withdraw or are terminated from a program due to absenteeism or academic performance will not receive a refund.

Withdrawal due to medical or extenuating circumstances:

1. Apprenticeship students who withdraw due to a medical or extenuating circumstance must submit the Withdrawal for Medical or Compassionate Reasons form with a medical note from a physician to the Registrar’s Office. Determination of any refund will be based on this information.

Okanagan College cancels a class:

When Okanagan College cancels an apprenticeship program or changes a program schedule, the apprenticeship student may apply for a full refund of his/her tuition or to have his/her tuition transferred to a future intake of the program.

Note: All refunds, whether prior to the start of class or after, are processed and paid to the Apprenticeship student unless there is a “sponsorship” letter on file.
CO-OPERATIVE EDUCATION

The co-operative education option is offered in the following programs:

- Animation Diploma
- Bachelor of Business Administration
- Bachelor of Computer Information Systems
- Business Administration Diploma (all options)
- Civil Engineering Technology
- Computer Information Systems
- Culinary Arts Certificate (mandatory co-op)
- Culinary Management Diploma (mandatory co-op)
- Electronic Engineering Technology
- Mechanical Engineering Technology
- Network and Telecommunications Engineering Technology
- Pastry Arts Certificate
- Sustainable Construction Management
- Tourism Management Diploma
- Viticulture Technician Diploma (mandatory co-op)
- Water Engineering Technology

Co-operative education is a system which integrates classroom study with paid on-the-job work experience. Entry into the co-operative education mode is the student's choice and is subject to an academic requirement. Students enrolled in the co-operatice education option alternate periods of paid employment with college study. These periods are four months (one work term), eight months (two consecutive work terms) or twelve months (three consecutive work terms) in duration.

For additional information on co-operative education work term eligibility criteria, contact the Co-operative Education and Student Employment Centre, Kelowna Campus at (250) 862-5412 or toll-free 1-877-873-2452 or email coop@okanagan.bc.ca.

Co-op programs are offered in accordance with the following criteria:

- the student's progress on the job is monitored by Okanagan College;
- the student's performance on the job is monitored and evaluated by both the employer and Okanagan College;
- the total co-operative work experience is normally 30 to 50% of the time spent in academic study.

Co-operative education work term eligibility criteria:

Students must meet the following criteria to participate in co-op work terms:

- Complete and submit a Co-op Work Term Application Form to the Co-operative Education office. A one time non-refundable application fee of $91.42 is billed to your student account shortly after applying.
- Be registered in a full-time program. Program courses successfully completed prior to registration in the program, will be recognized as part of a full program and need not be repeated.
- Successfully complete all required courses or receive equivalent transfer credit.
- Attain a minimum grade average as established by Okanagan College as follows:
  - A minimum grade average of 65% in Business Administration Diploma or Degree, Computer Information Systems Diploma or Degree;
  - A minimum grade average of 60% in Animation, Civil Engineering Technology, Electronic Engineering Technology, Mechanical Engineering Technology, Network and Telecommunications Engineering Technology, Water Engineering Technology, Sustainable Construction Management Technology;

Students may participate in work terms based on previous work term experience.

Fees 2018-19: Students pay a co-operative education fee of $304.74 for each full-time paid work term.
INTERNATIONAL EDUCATION

The International Education department at Okanagan College provides a wide variety of programs and services designed to promote an international perspective in the teaching, research, and service functions of Okanagan College.

To promote a global perspective in Okanagan College's classrooms and a multicultural environment on Okanagan College's campuses, International Education recruits students from abroad, and helps them to adjust to life in Canada and to their studies at Okanagan College.

International Education offers a variety of short-term opportunities for international groups who come to Okanagan College for custom-designed programs of study combined with cultural and recreational activities.

International Education coordinates international activities for Canadian students who wish to engage in international learning opportunities as part of their college experience. Participation in international student exchanges, international internships, credit recognition for studies abroad, and international field schools are coordinated by International Education.

To build on Okanagan College's international reputation and to create international learning and research opportunities for Okanagan College students and faculty, International Education establishes and maintains collaborative relationships with colleges and universities in a variety of countries. International Education collaborates with the Canadian International Development Agency (CIDA) on projects which increase the capacity, efficiency and effectiveness of partner colleges and universities in the developing world. International projects provide Okanagan College faculty and staff with opportunities to apply their expertise in developing countries and help to build Okanagan College's profile both in Canada and abroad.

International Student Admission

Who Can Apply?

Applicants must be at least 18 years of age or turn 18 during their first semester at Okanagan College or have completed the equivalent of British Columbia grade 12.

Applicants who are 17 years of age may be admitted to the Spring and Summer sessions of the English for Academic Purposes program and to any of the Intensive English Communication program sessions.

International students holding temporary Canadian resident status may study in Canada for up to six months. Those intending to study in Canada for more than six months must hold a valid study permit issued by Citizenship and Immigration Canada. For more information contact your nearest Canadian Embassy or Consulate or visit the Citizenship and Immigration Canada website.

When to Apply

Applications are accepted beginning on the first business day of October at 8:30 a.m. for entry into programs beginning the following September. Applicants are encouraged to apply as early as possible and before May 15 for the best selection of programs and courses. March 15 is the deadline to apply to any limited entry programs including Early Childhood Education, Human Service Worker, Therapist Assistant, Human Kinetics and all of the Engineering Technology diplomas.

For international applicants to the Associate of Arts degree, Associate of Science degree, Bachelor of Business Administration degree, Business Administration diploma, Computer Information Systems diploma, Bachelor of Computer Information Systems degree and all Arts and Science diplomas, the final deadline for applications is June 30. Official transcripts, proof of English proficiency, program admission requirements, payment of the admissions deposit and any other conditions noted in the admission letter must be satisfied by July 15 for the September semester.

For academic students wishing to begin their studies in the January semester, the application deadline is October 31. Official transcripts, proof of English proficiency, program admission requirements, payment of the admissions deposit and any other conditions noted in the admission letter must be satisfied before November 15 for the January semester.

Academic students wishing to begin their studies in the May/July summer sessions, the application deadline is February 28. Official transcripts, proof of English proficiency, program admission requirements, payment of the admissions deposit and any other conditions noted in the admission letter must be satisfied by March 31 for the summer sessions.
Please note: failure to submit documentation by the deadline date will result in cancellation of your application.

International students registered in Okanagan College’s ESL summer program may apply to degree and diploma programs after July 15, by permission of the Registrar.

How to Apply

New and Continuing Students

Students may apply online on the Okanagan College website.

Returning Students Only

Students returning to resume studies after an absence of one or more semesters (not including summer) must submit a new application for admission before the beginning of the semester in which they wish to enrol.

Application Fee Payment

A $100 (Canadian) non-refundable application fee is required with your application.

Students are admitted to only one program and one intake. Students who wish to change their start date or program must submit a new application.

Applicants to the English as a Second Language (ESL) program who plan to continue in degree or diploma programs must apply for admission to these programs separately.

Students may pay by:

- VISA or MasterCard
- cheque or money order to Okanagan College, International Education, 1000 KLO Road, Kelowna, BC, Canada V1Y 4X8.
- bank transfer - make arrangements with your bank to transfer funds directly to Okanagan College’s bank account. Students are responsible for any associated costs

Okanagan College's bank is:

TD Canada Trust
1633 Ellis Street
Kelowna, BC, Canada V1Y 2A8

Diploma/Degree/Certificate Programs

Okanagan College offers a wide variety of certificate, diploma and degree programs. Details of these can be found in the Okanagan College Calendar under Programs.

Applicants whose first language is not English

Applicants to diploma, degree and certificate programs whose first language is not English must submit proof of their English language proficiency. Please check the program you are applying to for the required level of English and see the appropriate link of English and Alternatives for various ways of meeting the requirement:

Applicants who have successfully completed a diploma or degree from an accredited institution at which English is the language of instruction may submit their academic transcript for review by Okanagan College. Subject to verification, this diploma or degree may be used to meet the English requirement for admission to Okanagan College.

Documentation of English language proficiency should be sent directly to International Education, Okanagan College.

In addition to English, all students must meet program specific prerequisites.

Transcripts

Applicants who are less than 19 years of age must submit official, sealed, secondary school transcripts clearly indicating that they have completed requirements for secondary school graduation. Transcripts must be submitted in English. If the official transcript is not in English, the student must arrange a translation from a translation agency representative or school official.

Students who wish to receive Okanagan College credits for courses completed at other colleges or
universities, must send official, sealed transcripts and complete course outlines to International Education, Okanagan College. All documents must be translated into English and signed by a translation agency representative or school official. Post-secondary transcripts will not be returned to the student. The evaluation fee for transcripts from post-secondary institutions outside of Canada is $150. See Transfer Credit Requests for more information.

When to Apply

Courses for degree and diploma programs begin on the first or second Wednesday in September.

Applications are accepted on or after the first working day in October for all programs beginning the following September. Applications are received on a first come first serve basis so it is strongly encouraged for students to apply early before programs fill up. Applicants are admitted in chronological order of receipt of their application. Admission requirements (official transcripts, proof of English proficiency and program requirements) must be satisfied by the deadlines indicated in the letter of admission.

Please also see International Student Admission or refer to the Okanagan College website or the Okanagan College International Education application package for further information.

International Student Fees

Tuition Fees

Okanagan College tuition fees are subject to change. Students should refer to the International Education website for the most current information.

Trades, Engineering Technologies or Health and Social Development courses: Please see our Annual Date Schedule and Tuition Fees.

Degree/Diploma courses: $1,375 per course

English for Academic Purposes Certificate - Kelowna Campus

$1,375 per course (70 hour course/4 month semester)

$2,700 per course (140 hour course/4 month semester)

International students are also required to pay student association fees, health and dental insurance, and activity fees.

In addition to classroom studies, Okanagan College offers:

- Recreational and cultural activities.
- An academic and language support centre to help with your learning needs.

Tuition Fee Payment Deadlines

All programs require a non-refundable deposit to be paid by the date indicated in the letter of admission.

Full fees are normally due two weeks before classes begin. Fees must be received by the due date.

Please refer to the Fee Payment section on the Okanagan College website for fee payment deadlines and further information.

Tuition Fee Refunds

International Students (effective May 2018 Intake)

ESL and ABE programs: $500
ESL and ABE Student Refund and Deferral Procedures

SPP, CCC, SDS Students all programs: $10,000
SPP, CCC, SDS Student Refund and Deferral Procedures

All other programs: $5,000
Student Refund and Deferral Procedures
PROGRAMS

University Studies

Okanagan College offers first- and second-year courses in Arts and Science. Most courses have transfer credit at universities in British Columbia and will transfer to other universities within Canada.

With appropriate course selection, students may complete an Associate of Arts Degree, an Associate of Science Degree, Diplomas in General Studies, Criminal and Social Justice, Environmental Studies, International Development, Journalism Studies, Media and Cultural Studies, Writing and Publishing, and an Advanced Certificate in Communication. Students may also transfer to advanced study at another post-secondary institution.

An associate degree consists of two years of undergraduate university-level study. Specific courses and credits are provincially-approved to qualify students for degree completion. This credential enables students to transfer into the third year of an undergraduate university degree. Block transfer is also available at many universities in B.C. Please consult an Education Advisor for more information: www.okanagan.bc.ca/advising.

University Studies - Arts

Associate of Arts Degree

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Transfer Students: Students who transfer to Okanagan College may be eligible for transfer credits towards an Okanagan College Associate of Arts degree, Associate of Science degree or a General Studies diploma for work successfully completed at another recognized institution.

Requirements for the Associate of Arts Degree

The Associate of Arts Degree is granted upon completion of 60 credits of prescribed study (below). Students with an Associate of Arts Degree if admitted to BC universities are guaranteed full transfer credit (60 credits) for the work done for their Associate Degree.

In two B.C. universities (SFU and UNBC), students with an Associate of Arts Degree will be offered priority admission to the Faculty of Arts (subject to a minimum GPA determined by the university). Check the BC Council on Admissions and Transfers website for updated information on BC Associate degrees at http://www.bctransferguide.ca.
Courses used to complete the Okanagan College Associate of Arts Degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

No course may be used to meet more than one of the specific requirements.

The Associate of Arts Degree is granted upon completion of the following course requirements with a minimum grade average of 60% for all courses counting towards the degree.

Six (6) first-year English Literature credits from:

ENGL 100

ENGL 150

ENGL 151

or ENGL 153

(or ENGL 199

**)

** Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)

Nine (9) Science credits including three (3) credits of MATH, COSC or STAT and three (3) credits in a lab science course. Of the three (3) credits of lab science and for purposes of the Associate of Arts Degree, students select from the following non-exclusive list, and should be mindful in their program development that not all courses will be offered at every campus in every academic year:

ASTR 110

ASTR 111

ASTR 120

ASTR 121

BIOL 111

BIOL 112

BIOL 121

BIOL 122

EESC 101

EESC 110

EESC 111

EESC 120

GEOG 111

GEOG 121

GEOG 205

GEOG 212

GEOG 222

PHYS 111

PHYS 112

PHYS 121

PHYS 122

CHEM 111

CHEM 112

CHEM 117

CHEM 121

CHEM 122

MATH 111

MATH 112

MATH 120

MATH 122

MATH 160
Students should consult the BCCAT transfer guide and the calendar of their destination institution to determine whether the courses indicated with a * will be granted transfer credit and will be accepted for credit toward a Bachelor of Arts degree.

** Students should note that GEOG 270 meets the MATH, COSC or STAT equivalency only for the Environmental Studies Emphasis or the Geography Emphasis of the Associate of Arts.

Thirty-six (36) credits in Arts including:

Six (6) credits in the Social Sciences;
Six (6) credits in the Humanities (including the Creative and Performing Arts); and
24 additional credits in Arts.

Nine (9) credits in Arts, Science or other university-transferable courses.

Humanities include English, Fine Arts (excluding FINA 201 and 202), French, German, History, Japanese, Mandarin, Philosophy and Spanish. Social Sciences include Anthropology, Communications, Criminology, Economics, Political Science, Psychology, Sociology, Gender, Sexuality, and Women’s Studies, and Geography courses that are not lab science courses.

Note: Of the thirty-six (36) credits in Arts required for the Associate of Arts Degree, eighteen (18) must be from 200-level courses and from two or more subject areas.
Economics Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Economics courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

- **ECON 115** Principles of Microeconomics
- **ECON 125** Principles of Macroeconomics

And twelve (12) credits of 100/200-level Economics

English Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific English courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

18 credits of ENGL from first and second year, 9 of which must be from second year. Including:

At least one of:
- **ENGL 211** Survey of English Literature I
- **ENGL 221** Survey of English Literature II
- **ENGL 233** Studies in American Literature

At least two other second-year literature courses:
- **ENGL 210** Women in Literature
- **ENGL 212** Studies in Children's Literature
- **ENGL 213** Studies in British Literature
- **ENGL 215** Studies in Reading Film
- **ENGL 222** Studies in International Literature in English
- **ENGL 223** Studies in Canadian Literature
- **ENGL 225** Studies in Drama
- **ENGL 231** Studies in Popular Narrative
- **ENGL 233** Studies in American Literature
- **ENGL 236** Studies in Indigenous Literature in Canada
- **ENGL 237** Studies in Nature Writing

Up to one of:
- **ENGL 100** University Writing
- **ENGL 199** Arts Studies in English
- **ENGL 203** Studies in Composition

Up to one of:
- **ENGL 116** Introduction to Creative Writing I
- * Or, with the permission of the department, a different creative writing course such as ENGL 126, 216, 217, 218, 219 or 220.

Students who earn an English emphasis in the Associate of Arts are deemed to have completed the provincial English Flexible Pre-Major, which enables students to be admitted into the third year of an English major at universities across the province (subject to a competitive GPA).

Please note: Not all courses are available on all campuses every year. Check with the department chair to confirm the availability of courses. Students intending to pursue an English major at UBC should complete ENGL 211 and 221 to demonstrate historical coverage.

Environmental Studies Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Geography and Earth and Environmental Science courses and a breadth of 200-level arts courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

Six (6) credits of introductory Physical Geography or Earth and Environmental Science (one of the following pairs):
- **GEOG 111** Introduction to Physical Geography: Climate & Vegetation
- **GEOG 121** Introduction to Physical Geography: Water & Landscapes

or
- **EESC 111** Earth and Environmental Science
EESC 121 Natural History of the Earth
Six (6) credits of introductory Human Geography (one of the following pairs):
- GEOG 128 Human Geography: Space, Place and Community
- GEOG 129 Human Geography: Resources, Development and Society

or
- GEOG 117 Introduction to Human Geography I
- GEOG 127 Introduction to Human Geography II

Twelve (12) credits of 200-level courses chosen from the following list:
- ANTH 245 Culture and the Environment
- ECON 271 Environmental and Natural Resource Economics
- ENGL 232 - International Language in English Literature II
- ENGL 237 Studies in Nature Writing
- INDG 202 Okanagan Concepts and Frameworks
- GEOG 205 Geographical Hydrology
- GEOG 210 Introduction to Environmental Issues
- GEOG 217 Regional Geography of British Columbia
- GEOG 222 Geomorphology
- GEOG 224 The Canadian Landscape
- GEOG 250 Introduction to Urban Geography
- GEOG 272 Introduction to Cartography, GIS and Remote Sensing
- GSWS 222 Eco-Feminism

Gender, Sexuality and Women’s Studies Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete:
Six (6) credits of 100-level Gender, Sexuality and Women’s Studies, and
Twelve (12) credits of 200-level Gender, Sexuality and Women’s Studies

Geography Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Geography and Earth and Environmental Science courses and a breadth of 200-level arts courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
Six (6) credits of introductory Human Geography (one of the following pairs):
- GEOG 128 Human Geography: Space, Place and Community
- GEOG 129 Human Geography: Resources, Development and Society

or
- GEOG 117 Introduction to Human Geography I
- GEOG 127 Introduction to Human Geography II

Any four 200 level or higher Geography courses.

History Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in History, students must complete specific History courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:
Eighteen (18) credits of History, including a minimum of six credits of 200-level History

Modern Language Emphasis - French

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in French, students must complete specific courses in French. Specifically, as part of the
Associate of Arts Degree requirements, students must complete:

- **ANTH 170** Introduction to Linguistic Anthropology
- **FREN 112** French Language and Literature I
- **FREN 122** French Language and Literature II
- **FREN 211** Advanced French Language and Literature I
- **FREN 221** Advanced French Language and Literature II

And six credits in French chosen from:

- **FREN 210** Introduction to French Literature I: Before 1800
- **FREN 215** Second Year Oral French Practice I
- **FREN 220** Introduction to French Literature II: Since 1800
- **FREN 225** Second-Year Oral French Practice II

**Modern Language Emphasis - Spanish**

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in Spanish, students must complete specific courses in Spanish. Specifically, as part of the Associate of Arts Degree requirements, students must complete the following courses:

- **ANTH 170** Introduction to Linguistic Anthropology
- **SPAN 111** Spanish I
- **SPAN 121** Spanish II
- **SPAN 211** Spanish III
- **SPAN 221** Spanish IV
- **SPAN 203** Oral Expression I
- **SPAN 204** Oral Expression II

**Philosophy Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Philosophy courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

- **PHIL 111** Introduction to Philosophy I
- **PHIL 114** Introduction to Logic and Critical Thinking I
- **PHIL 121** Introduction to Philosophy II
- **PHIL 124** Introduction to Logic and Critical Thinking II

And six (6) credits of 200-level Philosophy from:

- **PHIL 211** Ethics
- **PHIL 222** Knowledge and Reality
- **PHIL 240** Social and Political Philosophy

**Philosophy, Politics and Economics (PPE) Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Philosophy, Political
Science and Economics courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

Six (6) credits of 100/200-level Economics
Six (6) credits of 100/200-level Philosophy
Six (6) credits of 100/200-level Political Science

**Political Science Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Political Science courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

**POLI 101** Introduction to Politics
**POLI 111** The Government of Canada

And twelve (12) credits of Political Science at the 200-level or higher

**Psychology Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Psychology courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

**PSYC 111** Introduction to Psychology: Basic Processes
**PSYC 121** Introduction to Psychology: Personal Functioning

And twelve (12) credits of 200-level Psychology

**Sociology Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Sociology courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

**SOCI 111** Introduction to Sociology I
**SOCI 121** Introduction to Sociology II

And twelve (12) credits of 200-level Sociology

**Studies in Resistance and Revolution Emphasis**

Please note: These courses will be available beginning September 2017.

This Associate of Arts degree Emphasis in Resistance and Revolution, offered exclusively at the Salmon Arm campus, is a program that will expose students to the variety of ways that people around the world have contested and continue to contest social, political, colonial, and economic orders. This interdisciplinary program will focus not only on dramatic and large-scale social movements and revolution, but also on small-scale, grass-roots efforts aimed at affecting change. Important topics will include the application of critical theories of race, class, gender, and sexuality as well as social movement theories and cultural critique.

As a means of satisfying all the requirements outlined above for an Associate of Arts Degree, students must complete:

**IDST 101** Resistance and Revolution in the Colonial Period
**IDST 102** Resistance and Revolution in the Neocolonial Period
**IDST 201** Strategies of Resistance and Revolution
**IDST 202** Praxis of Resistance and Revolution

And six (6) credits of 200-level Humanities and/or Social Sciences with substantial content related to resistance and revolution.

Prior to registration, students must receive approval for course selections from the IDST Department Chair, or campus designate, in order to ensure graduation requirements can be met for the Resistance and Revolution Emphasis.

**Diploma in General Studies**

**Admission Requirements**

**Regular Applicants**: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which
admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary school graduation, or equivalent.
- English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Transfer Students: Students who transfer to Okanagan College may be eligible for transfer credits towards an Okanagan College Associate of Arts degree, Associate of Science degree or a General Studies diploma for work successfully completed at another recognized institution.

Requirements for the Diploma in General Studies

The Diploma in General Studies may be granted for the successful completion of 60 credits of Okanagan College courses including at least eighteen credits of 200-level courses. Only thirty credits of courses can be from a single discipline.

Diploma in Criminal and Social Justice

The Criminal and Social Justice program, based at Okanagan College's Penticton campus, will provide students with an Arts-based criminal and social justice education. It is a two-year, four-semester program in which students will take a variety of criminal and social justice related courses in Sociology, Psychology, Political Science and Criminology, as well as elective Arts courses of personal interest. Some fields of inquiry may include indigenous studies, gender studies, race and ethnicity, globalization and poverty.

Students will graduate from this two-year program with a Diploma in Criminal and Social Justice and transfer into degree opportunities at other institutions in British Columbia and elsewhere, or they can move directly into the workforce, as there is growing labour demand in the field of criminal and social justice.

Students exit the program with a solid, practical understanding of criminal and social justice issues in Canada and the world, as well as the academic skills of analytical reasoning, critical thinking, communication, and information retrieval that will be applied to their future profession and academic pursuits.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary school graduation, or equivalent.
- English 12 with minimum 60% or alternatives.
Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.

2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).

**Mature Applicants:** A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

**Graduation Requirements**

The Diploma in Criminal and Social Justice may be granted upon the successful completion of 60 credit hours of Okanagan College courses as outlined in the program outline below.

## Program Outline

### Year One

#### Semester I

- **PSYC 111** Introduction to Psychology: Basic Processes
- **SOCI 111** Introduction to Sociology I
- **ENGL 100** University Writing

### Year Two

#### Semester III

- **CRIM 235** Canadian Law and Legal Institutions
- **CRIM 260** Social Science Research Methods
- **SOCI 270** Deviance and Social Control

One of:

- **CRIM 240** Applied Ethics for Criminal and Social Justice Professions
- **PHIL 250** Applied Ethics for Criminal and Social Justice Professions

And one of:

- **PSYC 250** Interpersonal Relations
- **PSYC 231** Drugs and Behaviour
- **PSYC 242** Abnormal Psychology
- **PSYC 255** Introduction to Psychology and Law
- **PSYC 230** The Biopsychology of Behaviour

#### Semester IV

- **CRIM 210** Law, Youth and Young Offenders
- **CRIM 230** Criminal Law
- **CRIM 203** Psychological Perspectives on Crime and Deviance

And one of:
SOCI 271 Statistical Analysis in Sociology I

PSYC 270 Statistics and Data Analysis

Electives (3 credits)

* Electives should include a 100-level Philosophy course.

**Diploma in Environmental Studies**

The Diploma in Environmental Studies offers an interdisciplinary opportunity to understand the physical principles governing the environment and the social and cultural aspects that influence human behaviour towards the environment. Students will gain a holistic knowledge of the environment through courses from the sciences, social sciences and humanities. The interdisciplinary model will equip students with the critical and analytical skills to think through the many complex factors that influence our understanding of the environment.

The diploma has four options: interdisciplinary environmental arts, environmental management, environmental science and geographic information science. Courses have university transfer credit providing students with the option of further study in either environmental studies or other disciplines. Students can also move directly into the workplace for there is a growing demand for labour in the environmental sector.

Prospective students should ensure that they have the prerequisites for the courses in the option that they wish to pursue.

Block Transfers: please see http://www.bctransferguide.ca/search/block and the GEOG/EESC department for details of the block transfer programs.

**Admission Requirements**

**Regular Applicants:** A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.

- English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.

2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College’s Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).

**Mature Applicants:** A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

**Graduation Requirements**

The Diploma in Environmental Studies will be granted upon the successful completion of 60 prescribed credits, including at least eighteen (18) credits of 200-level courses as outlined below.

Interdisciplinary Environmental Arts Option Required Courses:

**Year One**

INDG 100 Introduction to Indigenous Studies

ANTH 121 Introduction to Cultural Anthropology
**GEOG 128** Human Geography: Space, Place and Community

**GEOG 129** Human Geography: Resources, Development and Society

**SOCI 111** Introduction to Sociology I

**SOCI 121** Introduction to Sociology II

**EESC 101** Environmental Science

**ENGL 100** University Writing

One of:

**ENGL 150** Critical Writing and Reading: Poetry and Drama

**ENGL 151** Critical Writing and Reading: Short Fiction and the Novel

**ENGL 153** Critical Writing and Reading: Narrative

One of:

**EESC 111** Earth and Environmental Science

**GEOG 111** Introduction to Physical Geography: Climate & Vegetation

**GEOG 121** Introduction to Physical Geography: Water & Landscapes

Year Two

**ENGL 235**

*/CMNS 235*

**GSWS 222** Eco-Feminism

**GEOG 270** Geographic Data Analysis

**GEOG 272** Introduction to Cartography, GIS and Remote Sensing

Two 200 level or higher GEOG or EESC courses

**PHIL 251** Environmental Ethics

**POLI 204** Canadian Environmental Policy

One of:

**INDG 202** Okanagan Concepts and Frameworks

**INDG 204** Indigenous Concepts and Frameworks

One of:

All 200 level or higher GEOG or EESC courses

**ANTH 245** Culture and the Environment

**ANTH 260** Ethnobotany: Plants and People

**ECON 271** Environmental and Natural Resource Economics

**ENGL 237** Studies in Nature Writing

**POLI 219** Canadian Public Administration

**SOCI 217** Consumer Society

**SOCI 295** Current Topics in Sociology

Environmental Management Option Required Courses:

Year One

**ECON 115** Principles of Microeconomics

**EESC 101** Environmental Science

**ENGL 100** University Writing

**GEOG 129** Human Geography: Resources, Development and Society

**INDG 100** Introduction to Indigenous Studies

One of:

**ENGL 150** Critical Writing and Reading: Poetry and Drama

**ENGL 151** Critical Writing and Reading: Short Fiction and the Novel

**ENGL 153** Critical Writing and Reading: Narrative

One of:

**EESC 111** Earth and Environmental Science

**GEOG 111** Introduction to Physical Geography: Climate & Vegetation

**GEOG 121** Introduction to Physical Geography: Water & Landscapes
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATH 111</td>
<td>Essential Mathematics for Arts</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Calculus I</td>
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<tr>
<td>STAT 121</td>
<td>Elementary Statistics</td>
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<tr>
<td>BIOL 111</td>
<td>Biology for Science Majors I</td>
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<tr>
<td>BIOL 112</td>
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<td>BIOL 121</td>
<td>Biology for Science Majors II</td>
</tr>
<tr>
<td>BIOL 122</td>
<td>Physiology of Multicellular Organisms</td>
</tr>
</tbody>
</table>

**Year One: Environmental Science Option Required Courses:**

One of:
- BIOL 111 Biology for Science Majors I
- BIOL 121 Biology for Science Majors II
- EESC 101 Environmental Science

One of:
- ENGL 100 University Writing
- MATH 112 Calculus I

Open elective (3 credits)

One of:
- ENGL 150 Critical Writing and Reading: Poetry and Drama
- ENGL 151 Critical Writing and Reading: Short Fiction and the Novel
- ENGL 153 Critical Writing and Reading: Narrative

One of:
- EESC 111 Earth and Environmental Science
- GEOG 111 Introduction to Physical Geography: Climate & Vegetation
- GEOG 121 Introduction to Physical Geography: Water & Landscapes

One of:
- CHEM 111 Principles of Chemistry I
- CHEM 112 Introductory Chemistry I

One of:
- CHEM 121 Principles of Chemistry II
- CHEM 122 Introductory Chemistry II

Year Two:

- BIOL 203 Introduction to Ecology
CMNS 235
/ ENGL 235

**GEOG 272** Introduction to Cartography, GIS and Remote Sensing

One 200 level or higher GEOG/EESC lab science course

One of:

**INDG 202** Okanagan Concepts and Frameworks

**INDG 204** Indigenous Concepts and Frameworks

One of:

**GEOG 270** Geographic Data Analysis

**STAT 230** Elementary Applied Statistics

One of:

**ECON 271** Environmental and Natural Resource Economics

**GEOG 210** Introduction to Environmental Issues

**PHIL 251** Environmental Ethics

**POLI 204** Canadian Environmental Policy

Three of:

All 200 level or higher GEOG or EESC courses

Geographic Information Science Option

This option is under review and is not currently being offered.

Year One

**EESC 101** Environmental Science

**ENGL 100** University Writing

**GEOG 111** Introduction to Physical Geography: Climate & Vegetation

**GEOG 121** Introduction to Physical Geography: Water & Landscapes

One of:

**ENGL 150** Critical Writing and Reading: Poetry and Drama

**ENGL 151** Critical Writing and Reading: Short Fiction and the Novel

**ENGL 153** Critical Writing and Reading: Narrative

One of:

**ANTH 111** Introduction to Biological Anthropology

**ANTH 121** Introduction to Cultural Anthropology

**HIST 112** Canada to 1867

**HIST 122** Canada Since 1867

One of:

**BIOL 111** Biology for Science Majors I

or **BIOL 112** Evolution and Ecology

**CHEM 111** Principles of Chemistry I

or **CHEM 112** Introductory Chemistry I

**PHYS 111** Calculus-Based Physics I

or **PHYS 112** Introductory Physics I

Year Two

**GEOG 272** Introduction to Cartography, GIS and Remote Sensing

**GEOG 274** Introduction to GIS Analysis

**GEOG 275** The Earth From Above: Remote Sensing of the Environment

**GEOG 276** Geodatabases: Effective data management in a spatial world

**GEOG 277** Applied Geospatial Technology and Environmental Challenges

**GEOG 278** Applied GIScience and Environmental Project Management

One of:
COSC 111 Computer Programming I
COSC 180 Multimedia Computing

One of:
CMNS 235 Professional Writing and Communications
or ENGL 235 Professional Writing and Communications

INDG 202 Okanagan Concepts and Frameworks
INDG 204 Indigenous Concepts and Frameworks

HIST 206 Indigenous Peoples and Colonization in Canada

Two of:
All 200 level or higher GEOG or EESC courses

ANTH 111 Introduction to Biological Anthropology
ANTH 121 Introduction to Cultural Anthropology
HIST 112 Canada to 1867
HIST 122 Canada Since 1867
PHIL 251 Environmental Ethics

POLI 204 Canadian Environmental Policy

Please note: PLA is available for courses marked by the double asterisk (**) 

International Development Diploma

The International Development Diploma is designed for learners who are interested in working with organizations involved in development projects across the globe. The program provides learners an opportunity to engage with current global issues such as poverty; environmental degradation; racial and gender discrimination; corruption and lack of economic and financial transparency; and political deficiency. Upon successful completion of this program, learners have acquired a multidisciplinary understanding of the current issues in international development and will apply appropriate techniques to analyze the issues and problems of development in the global context.

The diploma has two options: I. International Development Governance. In this option, students will have a choice of further emphases in:
  a. Women and Development;
  b. Environment and Development;

II. International Development Management, a joint Diploma Program between Arts and Business.

All Arts courses in this Diploma program have university studies credits, providing students with the option of further study in either international development or other related disciplines. Business courses are transferred on a course-by-course basis.

Students are advised to verify with the appropriate Department Chair or Dean that the specific course offerings will be offered within a two-year cycle if students intend to complete the Diploma in two years.

Students should refer to the most recent BC transfer guide at http://www.bctransferguide.ca/.

Admission Requirements

Regular Applicants:
A regular applicant will have secondary school graduation (or equivalent) or will complete the requirements for senior secondary graduation (or its equivalent) not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

• B.C. secondary graduation, or equivalent.
• English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples, TPC 12, or an equivalent Provincial level Adult Basic Education English course will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   a. Successful completion of English 12, English 12 First Peoples TPC 12 or an equivalent course with a minimum grade of 60%.
This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.

- Writing the LPI and obtaining a score of at least 24/40 (level 4).

**Mature Applicants:**
A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year. Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

**Graduation Requirements**
Graduation of the International Development Diploma will require the completion of 60 prescribed compulsory and elective credits as outlined below.

**Program Outline**

I. Required Courses (all options)

- **BUAD 201** Conflict Resolution and Negotiation
- **ECON 115** Principles of Microeconomics
- **ECON 125** Principles of Macroeconomics
- **ECON 261** Economics of Developing Countries
- **POLI 101** Introduction to Politics
- **POLI 112** Understanding International Development
- **POLI 220** The Politics of Human Rights
- **POLI 221** Global Politics
- **POLI 222** Global Political Economy

II. International Development Governance Option

All of the following:

- **ANTH 121** Introduction to Cultural Anthropology
- **HIST 115** Contemporary World from 1900 to World War II
- **HIST 125** Contemporary World from World War II to the Present

**POLI and ECON Electives:**

One from the following:

- **ECON 210** Women and the Economy
  (or **GSWS 211**)*
- **ECON 260** Poverty and Inequality
- **ECON 271** Environmental and Natural Resource Economics

Students in the Environment and Development Emphasis (Governance Option) with credit for ECON 271 as their ECON elective cannot also take it as an Arts elective in their emphasis.

Plus one of the following:

- **POLI 202** Women and Politics
  (or **GSWS 202**)*
- **POLI 206** Religion and Politics
- **POLI 211** Comparative Government
- **POLI 240** Contemporary Political Ideologies

* Students in Women and Development Emphasis cannot take ECON 210/WMST 211 or POLI 202/WMST 202 as their POLI and ECON electives in the International Governance Option.

**English Electives:**

Two from the following:

- **ENGL 100** University Writing
- **ENGL 150** Critical Writing and Reading: Poetry and Drama
- **ENGL 151** Critical Writing and Reading: Short Fiction and the Novel
- **ENGL 153** Critical Writing and Reading: Narrative
**ENGL 199** Arts Studies in English

**Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)**

Arts Electives (unless students wish to gain an emphasis. See below list of Arts electives for emphasis):

Four from the following:

- **ANTH 180** Communicating Across Cultures
- **ANTH 213** Women in Cross-cultural Perspective
  (or **GSWS 213**)
- **ANTH 245** Culture and the Environment
- **CMNS 100** Introduction to Communications
- **CMNS 230** Communication and Culture
- **GEOG 129** Human Geography: Resources, Development and Society
- **ENGL 222** Studies in International Literature in English
- **HIST 241** Late Imperial China
- **HIST 250** Post-Independence Latin American History
- **HIST 251** The Chinese Republics
- **HIST 271** Modern India
- **PHIL 241** Contemporary Moral Issues
- **PHIL 251** Environmental Ethics
- **PSYC 121** Introduction to Psychology: Personal Functioning
- **SOCI 111** Introduction to Sociology I
- **SOCI 121** Introduction to Sociology II
- **SOCI 202** Introduction to Social Problems
- **GSWS 100** Introduction to Gender, Sexuality, and Women's Studies

Emphasis in Women and Development

Students must choose their Arts electives from the following courses to gain the emphasis in Women and Development:

Four from the following:

- **ANTH 213** Women in Cross-cultural Perspective
- **ECON 210** Women and the Economy
  (or **GSWS 211**)
- **POLI 202** Women and Politics
  (or **GSWS 202**)
- **GSWS 100** Introduction to Gender, Sexuality, and Women's Studies
- **GSWS 215** Gender and Popular Culture
- **GSWS 222** Eco-Feminism

Emphasis in Environment and Development

Students must choose their Arts electives from the following courses to gain the emphasis in Environment and Development:

Four from the following:

- **ANTH 245** Culture and the Environment
- **ANTH 260** Ethnobotany: Plants and People
- **ECON 271** Environmental and Natural Resource Economics
- **EESC 101** Environmental Science
- **GEOG 129** Human Geography: Resources, Development and Society
- **GEOG 201** Food and Society
- **PHIL 251** Environmental Ethics
- **SOCI 111** Introduction to Sociology I

III. International Development Management Option

All of the following:

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 269 Human Resources Management
One of the following:
ECON 205 Managerial Economics
ECON 210 Women and the Economy
(or GSWS 211)
ECON 260 Poverty and Inequality
ECON 271 Environmental and Natural Resource Economics
Communication or English electives:
CMNS 112 Professional Writing I
*CMNS 122 Professional Writing II
* With permission of the Business Administration department other CMNS or ENGL courses may be substituted.

Or two of the following acceptable ENGL courses:
ENGL 100 University Writing
ENGL 150 Critical Writing and Reading: Poetry and Drama
ENGL 151 Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 Critical Writing and Reading: Narrative
**ENGL 199 Arts Studies in English
** Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)

Diploma in Journalism Studies

This two-year diploma introduces students to journalism and media criticism and to the contemporary social and cultural context within which journalists work. The program combines writing intensive courses in Communications and English with courses in Philosophy, Political Science, Economics, and Canadian History.

While students may proceed directly to potential entry-level careers in journalism, especially in small markets and independent digital environments, completion of this program is intended primarily to provide students with the liberal arts education necessary to further study in journalism.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary school graduation, or equivalent.
- English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).
Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Transfer Students: Students who transfer to Okanagan College may be eligible for transfer credits towards an Okanagan College Associate of Arts degree, Associate of Science degree or a General Studies diploma for work successfully completed at another recognized institution.

Graduation Requirements

The Diploma in Journalism Studies will be granted upon the successful completion of 60 prescribed credits, including 15-18 credits in Communications, 9-12 credits of English, 3 credits of History, 6 credits of Political Science, 3 credits of Economics, 3 credits of Philosophy, 9 credits of Arts electives (6 of which must be at the second-year level), and 9 credits of Science (including a minimum of 3 credits of Mathematics, Computer Science, or Statistics and a minimum three credits of lab science.)

Program Outline

All of:

CMNS 100 Introduction to Communications
CMNS 110 Introduction to Mass Communication
CMNS 120 Journalism Fundamentals
ECON 125 Principles of Macroeconomics
ENGL 219 Intermediate Workshop in Creative Writing - Creative Non-Fiction
HIST 122 Canada Since 1867
PHIL 114 Introduction to Logic and Critical Thinking I
POLI 101 Introduction to Politics
POLI 111 The Government of Canada

One of:

CMNS 235 Professional Writing and Communications
ENGL 235 Professional Writing and Communications

Two of:

ENGL 100 University Writing
ENGL 150 Critical Writing and Reading: Poetry and Drama
ENGL 151 Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 Critical Writing and Reading: Narrative
ENGL 199 Arts Studies in English

But not including both ENGL 100 and ENGL 199

Two of:

CMNS 200 Communications in the Everyday
CMNS 240 The Culture of Television
CMNS 250 Cultural Industries in Canada
CMNS 260 Topics in Communications
CMNS 270 New Media
CMNS 280 Applied Communication

Plus:

Nine Arts credits (six of which must be at the second-year level or higher)

Nine Science credits (including a minimum three credits of MATH, COSC or STAT. STAT 121 is recommended. And a minimum three credits lab science)

Example Course Sequence (Full-time Student)

Year One: Fall Semester

CMNS 100 Introduction to Communications
CMNS 120 Journalism Fundamentals
ENGL 100 University Writing
POLI 101 Introduction to Politics
1st Year Arts elective

Year One: Winter Semester

- **CMNS 110** Introduction to Mass Communication
- **ENGL 153** Critical Writing and Reading: Narrative
- **HIST 122** Canada Since 1867
- **POLI 111** The Government of Canada

3 credits Science

Year Two: Fall Semester

- **CMNS 270** New Media
- **ENGL 235** Professional Writing and Communications
- **PHIL 114** Introduction to Logic and Critical Thinking I

2nd Year Arts elective

3 credits Science

Year Two: Winter Semester

- **CMNS 280** Applied Communication
- **ECON 125** Principles of Macroeconomics
- **ENGL 219** Intermediate Workshop in Creative Writing - Creative Non-Fiction

2nd Year Arts elective

3 credits Science

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**Diploma in Communications, Culture, and Journalism Studies**

The Diploma in Communications, Culture, and Journalism Studies (CCJS) is a two-year interdisciplinary diploma that foregrounds a critical analysis of the mass media as contemporary society's most pervasive agent of political and cultural transformation. Students will explore the social, political, and economic functions of news and communications media, the history of journalism, and cultural policy & theory. Particular attention will be paid to questions of social justice, as well as of identity and constructions of gender, race, class, sexuality, and nationality.

Housed in the Department of Communications, CCJS offers students foundational courses in media theory, writing-intensive courses in Communications and English, and a selection of elective breadth courses from a range of departments—including Anthropology, History, Philosophy, Geography, Political Science, Sociology, and Women's Studies.

While students may proceed directly to potential entry-level careers in communications, journalism, public relations, marketing, advertising, research, writing, publishing, consulting or new media, especially in small markets and independent digital environments, completion of this program is intended primarily to provide students with the liberal arts education necessary for further study.

**Admission Requirements**

**Regular Applicants:** A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites.

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**Diploma in Media and Cultural Studies**

Students currently in the Diploma in Media and Cultural Studies or who have been admitted for the Fall 2015 term, should refer to the archived PDF calendar for a program outline, which lists the required courses.

Students may also choose to switch over to the new program: **Diploma in Communications, Culture, and Journalism Studies.**
Registration in first-year English courses is, therefore, prohibited.

2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College’s Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).

**Mature Applicants**: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

**Graduation Requirements**

The Diploma in Communications, Culture, and Journalism Studies will be granted upon the successful completion of 60 prescribed compulsory and elective credits, as follows (see below for details): twenty-one credits in Communications credits, nine credits in English, fifteen Breadth credits, nine Arts Electives credits, and six Science credits.

**Program Outline**

**Year One**

Foundational courses

All of:

- **CMNS 100** Introduction to Communications
- **CMNS 110** Introduction to Mass Communication
- **CMNS 120** Journalism Fundamentals
- **CMNS 130** Introduction to Digital Media
- **ENGL 100** University Writing

- **ENGL 153** Critical Writing and Reading: Narrative Breadth Courses

Three of:

- **ANTH 121** Introduction to Cultural Anthropology
- **CMNS 160** Introduction to Film Studies
- **CMNS 130** Introduction to Digital Media
- **GEOG 128** Human Geography: Space, Place and Community
- **GEOG 129** Human Geography: Resources, Development and Society
- **HIST 122** Canada Since 1867
- **HIST 125** Contemporary World from World War II to the Present
- **INDG 100** Introduction to Indigenous Studies
- **PHIL 114** Introduction to Logic and Critical Thinking I
- **POLI 101** Introduction to Politics
- **POLI 111** The Government of Canada
- **SOCI 111** Introduction to Sociology I
- **GSWS 100** Introduction to Gender, Sexuality, and Women's Studies

Year Two

Foundational Courses

Three of:

- **CMNS 200** Communications in the Everyday
- **CMNS 230** Communication and Culture
- **CMNS 235** Professional Writing and Communications
- **CMNS 240** The Culture of Television
- **CMNS 250** Cultural Industries in Canada
- **CMNS 260** Topics in Communications
- **CMNS 270** New Media
CMNS 280  Applied Communication
CMNS 290  Introduction to Video Game Studies
One of:
ENGL 215  Studies in Reading Film
ENGL 219  Intermediate Workshop in Creative Writing - Creative Non-Fiction
ENGL 222  Studies in International Literature in English
ENGL 231  Studies in Popular Narrative

Breadth Courses
Two of:
GEOG 201  Food and Society
GEOG 210  Introduction to Environmental Issues
POLI 222  Global Political Economy
or POLI 240  Contemporary Political Ideologies
SOCI 202  Introduction to Social Problems
or SOCI 216  Media and Society
or SOCI 217  Consumer Society
GSWS 202  Women and Politics
or GSWS 215  Gender and Popular Culture
or GSWS 216  Feminism and Film

1 CCJS choosing ENGL 219 should request a pre-requisite waiver from the English Department Chair.

2 Students interested in SOCI 216 or SOCI 217 should take SOCI 111 from the first year breadth list AND also SOCI 121 as one of their first year Arts electives in order to fulfill pre-requisite requirements.

Science courses:
Two Science courses in Laboratory Science, Mathematics, Computer Science or Statistics. For a list of possible options, see the Associate of Arts page.

Elective Arts courses:

Three 1st or 2nd year Arts courses from any discipline. A university-level language course is recommended for students who have not completed a Grade 12 high school second language course.

Diploma in Writing and Publishing (English)

The publishing industry has been transformed by an unprecedented surge of activity as individuals and organizations share text and post images as never before. This has led to exciting changes and challenges in the way writers and publishers look at publishing. Graduates of this two-year diploma program will have the technical skills and wide range of experience crucial to navigating this industry.

Our applied and academic courses take students through the first stages of the writing process to the final post-production stages of publishing in a variety of formats. Our goals are to foster students' writerly personae, to hone their critical voices, and to teach them how to write professionally for multiple audiences. From creative writing workshops to web publishing labs to book design studios to professional editing classes, our courses help students acquire the skills necessary to ensure their work resonates on both page and screen.

We teach our students using industry-standard software, beginning on the first day of class and carrying through each semester of the program. Students can also take advantage of unique hands-on opportunities to put their skills into practice. Okanagan College features a working letterpress print shop, as well as other in-house elements such as Kalamalka Press and Ryga: A Journal of Provocations. These are only some of the opportunities for students to build the sort of portfolio that demonstrates to prospective employers how lessons learned in the classroom contribute to the broad skill set of a qualified professional.

Graduates of the program have a variety of options. Some may pursue employment in a range of traditional and new media outlets, from independent presses to commercial publishing houses. Others may choose to continue their studies in fields such as creative writing, journalism, marketing and media studies.

Admission Requirements

Regular Applicants: A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the
requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.
- English 12 with minimum 60% or alternatives.

Students with a passing grade of less than 60% in English 12, English 12 First Peoples or TPC 12 will be admissible to the first year of the program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies. This may be done in one of the following ways:
   - Successful completion of English 12, English 12 First Peoples or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
   - Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.

Graduation Requirements

The Diploma in Writing and Publishing may be granted for the successful completion of 60 credits of Okanagan College courses including at least 30 credits of 200-level courses as outlined. Only 30 credits of courses can be from a single discipline.

Program Outline

Year one:

Two first-year English literature courses (any two of):

- ENGL 150
- ENGL 151
- ENGL 153

Two first-year creative writing courses:

- ENGL 116
- ENGL 126

Two first-year publishing courses:

- FINA 170
- FINA 171

Two first-year communications courses (two of):

- CMNS 100
- CMNS 110
- CMNS 120

or CMNS 130

One first-year marketing course:

- BUAD 116

One elective course*

Year two

Two publication design courses

- FINA 201
- FINA 202

Two intermediate applied English courses:

- ENGL 204
- ENGL 205

Two intermediate communications courses:

- CMNS 200
One publishing course focusing on the production process:

ENGL 206

One web design course:

ENGL 207

One professional editing course:

ENGL 209

One intermediate creative writing course:

ENGL 216, ENGL 217, ENGL 218, ENGL 219

or ENGL 220

* Because the list of approved elective courses scheduled conflict-free with the rest of the program changes from year to year, students should consult with the Chair of the Department of English about their options prior to registration.

Chair: MKavanagh@okanagan.bc.ca

Advanced Certificate in Communication

The Advanced Certificate in Communication provides students with skills in applied communications. Students develop competence in areas such as professional writing, public relations theory and practice, management communications, marketing writing, and visual communication. Completion of the program will provide students with a valuable skill-set, applicable to every potential career. The certificate will be of interest to students who are looking to complement their previous post-secondary experience by focusing on an applied, career-related field.

The certificate features flexible completion of required courses, allowing students to complete the requirements as part-time and/or evening study. In addition, students can apply six credits of first-year Communications or English earned in previous post-secondary study toward the Advanced Certificate in Communication.

Admissions Requirements

Successful completion of 60 credits of post-secondary study from Arts, Science, or Business or an Engineering Technology diploma. In addition, students will need to demonstrate one of the two following options:

1. For students whose 60 credits of post-secondary study are in English as principal language of instruction, a minimum GPA of 67% in the Communications or English courses.

2. For students whose credits of post-secondary study are not in English as principal language of instruction, an IELTS score of 7.0 with a band no less than 6.5 in each of the four categories (Reading, Writing, Listening and Speaking) or alternatives as follows:

   TOEFL 101 with no score less than 94
   Cambridge 192 with no score less than 180

Applicants with tests other than these should connect with Admissions and the Communications department to determine an appropriate score.

Graduation Requirements

The Advanced Certificate in Communication will be granted upon the successful completion of 18 credits, including six credits of first-year CMNS or ENGL, and 12 additional credits of CMNS, of which at least nine credits must come from courses numbered 300 or higher. Students may apply six credits of first-year CMNS or ENGL earned in previous post-secondary study toward the Advanced Certificate.

Program Outline

The program allows for flexible completion and for student choice. Students can choose to register in whichever of the available Communications and English course are most of interest to them and satisfy the graduation requirements.

Currently available first-year Communications or English courses:

CMNS 100 Introduction to Communications
**CMNS 101** Communication Fundamentals  
**CMNS 110** Introduction to Mass Communication  
**CMNS 112** Professional Writing I  
**CMNS 113** Technical Communication for Information Technology  
**CMNS 120** Journalism Fundamentals  
**CMNS 122** Professional Writing II  
**CMNS 123** Analysis and Reporting for Information Technology  
**CMNS 130** Introduction to Digital Media  
**CMNS 132** Technical Communication I for Engineering Technology  
**CMNS 133** Technical Communication II for Engineering Technology  
**CMNS 142** Technical Writing and Communications I  
**CMNS 143** Technical Writing and Communications II  
**CMNS 144** Technical Writing and Communications for Mechanical Engineering  
**CMNS 152** Writing in Health and Human Services  
**CMNS 160** Introduction to Film Studies  
**ENGL 100** University Writing  
**ENGL 116** Introduction to Creative Writing I  
**ENGL 126** Introduction to Creative Writing II  
**ENGL 150** Critical Writing and Reading: Poetry and Drama  
**ENGL 151** Critical Writing and Reading: Short Fiction and the Novel  
**ENGL 153** Critical Writing and Reading: Narrative  
Currently available second-year Communications courses:  
**CMNS 200** Communications in the Everyday  
**CMNS 201** Career Communication & Strategy  
**CMNS 230** Communication and Culture  
**CMNS 240** The Culture of Television  
**CMNS 250** Cultural Industries in Canada  
**CMNS 260** Topics in Communications  
**CMNS 270** New Media  
**CMNS 280** Applied Communication  
**CMNS 290** Introduction to Video Game Studies  
**CMNS 295** Directed Studies in Communications  
Currently available third-year Communications courses:  
**CMNS 300** Rhetoric and Persuasion  
**CMNS 310** Visual Communication & Culture  
**CMNS 320** Creative Communication  
**CMNS 330** Public Relations  
**CMNS 340** Media in Action  
**CMNS 390** Advanced Communication Issues  
Currently available fourth-year Communications courses:  
**CMNS 495** Directed Studies in Communications  

**Concentration in Communication**  
The Concentration in Communication provides students with skills in applied communications. Students develop competence in areas such as professional writing, public relations theory and practice, management communications, marketing writing, and visual communication. Completion of the Concentration will provide students with a valuable skill-set, applicable to every potential career.  
The Concentration will be of interest to degree students who are looking to strengthen their principal credential. Students enrolled in a four-year degree
program at Okanagan College (i.e. the Bachelor of Business Administration or Bachelor of Computer Information Systems) can apply credits earned in the completion of electives in these programs toward a transcript notation awarding them a Concentration in Communication. These students may also apply six credits of first-year Communications or English earned in the completion of their principal credential toward the Concentration notation.

Program Outline

The program allows for flexible completion and for student choice. Students can choose to register in whichever of the available Communications and English courses are of most interest to them.

Completion Requirements

1. The Concentration in Communication will be granted upon the successful completion of 18 credits, including six credits of first-year Communications or English, and 12 additional credits of Communications, of which at least nine credits must be from courses numbered 300 or higher.
2. Students may apply six credits of first-year Communications or English earned in the completion of their principal credential toward the Concentration notation.

University Studies - Science

Associate of Science Degree

The Associate of Science degree is a provincial credential offered by many institutions in the BC Transfer System. The associate degree provides an educational experience that prepares students for life as an educated person, and lays a solid foundation for further study.

The associate degree curriculum consists of two years of university-level study in a variety of academic areas. Students are required to complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to complete the required prerequisites for upper-level course work in their intended major. Students will be exposed to a program of study that seeks to develop:

- an interest in and curiosity about the world around them
- an understanding of the global context in which they live and work
- an appreciation of intellectual thought and human creativity
- an openness to a variety of viewpoints
- a capacity for and interest in self-directed life-long learning
- an acceptance of the social responsibilities that come with the benefits of advanced learning.

In addition, the program of study should develop and improve those skills essential for academic success at an advanced intellectual level. They include but are not limited to:

- advanced reading comprehension
- effective written and oral communications
- mathematical and scientific reasoning
- computer and technological literacy
- research and evaluative skills
- analysis, synthesis, and integration of knowledge
- critical thinking and problem solving
- application of theoretical understanding to practice
- working collaboratively.

Admission Requirements

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Entrance Requirement:

English 12 with minimum 60% or alternatives.

Students who do not satisfy the English entrance requirement will be admissible to the first year of the Associate of Science program, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
2. Students must successfully complete the English entrance requirement, as stated above, within their first year of studies.

Math Entrance Requirement:

A minimum of 50% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- Adult Basic Education MATH 012

Or a minimum of 64% on the Calculus Readiness Test

Students who do not satisfy the Mathematics entrance requirement will be admissible to the first year of the Associate of Science program, subject to the following conditions:

- Registration is restricted to courses for which the student satisfies the prerequisites. Registration in CHEM 111, COSC 111, MATH 112, and PHYS 111 is therefore, prohibited.
- Students who do not satisfy the Mathematics entrance requirement are strongly advised to register in MATH 120 (Pre Calculus). Successful completion of this course will satisfy the Mathematics entrance requirement.
- Students must successfully complete the Mathematics entrance requirement, as stated above, in their first year of studies.

Secondary School Calculus: Students enrolling for the first time at Okanagan College who have completed or are registered in a secondary-school calculus course are eligible to write the UBC-SFU-UVic-UNBC Calculus Examination. Students who pass this examination with a grade of 50% or better will be given the option of receiving credit for MATH 112 with a grade equal to the grade obtained on the examination or taking MATH 112 for credit.

There is an $88 non-refundable fee for the Calculus Examination. It must be paid to the sponsoring institution. It is the responsibility of the student to contact the sponsoring institution regarding the dates and locations of the examination, since these will change depending on the sponsoring institution. It is also the responsibility of the student to obtain a letter from the sponsoring institution stating the grade achieved on the examination. This letter is the document that Okanagan College will use to administer the policy.

This policy applies to students who are enrolling at Okanagan College for the first time. A student who opts to take MATH 112 for credit cannot, at a later date, request that their grade on the Calculus Examination be used in place of the grade they received in MATH 112, even if the student withdraws.

Graduation Requirements

The Associate of Science Degree is granted upon completion of 60 credits of prescribed study (below). A student with an Associate of Science Degree if admitted to B.C. universities is guaranteed full transfer credit (60 credits) for the work done for their Associate Degree.

In two B.C. universities (SFU and UNBC), a student with an Associate of Science Degree will be offered priority admission to the Faculty of Science (subject to a minimum GPA determined by the university). Check the B.C. Council on Admissions and Transfers website for updated information on B.C. Associate degrees at http://www.bctransferguide.ca.

Courses used to complete the Okanagan College Associate of Science Degree must have transfer credit to at least one B.C. research university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

No course may be used to meet more than one of the specific requirements.

The Associate of Science Degree is granted upon the successful completion of the following courses:

- Two of the following: ENGL 100, ENGL 150, ENGL 151, or ENGL 153.
- MATH 112 and at least one other three-credit course in Mathematics. MATH 120 (Pre-Calculus) can be used for the second mathematics course, however, the student should be aware that some institutions will not accept this course for credit toward a science degree.
- At least 12 credits (4 courses) from:
  - BIOL 111 or BIOL 121
  - CHEM 111 or CHEM 112
  - CHEM 121
  - PHYS 111 or PHYS 112
  - PHYS 121 or PHYS 122
- At least 24 other credits in Science, which shall include a minimum of six courses (18 credits) in Science at the second-year level taken in two or more subject areas.
- At least two three-credit courses in Arts other than English.
• At least two three-credit courses in Arts, Science or other areas.

A total of 60 credits (at least 20 courses) of first- and second-year courses with a minimum average of 60% calculated from all courses counting towards the Associate of Science degree.

Program Outline

Students who plan on transferring to complete a BSc degree should ensure that they complete the following requirements:

Six 100-Level English Credits

Students should complete two of the following:

ENGL 100, ENGL 150, ENGL 151 or ENGL 153

Recommended 100-Level Science credits

The following Science elective courses are recommended:

ASTR 110 and ASTR 120
ASTR 111 and ASTR 121
BIOL 111 and BIOL 121
COSC 111 and COSC 121
COSC 122
EESC 111 and EESC 121
GEOG 111 and GEOG 121

Second-Year Requirements

Specific second-year courses are required for some majors. Students planning to transfer after second year, should consult the calendar of the university they plan to transfer to for second-year course requirements.

Courses with Laboratories

In many science courses that include both a lecture component and a laboratory component, students are required to complete and pass each part independently in order to pass the course. Students should be aware of all the requirements that must be met to attain a passing grade in any course.

Associate of Science Degree: Discipline Emphasis

In meeting the above requirements, the Associate of Science Degree can be structured by the student to reflect emphasis on a particular discipline from the options outlined below. The student is advised to verify with the appropriate Department Chair that the specific courses will be offered within a two-year cycle.
if the student intends to complete the Associate Degree in two years.

**Biology Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Biology Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:

- **BIOL 111** Biology for Science Majors I
- **BIOL 121** Biology for Science Majors II
- **CHEM 111**
- and
- **CHEM 121**
- or
- **CHEM 112**
- and
- **CHEM 121**
- **CHEM 212**
- and
- **CHEM 222**
- **PHYS 111**
- and
- **PHYS 121**
- or
- **PHYS 112**
- and
- **PHYS 122**
- Six of:
  - **BIOL 202** Elementary Applied Statistics
  - **BIOL 203** Introduction to Ecology
  - **BIOL 211** Cell Biology
  - **BIOL 220** Introductory Biochemistry
  - **BIOL 224** Principles of Genetics
  - **BIOL 228** Introductory Microbiology
  - **BIOL 251** Vascular Plants
  - **BIOL 254** Vertebrate Biology

The choice from these second year BIOL courses should be made based on the requirements of the university to which the student wishes to transfer.

**Chemistry Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Chemistry Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:

- **CHEM 111**
- and
- **CHEM 121**
- **CHEM 211** Physical Chemistry
- **CHEM 212**
- **CHEM 221** Inorganic Chemistry
- **CHEM 226** Introduction to Analytical Chemistry
- **MATH 122** Calculus II
- **MATH 212** Calculus III
- **MATH 221** Introduction to Linear Algebra

**Computer Science Emphasis**

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Computer Science Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:
COSC 111
and
COSC 121
COSC 211 Machine Architecture
COSC 221
or
MATH 251
COSC 222 Computer Data Structures
COSC 231 Principles of Computer Science
MATH 122 Calculus II
MATH 212 Calculus III
MATH 221 Introduction to Linear Algebra

Mathematics and Statistics Emphasis

As a means of satisfying all of the requirements outlined above for an Associate of Science Degree, the student pursuing a Mathematics and Statistics Emphasis must complete specific courses. Specifically, as part of the Associate of Science Degree requirements, the student must complete:

COSC 111
and
COSC 121 Computer Programming II
MATH 122 Calculus II
MATH 201 Mathematical Structures and Proofs
MATH 212 Calculus III
MATH 221 Introduction to Linear Algebra
One of:
COSC 221
,  
MATH 225

Diploma in General Studies

Admission Requirements

Please see Associate of Science Degree.

Graduation Requirements

The Diploma in General Studies may be granted for the successful completion of 60 credits of Okanagan College courses including at least 18 credits of 200-level courses. Only 30 credits of courses can be from a single discipline.

Analytical Chemistry Technology Diploma

This program is subject to government funding and will not be offered in 2010-11. The implementation date will be announced. Please watch for further updates.

The Diploma in Analytical Chemistry Technology (ACT) trains students as chemical technologists in industry-relevant and employment-ready instrumental analysis skills. The ACT program is a two-year, four-semester program that requires the completion of 70 credits of coursework. The program provides graduates with a solid understanding of the protocols common to analytical laboratories including sampling and sample preparation, quality assurance, quality control, quality assessment, instrumental analysis and calibration, data processing and interpretation, and reporting. In particular, this program involves thorough integration of statistical analysis and quality assurance / quality control (QA/QC) within its curriculum while stressing effective and relevant report writing and communication skills. Students will also receive extensive experience with a variety of the modern instruments they will encounter in future work environments, will be trained in safe and environmentally sound laboratory practices, will develop technical writing and public presentation skills, and will gain experience in the team-work approach to problem solving. Graduates of the ACT program will acquire instrumental analysis skills that will enable them to readily enter laboratories,
becoming productive employees with a minimum of specific job orientation and training.

Graduates can seek employment as trained chemical analysts in a wide variety of laboratories in industry, government, and institutions. These could include academic, environmental, chemical, mining and smelting, pulp and paper, petrochemical, food, beverage, brewer and vintner, and health laboratories. Graduates of the ACT program may have the option of pursuing Bachelor of Technology programs at other institutions in British Columbia and across Canada, or other Bachelor degrees that have completion of a two-year diploma level program as the admission requirement. The College is currently seeking national accreditation for this program by the Canadian Technology Accreditation Board (CTAB) which would allow graduates to be eligible for professional registration as an Applied Science Technologist (A.Sc.T.) after two years of related work experience.

**Admission Requirements**

Grade 12 graduation or equivalent; and

- A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12, an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the Language Proficiency Index.

- A minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Foundations of Mathematics Grade 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120

- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011

- A minimum grade of 67% in Chemistry 11 or equivalent Advanced Level ABE Chemistry course; Chemistry 12 or equivalent Provincial Level ABE Chemistry course is strongly recommended.

- A valid Occupational First Aid Level 1 Certificate obtained within 12 months of admission to the ACT program and a WHMIS certificate.

The Analytical Chemistry Technology program stresses the use of computers in all courses. The successful completion of an introductory course in computers, keyboarding skills of 20 wpm, or computer experience is strongly recommended.

**Graduation Requirements**

Graduation from the Diploma in Analytical Chemistry Technology requires the completion of 70 required credits.

**Residency Requirements**

Completion of a minimum of 35 credits of study at Okanagan College.

**Program Outline**

**Semester I**

- **CHEM 112 Introductory Chemistry I**
- **CMNS 113 Technical Communication for Information Technology**
- **COSC 171 Computer Applications for Analytical Chemistry Technology**
- **MATH 136 Mathematics for Analytical Chemistry Technology**
- **PHYS 117 Physics for Analytical Chemistry Technology**
- **STAT 121 Elementary Statistics**

**Semester II**

- **CHEM 122 Introductory Chemistry II**
- **CHEM 226 Introduction to Analytical Chemistry**
- **CHEM 227 Instrumentation Physics for Analytical Chemistry Technology(ACT)**
- **CHEM 161 Industrial Chemical Processes I**
- **CHEM 162 Environmental Chemistry**
- **CHEM 163 Analysis Quality Assurance and Quality Control**

**Semester III**

- **CHEM 251 Industrial Chemical Process II**
CHEM 252 Chromatographic Analysis I
CHEM 253 Physical Chemical Processes
CHEM 254 Spectroscopic Analysis
CHEM 255 Applied Organic Chemistry
CMNS 143 Technical Writing and Communications II

Semester IV
CHEM 261 Laboratory Instrumentation
CHEM 262 Chromatographic Analysis II
CHEM 263 Applied Biochemistry
CHEM 264 Mineral Processing and Assaying
CHEM 265 Petroleum Chemistry
CHEM 266 Laboratory Management

Applied Ecology and Conservation Diploma
The Applied Ecology and Conservation (AEC) program provides students with the employment skills needed for work as conservation field technicians. The program is based on a core of university studies courses that allow students the option of exiting with a Certificate after completion of one year, continuing to the two-year Diploma or transferring into a Bachelor of Technology or Bachelor degree program in Biology, Environmental Science, and Geography at other post-secondary institutions in British Columbia and elsewhere.

The program is unique in providing students with an understanding of both western science and First Nation ecological knowledge systems. Both knowledge systems are integral components of conservation research and regulation. Instruction is provided by both Okanagan College and the Okanagan Nation Indigenous educational institution, the Enâ€™owkin Centre. The Enâ€™owkin Centre provides expertise for the Traditional and Aboriginal Ecological Knowledge (TEK and ATK) components of the program. Skills are applicable to a variety of ecosystems. Field experiences are taught within the context of one of the most threatened ecosystems in Canada, the south Okanagan, an area with the highest biodiversity and the most species at risk in Canada.

The program provides a solid foundation of conservation and best-practices protocols common to field studies. Students learn principles and theories of biology, applied ecology, conservation, geology, geography, TEK and ATK for a variety of ecosystems. The program covers plant and animal species identification, sampling, data processing and interpretation, safe and environmentally sound field practices, effective report and technical writing, public presentation skills and familiarity with Canadaâ€™s Species At Risk Act (SARA). Graduates of the AEC program will be prepared for field technician jobs in environmental assessment, forestry, fisheries, mining, and petrochemical fields with First Nations agencies, industry, and non-governmental organizations. Graduates may also choose to continue their academic studies by transferring to programs other post-secondary institutions.

Certificate: The one-year Certificate requires successful completion of 30 credits of prescribed courses from semesters 0, 1, 2, (if necessary) 3.

Diploma: The two-year Diploma requires successful completion of 60 credits of prescribed courses.
Part-time study: Students may also choose to pursue part-time studies and complete the program over a longer period of time.

Following approval and implementation of the program Okanagan College will seek industry accreditation for AEC certificate graduates from the Canadian Council of Technicians and Technologists (CCTT). Additionally, Diploma students may apply, upon completion of their Diploma, to gain the following two credentials: EPts (Environmental Professionals-in-training) from ECO Canada and R.B. Tech. (Registered Biology Technologist in Training) from the College of Applied Biology of British Columbia. External agencies may require students to complete additional written examinations and/or practical competency evaluations and pay additional fees.

Admission Requirements

Regular Applicants:
A regular applicant will be a secondary graduate or a secondary school student, or its equivalent, who has or who will complete the requirements for senior secondary graduation, or its equivalent, not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- BC secondary graduation, or equivalent.
- **English Entrance Requirement:**
  - English 12 with minimum 60% or [alternatives](#).
  - Students who do not satisfy the English entrance requirement will be admissible to the Applied Ecology and Conservation program, subject to the following condition:
    - Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.

- **Mathematics Entrance Requirement:**
  - A minimum of 50% in any of:
    - Pre-Calculus Grade 11
    - Foundations of Mathematics Grade 11
    - Principles of Mathematics 11
    - Applications of Mathematics 11
    - Adult Basic Education MATH 011
    - Adult Basic Education MATH 084 and MATH 085
    - Adult Basic Education IALG 011
  - Note that students wishing to proceed beyond the diploma to a degree may need additional mathematics to transfer to the degree program. Students must check with the institution where they plan to continue their study for complete details.

- Students who do not satisfy the Mathematics entrance requirement will be admissible to the Applied Ecology and Conservation program, subject to the following condition:
  - Students must satisfy the Mathematics entrance requirement within one year of starting the program.

Mature Applicants:
Mature applicants are at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year. Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter.
Certificate and Diploma Graduation Requirements

The **Applied Ecology and Conservation Certificate** is granted upon completion of thirty (30) credits of prescribed study with a minimum grade of 50% for all courses counting towards the certificate.

The **Applied Ecology and Conservation Diploma** is granted upon completion of sixty (60) credits of prescribed study with a graduating grade average of 60%.

**Fall - Year 1**
- **ECCO 151**
- **BIOL 151**
- **EESC 111** Earth and Environmental Science
  
  Plus one of:
- **ENGL 100** University Writing
- **ENGL 150** Critical Writing and Reading: Poetry and Drama
- **ENGL 151** Critical Writing and Reading: Short Fiction and the Novel
- **ENGL 153** Critical Writing and Reading: Narrative

**Winter - Year 1**
- **ECCO 152**
- **BIOL 152**
- **BIOL 153**
- **GEOG 210** Introduction to Environmental Issues
  
  Plus one of (but not the same course as the previous semester):
- **ENGL 100** University Writing
- **ENGL 150** Critical Writing and Reading: Poetry and Drama
- **ENGL 151** Critical Writing and Reading: Short Fiction and the Novel

**Summer - Year 1**
- **ECCO 150**
- **BIOL 150** Natural History of the Okanagan

**Fall - Year 2**
- **ECCO 280**
- **BIOL 280**
- **BIOL 281**
- **GEOG 270** Geographic Data Analysis
  
  **Winter - Year 2**
- **BIOL 203** Introduction to Ecology
  
  **Winter - Year 2**
- **ECCO 281**
- **BIOL 283**
- **BUAD 100** Introduction to Business
  
  **GEOG 272** Introduction to Cartography, GIS and Remote Sensing
  
  Plus one of:
- **ECCO 282**
- **BIOL 282**

**Applied Science (Engineering Program)**

Okanagan College offers one year of science course credit towards the completion of a degree in engineering (applied science) at three of the provincial universities: the University of British Columbia, the University of Victoria and Simon Fraser University.

Students interested in completing an Engineering degree at these universities must apply for admission to the **Associate of Science Degree** program (see Associate of Science degree admission requirements.) For further details on engineering requirements, contact any of the Okanagan College Engineering Technology department offices or the respective university.
Program Outline

The following is a recommended program outline.

To transfer to UBC Okanagan or UBC Vancouver

Fall Semester
- **CHEM 111** Principles of Chemistry I
- **COSC 111** Computer Programming I
- **ENGL 100** University Writing
- **MATH 112** Calculus I
- **PHYS 111** Calculus-Based Physics I

Winter Semester
- **CHEM 121** Principles of Chemistry II
- **MATH 122** Calculus II
- **MATH 221** Introduction to Linear Algebra
- **PHYS 121** Calculus-Based Physics II
- **PHYS 202** Engineering Mechanics I

In addition, a 100-level or higher Humanities/Social Sciences elective may be completed.

To transfer to University of Victoria

https://www.uvic.ca/engineering/current-students/planning/index.php click on the program planning sheet for the program you plan to pursue

**Fall Semester**
- **CHEM 111** Principles of Chemistry I
- **MATH 112** Calculus I
- **PHYS 111** Calculus-Based Physics I
- **ECON 115** Principles of Microeconomics

**Winter Semester**
- **MATH 122** Calculus II
- **MATH 221** Introduction to Linear Algebra
- **PHYS 121** Calculus-Based Physics II
- **ECON 115** Principles of Microeconomics

*Students planning to take Software Engineering should take COSC 121 instead of CHEM 121 In addition, a Humanities/Social Sciences elective may be completed.

https://www.uvic.ca/engineering/assets/docs/student-forms/Complementary-Studies-Electives.pdf

To transfer to Simon Fraser University

Below is a partial list of courses that transfer to SFU. Contact an Advisor in the Faculty of Applied Science at Simon Fraser University â€“ asadvise@sfu.ca for further course options.

**Fall Semester**
- **CHEM 111** Principles of Chemistry I
- **MATH 112** Calculus I
- **PHYS 111** Calculus-Based Physics I
- **PHYS 202** Engineering Mechanics I

**Winter Semester**
- **MATH 122** Calculus II
- **MATH 221** Introduction to Linear Algebra
- **PHYS 121** Calculus-Based Physics II
- **PHYS 202** Engineering Mechanics I

Bachelor of Science in Wood Products Processing (UBC transfer program)

Okanagan College offers a university transfer program enabling students to enter into year two of UBC's five-year BSc program in Wood Product Processing. This program has been modelled after similar programs which have been successful in Europe. It is designed to provide technically-capable graduates for entry-level positions in the management of wood products manufacturing companies. Wood, a renewable resource, is a critical component of Canada's economy. Graduates with a sound technological and management background are needed to guide this industry into the future.
The UBC program has strong industry support in the form of scholarships and guaranteed employment. The co-operative education format of the program is recommended, as it includes five paid work terms in the industry and provides students with valuable experience.

Program Outline

Students in the Okanagan College transfer program must attain a minimum grade of 60% in all courses attempted.

Wood Products Processing - Transfer program (if taken at Okanagan College)

(a) 21 credits consisting of:

MATH 112  
(UBC: MATH 100)

MATH 122  
(UBC: MATH 101)

PHYS 111  
*(UBC: PHYS 101)

PHYS 121  
*(UBC: PHYS 102)

CHEM 111  
/CHEM 121  
or CHEM 112  
/CHEM 122  
(UBC: CHEM 121/123 or CHEM 111/113)

ENGL 100  
(UBC: ENGL 112)

(b) nine additional general elective credits which are transferable to UBC. Suitable general elective credits include (but are not limited to):

ECON 115  
(UBC: ECON 101)

or COSC 122  
(UBC: CPSC 1st year)

Students wishing to select other general electives are advised to visit the online transfer guide at www.bctransferguide.ca to determine equivalent UBC credit.

* The Okanagan College PHYS 112/122 stream is not sufficient to meet the physics requirement of the Wood Processing degree program.

Human Kinetics Diploma (see Health & Social Development)

Please see Human Kinetics Diploma.

Bachelor of Computer Information Systems Degree

The Bachelor of Computer Information Systems degree is a four-year program which includes a broad selection of computing, mathematics, business, and communications courses so graduates can function successfully in a variety of roles in the Information Technology field.

The courses are grouped into required courses (which all students take), courses from one or more options (an option is a collection of courses dealing with a specific area of computing), and elective courses. This structure allows students to concentrate on areas of computing (Software Design and Development, Database Systems and General Studies) which interest them, while ensuring all graduates have a broad knowledge of computing. With further independent study, graduates may earn industrial certification from companies such as Oracle, IBM, Cisco or Microsoft.

The BCIS degree is available as a co-op program. Taking co-op work terms may lengthen the program by one year or more.

Students who have completed Okanagan College's Computer Information Systems diploma or the Network and Telecommunications Engineering Technology diploma, or a similar program of studies may enter at year three. Other students enter at year one.
Admission Requirements

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Requirements: English 12 with 60% or alternatives.

Math Requirements:

A minimum of 60% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- Adult Basic Education MATH 012
- Okanagan College MATH 120

Or a minimum of 67% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 12
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- Applications of Mathematics 12
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

or a minimum of 70% in any of:

- An Okanagan College Mathematics 11 Proficiency Test
- An Okanagan College Mathematics 12 Proficiency Test

Other Requirements: Attendance at a mandatory orientation. Applicants will be notified of dates.

Applicants to third year: Students who have completed Okanagan College's Computer Information Systems diploma, Network and Telecommunications Engineering Technology diploma, or a similar program of studies from another institution may enter at year three.

Keyboarding Skills: Keyboarding skills of at least 20 wpm are strongly recommended.

Access to a Personal Computer: Students entering this program are strongly advised to have access to a personal computer at home with Internet access, both with adequate resources for this level of study. Students may consult the Computer Science Department for hardware and software recommendations.

Personal Suitability: Prospective applicants should consider assessing their suitability for the program by researching Computer Information Systems.

Graduation Requirements

Students must complete a minimum of 120 credits of required and elective courses as listed with a minimum graduating average of 60%.

Program Outline

Courses required by all students - 78 credits

BUAD elective

(Consider choosing from BUAD 111, 113, 116, 123, 128, 176, or 209. Other BUAD courses may be acceptable with the permission of the Computer Science department chair. BUAD 107 is not acceptable.)

First Year

COSC 109 Technical Aspects of Operating Systems
COSC 111 Computer Programming I
COSC 121 Computer Programming II
COSC 126 Systems Analysis and Design
COSC 131 Visual Programming

One of:

COSC 118 Networks and Telecommunications I
or NTEN 117 Networks and Telecommunications I

BCIS students: Please register in COSC 118 (not NTEN 117).

One of these combinations (two courses.) CMNS courses are preferred.

Both

CMNS 113 Technical Communication for Information Technology
and

**CMNS 123** Analysis and Reporting for Information Technology

Both

**CMNS 112** Professional Writing I

and

**CMNS 122** Professional Writing II

Two of:

**ENGL 100** University Writing

**ENGL 150** Critical Writing and Reading: Poetry and Drama

**ENGL 151** Critical Writing and Reading: Short Fiction and the Novel

**ENGL 153** Critical Writing and Reading: Narrative

**ENGL 199** Arts Studies in English

(but not both ENGL 100 and ENGL 199)

One of these combinations

**MATH 139** Mathematics for Information Technology

and one of:

**COSC 221** Introduction to Discrete Structures

or **MATH 251** Introduction to Discrete Structures

or **MATH 231** Introduction to Cryptography

Or

**MATH 112** Calculus I

and one of:

**MATH 122** Calculus II

or **MATH 221** Introduction to Linear Algebra

Second Year

**COSC 205** Project Management

**COSC 211** Machine Architecture

**COSC 213** Web development with LAMP

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**COSC 219** Client-side Web Systems

**COSC 222** Computer Data Structures

**COSC 224** Projects in Computer Science

**COSC 236** Object-Oriented Systems Analysis and Design

**COSC 304** Introduction to Database Management Systems

**COSC 315** Introduction to Operating Systems

One other three-credit COSC or NTEN course

Third- and Fourth-Year courses for the Software Design and Development Option

**BUAD 123** Management Principles

**COSC 470** Software Engineering

**COSC 471** Software Engineering Project

**PHIL 331** Ethics of Computer Usage

At least one of:

**COSC 316** iOS Application Development

**COSC 326** Android Application Development

At least one of:

**COSC 318** Network Programming

**COSC 328** Linux Networking

At least one of:

**COSC 331** Microservices and Software Architecture

**COSC 360** Server Platform as a Service

At least two of:

**COSC 404** Advanced Database Management Systems

**COSC 416** Topics in Database

**COSC 434** Database Administration

**COSC 436** Data Warehousing

**COSC 437** Data Mining

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Current as of April 1, 2019
Plus a minimum of 9 upper-level COSC credits (not already chosen).

Upper-level (courses numbered 300 or higher): at least 42 credits (of which a minimum 36 credits must be upper-level computer science).

After completing the first two years, you must complete a total of 60 additional credits for the BCIS degree. These credits will include: PHIL 331 (required), at least six additional Arts credits, BUAD 123 (required) and at least three additional BUAD credits.

Third- and Fourth-Year courses for the Database Systems Option

- **BUAD 123** Management Principles
- **COSC 404** Advanced Database Management Systems
- **COSC 434** Database Administration
- **COSC 470** Software Engineering
- **COSC 471** Software Engineering Project
- **PHIL 331** Ethics of Computer Usage

At least two of:

- **COSC 416** Topics in Database
- **COSC 436** Data Warehousing
- **COSC 437** Data Mining

At least one of:

- **BUAD 335** Electronic Commerce
- **COSC 341** User Experience
- **COSC 331** Microservices and Software Architecture
- **COSC 360** Server Platform as a Service

At least one of:

- **COSC 318** Network Programming
- **COSC 328** Linux Networking

Upper-level (courses numbered 300 or higher): at least 42 credits (of which a minimum 36 credits must be upper-level computer science).

After completing the first two years, you must complete a total of 60 additional credits for the BCIS degree. These credits will include: PHIL 331 (required), at least six additional Arts credits, BUAD 123 (required) and at least three additional BUAD credits.

Third- and Fourth-Year courses for the General Studies Option

- **BUAD 123** Management Principles
- **PHIL 331** Ethics of Computer Usage

30 credits of upper-level COSC or NTEN courses not already chosen

Eight other three-credit courses

**Electives for all students - 24 credits**

Electives must be chosen to ensure the following credit requirements are met. See group definitions below.

Total credits: at least 120

**Group 1**: at least 78 credits
**Group 2**: at least 15 credits
**Group 3**: at least 6 credits

Upper-level group 1: at least 36 credits

**Group 1**: courses in Computer Science and other subjects which lead to an Associate of Science Degree, except MATH 120, plus Network and Telecommunications Engineering Technology, and Electronic Engineering Technology. **Group 2**: refers to all courses in Communications and courses in other subjects which lead to an Associate of Arts Degree. This group does not include science courses. **Group 3**: Business Administration courses.

**Computer Information Systems Diploma**

The Computer Information Systems diploma is a two-year program which includes a broad selection of computing, mathematics, business, and communications courses so graduates can function successfully in a variety of roles in a business organization, high-technology company, or government department. These roles include entry-
level positions as computer programmer, programmer/analyst, business systems designer/developer/analyst, web designer/developer and database architect/administrator.

The courses in the diploma are grouped into required courses and elective courses.

The program is available as a co-op program. The department recommends participating in co-op between the third and fourth academic semesters if possible. Taking co-op work terms will lengthen the program to approximately three years.

Graduates of this program may proceed directly to the Bachelor of Computer Information Systems degree or, after completing some extra courses, to a Bachelor of Business Administration degree.

**Admission Requirements**

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

**English Requirements:**

English 12 with minimum 60% or alternatives.

**Math Requirements:**

A minimum of 60% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- Adult Basic Education MATH 012
- Okanagan College MATH 120

Or a minimum of 67% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 12
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- Applications of Mathematics 12
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

or a minimum of 70% in any of:

- An Okanagan College Mathematics 11 Proficiency Test
- An Okanagan College Mathematics 12 Proficiency Test

**Other Requirements:** Attendance at a mandatory orientation. Applicants will be notified of dates.

**Keyboarding Skills:** Keyboarding skills of at least 20 wpm are strongly recommended.

**Access to a Personal Computer:** Students entering this program are strongly advised to have access to a personal computer at home with Internet access, both with adequate resources for this level of study. Students may consult the Computer Science Department for hardware and software recommendations.

**Personal Suitability:** Prospective applicants should consider assessing their suitability for the program by researching Computer Information Systems.

**Graduation Requirements**

Students must complete 60 credits of required and elective courses as listed with a minimum graduating grade average of 60%.

**Program Outline**

First Year

Semester I

- CMNS 113 Technical Communication for Information Technology
- COSC 109 Technical Aspects of Operating Systems
- COSC 111 Computer Programming I
- COSC 118 Networks and Telecommunications I
- MATH 139 Mathematics for Information Technology

Plus:

- CMNS 123 Analysis and Reporting for Information Technology
- COSC 121 Computer Programming II
- COSC 126 Systems Analysis and Design
**Concentration in Computer Information Systems**

The Concentration in Computer Information Systems (CIS) provides students with skills in programming, database development, management and administration. Students can develop competence in areas such as Java and Visual programming, programming for mobile devices, database and web programming, database systems administration and software engineering, and software development in teams with industrial clients.

This concentration option supports Bachelor of Business Administration (BBA) degree students who are looking to strengthen their information technology background. Students, who enrol in the BBA program, can apply credits earned in the completion of their electives in COSC courses toward their BBA degree with a Concentration in Computer Information Systems.

**Admission Requirements**

Admission to the Concentration in CIS will be given based on admission to a university studies degree program at Okanagan College.

**Graduation Requirements**

The Concentration in Computer Information Systems will be granted upon the successful completion of 18 credits as specified in the program outline.

**Program Outline**

Students must successfully complete the following set of courses to receive a Concentration in Computer Information Systems:

- **COSC 111** Computer Programming I
- **COSC 121** Computer Programming II
- **COSC 304** Introduction to Database Management Systems

(prerequisites:)

- **COSC 126**
- and
- **COSC 221**

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**COSC 131** Visual Programming

One of:

- **COSC 221** Introduction to Discrete Structures
- or **MATH 251** Introduction to Discrete Structures

Plus:

May to August

COSC 101 (Co-op Work Term I): 4 months

Second Year

Semester III

- **COSC 213** Web development with LAMP
- **COSC 219** Client-side Web Systems
- **COSC 222** Computer Data Structures
- **COSC 236** Object-Oriented Systems Analysis and Design
- **COSC 304** Introduction to Database Management Systems

January to December

COSC 102 (Co-op Work Term II): 4 months January - April

COSC 103 (Co-op Work Term III): 4 months May - August

COSC 104 (Co-op Work Term IV): 4 months September - December

Semester IV

- **COSC 205** Project Management
- **COSC 224** Projects in Computer Science
- **COSC 315** Introduction to Operating Systems

Two electives

Students may choose electives from COSC or NTEN courses. COSC 115, COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the Computer Science department chair.
; or

COSC 121
BUAD 283
MATH 114
and one of
STAT 121
or
STAT 124
)

Three more COSC courses with at least two of the courses completed at the 300/400 level. Students would select three course from the following list:

COSC 219 Client-side Web Systems
COSC 222 Computer Data Structures
COSC 315 Introduction to Operating Systems
COSC 331 Microservices and Software Architecture
COSC 341 User Experience
COSC 360 Server Platform as a Service
COSC 404 Advanced Database Management Systems
COSC 416 Topics in Database
COSC 419 Topics in Computer Science
COSC 434 Database Administration

Concentration in Communication (see Arts)

Please see this link.

Technologies

Animation Diploma

The two-year Animation diploma program focuses on drawing, design and the principles and techniques of traditional and digital character animation. There is an optional Co-op work term offered between year 1 and year 2 of the program.

Features include a state of the art classroom in the new Innovation Centre in downtown Kelowna, the latest technology in the field of digital animation, and comprehensive drawing classes taught by industry professionals to develop artistic skills, technical dexterity and creative thinking. Industry standard production scenarios and professional practices mimic the production pipeline. Core courses include 2D, digital 2D and 3D animation, life drawing, character design, storyboard and layout design. Animation history, communications and an introduction to business functions are also studied.

Successful graduates complete a professional quality, industry-focused demo reel showcasing their design and digital animation skills, preparing them for a career in British Columbia's (B.C.’s) booming entertainment industry.

Program Goals:

- Focus on applied learning: from pencil to digital, graduating animators and not just operators.
- Deliver a curriculum which balances artistic skills, industry techniques and applied technology.
- Maintain close relationships with the industry.
- Train artists for a successful career in the 2D or 3D animation industry.

Skill sets taught in the Animation program are also applicable to careers in the fields of computer games, multimedia, web design, television and feature film.

Admission Requirements

B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English 12 with minimum 60% or alternatives.

Interview and portfolio assessment. Please refer to program website for more details.

Applicants may be required to complete a drawing exercise.
Graduation Requirements

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

Year One
Semester One

ANIM 111 Life Drawing I
ANIM 112 Animation Principles I
ANIM 114 Layout and Design I
ANIM 116 Character Design I
ANIM 120 Animation History

CMNS 101 Communication Fundamentals

Semester Two

ANIM 121 Life Drawing II
ANIM 122 Animation Principles II
ANIM 124 Layout and Design II
ANIM 126 Character Design II
ANIM 127 Storyboarding I

Intersession (May - Aug)

ANIM 101 Co-op Work Term

Year Two
Semester Three

ANIM 211 Life Drawing III
ANIM 212 Animation Principles III

ANIM 214 Layout and Design III
ANIM 216 Character Design III
ANIM 217 Storyboarding III

Semester Four

ANIM 221 Life Drawing IV

ANIM 222 Animation Principles IV
ANIM 230 Demo Reel Production
CMNS 201 Career Communication & Strategy

Civil Engineering Technology Diploma

The civil engineering technologist is involved in the design and construction of buildings, bridges, highways, streets, parks, subdivisions, dams, drainage and irrigation systems, water supply and sewer systems, and plants. Aspects of civil engineering and urbanization in Canada are studied throughout this program. A diverse and stimulating program, Civil Engineering Technology incorporates field trips to reinforce theoretical background, and to develop appropriate methods of approach and solution. Graduates will possess the following knowledge and skills:

- a knowledge of mathematics, applied science, surveying principles, graphical language and oral and written communication techniques;
- a grounding in applied civil engineering technology as related to highway surveying, road design and construction, municipal construction, bridge construction, municipal water and sewage works, irrigation and drainage, and heavy construction;
- skills in drafting, detailing, computing, surveying, laboratory testing (soil mechanics, concrete and asphalt paving), construction inspection, writing technical reports and correspondence, preparation of specifications and costs, basic structural design in steel, reinforced concrete, design of water distribution and sewage collection systems, heating and air conditioning and other building services, and engineering law.

Employment Opportunities

Graduates of this program can seek employment in the following types of positions:

- engineering assistants in highway construction, communications and power development projects; draftsperson; estimators, detailers and assistant designers;
- technologists in concrete, asphalt and soil testing labs; construction inspectors in municipal water development and structural projects; technologists in hydrographic
surveys, waste resources studies, irrigation and hydraulic laboratories;
• town works superintendents and building inspectors; concrete plant supervisors; technical sales involving building and construction materials and equipment; and
• project chiefs and instrument persons in field surveys related to pipelines, construction, mining drainage, irrigation, highways and roads, etc.

National Accreditation: The Civil Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB). While attending Okanagan College, students may register with the Applied Science Technologists and Technicians of British Columbia (ASTTBC). Graduates are eligible for registration as an applied science technologist after two years of related work experience.

Admission Requirements

• B.C. secondary school graduation (or equivalent).
• English 12 with minimum 60% or alternatives.
• Math requirement:
  A minimum of 60% in any of:
  o Pre-calculus Grade 12
  o Foundations of Mathematics Grade 12
  o Principles of Mathematics 12
  o Applications of Mathematics 12
  o Adult Basic Education MATH 012
  o Okanagan College MATH 120

Or a minimum of 64% in an Okanagan College Mathematics 11 Proficiency Test.

Or a minimum of 67% in any of:
  o Pre-calculus Grade 11
  o Principles of Mathematics 11
  o Adult Basic Education MATH 011

One of the Grade 12 mathematics courses is recommended. The mathematics requirement must be satisfied no more than seven years prior to enrolment in the program.

• The Civil Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools software. An introductory course in computers or computer experience is strongly recommended.

• A minimum grade of 60% in Physics 11, or a minimum grade of 50% in Physics 12 or Applied Physics 12.

Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

The mathematics requirement will not be waived for mature students.

Graduation Requirements

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

First Year

Semester One

CIEN 131 Drafting I
CIEN 139 Construction Surveying I
CIEN 133 Concrete Technology
CIEN 134 Statics and Strength of Materials I
CIEN 136 Applications for Engineering Principles
COSC 115 Microcomputer Orientation
CMNS 133 Technical Writing and Communications I
MATH 113 Mathematics for Civil Engineering Technology I
Co-op Education/Employment Seminar

Semester Two
**Electronics Engineering Technology Diploma**

This diploma program provides training in analog and digital electronic systems and equipment. The program places equal emphasis on a thorough understanding of circuit and system concepts/applications and proper techniques for building, testing and measuring circuits and systems.

Graduates find employment in the areas of communications, microcontroller applications, embedded system applications, systems control and automation. Many jobs relate to the installation, operation, maintenance and design of complex electrical and electronic equipment. Graduates work for a wide range of government agencies, private companies, and educational institutions. Some graduates are employed as assistants to scientists and engineers on research and development projects. With the increasing growth in the industrial Internet of Things (IoT) which includes both networked and automated control systems, there is strong demand for technologists with knowledge of analog systems, digital systems and networking.

The Electronics Engineering Technology program offers graduates the opportunity to bridge into engineering degree programs at University of British Columbia - Okanagan, University of Victoria and Lakehead University.

National Accreditation: The Electronics Engineering Technology program is nationally accredited by Technology Accreditation Canada (TAC). The program's strengths include Analog Systems, Microcontrollers, Communications Systems, and Industrial Data Communications and Networking. While attending Okanagan College, students may register with Applied Science Technologists and Technicians of BC (ASTTBC). Following graduation and a few years of industry experience, graduates can apply to become Applied Science Technologists (AsTc).

**Admission Requirements**

**Regular Students**

- B.C. secondary school graduation or equivalent.
• English 12 with minimum 60% or alternatives.
• A grade of 60% or better in Physics 11. Physics 12 or Applied Physics 12 is recommended.
• Math requirement:

A minimum of 60% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- Applications of Mathematics 12
- Adult Basic Education MATH 012
- Okanagan College MATH 120
  - Or a minimum of 67% in any of:
    - Pre-calculus Grade 11
    - Principles of Mathematics 11
    - Adult Basic Education 011

Or a minimum of 70% in an Okanagan College Mathematics 11 Proficiency Test

• The Electronic Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools software. An introductory course in computers or computer experience is strongly recommended.

Mature Students

Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Graduation Requirements

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

First Year

Semester One (16 weeks)
- ELEN 110 Computer Fluency
- ELEN 126 Digital Electronics
- ELEN 130 Electrical Circuit Analysis I
- PHYS 126 Physics for Electronic Engineering Technology
- CMNS 133 Technical Writing and Communications I
- MATH 137 Mathematics for Electronic Engineering Technology I

Semester Two (16 weeks)
- ELEN 116 Programming and Interfacing
- ELEN 140 Electrical Circuits II
- ELEN 142 Fabrication I
- ELEN 146 Electronic Devices and Circuits I
- ELEN 153 Fundamentals of the Internet of Things
- MATH 147 Mathematics for Electronic Engineering Technology II

Second Year

Semester Three (16 weeks)
- ELEN 213
- ELEN 216 Microcontroller Technology
- ELEN 240
- ELEN 256 Analog and Digital Signal Processing
- ELEN 263 Control Systems
- MATH 257 Mathematics for Electronic Engineering Technology III

Co-op Education Employment Seminar

Semester Four (16 weeks)
- ELEN 226 Embedded Systems
- ELEN 227 Project and Report
- ELEN 250
ELEN 251

ELEN 273

Co-op Group

ELEN 101 Co-op Work Term I (January - April) 4 months

ELEN 102 Co-op Work Term II (May - August) 4 months

ELEN 103 Co-op Work Term III (September - December) 4 months

Mechanical Engineering Technology Diploma

The mechanical engineering technologist is involved in the design, manufacture, testing, installation, operation and maintenance of a wide variety of machines and mechanical equipment. Through the Mechanical Engineering Technology program at Okanagan College, students are trained in fundamental engineering principles and practice. Students will gain a working knowledge in the fundamentals of materials, structures, fluids, power, machine design, manufacturing, thermodynamics, HVAC, quality, and instrumentation and control. The use of current computer software is emphasized throughout the program.

A diverse and stimulating program, Mechanical Engineering Technology incorporates labs and field trips to reinforce theoretical background, and to develop appropriate methods of approach and solution of engineering problems.

Graduates may be employed by a very broad range of industrial organizations. Opportunities include product design, specification, installation and maintenance of equipment, cost estimating, technical sales, quality management, inspection, production planning, automation, CAD/CAM, robotics, and research and development. Mechanical engineering technologists are in demand due to the tremendous diversity of the discipline.

National Accreditation: The Mechanical Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB) with recognized major competency areas of Mechanical Machine Design, Tool and Fixture Design, Automation, Production Management, Quality Assurance, HVAC, and Applied Research. While attending college, students may register with ASTTBC. Graduates are eligible for registration as an Applied Science Technologist after two years of related work experience.

Admission Requirements

Regular Students

B.C. secondary school graduation or equivalent

English 12 with minimum 60% or alternatives.

Math requirement:

- A minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120

Or a minimum of 70% in an Okanagan College Mathematics 12 Proficiency Test

Physics 11 (Physics 12 is recommended) is required. Chemistry 11 or Chemistry 12 is strongly recommended.

The Mechanical Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools software. An introductory course in computers or computer experience is strongly recommended.

Mature Students

Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Mature students without the required 60% grade in Mathematics 12 will be permitted to write a Mathematics 12 challenge exam. Exemption from these admission requirements for mature students is based upon a department interview, work experience, educational background and the results of a Mathematics 12 challenge exam.
Graduation Requirements

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

First Year
Semester One
MECH 131 Engineering Graphics I
MECH 133 Materials Technology
MECH 134 Statics
MECH 136 Application of Engineering Principles
MECH 139 Mechanical Fabrication
CMNS 133 Technical Writing and Communications I
MATH 135 Mathematics for Mechanical Engineering Technology I
Co-operative Education Employment Seminar
Semester Two
MECH 142 Engineering Graphics II
MECH 144 Dynamics
MECH 146 Fluid Mechanics
MECH 147 Strength of Materials
MECH 148 Manufacturing Processes
MECH 149 Manufacturing Applications
MATH 145 Mathematics for Mechanical Engineering Technology II
MECH 152 Welding
* 
MECH 101 Co-op Work Term I (May - August) 4 months
MECH 102 Co-op Work Term II (September - December) 4 months
*offered over a one-week period

Second Year
Semester Three
MECH 232 Machine Design
MECH 233 Technology Management and Quality
MECH 234 Thermodynamics
MECH 235 Hydraulics and Pneumatics
MECH 237 Engineering Graphics III
MECH 239 Automation
ELEN 236 Electronic Technology I
MECH 257 Engineering Graphics IV
* 
MECH 103 Co-op Work Term III (May - August) 4 months
*offered over a one-week period
Semester Four
MECH 240 Project
CMNS 144 Technical Writing and Communications for Mechanical Engineering
MECH 243 Operations Management
MECH 244 Applied Thermodynamics and HVAC
MECH 247 Computer Aided Manufacturing
MECH 249 Robotics and CIM
ELEN 246 Electronic Technology II

Network and Telecommunications Engineering Technology Diploma

This diploma program produces graduates who possess the skill set, attitude and knowledge to establish careers as certified technologists in the fields of local-area and wide-area voice, video and integrated data communications. Course work stresses messaging principles and provides insight into wired, wireless and fibre-optic signal propagation.
The rapid development and enrichment of global communications has produced a worldwide reliance on IP networks and the convergence of data and telecommunications has stimulated the need for larger and more integrated network implementations. Network and Telecommunications engineering technologists are trained to design, configure and support this telecommunications infrastructure. They are employed as network support specialists, network operations and telecommunications analysts, communications integrators, network administrators and consultants.

Graduates will possess the:

- skill sets, attitude and knowledge to establish careers and work efficiently as certified technologists in the fields of network and telecommunications engineering;
- understanding of how organizations function to provide effective integration of company operations and the networked corporate systems required today and in the future;
- necessary communication skills and knowledge of business operations required by corporate managerial roles or to start their own business as independent entrepreneurs;
- knowledge and practical experience to confidently challenge exams that form part of current industry certifications; and
- general theoretical skills required to pursue life-long learning and/or continue their education.

**Admission Requirements**

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 60% or alternatives.
- This program assumes the student is comfortable with the fundamental concepts and basic configuration of computer operating systems as well as word processing and spreadsheet applications. Any student new to the computing environment is recommended to find an introductory class or follow a self-study learning guide on operating systems, word processing or spreadsheet applications before entering the program. Click here to see Okanagan College course offerings in introductory computing.
- Math requirement:

  - A minimum of 60% in any of:
    - Pre-calculus Grade 12
    - Foundations of Mathematics Grade 12
    - Principles of Mathematics 12
    - Applications of Mathematics 12
    - Adult Basic Education MATH 012
    - Okanagan College MATH 120

Or a minimum of 67% in any of:

- Pre-calculus Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

Or a minimum of 70% in an Okanagan College Mathematics 11 Proficiency Test

One of the grade 12 mathematics courses is recommended.

- Physics 11 or 12 is recommended.

**Mature Students:** Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

**First Year**

**Semester One**

- **NTEN 111** Computer Components and Peripherals
- **NTEN 112** Computer Programming I
- **NTEN 113** Voice and Data Communications Infrastructure
- **NTEN 117** Networks and Telecommunications I
- **CMNS 113** Technical Communication for Information Technology
MATH 127 Math for Network & Telecom Engineering Tech

Semester Two

NTEN 123 Network Applications of Analog and Digital Systems
NTEN 127 Local Area Network Management
NTEN 137 Routing and Switching I
CMNS 123 Analysis and Reporting for Information Technology
NTEN 128 Scripting for Network and System Administrators

One elective (3 credits)

Extended Semester (3 weeks)

NTEN 199 Topics in Internetworking

Second Year

Semester Three

NTEN 207 Enterprise Telecommunications
NTEN 211 Virtualization for Enterprise System Administrators
NTEN 217 Routing and Switching II
NTEN 219 Linux Server Management

Two electives (6 credits)

Semester Four

NTEN 225 Internetwork Security I
NTEN 227 Carrier Telecommunications
NTEN 223 Internet of Things
NTEN 299 Network Project
BUAD 231 Project Management in an Information Technology Environment

Co-op Group

NTEN 101 Co-op Work Term I (January - April) 4 months

NTEN 102 Co-op Work Term II (May - August) 4 months

NTEN 103 Co-op Work Term III (September - December) 4 months

In NTEN classes, approximately one half of the time is devoted to hands-on laboratory work. Course work will include field trips to local industry.

Technical, Business Administration and Communication Electives

9 credits of electives are included in the program

6 of these credits must be approved Information Technology courses, or Electronics courses, or Computer Science courses eligible for credit towards the Bachelor of Computer Information Systems (BCIS) program, or Math courses eligible for credit towards the BCIS program. COSC 109, COSC 115, COSC 122 and COSC 127 or any course offering similar content to an existing course in the NTEN program are not eligible for credit towards the NTEN diploma. Any student considering a course that may offer similar content should consult with the chair prior to registration.

3 of these credits must be either Business Administration (BUAD) courses eligible for credit towards the Bachelor of Business Administration (BBA) program or Communication (CMNS) courses.

Sustainable Construction Management Technology Diploma

The Sustainable Construction Management Technology (SCMT) program is a two-year diploma program, based at the Centre of Excellence at Okanagan College’s Penticton campus. SCMT is a forward-thinking program designed to enable, empower and inspire the emerging generation of construction managers and technologists to deliver true sustainable development. The graduating students will play a leading role in the construction industry - both in Canada and internationally - to deliver projects that achieve high sustainability performance and contribute to the economic, environmental, and social well-being of communities.

The program will provide learners with the technical, business and interpersonal skills required to effectively manage construction projects of varying size and complexity, emphasizing sustainable design
principles. Students will develop the technical knowledge and skills required to construct all scales of infrastructure projects - from planning through to completion. Students will also learn to estimate material requirements, costs, schedule and manage construction projects.

In consultation with industry-experienced practitioners, both internal and external, the SCMT program has been designed with five major themes which address the important aspects of the built environment. The five themes are as follows:

- Building Studies;
- Commercial Studies;
- Sustainability Studies;
- Core Studies; and
- Projects.

The first two themes address the core study areas of construction management from commercial and building aspects. These include quantity surveying, estimating, procurement, planning, processes and construction. The core studies theme includes courses on business management, math, communications, law, civil engineering and human resources. The first and second year projects consist of practical laboratories that may take place in the college or elsewhere in the local community or further afield. With the exception of the three Business Administration courses, all courses within these streams require face-to-face delivery.

The sustainability theme provides the needed foundation and a life cycle thinking approach to green building principles, existing infrastructure, and renewable energy technologies. This stream (11 courses) is delivered through blended learning, which includes face-to-face and online delivery. The face-to-face component consists of an intensive 2-3 day delivery during the first week. After the intensive hours are completed in the first week, these courses will be delivered online over the remaining twelve weeks of each term.

The program follows the Problem-Based Learning (PBL) approach to influence, shape and guide the emerging generation of construction professionals. The learning outcomes of the program will follow a problem-based approach, so that students can influence the resiliency of projects in the industry in which many graduates will find themselves working. Students will have an opportunity to gain work experience by participating in paid co-op work with a construction-related company. Such experience increases students' employment opportunities and their value to their employers upon graduation.

On graduation, there will be a wide choice of career opportunities as a site superintendent, general contractor, subcontractor, material supplier, field coordinator, quantity surveyor, estimator, inspector, project manager, scheduler or contract manager. The business elements of the program may also offer opportunities to establish a new construction company - one which specializes in sustainable development and construction.

The College intends to obtain certification with the Applied Science Technologist and Technicians of British Columbia (ASTTBC) and the Canadian Technology Accreditation Board (CTAB) for the program.

The SCMT 101 Co-op Work Term option is available between year 1 and year 2 of the program.

**Admission Requirements**

- BC secondary school graduation, or 19 years of age and out of secondary school for one year as of the first day of classes.
- English 12 with minimum 60% or alternatives.
- Math requirement:

  A minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Foundations of Mathematics Grade 12
  - Principles of Mathematics 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120

  Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011

  Or a minimum of 70% in an Okanagan College Mathematics 11 Proficiency Test

One of the Grade 12 mathematics courses is recommended. The mathematics requirement must be successfully completed no more than seven years prior to enrolment in the program.
Graduation Requirements

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

**Fall Year 1**
- **SCMT 110** Surveying for Construction
- **SCMT 112** Construction Measurements and Drafting
- **SCMT 114** Sustainability and Ethics in Construction
- **SCMT 115** Construction Methods I
- **SCMT 124** Sustainability and the Built Environment
- **BUAD 128** Computer Applications I
- **CMNS 133** Technical Writing and Communications I
- **MATH 134** Mathematics for SCMT

**Winter Year 1**
- **SCMT 113** Quantity Surveying and Estimating I
- **SCMT 116** Scheduling and Cost Control
- **SCMT 120** Procurement Process
- **SCMT 125** Construction Methods II
- **SCMT 132** Introduction to Sustainability Assessment
- **SCMT 134** Green Building Principles
- **SCMT 144** Sustainable Methods and Technologies
- **BUAD 123** Management Principles

**May - August**
- **SCMT 101**

**Fall Year 2**
- **SCMT 206** Lean Construction
- **SCMT 212** Quantity Surveying and Estimating II
- **SCMT 216** Conflicts in Construction
- **SCMT 223** Sustainable Materials
- **SCMT 224** Greening Existing Infrastructure
- **SCMT 228** Renewable Energy Technologies
- **SCMT 251** Project Planning
- **CIEN 134** Statics and Strength of Materials I

**Winter Year 2**
- **SCMT 226** Leadership and Innovation
- **SCMT 238** Sustainable Business Case
- **SCMT 234** Sustainable Design and Development
- **SCMT 244** Regenerative Design
- **SCMT 252** Project Delivery
- **CIEN 248** Construction Law
- **CMNS 143** Technical Writing and Communications II
- **BUAD 269** Human Resources Management

**Trades Technology Teacher Education**

For further information about this program, please see [Trades Technology Teacher Education Diploma](#).

**Water Engineering Technology Diploma**

This Program is a unique blend of traditional chemical and civil engineering technology combined with innovative water-focused environmental studies. The goals of the program are to educate, train and equip students so they are able to play a leading role in the water industry - both in Canada and internationally - to monitor, assess and protect both public health and water in the environment.

All students complete a common first year curriculum during which they receive a strong foundation of hydrology, hydraulics, water quality, water and wastewater treatment, along with water-focused biology and chemistry. During the second year students can choose between two options: Environmental Monitoring (EM) and Water and Wastewater Technology (WWT).
The EM option focuses on natural waters with training provided in surface and groundwater hydrology, limnology, statistics and freshwater biology.

The WWT option focuses on domestic water treatment, municipal and industrial wastewater treatment, hydraulics, and industrial computer control.

Both options also provide further training in water microbiology along with environmental and analytical chemistry. All students are expected to complete a capstone technology project where emphasis will be on application of theoretical and practical experience gained in the program.

Graduates will receive a diploma in Water Engineering Technology in one of the options listed above.

On graduation, there will be a wide choice of career opportunities which include: laboratory technologist, provincial or federal monitoring technologist, municipal water quality technologist, environmental engineering technologist and water or wastewater treatment plant operator.

The Program is nationally accredited by the Canadian Technology Accreditation Board (CTAB) and is recognized by both the Applied Science Technologists and Technicians of British Columbia and the College of Applied Biology of British Columbia. Graduates are eligible for registration as an Applied Science Technologist (AScT) and/or a Registered Biology Technologist (RBTech) after two years of related work experience.

Graduates are also eligible to write certification exams administered by the Environmental Operators Certificate Program (EOCP) of B.C. Based on the practical hands on experience obtained in the WET Program, graduates are awarded six months credit towards the required work experience necessary to be eligible to write one of the EOCP Level I Examinations.

After graduating with a Diploma in Water Engineering Technology, students who wish to obtain a Bachelor Degree can continue with their education. Please refer to the Water Engineering Technology department website for a complete list of the universities and their degree programs.

**Admission Requirements**

B.C. secondary school graduation or equivalent.

English 12 with minimum 60% or alternatives.

**Math requirement:**

A minimum of 60% in any of:

- Pre-calculus Grade 12
- Principles of Mathematics 12
- Applications of Mathematics 12
- Adult Basic Education MATH 012
- Okanagan College MATH 120

Or a minimum of 67% in any of:

- Pre-calculus Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

Or a minimum of 85% in an Okanagan College Mathematics 11 Proficiency Test

Chemistry 11 with a grade of 67% or better.

The Water Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools software. An introductory course in computers or computer experience is strongly recommended.

**Mature Students:** Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

**Graduation Requirements**

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

**First Year - All Options**

**Semester One**

- **CHEM 118** Introductory Chemistry for Water Engineering Technology
- **CMNS 133** Technical Writing and Communications I
- **MATH 128** Mathematics for Water Engineering Technology

Current as of April 1, 2019
or **MATH 120** Pre-Calculus  

**WET 111** Hydrology  
**WET 112** Water Quality and Treatment Processes  
**WET 115** Basic Instrumentation  

Semester Two  

**BIOL 175** Environmental Biology  
**CHEM 128** Water Chemistry  
**WET 121** Introduction to Water and Wastewater Management  
**WET 122** Hydraulics  
**WET 123** Instrumentation  
**WET 125** Operations, Planning and Maintenance for WET  
**WET 100** Surveying  
**WET 120** Chlorine Handling and Disinfection Technologies  
**WET 101** Co-op Work Term I (May - August) 4 months  
**WET 102** Co-op Work Term II (September - December) 4 months  

*MATH 128 is the preferred math course and students will be block enrolled in MATH 128 during their first semester.*  

Second Year - Water and Wastewater Technology Option  

Semester Three  

**BIOL 278** Microbiology of Water and Wastewater  
**CHEM 218** Applications of Environmental Chemistry  
**STAT 121** Elementary Statistics  
**WET 201** Applied Environmental Hydrogeology  
**WET 219** Applied Water Law  
**WET 214** Water Treatment  
**WET 103** Co-op Work Term III (May - August) 4 months  

Semester Four  

**BIOL 275** Freshwater Plants and Animals  
**BIOL 279** Limnological Methods  
**CHEM 226** Introduction to Analytical Chemistry  
**WET 202** Wet Capstone Project  
**WET 225** Computer Applications for WET  
**WET 226** Advanced Treatment Technologies
Okanagan College to UBC-Okanagan Civil Engineering Bridge

This program allows graduates of Okanagan College’s Civil Engineering Technology program to bridge into the second year Civil Engineering at UBC’s Okanagan campus.

Admission Requirements

Completion of Okanagan College’s Civil Engineering Technology program with a minimum graduating grade average of 80, and a minimum of 60 in MATH 122 Calculus II, and a minimum of 60 in Chemistry 12, (or an equivalent Adult Basic Education Provincial Level Chemistry course) or a minimum of 75 in Chemistry 11 (or equivalent Adult Basic Education Advanced Level Chemistry course) and Chemistry Department approval.

Completion Requirements

Students must achieve a minimum of 60% in each bridge program course and a minimum combined average of 70% in all courses other than English 100 to be accepted into UBC’s Okanagan Campus engineering degree program.

Program Outline

- **CHEM 111** Principles of Chemistry I
- **MATH 212** Calculus III
- **PHYS 215** Thermodynamics
- **COSC 111** Computer Programming I
- **ENGL 100** University Writing

Okanagan College Electronic Engineering Technology Bridge to UBC Okanagan Electrical Engineering

Upon completion of this program, graduates of Okanagan College’s Electronic Engineering Technology program will be able to bridge into second year, second semester of Electrical Engineering at UBC Okanagan.

The program consists of courses intended to broaden and deepen the student’s knowledge to allow them to succeed in the Electrical Engineering degree program at UBC-O. It has been developed in cooperation with UBC-O. The program uses existing courses offered by Okanagan College and can be taken part-time. Some courses may be taken through Distance Education (ENGL 100, some Arts/Humanities). The program will take one semester full-time, or longer if taken part-time.

Admission Requirements

Completion of Okanagan College’s Electronic Engineering Technology diploma program with a minimum graduating grade average of 80%. Students entering this bridge program are advised to complete either Chemistry 12 with a minimum 60% grade or Chemistry 11 with a minimum 75% grade to be eligible to enrol in CHEM 111.

Completion Requirements

Students must achieve a minimum of 60% in each bridge course and achieve a combined grade average of a minimum of 70% in CHEM 111, MECH 134, MATH 212, and PHYS 215 to be eligible for admissions to the UBCO Electrical Engineering program.

Program Outline

- **ENGL 100** University Writing
- **CHEM 111** Principles of Chemistry I
- **MECH 134** Statics
- **MECH 133** Materials Technology
- **MATH 212** Calculus III
- **PHYS 215** Thermodynamics

Okanagan College to UBC-Okanagan Mechanical Engineering Bridge

Upon completion of this program, students from the Okanagan College’s Mechanical Engineering Bridge
program will be able to bridge into second year, second semester of the Mechanical Engineering Degree program at UBC's Okanagan Campus.

Admission Requirements

Completion of Okanagan College's Mechanical Engineering Technology program with a minimum graduating grade average of 80, and a minimum of 60 in MATH 122 Calculus II, and a minimum of 60 in Chemistry 12, (or an equivalent Adult Basic Education Provincial Level Chemistry course) or a minimum of 75 in Chemistry 11 (or equivalent Adult Basic Education Advanced Level Chemistry course) and Chemistry Department approval.

Completion Requirements

Students must achieve a minimum of 60% in each bridge program course and a minimum combined average of 70% in all courses other than English 100 to be accepted into UBC's Okanagan Campus engineering degree program.

Program Outline

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<th>Year 1 - Fall Semester</th>
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<td>SCMT 114</td>
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<th>Year 1 - Winter Semester</th>
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<td>SCMT 132</td>
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<th>Year 2 - Fall Semester</th>
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<th>Year 2 - Winter Semester</th>
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<td>SCMT 234</td>
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<td>SCMT 244</td>
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These courses are offered through blended learning, which includes face-to-face and synchronous instruction using technology. The face-to-face component consists of an intensive 2-3 day delivery during the first week of classes. After the intensive
hours are completed during the first week, these courses will be delivered online over the remaining twelve weeks of each term.

Generic requirements: For each course there are 9 hours of face-to-face intensive residency instruction during one week of the term and 3 hours of synchronous instruction every week for the other twelve weeks.

**Business Administration**

The Okanagan School of Business offers students practical and applied business education to prepare them for employment in the workplace. The School has three departments: Business Administration, Office Administration and Commercial Aviation.

The Business Administration department offers a four-year Bachelor of Business Administration (BBA) degree focused on business in the Canadian and international context; a two-year Diploma in Business Administration with options in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management, Marketing, and General Studies; and various certificate programs to serve the needs of part-time students who wish to obtain training and certification in specific areas of business.

Business Administration diploma and degree programs have a co-operative education component, which provides students with the opportunity for work-related experiences to enhance their education. The co-op work terms also ensure that the programs continue to meet workplace requirements.

The Okanagan School of Business believes in lifelong learning and strives for laddering opportunities for all learners. Course offerings are available to full-time and part-time students on campus or by distance delivery. Prior learning assessment (PLA) is available for those with previous education, training or work experience. Bridging opportunities exist for students from Office Administration and other departments to move into the Business Administration program. Graduates of the Business Administration program benefit from extensive transferability to various professional associations.

All professors and instructors in the faculty are dedicated to student success and ensuring that the program meets the needs of students and employers. Faculty members set a high standard on expected performance - both for their students and for themselves. They remain current in their field through professional development activities and various research activities. All faculty members have work experience that qualifies them to be the experts in the field in which they are teaching.

**Office Administration Program:** Graduates of Office Administration programs have excellent communication skills, are proficient in a variety of software programs and possess a good knowledge of the business environment. Office Administration graduates are key members of business organizations, have up-to-date skills, are able to solve problems and exercise good judgement. Students can choose from entry-level programs to specialty programs. This program ladders from one certificate to another as well as to other programs within Okanagan College and other institutions.

**Commercial Aviation Program:** Okanagan College offers a Commercial Aviation diploma with Southern Interior Flight Centre - Kelowna. This program is designed for men and women who are interested in pursuing a career in aviation. The program provides students with academic experience in conjunction with the aviation training required by Transport Canada. In addition to receiving aviation experience, graduates are prepared to enter into the field of commercial aviation. Careers include piloting for charter companies, regional carriers and private corporations, and may lead to job opportunities with major airline companies.

**Bachelor of Business Administration**

This unique four-year degree program focuses on business in the Canadian and international context. Year one of the program provides a solid foundation in general business. In subsequent years, specializations are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management, and Marketing. A General Studies specialization is also available to those who want to take elective courses from a variety of specialties. Business and non-business electives are also part of the program.

**Admission Requirements**

**Entry into the first year of the degree program:**

**Regular Applicants**

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 70% or [alternatives](#).
Students graduating from secondary school in or prior to 2012: A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, Apprenticeship Mathematics 12 or the equivalent Provincial Level Adult Basic Education mathematics course.

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.

Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.

Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student’s choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting
BUAD 269 Human Resources Management
BUAD 315 Management Science
BUAD 425 Business and Canadian Government Policy
BUAD 340 Strategic Management I
and one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship
Plus:
CMNS 112 Professional Writing I
**
CMNS 122 Professional Writing II
**
MATH 114 Business Mathematics
*
STAT 124 Business Statistics
*
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics
PHIL 350 Business Ethics
21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note
*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.
Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Bachelor of Business Administration - Accounting Specialty

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 70% or alternatives.
- Students graduating from secondary school in or prior to 2012: A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, Apprenticeship Mathematics 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for
English, Mathematics and two other academic courses chosen to the advantage of the applicant.

**Mature Applicants**

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

**Qualifying status:** Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

**Entry into the third year of the degree program:**

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.

- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.

- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

**Selective Admission Process:** Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

**Prior Learning Assessment:** Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam.

Contact the Business Administration department for more information.

**Co-operative Education:** Entry into the co-operative education option is a student’s choice, and subject to completion of all first-year courses and an overall grade average of 65%.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Students who wish to specialize in Accounting must meet the specialty requirements listed below under **Accounting Specialty**. Students who only meet the basic requirements will continue to earn a general studies BBA.

**Program Outline**

Students must complete a minimum of 120 credit hours as prescribed below:

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
- **BUAD 195** Financial Management
- **BUAD 209** Business Law
- **BUAD 262** Organizational Behaviour
- **BUAD 264** Management Accounting
- **BUAD 269** Human Resources Management
- **BUAD 315** Management Science
- **BUAD 425** Business and Canadian Government Policy
- **BUAD 340** Strategic Management I

and one of:

- **BUAD 272** Business Simulation
- **BUAD 293** Entrepreneurship
Plus:

**CMNS 112** Professional Writing I

**CMNS 122** Professional Writing II

**MATH 114** Business Mathematics

**STAT 124** Business Statistics

**ECON 115** Principles of Microeconomics

**ECON 125** Principles of Macroeconomics

**PHIL 350** Business Ethics

21 credits of Business electives at the 300 level or higher

15 credits of Business electives at the 100 level or higher

12 credits of Business or non-business electives at the 300 level or higher

3 credits of Business or non-business electives at the 100 level or higher

9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.

**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Students who entered a business program prior to 2003 should check the Okanagan College School of Business website at www.okanagan.bc.ca/business.

**Accounting Specialty**

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Accounting.

Required courses:

**BUAD 121** Financial Accounting II

**BUAD 208** Canadian Income Tax I

**BUAD 263** Intermediate Accounting I

**BUAD 273** Intermediate Accounting II

Plus four of:

**BUAD 359** Accounting Theory

**BUAD 365** Cost Accounting

**BUAD 367** Fraud Examination

**BUAD 368** Selected Topics: Advanced Accounting

**BUAD 469** Selected Topics: Advanced Accounting

**BUAD 369** Canadian Income Tax II

**BUAD 363** Audit Planning

**BUAD 462** Advanced Financial Accounting

**BUAD 466** Advanced Managerial Accounting

**BUAD 463** Internal Control & Auditing

**Bachelor of Business Administration - Finance Specialty**

**Admission Requirements**

Entry into first year of the degree program:

Regular Applicants
• B.C. secondary school graduation or equivalent.
• English 12 with minimum 70% or alternatives.
• Students graduating from secondary school in or prior to 2012: A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, Apprenticeship Mathematics 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

• Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
• Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
• Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Students who wish to specialize in Financial Services must meet the specialty requirements listed below under Finance Specialty. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting
BUAD 269 Human Resources Management
BUAD 315 Management Science
BUAD 425 Business and Canadian Government Policy
BUAD 340 Strategic Management I
and one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

Plus:
CMNS 112 Professional Writing I
**
CMNS 122 Professional Writing II
**
MATH 114 Business Mathematics
*
STAT 124 Business Statistics
*
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics
PHIL 350 Business Ethics

3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.

**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Finance Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Finance.

Eight courses from the following:

BUAD 208 Canadian Income Tax I
BUAD 234 Retirement Income Planning
BUAD 235 Insurance and Estate Planning
BUAD 250 Canadian Securities
BUAD 251 Personal Financial Planning
BUAD 296 Long-term Capital Management
BUAD 350 Capital Markets
BUAD 353 Derivative Securities
BUAD 356 Taxation and Investment Planning
BUAD 360 Canadian Financial Institutions
BUAD 361 Selected Topics: Finance
BUAD 468 Selected Topics: Finance
BUAD 369 Canadian Income Tax II

21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
BUAD 450 Investment Management
BUAD 461 Applied Corporate Finance

Bachelor of Business Administration - Tourism and Hospitality Management Specialty

The degree specialty provides students with an understanding of business and management practices within the global tourism and hospitality sector as well as a foundation in general business. The first year of the program provides a solid foundation in general business and the business of tourism. The second year provides experiential learning in the Okanagan wine and culinary tourism and hospitality sectors. The third and fourth years further develop the student's analytical and critical thinking skills needed to succeed in the tourism and hospitality sectors. Graduates are prepared for a career path leading to management positions within the tourism and hospitality sector.

Admission Requirements

Entry into the first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 70% or alternatives.
- Students graduating from secondary school in or prior to 2012: A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, Apprenticeship Mathematics 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

Selective Admission Process: Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Students who wish to specialize in Hospitality and Tourism Management must meet the specialty requirements listed below under Hospitality and Tourism Management Specialty. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

- BUAD 111 Financial Accounting I
- BUAD 116 Marketing
- BUAD 123 Management Principles
- BUAD 128 Computer Applications I
- BUAD 195 Financial Management
- BUAD 209 Business Law
- BUAD 262 Organizational Behaviour
- BUAD 264 Management Accounting
- BUAD 269 Human Resources Management
- BUAD 315 Management Science
- BUAD 425 Business and Canadian Government Policy
- BUAD 340 Strategic Management I
- BUAD 293 Entrepreneurship

Plus:
- CMNS 112 Professional Writing I
- CMNS 122 Professional Writing II
- MATH 114 Business Mathematics
- STAT 124 Business Statistics
- ECON 115 Principles of Microeconomics
- ECON 125 Principles of Macroeconomics
- PHIL 350 Business Ethics

21 credits of Business electives at the 300 level or higher

15 credits of Business electives at the 100 level or higher

12 credits of Business or non-business electives at the 300 level or higher

3 credits of Business or non-business electives at the 100 level or higher

9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.
**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Students who entered a business program prior to 2003 should check the Okanagan College School of Business website at www.okanagan.bc.ca/business.

### Tourism and Hospitality Management Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Tourism and Hospitality Management:

- BUAD 206
- BUAD 215 Restaurant Management
- BUAD 220 Hotel Management
- BUAD 230 Wine and Culinary Tourism

Plus four of:

- BUAD 308 Multicultural Management
- BUAD 332 Selected Topics: Tourism and Hospitality
- BUAD 432 Selected Topics: Tourism and Hospitality
- BUAD 351 Tourism Planning and Development
- BUAD 358 Global Trends in Tourism and Hospitality
- BUAD 449 Sustainable Tourism and Stewardship

Consider the following courses when selecting additional electives:

- BUAD 309 Social Entrepreneurship
- BUAD 335 Electronic Commerce
- BUAD 392 Adventure & Eco Tourism
- BUAD 334 Events Management and Marketing

- BUAD 336 Services Design
- BUAD 345 Consumer Behaviour
- BUAD 370 Leadership
- BUAD 390 Properties Management
- BUAD 470 Customer Relationship Management

### Bachelor of Business Administration - Human Resources Management Specialty

#### Admission Requirements

**Entry into the first year of the degree program:**

**Regular Applicants**

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 70% or alternatives.
- Students graduating from secondary school in or prior to 2012: A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, Apprenticeship Mathematics 12, or the equivalent Provincial Level Adult Basic Education mathematics course.*

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

**Selective Admission Process:** Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

**Mature Applicants**
Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Students who wish to specialize in Human Resources Management must meet the specialty requirements listed Human Resources Management Specialty. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
- **BUAD 195** Financial Management
- **BUAD 209** Business Law
- **BUAD 262** Organizational Behaviour
- **BUAD 264** Management Accounting
- **BUAD 269** Human Resources Management
- **BUAD 315** Management Science
- **BUAD 425** Business and Canadian Government Policy
- **BUAD 340** Strategic Management I

and one of:

- **BUAD 272** Business Simulation
- **BUAD 293** Entrepreneurship

Plus:

- **CMNS 112** Professional Writing I
**

**

CMNS 122 Professional Writing II

**

MATH 114 Business Mathematics

*

STAT 124 Business Statistics

*

ECON 115 Principles of Microeconomics

ECON 125 Principles of Macroeconomics

PHIL 350 Business Ethics

21 credits of Business electives at the 300 level or higher

15 credits of Business electives at the 100 level or higher

12 credits of Business or non-business electives at the 300 level or higher

3 credits of Business or non-business electives at the 100 level or higher

9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.

**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Human Resources Management Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:

BUAD 246 Recruitment and Selection

BUAD 247 Training and Development

BUAD 248 Occupational Health and Safety

BUAD 375 Strategic Human Resource Planning

BUAD 376 Compensation and Benefits

Plus three courses from the following list, with at least one at the 400 level.

BUAD 201 Conflict Resolution and Negotiation

BUAD 279 Industrial Relations

BUAD 374 Employment Law

BUAD 379 Selected Topics: Human Resources

BUAD 479 Selected Topics: Human Resources

BUAD 410 Organization Change and Development

BUAD 411 HR Metrics & Analytics

BUAD 412 Strategic Performance Management

Bachelor of Business Administration - Management Specialty

Admission Requirements

Entry into first year of the degree program:

Regular Applicants

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 70% or alternatives.
- Students graduating from secondary school in or prior to 2012: A minimum of 85% in Applications of Mathematics 12 or a minimum of 60% in either Principles of Mathematics 12 or an equivalent Provincial Level Adult Basic Education mathematics course.
  Students entering Grade 10 in or after 2010
and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, Apprenticeship Mathematics 12, or the equivalent Provincial Level Adult Basic Education mathematics course.

Secondary students who enter the Business Administration degree or diploma program with a minimum grade of 73% in Accounting 12 may request credit for BUAD 111 (Financial Accounting I).

**Selective Admission Process:** Applicants will be granted admission based on their grade average for English, Mathematics and two other academic courses chosen to the advantage of the applicant.

**Mature Applicants**

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

**Qualifying status:** Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

**Entry into the third year of the degree program:**

- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

**Selective Admission Process:** Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

**Prior Learning Assessment:** Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

**Co-operative Education:** Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Students who wish to specialize in Management must meet the requirements listed below under Management Specialty. Students who only meet the basic requirements will continue to earn a general studies BBA.

**Program Outline**

Students must complete a minimum of 120 credit hours as prescribed below:

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
- **BUAD 195** Financial Management
- **BUAD 209** Business Law
- **BUAD 262** Organizational Behaviour
BUAD 264 Management Accounting
BUAD 269 Human Resources Management
BUAD 315 Management Science
BUAD 425 Business and Canadian Government Policy
BUAD 340 Strategic Management I
and one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

Plus:
CMNS 112 Professional Writing I
**
CMNS 122 Professional Writing II
**
MATH 114 Business Mathematics
*
STAT 124 Business Statistics
*
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics
PHIL 350 Business Ethics

21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.

**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.

Management Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Management:

BUAD 176 Professional Sales
BUAD 298 Small Business Management
BUAD 370 Leadership
BUAD 382 Operations Management

Plus 4 of:
BUAD 201 Conflict Resolution and Negotiation
BUAD 283 Management Information Systems
BUAD 289 Purchasing and Materials Management
BUAD 305 Logistics and Supply Chain Management
BUAD 306 Managing Professional Service Firms
BUAD 307 Managing for Innovation
BUAD 308 Multicultural Management
BUAD 309 Social Entrepreneurship
BUAD 331 Project Management
BUAD 334 Events Management and Marketing
BUAD 339 Selected Topics: Management
BUAD 439 Selected Topics: Management
Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year. Secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 5. Mature applicants without Mathematics 12 can take the Mathematics diagnostic test, administered by Okanagan College. A minimum score of 20/25 is required.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Entry into the third year of the degree program:

- Successful completion of a recognized Business Administration diploma program or equivalent with a minimum grade average of 67%; or completion of 60 university-level credits (with a minimum of 24 credits at the 200-level or higher) with a minimum grade average of 67%; or completion of an Associate Degree in Arts or Science with a minimum grade average of 67%.
- Applicants must submit a statement (500 words maximum) outlining their personal objectives and career goals.
- Applicants must submit a statement (500 word maximum) outlining their work experience and community involvement.

Selective Admission Process: Applicants will be ranked and admitted according to the grade average of their respective diploma, associate degree or 60 credits of university courses, as stated above.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.
Co-operative Education: Entry into the co-operative education option is a student’s choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Students who wish to specialize in Marketing must meet the requirements listed below under Marketing Specialty. Students who only meet the basic requirements will continue to earn a general studies BBA.

Program Outline

Students must complete a minimum of 120 credit hours as prescribed below:

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting
BUAD 269 Human Resources Management
BUAD 315 Management Science
BUAD 425 Business and Canadian Government Policy
BUAD 340 Strategic Management I
and one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

Plus:

CMNS 112 Professional Writing I
**
CMNS 122 Professional Writing II
**
MATH 114 Business Mathematics
*
STAT 124 Business Statistics
*
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics
PHIL 350 Business Ethics

21 credits of Business electives at the 300 level or higher
15 credits of Business electives at the 100 level or higher
12 credits of Business or non-business electives at the 300 level or higher
3 credits of Business or non-business electives at the 100 level or higher
9 credits of non-business electives at the 100 level or higher

Note

*With permission of the department other MATH or STAT courses may be substituted. STAT 121 is an approved substitute for STAT 124.

**With permission of the department other CMNS or ENGL courses may be substituted. Six credits of CMNS or ENGL are required for graduation, but nine credits are strongly recommended.

Non-business electives must be part of a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used as non-business electives in the BBA program.
Marketing Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:

- **BUAD 176** Professional Sales
- **BUAD 210** Introduction to Marketing Research
- **BUAD 266** Advertising and Marketing Communications
- **BUAD 200** Digital Marketing

Plus four of:

- **BUAD 278** Marketing Management
- **BUAD 297** Retailing
- **BUAD 305** Logistics and Supply Chain Management
- **BUAD 333** Search Marketing
- **BUAD 334** Events Management and Marketing
- **BUAD 335** Electronic Commerce
- **BUAD 336** Services Design
- **BUAD 338** Selected Topics: Marketing
- **BUAD 438** Selected Topics: Marketing
- **BUAD 344** Marketing Analytics and Data Analysis
- **BUAD 345** Consumer Behaviour
- **BUAD 415** New Product Development
- **BUAD 470** Customer Relationship Management

Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.

Bachelor of Business Administration Honours Program

The Bachelor of Business Administration with Honours provides students the opportunity to undertake applied business research. Students who complete this program will learn to work independently with a high standard of competency in the business environment. The Honours program requires students to acquire sophisticated analytical and communication skills.

Graduation Requirements

Successful completion of any of the BBA Degree programs listed below with a minimum graduating grade average of 76%. Successful completion of any of the programs listed below must include successful completion of BUAD 491 and the completion of BUAD 492 with a minimum grade of 76%.

- Bachelor of Business Administration
- Bachelor of Business Administration - Accounting Specialty
- Bachelor of Business Administration - Finance Specialty
- Bachelor of Business Administration - Tourism and Hospitality Management Specialty
- Bachelor of Business Administration - Human Resources Management Specialty
- Bachelor of Business Administration - Management Specialty
- Bachelor of Business Administration - Marketing Specialty
- BBA via the Technology and CIS Bridge
- BBA via the Associate of Arts Bridge
- BBA via the Human Kinetics Pathway

Program Outline

To qualify for the honours degree students must complete BUAD 492 with a minimum grade of 76% and graduate from the BBA program with a minimum graduating grade average of 76%.
Bridging Programs & Pathways into the BBA

The Business Administration department offers various pathways into the BBA degree program:

1. the Technology and CIS Bridge for graduates of Civil Engineering Technology, Water Quality and Environmental Engineering Technology, Electronic Engineering Technology, Mechanical Engineering Technology, and Computer Information Systems,
2. the Associate of Arts Bridge for students who have completed a B.C. Associate of Arts Degree, and
3. the Human Kinetics Diploma Pathway for students who have completed the requirements for a Human Kinetics Diploma.

Bridging Program into the BBA - Technology and CIS Bridge

Admission Requirements

A minimum graduating grade average of 67% in one of the following programs: Civil Engineering Technology, Water Quality and Environmental Engineering Technology, Electronic Engineering Technology, Mechanical Engineering Technology, or Computer Information Systems or equivalent.

Graduation Requirements

Graduation from the Bachelor of Business Administration Degree via the Technology and CIS Bridge requires successful completion of the prescribed and elective courses in the program outline with a minimum graduating grade average of 60%.

Program Outline

Exceptions from the department: Eight courses towards the BBA for the previously completed diploma in the programs listed above, consisting of five business electives, one business or non-business elective, two business or non-business electives at the 300 or 400 level.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BUAD 111</td>
<td>Financial Accounting I</td>
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<tr>
<td>BUAD 116</td>
<td>Marketing</td>
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<tr>
<td>BUAD 123</td>
<td>Management Principles</td>
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<tr>
<td>BUAD 128</td>
<td>Computer Applications I</td>
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<td>BUAD 195</td>
<td>Financial Management</td>
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<td>Business Law</td>
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<td>Organizational Behaviour</td>
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<td>Management Accounting</td>
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<td>Human Resources Management</td>
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<td>BUAD 315</td>
<td>Management Science</td>
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<tr>
<td>BUAD 425</td>
<td>Business and Canadian Government Policy</td>
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<tr>
<td>BUAD 340</td>
<td>Strategic Management I</td>
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<td></td>
<td>and one of:</td>
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<tr>
<td>BUAD 272</td>
<td>Business Simulation</td>
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<tr>
<td>BUAD 293</td>
<td>Entrepreneurship</td>
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<td></td>
<td>Plus:</td>
</tr>
<tr>
<td>ECON 115</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>ECON 125</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>MATH 114</td>
<td>Business Mathematics</td>
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<td>STAT 124</td>
<td>Business Statistics</td>
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<td>CMNS 112</td>
<td>Professional Writing I</td>
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<tr>
<td>CMNS 122</td>
<td>Professional Writing II</td>
</tr>
<tr>
<td>PHIL 350</td>
<td>Business Ethics</td>
</tr>
</tbody>
</table>

Elective Courses

Nine credits of non-business electives with English or Communications recommended for three credits. Technology courses will not count as credit toward this requirement.

Six credits of non-business or business electives at 300 or 400 level.
Twenty-one credits of business electives at 300 or 400 level.

* With permission of the department, students may substitute another English or Communications course for CMNS 122; CMNS 122 is strongly recommended.

Total: 96 credits

**Bridging Program into the BBA - Associate of Arts Bridge**

**Admission Requirements**

A minimum graduating grade average of 67% in the Associate of Arts degree.

**Graduation Requirements**

Graduation from the Bachelor of Business Administration Degree via the Associate of Arts Bridge requires successful completion of the prescribed and elective courses in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

Exceptions from the department: Eight courses towards the BBA for the previously completed diploma in the programs listed above, consisting of five business electives, one business or non-business elective, two business or non-business elective at the 300- or 400-level.

**Required Courses**

BUAD 111 Financial Accounting I

BUAD 116 Marketing

BUAD 123 Management Principles

BUAD 195 Financial Management

BUAD 209 Business Law

BUAD 262 Organizational Behaviour

BUAD 264 Management Accounting

BUAD 269 Human Resources Management

BUAD 315 Management Science

BUAD 425 Business and Canadian Government Policy

BUAD 340 Strategic Management I

PHIL 350 Business Ethics

and one of:

BUAD 272 Business Simulation

BUAD 293 Entrepreneurship

**Elective Courses**

Three credits of business electives numbered 100 or higher.

Eighteen credits of business electives numbered 300 or higher.

Total: 60 credits

Students who have taken any of the above courses as part of their Associate Degree of Arts must substitute Business electives numbered 300 or higher to reach a total of 60 credits completed in this bridging program.

Students are expected to have taken the following courses as part of their Associate Degree of Arts: Microeconomics, Macroeconomics, six credits of Communications or English, and three credits each of Statistics, Computer Science and Mathematics.

Students who need to complete one or more of the above seven courses will not be required to complete the three credits of business electives numbered 100 or higher.

If students have not successfully completed Microeconomics they must successfully complete ECON 115.

If students have not successfully completed Macroeconomics they must successfully complete ECON 125.

If students have only three credits of Communications or English they must take an additional three credits of Communications or English courses.

If students have not taken six credits of Communications or English they must complete CMNS 112 and CMNS 122.
If students have not taken three credits of Statistics they must complete STAT 124 or STAT 121.

If students have not taken three credits of Computer Science they must complete BUAD 128.

If students have not taken three credits of Mathematics they must complete MATH 114.

**Human Kinetics Diploma Pathway to the BBA**

**Admission Requirements**

A minimum graduating grade average of 67% in the Human Kinetics Diploma program or equivalent.

**Graduation Requirements**

Graduation from the Bachelor of Business Administration Degree via the Human Kinetics Diploma Pathway Program requires successful completion of the prescribed and elective courses in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

**Required Courses (19 courses, 57 credits)**

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
- **BUAD 195** Financial Management
- **BUAD 209** Business Law
- **BUAD 262** Organizational Behaviour
- **BUAD 264** Management Accounting
- **BUAD 269** Human Resources Management
- **BUAD 315** Management Science
- **BUAD 425** Business and Canadian Government Policy

- **BUAD 340** Strategic Management I
- **CMNS 112** Professional Writing I
- **ECON 115** Principles of Microeconomics
- **ECON 125** Principles of Macroeconomics
- **MATH 114** Business Mathematics
- **PHIL 350** Business Ethics

And one of:

- **STAT 121** Elementary Statistics
- **STAT 124** Business Statistics

And one of:

- **BUAD 272** Business Simulation
- **BUAD 293** Entrepreneurship

**Elective Courses (7 courses, 21 credits)**

21 credits of Business electives numbered 300 or higher.

Recommended:

- **BUAD 308** Multicultural Management
- **BUAD 334** Events Management and Marketing
- **BUAD 341** Introduction to Non-Profit Management
- **BUAD 370** Leadership
- **BUAD 392** Adventure & Eco Tourism

Total Courses: 26 courses, 78 credits

**Notes:**

1. Students may apply up to 18 credits from the list of required courses towards elective requirements for the Human Kinetics Diploma. Students who have taken more than 18 credits from the list of required courses must substitute BUAD electives numbered 300 or higher to reach a total of 120 credits completed for the BBA degree.

2. Students who have completed six credits ENGL as part of their Human Kinetics Diploma may apply for the CMNS 112 requirement to be waived.
Business Administration Diploma - Accounting Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core
business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
CMNS 112 Professional Writing I
MATH 114 Business Mathematics
And either:
BUAD 113 Canadian Business
(1)
or both:
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics

Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)
Six (6) credits of open electives (non-business or business)

Note:
(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Accounting Option

Offered at all campuses

BUAD 121 Financial Accounting II
BUAD 263 Intermediate Accounting I
Plus two of:
BUAD 208 Canadian Income Tax I
BUAD 236 Accounting Computer Applications
BUAD 273 Intermediate Accounting II
BUAD 222 Selected Topics: Advanced Accounting
BUAD 283 Management Information Systems
BUAD 296 Long-term Capital Management
BUAD 365 Cost Accounting
BUAD 369 Canadian Income Tax II

Business Administration Diploma
- Financial Services Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.
Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
CMNS 112 Professional Writing I
MATH 114 Business Mathematics

And either:

BUAD 113 Canadian Business

(1)

or both:

ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics

Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:

BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note:

(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Financial Services Option

Offered in Kelowna

BUAD 235 Insurance and Estate Planning
BUAD 251 Personal Financial Planning

Plus Two of:

BUAD 176 Professional Sales
BUAD 208 Canadian Income Tax I
BUAD 233 Financial Planning Fundamentals
BUAD 234 Retirement Income Planning

BUAD 250 Canadian Securities
BUAD 223 Selected Topics: Financial Services
BUAD 296 Long-term Capital Management
BUAD 356 Taxation and Investment Planning
BUAD 369 Canadian Income Tax II

Business Administration Diploma - General Studies Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.
Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
CMNS 112 Professional Writing I
MATH 114 Business Mathematics

And either:
BUAD 113 Canadian Business

(1)

or both:
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics

Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship
12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note:

(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

General Studies Option

Offered at all campuses

12 credits of BUAD and HOSP courses with at least nine credits at the 200 level or higher.

Business Administration Diploma - Human Resources Management Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- **Students graduating from secondary school in or prior to 2012:** Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.
Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I
BUAD 195 Financial Management
CMNS 112 Professional Writing I
MATH 114 Business Mathematics

And either:

BUAD 113 Canadian Business

(1)

or both:

ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics

Six (6) credits of Electives (non-business or business)

Second Year

BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:

BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note:

(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Human Resources Management Option

Offered in Kelowna

BUAD 269 Human Resources Management

Plus three of:

BUAD 201 Conflict Resolution and Negotiation
BUAD 246 Recruitment and Selection
BUAD 247 Training and Development
BUAD 248 Occupational Health and Safety
BUAD 224 Selected Topics: Human Resources
BUAD 279 Industrial Relations

Business Administration Diploma - Management Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available.
to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.

**Students graduating from secondary school in or prior to 2012:** Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

**Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:**
A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

**Mature Applicants**

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

**Prior Learning Assessment:** Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

**Selective Admission Process:** Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

**Qualifying status:** Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

**Co-operative Education:** Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

**Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.**

First Year

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
BUAD 195 Financial Management
CMNS 112 Professional Writing I
MATH 114 Business Mathematics

And either:
BUAD 113 Canadian Business

(1)

or both:
ECON 115 Principles of Microeconomics
ECON 125 Principles of Macroeconomics

Six (6) credits of Electives (non-business or business)

Second Year
BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note:
(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Management Option
Offered in Kelowna and Vernon
BUAD 176 Professional Sales
BUAD 269 Human Resources Management

Plus two of:
BUAD 215 Restaurant Management
BUAD 220 Hotel Management

BUAD 225 Selected Topics: Management
BUAD 279 Industrial Relations
BUAD 283 Management Information Systems
BUAD 289 Purchasing and Materials Management
BUAD 293 Entrepreneurship
BUAD 298 Small Business Management
BUAD 382 Operations Management

(or BUAD 282 - Operations Management)

Business Administration Diploma - Marketing Option

The diploma program provides students with a broad understanding of business practices. With the experience and skills learned in the classroom, students will be able to progress to more responsible roles in accounting, marketing, operations, personnel or general administration. Year one of the program provides a solid foundation in general business. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- English 12 with minimum 60% or alternatives.
Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

**Mature Applicants**

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

**Prior Learning Assessment:** Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

**Selective Admission Process:** Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

**Qualifying status:** Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

**Co-operative Education:** Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

Students who enrolled in the Business Administration program before September 2003 will require 72 credits to graduate.

First Year

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
- **BUAD 195** Financial Management
- **CMNS 112** Professional Writing I
- **MATH 114** Business Mathematics
- And either:
  - **BUAD 113** Canadian Business
  - (1)
- or both:
  - **ECON 115** Principles of Microeconomics
  - **ECON 125** Principles of Macroeconomics
- Six (6) credits of Electives (non-business or business)

Second Year

- **BUAD 209** Business Law
- **BUAD 262** Organizational Behaviour
- **BUAD 264** Management Accounting
- Plus one of:
BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note:

(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Marketing Option

Offered at all campuses

BUAD 176 Professional Sales
BUAD 210 Introduction to Marketing Research

Plus two of:

BUAD 200 Digital Marketing
BUAD 226 Selected Topics: Marketing
BUAD 266 Advertising and Marketing Communications
BUAD 278 Marketing Management
BUAD 290 Introduction to Merchandising
BUAD 291 Designing the Retail Environment
BUAD 292 Merchandise Display Strategy
BUAD 293 Entrepreneurship
BUAD 297 Retailing
BUAD 298 Small Business Management

Business Administration Diploma - Tourism and Hospitality Management Option

The diploma option provides students with an understanding of business and management practices within the tourism and hospitality sector as well as a foundation in general business. Year one of the program provides a solid foundation in general business and the business of tourism. The second year provides experiential learning in the Okanagan wine and culinary tourism and hospitality sectors. Graduates are ideally positioned for a career path leading to supervisory positions within the tourism and hospitality sector.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11.
Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Diploma in Business Administration consists of 60 credits. All students take 27 credits in core business foundation courses plus first-year courses in English, Mathematics and Economics (or BUAD 113). Students then select at least 12 credits out of 24 credits in electives from a specialty option of study. Options are available in Accounting, Financial Services, Hospitality Tourism Management, Human Resources Management, Management and Marketing. A General Studies option is also available to those who want to take elective courses from a variety of options.

First Year

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUAD 111</td>
<td>Financial Accounting I</td>
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<tr>
<td>BUAD 116</td>
<td>Marketing</td>
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<td>BUAD 128</td>
<td>Computer Applications I</td>
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<td>CMNS 112</td>
<td>Professional Writing I</td>
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<td>MATH 114</td>
<td>Business Mathematics</td>
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<td>BUAD 195</td>
<td>Financial Management</td>
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<td>BUAD 123</td>
<td>Management Principles</td>
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<td>And either:</td>
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<td>BUAD 113</td>
<td>Canadian Business</td>
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<td>or both:</td>
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<tr>
<td>ECON 115</td>
<td>Principles of Microeconomics</td>
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<td>ECON 125</td>
<td>Principles of Macroeconomics</td>
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<td>And</td>
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<tr>
<td>BUAD 269</td>
<td>Human Resources Management</td>
</tr>
</tbody>
</table>

Six (6) credits of Electives (non-business or business)

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUAD 209</td>
<td>Business Law</td>
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<tr>
<td>BUAD 262</td>
<td>Organizational Behaviour</td>
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<td>BUAD 264</td>
<td>Management Accounting</td>
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<td>BUAD 293</td>
<td>Entrepreneurship</td>
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<td></td>
<td>12 credits of specific option electives (see below)</td>
</tr>
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<td></td>
<td>Six (6) credits of open electives (non-business or business)</td>
</tr>
</tbody>
</table>

Note:

(1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

While satisfying all the requirements outlined above for the Business Administration diploma, students must include the following courses in their elective choices to specialize in Tourism and Hospitality Management:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUAD 206</td>
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</tr>
<tr>
<td>BUAD 215</td>
<td>Restaurant Management</td>
</tr>
<tr>
<td>BUAD 230</td>
<td>Wine and Culinary Tourism</td>
</tr>
<tr>
<td>BUAD 220</td>
<td>Hotel Management</td>
</tr>
</tbody>
</table>
Consider the following courses when selecting additional electives:

- **BUAD 176** Professional Sales
- **BUAD 266** Advertising and Marketing Communications
- **BUAD 269** Human Resources Management
- **BUAD 293** Entrepreneurship
- **BUAD 299** Conventions Management
- **BUAD 227** Selected Topics: Tourism and Hospitality

### Business Administration Certificate

The Business Administration Certificate program provides students with the opportunity to study areas of business such as Accounting, Financial Services, Human Resources Management, Hospitality and Tourism Management, Management and Marketing. Students completing the Business Administration Certificate are able to apply their completed course work towards the Business Administration Diploma and/or the Bachelor of Business Administration Degree. Some courses are available by distance education.

### Admission Requirements

#### Regular Applicants

- B.C. secondary school graduation or equivalent.
- **Students graduating from secondary school in or prior to 2012:** Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:** A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

#### Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

#### Prior Learning Assessment

Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam.

Contact the Business Administration department for more information.

#### Selective Admission Process

Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

#### Co-operative Education

Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

### Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.
Program Outline

12 credits of Business courses at any level

12 credits of Business courses numbered 200 or higher

Six (6) credits of Business or non-Business courses numbered 100 or higher

Business courses include all BUAD courses except BUAD 100 and BUAD 107 which cannot be used for credit in this program.

Non-Business courses must be from a diploma or degree program. COSC 122, MATH 111, MATH 120 and MATH 160 cannot be used in this program.

Note: Students admitted to other Business Administration programs who decide to meet the requirements for the Business Administration Certificate instead, must request a program change before completing 18 credits.

Business Studies Certificate - Accounting

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.
Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

- BUAD 111 Financial Accounting I
- BUAD 121 Financial Accounting II
- BUAD 208 Canadian Income Tax I
- BUAD 236 Accounting Computer Applications
- BUAD 263 Intermediate Accounting I
- *BUAD 264 Management Accounting
- BUAD 273 Intermediate Accounting II
- *Math 114 Business Mathematics and BUAD 128 Computer Applications I are required prerequisites for BUAD 264

Business Studies Certificate - Business Computer Applications

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.
Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

- **BUAD 128** Computer Applications I
- **BUAD 231** Project Management in an Information Technology Environment
- **BUAD 283** Management Information Systems
- **BUAD 335** Electronic Commerce

Plus 2 electives

Business Studies Certificate - Financial Services

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11 or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.
Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

- MATH 114 Business Mathematics
- BUAD 111 Financial Accounting I
- BUAD 251 Personal Financial Planning
- Plus 3 of:
  - BUAD 195 Financial Management
  - BUAD 208 Canadian Income Tax I
  - BUAD 234 Retirement Income Planning
  - BUAD 235 Insurance and Estate Planning
  - BUAD 250 Canadian Securities
  - BUAD 296 Long-term Capital Management

Business Studies Certificate - Tourism and Hospitality Management

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student’s highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.
Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

BUAD 111 Financial Accounting I
BUAD 206
BUAD 215 Restaurant Management
BUAD 220 Hotel Management
BUAD 230 Wine and Culinary Tourism

Plus one of:
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 209 Business Law
BUAD 269 Human Resources Management
BUAD 200 Digital Marketing

Business Studies Certificate - Human Resources Management

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.

Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students
will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

BUAD 123 Management Principles
BUAD 269 Human Resources Management

Plus 4 of:
BUAD 201 Conflict Resolution and Negotiation
BUAD 246 Recruitment and Selection
BUAD 247 Training and Development
BUAD 248 Occupational Health and Safety
BUAD 262 Organizational Behaviour
BUAD 279 Industrial Relations

Business Studies Certificate - Marketing

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

Regular Applicants

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be
allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student’s choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

BUAD 116 Marketing
BUAD 176 Professional Sales

Plus 4 of:

BUAD 200 Digital Marketing
BUAD 210 Introduction to Marketing Research
BUAD 266 Advertising and Marketing Communications
BUAD 289 Purchasing and Materials Management
BUAD 297 Retailing

Business Studies Certificate - Management

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student’s highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be
allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 195 Financial Management
BUAD 293 Entrepreneurship
BUAD 298 Small Business Management

Business Studies Certificate for Healthcare Professionals

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

Prior Learning Assessment: Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, 176 and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

Selective Admission Process: Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student’s highest provincially recognized Grade 12 courses.

Qualifying status: Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be
allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Co-operative Education: Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

The Business Studies Certificate for Healthcare Professionals consists of six courses in Business Administration for graduates of Health and Social Development certificate and/or diploma programs. It is designed to provide basic business administration skills to supplement qualifications to Certified Dental Assisting, Early Childhood Education, Home Support/Resident Care Attendant, Human Service Work; Practical Nursing or Therapist Assistant, or equivalent, for application in the various health and social development fields.

- BUAD 111 Financial Accounting I
- BUAD 195 Financial Management
- BUAD 123 Management Principles
- BUAD 269 Human Resources Management
- BUAD 336 Services Design

Business Studies Certificate - Entrepreneurship and Small Business Management

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

Regular Applicants

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with a minimum 60% or alternatives.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Mature Applicants

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive
a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

**Prior Learning Assessment:** Where a student has prior learning in the following courses BUAD 111, 116, 121, 128, and 293, credit may be awarded if the student successfully passes a challenge exam. Contact the Business Administration department for more information.

**Selective Admission Process:** Admission of regular senior secondary applicants will be based on the grade average (GA) on English 12, Mathematics 11 and two other of the student's highest provincially recognized Grade 12 courses.

**Qualifying status:** Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

**Co-operative Education:** Entry into the co-operative education option is a student's choice, and subject to completion of all first-year courses and an overall grade average of 65%.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 195** Financial Management
- **BUAD 293** Entrepreneurship
- **BUAD 298** Small Business Management

**Concentration in Communication**

(see Arts)

Please see this [link](#).

**Post-Baccalaureate Diploma in Accounting**

This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 19 courses required as prerequisites to the CPA Professional Education program and 1 elective.

**Admission Requirements**

Successful completion of a recognized Bachelor Degree in a field other than Business, Commerce or Accounting. It is the responsibility of the student to confirm that their Bachelor Degree satisfies the degree prerequisite of the CPA Professional Education Program.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

- Summer Session I and II
- **BUAD 111** Financial Accounting I
- **BUAD 121** Financial Accounting II
  - Semester I
- **BUAD 113** Canadian Business
Post-Baccalaureate Diploma in Human Resources Management

This 20-course (60 credit) post-baccalaureate diploma is aimed at students with a bachelor's degree in any business or non-business program other than those with a Human Resources Management major or specialty, who wish to pursue a career in the Human Resources Management field. Students graduating with an average of 70% or higher may be eligible for an exemption from the National Knowledge Exam (NKEJ, as administered by the Chartered Professionals in Human Resources of British Columbia & Yukon. The NKE is one of the requirements to become a designated professional in Human Resources Management, known as a Chartered Professional in Human Resources (CPHR).

Admission Requirements

Successful completion of a recognized bachelor's degree in any business or non-business program other than those with a Human Resources Management major or specialty.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Recommended Electives

BUAD 224 Selected Topics: Human Resources
Post-Baccalaureate Diploma in Marketing

This 20-course post-baccalaureate diploma is aimed at students with a bachelor degree in any business or non-business program other than those with a marketing major or specialty who wish to pursue a career in the marketing field.

Admission Requirements

Successful completion of a recognized Bachelor Degree in any business or non-business program other than those with a marketing major or specialty.

Graduation Requirements

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

Program Outline

Semester 1

BUAD 111 Financial Accounting I
BUAD 113 Canadian Business
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 128 Computer Applications I

Semester 2

BUAD 176 Professional Sales
BUAD 195 Financial Management
BUAD 209 Business Law
BUAD 266 Advertising and Marketing Communications
BUAD 297 Retailing

BUAD 340 Strategic Management I
and four BUAD electives*

*The six BUAD electives must be chosen from the following:

STAT 124 Business Statistics
BUAD 209 Business Law
BUAD 266 Advertising and Marketing Communications
BUAD 297 Retailing
BUAD 333 Search Marketing
BUAD 334 Events Management and Marketing
BUAD 335 Electronic Commerce
BUAD 336 Services Design
BUAD 344 Marketing Analytics and Data Analysis
BUAD 470 Customer Relationship Management

Post-Diploma Certificate in Business Administration

Graduates with a diploma or degree in Business Administration from Okanagan College may receive a post-diploma certificate in Business Administration by completing an additional 18 credits of BUAD courses,
of which at least 15 credits must be course numbered 200 or higher. This certificate will be of interest to students who have completed one option and now wish to broaden their studies in a second option. Certificates are available in Accounting, Financial Services, General Studies, Human Resource Management, Marketing, Management, and Tourism and Hospitality Management. Please contact the department chair for approval of your study plan.

**Office Management Certificate**

The Office Management certificate provides graduates of applied business technology and administrative assistant programs with a broad business base that emphasizes managerial aspects of secretarial work. Students will be prepared to write the proficiency exams leading to the Certified Professional Secretary designation. Courses leading to this credential will be offered during the day and evening. Some courses are available by distance education.

**Admission Requirements**

- **Students graduating from secondary school in or prior to 2012**: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

- **Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum**: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- **Successful completion of a ten-month Administrative Assistant program or its equivalent, or permission of the department.**

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

**Program Outline**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUAD 113</td>
<td>Canadian Business</td>
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<td>Human Resources Management</td>
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<td>BUAD 279</td>
<td>Industrial Relations</td>
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<td>BUAD 283</td>
<td>Management Information Systems</td>
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**Transferability of Business Administration Courses**

Okanagan College business courses are transferable to a number of professional designations and institutes. These articulations are constantly revised and updated. Students should confirm all course transferability with the institute or professional association in which they intend to apply for course credit:

- Canadian Institute of Bookkeeping
- Chartered Professional Accountants (CPA)
- Credit Union Institute of Canada (CUIC)
- Institute of Canadian Bankers (ICB)
- Purchasing Management Association of Canada (PMAC)
- Payroll Management Certificate Program (PMPC)
- Canadian Institute of Financial Planners (CFP)

**Canadian Institute of Bookkeeping**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIB 111</td>
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<td>or</td>
<td>OADM 101</td>
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<td>CIB 112</td>
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<td>BUAD 111</td>
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<tr>
<td>CIB 113</td>
<td>Bookkeeping II:</td>
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<tr>
<td>BUAD 121</td>
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CIB 221 Computer Applications II:
- **BUAD 128**
- or **OADM 169**

CIB 222 Computerized Bookkeeping I:
- **OADM 152**
- or **BUAD 236**
- or **BACC 241**

CIB 223 Computerized Bookkeeping II:
- **BACC 242**

CIB 331 Cost Management:
- **BUAD 264**

CIB 332 Income Tax:
- **BUAD 208**

CIB 333 Payroll Administration:
- **OADM 142**
- or **BACC 243**

**Chartered Professional Accountants (CPA)**

Introductory Financial Accounting:
- **BUAD 111**
- and **BUAD 121**

Introductory Management Accounting:
- **BUAD 264**
- and **BUAD 365**

Economics:
- **ECON 115**
- and **ECON 125**
- or **BUAD 113**

Statistics:
- **STAT 124**
- or **STAT 121**

Intermediate Financial Reporting 1:
- **BUAD 263**

Intermediate Financial Reporting 2:
- **BUAD 273**

Advanced Financial Reporting:
- **BUAD 462**

Corporate Finance:
- **BUAD 195**
- and **BUAD 296**

Audit and Assurance:
- **BUAD 363**
- and **BUAD 463**

Taxation:
- **BUAD 208**
- and **BUAD 369**

Intermediate Management Accounting:
- **BUAD 365**
- and **BUAD 466**

Performance Management:
- **BUAD 340**
- and **BUAD 466**

Business Law:
- **BUAD 209**

Information Technology:
- **BUAD 283**
Credit Union Institute of Canada (CUIC)

CUIC 110 Accounting:

BUAD 111

/BUAD 121

CUIC 120 Communications:

CMNS 112

/CMNS 122

CUIC 130 Management/ Business Administration:

BUAD 123

CUIC 140 Marketing:

BUAD 116

CUIC 150 Finance:

BUAD 195

/BUAD 296

CUIC 160 Organizational Behaviour:

BUAD 262

CUIC 170 Economics:

ECON 115

/ECON 225

or BUAD 113

CUIC 180 Elective:

BUAD 209

and BUAD 279

CUIC 320 Human Resources Management:

BUAD 269

CUIC 330 Information Systems Management:

BUAD 283

CUIC 350 Marketing Management:

BUAD 278

Institute of Canadian Bankers (ICB)

ICB Marketing:

BUAD 116

ICB Human Resource Management:

BUAD 269

ICB Strategic Planning:

BUAD 340

ICB Business Administration:

BUAD 113

/BUAD 123

ICB Fundamentals of Accounting:

BUAD 111

/BUAD 121

ICB Economics:

ECON 115

/ECON 125

ICB Management Sciences:

BUAD 128

and one of STAT 121

/ STAT 124

Purchasing Management Association of Canada (PMAC)

PMAC M01 Marketing:

BUAD 116

PMAC M02 Organizational Behaviour:

BUAD 262

PMAC M03 Management Accounting:

BUAD 264
PMAC M04 Financial Management: \textit{BUAD 195} / \textit{BUAD 296}  
PMAC M05 Operations Management: \textit{BUAD 282}  
PMAC M06 Business Policy: \textit{BUAD 272}  
PMAC M08 Introduction to Management: \textit{BUAD 123}  
PMAC M09 Financial Accounting: \textit{BUAD 111} / \textit{BUAD 121}  
PMAC M10 Macroeconomics: \textit{BUAD 125}  
PMAC M11 Law: \textit{BUAD 209}  
PMAC B12 Computer Science: \textit{BUAD 128}  
PMAC M13 Microeconomics: \textit{ECON 115}  

**Payroll Management Certificate Program (PMPC)**  
PMPC A1 Accounting I: \textit{BUAD 111}  
PMPC A1 Accounting II: \textit{BUAD 121}  
PMPC B3 Accounting II: \textit{BUAD 121}  
PMPC B3 Supervisory Skills: \textit{BUAD 370}  
PMPC B3 Taxation: \textit{BUAD 369}  
PMPC B3 Managerial Accounting: \textit{BUAD 195}  
PMPC B2 Interpersonal Skills: \textit{BUAD 262}  
PMPC B3 Supervisory Skills: \textit{BUAD 370}  
PMPC B3 Taxation: \textit{BUAD 369}  
PMPC C1 Managerial Accounting: \textit{BUAD 195}  
PMPC C2 Management Skills: \textit{BUAD 123}  
PMPC C3 Compensation and Benefits: \textit{BUAD 245}  
PMPC C3 Human Resources Management: \textit{BUAD 269}  
PMPC C3 Labour Relations: \textit{BUAD 279}  
PMPC C3 Labour Relations: \textit{BUAD 279}  
Note: The above program is being phased out by the Canadian Payroll Association. See www.payroll.ca for details.  

**Canadian Institute of Financial Planners (CFP)**  
CFP Personal Financial Planning: \textit{BUAD 195}, \textit{MATH 114}, \textit{BUAD 251}, \textit{BUAD 209}  
CFP Personal Financial Planning: \textit{BUAD 195}, \textit{MATH 114}, \textit{BUAD 251}, \textit{BUAD 209}  

BUAD 208

BUAD 356

CFP Comprehensive Practices in Risk and Retirement Planning:

BUAD 234

CFP Wealth Management and Estate Planning:

BUAD 235

Concentration in Computer Information Systems (see University Studies - Science)

Please see University Studies - Science.

Commercial Aviation

Commercial Aviation Diploma

Please note, students entering the September intake must have their Private Pilot's License. Those entering the program in January do not require their Private Pilot's License until September. This admission requirement can be satisfied by taking the required private pilot's training courses and labs (AVIA 104, 105, 106, 107).

The Commercial Aviation Diploma (CAD) program is for individuals who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation Diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The academic portion of the program is completed at Okanagan College and consists of eight 3-credit courses taken as part of this program.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Fees (subject to change): Students with an approved Canadian Private Pilot's Licence can expect to pay approximately $59,000 for tuition and flight training fees. Students without an approved Canadian Private Pilot's Licence can expect to pay an additional fee. Tuition fees for the flying portion are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply. Fuel costs will be reimbursed to students at the Kelowna fuel rate set by Southern Interior Flight Centre. Costs above this rate are the student's responsibility.

Student Dress and Survival Equipment: Students will be required to wear the prescribed clothing for commercial pilots and should anticipate the costs of purchasing and maintaining their clothing. Prescribed clothing consists of: black pants, socks, dress shoes, and tie plus a white "pilot" shirt. Students should anticipate preparing and maintaining their own personal survival pack to be carried on cross-country flights.

Career Opportunities: include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.

Admission Requirements

- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or alternatives.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.

NOTE: Canadian private pilot training is included in the program and requires a minimum of two semesters of full-time attendance. Students must complete the Canadian Private Pilot Licence prior to continuing in the program. Students with a Canadian Private Pilot's licence at admission, with approval of Southern Interior Flight Centre, may be granted exemptions from the private pilots training courses and labs -AVIA 104, AVIA 105, AVIA 106, and AVIA 107. Contact the flying school for details.

Graduation Requirements

Successful completion of the required courses as listed in the program outline with a minimum graduating grade average of 60% and a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot Licence, a Multi-Engine Instrument rating, and the IATRA written exam.

Program Outline

Students must complete the program as prescribed below:

Required aviation courses*:

Semester 1
- **AVIA 104** Introduction to Aviation Theory
- **AVIA 105** Aviation Language Proficiency
- **AVIA 106** Pilot Skills Lab I
- **AVIA 107** Pilot Skills Lab II
- **AVIA 112** Navigation and Air Regulations I
- **AVIA 113** Meteorology I

Semester 2
- **AVIA 114** Flight and Aircraft Systems I
- **AVIA 115** Flight Lab I

Semester 3
- **AVIA 122** Navigation and Air Regulations II
- **AVIA 123** Meteorology II
- **AVIA 124** Flight and Aircraft Systems II
- **AVIA 125** Flight Lab II

Semester 4
- **AVIA 122** Advanced Flight Operations I
- **AVIA 123** Instrument Procedures
- **AVIA 124** Advanced Avionics
- **AVIA 125** Flight Lab III

Semester 3
- **AVIA 212** Advanced Flight Operations II
- **AVIA 225** Flight Lab IV
- **AVIA 226** Human Factors
- **AVIA 227** Aviation Skills

Required academic courses**:

- **BUAD 111** Financial Accounting I
- **BUAD 116** Marketing
- **BUAD 123** Management Principles
- **BUAD 128** Computer Applications I
- **BUAD 251** Personal Financial Planning
- **BUAD 262** Organizational Behaviour
- **CMNS 112** Professional Writing I
- **MATH 114** Business Mathematics

* Aviation courses must be taken in a prescribed order and must be taken in concurrent blocks, see course descriptions for details.
Office Administration

Administrative Assistant Certificate

Please note, the Penticton intake is pending budget approval.

The Administrative Assistant Certificate program is a 1,110 hour (37 week) certificate program which includes word processing, spreadsheet, database, desktop publishing, computerized accounting, and presentation software. Students also learn business communications, business math, office procedures, effective job search techniques, accounting, and self-management skills. There is a three-week practicum component to this certificate.

The Administrative Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on campus on a part-time basis should consult with the department chair. Online students may complete the program part time.

Graduates may be employed as receptionists, general clerks, administrative or executive assistants, and other similar careers.

Graduates may also continue their education as the Administrative Assistant Certificate program is recognized by other programs such as the Okanagan College Legal Administrative and Medical Administrative Assistant Certificate programs. As well, select courses transfer to the Okanagan College Business Administration, Canadian Institute of Bookkeeping (CIB), and the Canadian Payroll Association programs.

Admission Requirements

- B.C. 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.
- English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.

Graduation Requirements

Minimum passing grade per course is 70%.

Program Outline

One of:
- **OADM 110** Communications I
- **OADO 110** Business English

One of:
- **OADM 111** Letter Writing
- **OADO 111** Business Communications

One of:
- **OADM 127** Administrative Assistant Simulation
- **OADO 127** Integrated Projects - Administrative

One of:
- **OADM 130** Business Math and Calculators
- **OADO 130** Business Math and Calculators

One of:
- **OADM 135** Records Management
- **OADO 135** Records Management

One of:
- **OADM 136** Office Procedures
- **OADO 136** Administrative Procedures

One of:
- **OADM 143** Accounting I

Or both of:
- **OADO 140** Accounting I
- **OADO 141** Accounting II
BACC 243 Payroll Administration

One of:

OADM 152 Accounting Software I

OADO 152 Computerized Accounting

BACC 241 Computerized Accounting I

One of:

OADM 165 Presentation Graphics

OADO 165 Presentation Software

One of:

OADM 167 Computer Essentials and the Internet

OADO 167 Introduction to Computers and the Internet

One of:

OADM 168 Database

OADO 168 Database

One of:

OADM 169 Spreadsheets

OADO 169 Spreadsheets I

One of:

OADM 171 Desktop Publishing

OADO 171 Desktop Publishing

One of:

OADM 174 Keyboarding

Or both:

OADO 173 Keyboarding I

OADO 174 Keyboarding II

One of:

OADM 128 Word Processing I

OADO 175 Word Processing I

One of:

OADM 129 Word Processing II

OADO 176 Word Processing II

One of:

OADM 180 Self-Management Skills

OADO 180 Human Relations

One of:

OADM 181 Job Search Techniques

OADO 181 Job Search

One of:

OADM 182 Office Practicum

**Prior Learning Assessment**

Prior Learning Assessment (PLA) allows adults with considerable life and work experience to verify that they possess the skills and/or knowledge required in some university/college level courses and receive credit for those courses. PLA is available in the following courses:

OADM 128 Word Processing I

OADM 110 Communications I

OADM 130 Business Math and Calculators

OADM 135 Records Management

OADM 136 Office Procedures

OADM 143 Accounting I

OADM 167 Computer Essentials and the Internet

OADM 168 Database

OADM 169 Spreadsheets

OADM 181 Job Search Techniques

For an application, fee schedule or more information about Prior Learning Assessment, contact the Office Administration department at (250) 862-5610 or email oadm@okanagan.bc.ca. Arrangements can be made to write the exams in Vernon, Salmon Arm, Penticton and Kelowna.
Transferability of OC's OADM courses: Students who pass OADM 165, 167, 169 and 128/129 will be granted equivalence for BUAD 128 Computer Applications I.

Students who pass OADM 143 and 142 may apply for equivalence for BUAD 111 Financial Accounting I.

Students who pass OADM 110, 111 and 181 will be granted equivalence for CMNS 112 Business Communication I.

Transfers with the Canadian Institute of Bookkeeping:

Many of the ADAC courses transfer to the Canadian Institute of Bookkeeping. If interested, please contact the Chair for more information.

Other Program Information

Locations:

Kelowna
Vernon
Salmon Arm

Length: 37 weeks (ten months)

Textbooks: $1,800 approximately

Program Schedule: September to June

Graduates of the Administrative Assistant program may apply for certified administrative professional rating from the International Association of Administrative Professionals after four years of employment in the field.

Office Assistant Certificate

The 510-hour (17 weeks) Office Assistant Certificate program is an entry-level program for students interested in working in business offices. Students in this program learn essential business skills such as business communications, computer essentials, office procedures, business math, word processing, spreadsheet and database software. Graduates may be employed as receptionists, file clerks, and office assistants. Graduates of this program may also choose to continue their education by enrolling in more advanced Office Administration programs such as the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant Certificate programs.

The Office Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on site on a part-time basis should consult with the department chair. Online students may complete the program part time.

Admission Requirements

- B.C. 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.
- English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.

Graduation Requirements

Graduation from the Office Assistant Certificate program requires successful completion of all courses in the program with a minimum final grade of 70 per cent in each.

Program Outline

One of:

- OADM 110 Communications I
- OADO 110 Business English

One of:

- OADM 130 Business Math and Calculators
- OADO 130 Business Math and Calculators

One of:

- OADM 135 Records Management
- OADO 135 Records Management

One of:

- OADM 136 Office Procedures
Legal Administrative Assistant Certificate

There are two separate Legal Administrative Assistant Certificate programs: 1) Litigation, and 2) Corporate/Conveyancing. These two programs are independent and may be completed in any order, allowing students to start their studies in either the fall or winter semesters. Both programs prepare students for employment as legal administrative assistants; however, students who complete both certificate programs will maximize employment and career advancement opportunities.

Admission Requirements

Completion of Okanagan College's Office Assistant Certificate or equivalent;

Or:

1. B.C. 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, AND

2. A minimum score of 50% in English 11 or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; AND

3. A minimum keyboarding speed of 35 net words per minute, AND

4. One of the following

   - One full year of secretarial or administrative assistant experience within the past three years; OR
   - A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

Graduation Requirements

Students must pass the practicum and obtain a minimum grade of 70% in each of the remaining courses in the program to graduate.

Program Outline

Legal Administrative Assistant - Litigation

The Legal Administrative Assistant Litigation Certificate program consists of five academic courses including litigation legal office procedures, introductory and advanced litigation, family law, and personal...
injury. The program also includes a two-week practicum in a litigation law office. Graduates of this program will receive the Legal Administrative Assistant - Litigation Certificate.

One of:
LSEC 116 Litigation Legal Office Procedures
Or both:
LAA 116 Legal Office Procedures
LAA 145 Introduction to the Canadian Legal System

One of:
LSEC 117 Introduction to Litigation
LAA 100 Litigation Procedures I

One of:
LSEC 101 Advanced Litigation
LAA 101 Litigation Procedures II

One of:
LAA 116 Legal Office Procedures

One of:
LSEC 112 Family Law
LAA 112 Family Litigation Procedures

One of:
LSEC 120 Personal Injury
LAA 120 Personal Injury

One of:
LSEC 130 Litigation Law Office Practicum

Legal Administrative Assistant - Corporate/Conveyancing Certificate program consists of five academic courses including introductory and advanced conveyancing, corporate law, wills and estates, and solicitor legal office procedures. The program concludes with a two-week practicum in a solicitor law office. Graduates of the program will receive the Legal Administrative Assistant - Corporate/Conveyancing Certificate.

One of:
LSEC 145 Solicitor Legal Office Procedures
Or Both:
LAA 116 Legal Office Procedures
LAA 145 Introduction to the Canadian Legal System

One of:
LSEC 140 Introduction to Conveyancing
LAA 140 Conveyancing Procedures I

One of:
LSEC 141 Advanced Conveyancing
LAA 141 Conveyancing Procedures II

One of:
LSEC 152 Corporate Law
Or Both:
LAA 152 Corporate Procedures I
LAA 153 Corporate Procedures II

One of:
LSEC 160 Wills and Estates
LAA 160 Wills and Estates

One of:
LSEC 131 Law Office Practicum

Other Program Information

Location: Kelowna

Length:

- Legal Administrative Assistant - Litigation certificate - 18 weeks
- Legal Administrative Assistant - Corporate/Conveyancing certificate - 20 weeks
Textbooks: $550 approximately for each certificate program

Program Schedule: September to June

Accounting Assistant Certificate

This program is for students who have some prior business education or experience, and who wish to specialize as accounting assistants. During the program, students will complete courses in business math and calculators, spreadsheets, databases, manual accounting, and payroll, as well as two different accounting software programs, a capstone course, and a three-week practicum. Graduates of the program may begin immediate employment as accounting assistants in small, medium and large businesses performing accounts payable, accounts receivable, payroll and general bookkeeping duties. Some graduates of this program may use their accounting skills to establish home-based bookkeeping businesses.

Graduates may continue their education as selected courses are recognized by other organizations such as Okanagan College Business Administration, Canadian Institute of Bookkeeping (CIB) and the Canadian Payroll Association (CPA).

Admission Requirements

- Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time secondary for at least one year prior to commencement of the program);
- Students graduating from secondary school in or prior to 2012: A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.
- English 11 with minimum 67% or alternatives; or a minimum score of at least 70% on a basic English comprehension assessment

Graduation Requirements

Graduation from the Accounting Assistant Certificate program requires successful completion of all courses in the program with a minimum grade of 70 per cent in each.

Program Outline

One of:
- OADM 130 Business Math and Calculators
- OADO 130 Business Math and Calculators

One of:
- OADO 140 Accounting I
- OADO 141 Accounting II

One of:
- OADM 142 Payroll Accounting
- BACC 243 Payroll Administration

One of:
- OADM 152 Accounting Software I
- OADO 152 Computerized Accounting
- BACC 241 Computerized Accounting I

One of:
- OADM 155 Accounting Software II
- BACC 242 Computerized Accounting II
OADM 156 Accounting Assistant Simulation
OADO 156 Integrated Project - Accounting

One of:

OADM 168 Database
OADO 168 Database

One of:

OADM 169 Spreadsheets
OADO 169 Spreadsheets I

One of:

OADM 181 Job Search Techniques
OADO 181 Job Search

One of:

OADM 183 Practicum - Accounting

**Accounting/Bookkeeping Certificate**

This 630-hour (21-week) program is for students who wish to be accounting assistants or bookkeepers. During the program, students complete courses in business math and calculators, spreadsheets, payroll, manual and computerized accounting, and accounting office procedures, as well as a capstone course, and a three-week practicum. Graduates of the program may begin immediate employment as accounting assistants in small, medium, and large businesses performing accounts payable, accounts receivable, payroll, and general bookkeeping duties. Some graduates of this program may use their accounting skills to establish home-based bookkeeping businesses. Graduates may continue their education as selected courses are recognized by other organizations such as Okanagan College Business Administration, Canadian Institute of Bookkeeping (CIB) and the Canadian Payroll Association (CPA).

**Admission Requirements**

- B.C. 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.
- English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.
- Pass in Math 11 (or equivalent) or a minimum score of 70 on an Okanagan College Office Administration math entrance test.

Or:

- Completion of the Okanagan College Office Assistant Certificate.

**Program Outline**

OADM 130 Business Math and Calculators
OADM 142 Payroll Accounting
OADM 143 Accounting I
OADM 144 Accounting II
OADM 145 Essential Office Skills
OADM 152 Accounting Software I
OADM 155 Accounting Software II
OADM 156 Accounting Assistant Simulation
OADM 169 Spreadsheets
OADM 181 Job Search Techniques
OADM 183 Practicum - Accounting

**Medical Administrative Assistant Certificate**

Medical Administrative Assistant (MAA) is a 480-hour online specialty certificate program designed for students with prior office administration experience or training who wish to attain the skills required to work in a medical or allied health office as a medical administrative assistant. Graduates of the Medical Administrative Assistant Certificate program may work as assistants in hospital departments including admitting, diagnostic imaging and outpatient clinics or in medical general practitioner and specialist offices and in medical clinics. Graduates work for allied health professionals in facilities such as physiotherapy offices and clinics, chiropractic offices and clinics and massage therapy and naturopathy offices and clinics. Graduates may also be employed by long-term care facilities and insurance companies.
Applicants who do not meet the entrance requirements for the MAA certificate program may take the Office Assistant Certificate or a similar program to obtain the requirements for entry into the MAA Certificate. See the Office Administration website at www.okanagan.bc.ca/oadm for further details on other Office Administration programs.

Applicants with prior experience and training but no official transcript may meet the MAA Certificate entrance requirements by completing challenge exams in English, keyboarding, computer and word processing to prove competence in these areas.

**Admission Requirements**

Successful completion of Okanagan College’s Office Assistant Certificate or equivalent;

Or the following:

- B.C. 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.
- A minimum keyboarding speed of 35 net words per minute
- A minimum score of 50% in English 11 or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; and
- One full year of experience as an administrative assistant/secretary within the past three years; or
- A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

**Graduation Requirements**

Students will be awarded a Medical Administrative Assistant certificate upon successful completion of all courses in this program. Students must pass the practicum and attain a minimum grade of 70% or better in each course to successfully complete the program.

**Program Outline**

- **MAA 110** Medical Terminology I
- **MAA 111** Medical Terminology II - Anatomy and Physiology
- **MAA 112** Medical Terminology III - Pharmacology and Specialties
- **MAA 120** Medical Administrative Procedures
- **MAA 126** Medical Transcription
- **MAA 130** Medical Billing - Manual
- **MAA 131** Medical Billing - Computerized
- **MAA 140** Clinical Procedures and Practice
- **MAA 150** Practicum - Medical

*Practicum - 6 hours per day for 15 days.

**Food, Wine and Tourism**

**Bachelor of Business Administration - Tourism and Hospitality Management Specialty (see Business)**

**Bachelor of Business Administration - Tourism and Hospitality Management Specialty**

Please see Bachelor of Business Administration - Tourism and Hospitality Management Specialty.

**Business Administration Diploma - Tourism and Hospitality Management Option (see Business)**

Please see Business Administration Diploma - Tourism and Hospitality Management Option.
Business Studies Certificate - Tourism and Hospitality Management (see Business)

Please see Business Studies Certificate - Tourism and Hospitality Management.

Culinary Arts Certificate

The Culinary Arts Certificate is for students with a passion for a career in the Restaurant, Food Service and Hospitality Industry and its wide variety of options. This 50 week (1,500 hour) program provides the fundamental knowledge needed for successful employment as a cook in one of the many areas of food service. This is an experiential program with emphasis on food preparation and presentation as well as basic service techniques. Located at the Kelowna campus kitchens and Infusions Restaurant the program mirrors a realistic training environment within the expected industry timeframe.

Apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work based hours for Level 1 and 240 work based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will receive credit for Foodsafe Level 1. Apprenticeship practical training credit will also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of the co-op or other 400 work-based hours and successfully complete all Level 1 components prior to advancing to Level 2 components of the program. Upon successful completion of Level 1 and Level 2 requirements, students are eligible to challenge the Provincial Cook Certificate of Qualification examinations for Level 1 and Level 2.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.

Math requirement:
- Students graduating from secondary school in or prior to 2012: Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 10, Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.

Okanagan College reserves the right to request a certificate of health and fitness if deemed necessary.

Graduation Requirements

Completion of all courses in the program with a minimum grade of 70% in each. Students must provide proof of completion of 400 work-based training hours.

Components

Completion of all courses in the program with a minimum grade of 70% in each. Students must provide proof of completion of 400 work-based training hours.

Professional Cook 1 - 30 weeks

CA 101 Lab Kitchen
CA 102 Cold Kitchen
CA 103 Hot Kitchen
CA 104 Bakery
CA 105 Restaurant

Co-op
CA 250 Culinary Arts Co-op

Professional Cook 2 - 10 weeks

CA 201 PC2 Lab
CA 205 Restaurant
Prior Learning Assessment

Prior Learning Assessment (PLA) allows adults with considerable life and work experience to verify that they possess the skills and/or knowledge required in some university/college level courses and receive credit for those courses.

Applicants to the Culinary Arts Certificate with Foodsafe Basic I and one year professional cooking experience can be assessed through a written exam and practical assessment and if successful, may proceed to the second level of training. It is highly recommended that applicants study the course text before proceeding with their application. For an application, fee schedule and more information on Prior Learning Assessment, please contact Mike Barillaro, Culinary Arts Department at (250) 762-5445 (extension 4698) mbarillaro@okanagan.bc.ca.

Culinary Management Diploma

The Culinary Management Diploma examines the developing Okanagan region trend toward the combination of wineries and restaurants. Unique features of the program include the analysis of food and wine pairing and the combination of food, wine and business training that reflects regional industry training demands.

The total length of the program is two years, beginning with the Culinary Arts program, which includes a ten week co-op, followed by two semesters of Business Administration and Wine courses. Students graduating with this diploma will receive technical training credits towards their cook apprenticeship, hours credited towards their apprenticeship and academic credit for the Business Administration courses completed.

An apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Apprenticeship practical Training credit may also be granted as a result of prior practical experience.

The students must provide proof of completion of an additional 400 work-based hours* and successfully complete all program components prior to advancing to the Level 2 components of the program. The ITA required 400 hours may be obtained with the paid work-based Co-op (week 31 start), depending on the successful completion of the PC1 component. Upon successful completion of the Level 1 and Level 2 requirements students are eligible to challenge the respective Provincial Cook Certificate of Qualification examinations.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

*Work-based hours must be under the direct supervision of qualified Tradespersons (Red Seal or equivalent).

Admission Requirements

Regular Applicants:

- B.C. 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.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11 or equivalent Advanced Level Adult Basic Education mathematics or a minimum of 70% in Introductory Mathematics 11 or a minimum of 60% in Applications of Mathematics 11 or a minimum of 16/25 on the math diagnostic test administered by Okanagan College.
  Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, Apprenticeship and Workplace Mathematics Grade 11, or Workplace Mathematics 11.
- English 12 with minimum 60% or alternatives.

Applicants with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111 Financial Accounting I.

Mature Students:

- Mature students may be exempt from the admission requirements, depending on their work experience and educational background.
- Mature applicants without Mathematics 11 will be required to take the math diagnostic test administered by Okanagan College. A minimum of score of 16/25 is required.
• Mature applicants without English 12 will be required to obtain a minimum score of level 4 on the Language Proficiency Index (LPI).

Applicants may be exempt from some of the admission requirements, depending on their work experience and educational background.

Graduation Requirements

Students must successfully complete all program components and must provide proof of completion of 400 work-based training hours.

Successful completion of Business Administration courses requires a minimum grade of 50% per course and a minimum average grade of 60%. Successful completion of Culinary Arts courses requires a minimum grade of 70% per course and a minimum average grade of 80%. Successful completion of Wine courses requires a minimum grade of 60%.

Components

Year 1

Professional Cook 1 - 30 weeks

CA 101 Lab Kitchen

CA 102 Cold Kitchen

CA 103 Hot Kitchen

CA 104 Bakery

CA 105 Restaurant

Co-op - 10 weeks

CA 250 Culinary Arts Co-op

Professional Cook 2 - 10 weeks

CA 201 PC2 Lab

CA 205 Restaurant

Year 2

Academic courses

BUAD 111 Financial Accounting I

BUAD 123 Management Principles

BUAD 215 Restaurant Management

BUAD 209 Business Law

WINE 21 Introduction to Grapes and Wines

BUAD 195 Financial Management

BUAD 230 Wine and Culinary Tourism

BUAD 269 Human Resources Management

WINE 31 Understanding Food & Wine Pairing

Three (3) Credits Business Administration Electives

Pastry Arts Certificate

This 50-week (1,600 hour) certificate program includes all the craft skills needed to work as a professional Baker/Pâtissier, as outlined in the National Occupation Analysis for Baker Level 1. The program also includes a Co-op, providing an opportunity to experience and learn in a dynamic industry based environment.

The initial term focuses on workplace safety and organization, ingredient and finished product knowledge. This is followed by the making of breads, cakes and pastries in all their various forms from cookies to wedding cakes, pies to artisan sourdough bread, and chocolate souffle to pieces montées.

This program focuses on the wealth of farm-to-table opportunities afforded by the Okanagan region, emphasising the use of local products including premium wines, beers and spirits, both as ingredients and as beverages paired with the finished dessert or baked good. Locally-grown herbs, fruits and vegetables are featured, organically-grown grains and in-house milling are also regional features of the program.

Successful graduates will be ready for employment in any of the various settings where baked goods are required, from care homes and camps, to specialty bakeries, fine dining restaurants, hotels, resorts and cruise ships. Self-employment is also a popular option.

Admission Requirements

• B.C. secondary school graduation or equivalent or 19 years of age and out of secondary school for a minimum of one year as of the first day of class.

• English 10 with minimum 50% or alternatives.
• Math requirement: Students graduating from secondary school in or prior to 2012: Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 10, Workplace Mathematics 10, Foundations of Mathematics and Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.

Graduation Requirements

Completion of all the courses in the program with a minimum grade of 70% in each.

Program Outline

Term One

BAKP 101 Occupational Skills
BAKP 103 Quick Breads
BAKP 104 Pastries 1
BAKP 105 Creams
BAKP 106 Cakes
BAKP 107 Yeast Goods
BAKP 109 Buffet Design
BAKP 110 Practical Exam 1
BAKP 111 Theoretical Exam 1
BAKP 112 Savory Baking and Skills
BAKP 113 Frozen Desserts
BAKP 114 Plated Desserts 1
BAKP 118 Beverage Pairing

Co-op term

BAKP 150 Pastry Arts Co-op

Term Three

BAKP 115 Pastries 2
BAKP 116 Cakes and Tortes
BAKP 117 Viennoiserie
BAKP 119 Plated Desserts 2
BAKP 120 Friandise
BAKP 121 Celebration Cakes
BAKP 122 Center Pieces
BAKP 123 Artisan Breads
BAKP 124 Buffet Design 2
BAKP 125 Practical Exam 2
BAKP 126 Theoretical Exam 2

Tourism Management Diploma

The Tourism Management Diploma provides students with the opportunity to embark on a career in the tourism sector. The program includes courses which cover core tourism and business management functions as well as providing opportunities for students to network and build connections within the sector. An integral part of the program is a six credit faculty supervised tourism sector study course which will allow students to engage in experiential learning in the sector. Students will also complete a tourism co-op placement as part of the program. Students will have the opportunity to pursue a number of elective courses in wine and culinary tourism, hotel, restaurant, human resources, and conventions management. Upon graduation, students will be ideally suited for supervisory or front-line management positions in tourism.

Admission Requirements

Regular Applicants

• B.C. secondary school graduation or equivalent.

• Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics
A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.

- English 12 with minimum 60% or alternatives.

Senior secondary students who enter the Tourism Management Diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

Senior secondary students who enter the Tourism Management Diploma program and who have completed and passed both Entrepreneurship 11 and Marketing 11 may receive credit for BUAD 116 (or TOUR 130 as courses are crosslisted).

**Mature Applicants**

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

**Qualifying Status**

Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the Tourism Management Diploma program as qualifying students subject to the availability of space after the admission and registration of qualified applicants. Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year tourism management students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%. Students are also required to successfully complete a co-op placement.

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**Program Outline**

**Required Courses:**

- TOUR 105 Introduction to Tourism
- TOUR 130 Tourism Marketing
- TOUR 200 Tourism Sector Study
- TOUR 209 Tourism Law
- TOUR 240 Service Design for Tourism
- BUAD 111 Financial Accounting I
- BUAD 123 Management Principles
- BUAD 128 Computer Applications I
- BUAD 176 Professional Sales
- BUAD 195 Financial Management
- BUAD 200 Digital Marketing
- BUAD 264 Management Accounting
- BUAD 293 Entrepreneurship
- CMNS 112 Professional Writing I
- MATH 114 Business Mathematics

Plus 4 of:

- TOUR 215
- TOUR 220
- TOUR 230
- BUAD 262 Organizational Behaviour
- BUAD 269 Human Resources Management
- TOUR 299 Conventions Management
- BUAD 227 Selected Topics: Tourism and Hospitality

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**Viticulture Certificate**

The Viticulture program provides individuals with the skills and knowledge to manage a vineyard or seek employment in viticulture. Course work will emphasize the scientific principles underlying grape growing for the purpose of wine production, the various influences
on grape quality, terminology, vineyard management including human resource and financial management, vineyard equipment operation and maintenance, and safety. The program consists of 267 hours of classroom instruction and 40 hours of work experience at a vineyard.

Admission Requirements

- Grade 12 or equivalent.
- English 12 with minimum 50% or alternatives.
- 19 years or older at the time of admission to the program

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

WINE 21 Introduction to Grapes and Wines
VIT 22 Introduction to Grape Growing
VIT 23 Vineyard Management
VIT 04 Operation, Management and Safety of Vineyard Equipment
VIT 13 Practicum

Viticulture Technician Diploma

Please note, the September 2019 intake is subject to budget approval.

The Viticulture Technician Diploma is designed to deliver a quality learning experience for those interested in a career in the local or international grape and wine industry. The program will provide hands on, theoretical and practical knowledge to work as part of the vineyard/winery management team to plan, develop, plant and maintain a vineyard for the production of quality wine. The program is tailored around "the vine to wine concept," which will allow students to understand how to produce the best quality wines from the ground to the bottle. The diploma program is structured around the viticulture growing season, providing opportunities to develop and apply skills leading to sustainable practices within commercial vineyards.

The program benefits from its supportive local industry, the diverse mesoclimates within the Okanagan Valley, and national and international award-winning wineries. An exciting aspect of working in a vineyard is that nothing is routine, as nature and the vines exert their influence, creating an ever changing environment. Students will be exposed to this dynamic environment of viticulture and oenology, developing a range of skills and knowledge, including canopy management, pest control, pruning, training vines, sensory evaluation, occupational health and safety, operating equipment, harvesting and wine making. An integral aspect of the diploma is a paid co-op term to ensure students have a comprehensive understanding of the production practices and processes that enable employment within the industry. The co-op term will provide students with both vineyard and winery pre-crush experience.

This program provides students a stimulating and unique environment for training, supported by exposure to the latest technologies and mentorship from local experts with global backgrounds (i.e. Canada, USA, Australia, New Zealand, France and Italy).

Career opportunities:

Laboratory or Viticulture Technician
Vineyard Manager
Winery or Cellar Technician
Winemaker
Vineyard and Winery Equipment Sales Representative
Vineyard R&D Technician
Wine Sales and Promotion

Admission Requirements

B.C. secondary school graduation or equivalent.

English 12 with minimum 60% or alternatives.

Biology 11, Life Sciences 11, or ABE equivalent.

Chemistry 11 (recommended)

Math - minimum of 67% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011
Mature applicants who are at least 19 years of age and have been out of full-time senior secondary study for at least one year may have the senior secondary graduation requirement waived. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4.

Mature applicants without Mathematics 11 must meet one of the following mathematics requirements:

- A minimum score of 67% on the Mathematics 11 proficiency exam; or
- A minimum score of 16/25 on the Mathematics diagnostic test

Mature applicants with long farming experience or enrolled in the part time modules may have the admission requirements waived.

Students must be physically able to safely perform the tasks required in the vineyard and winery, which will include pruning, lifting, climbing, bending, stretching, twisting, crawling and moving, lifting, carrying, pushing and pulling items weighing up to 50 lbs. Students will be required to taste, smell and check for optical clarity of wine, as well as visually inspect and sort wine grapes - checking for diseases and insects - during the growing season through harvest.

**Graduation Requirements**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%. A minimum of 50% of the program must be completed through Okanagan College. VITT 220 and VITT 270 are required residency courses. Students are also required to successfully complete a co-op placement.

**Year 1 Fall Semester 1**

- GEOG 110 The Geography of Viticulture
- MATH 125 - Mathematics for Viticulture
- CMNS 102 - Communications for Viticulture
- VITT 125 - Introduction to Viticulture and Wine
- BIOL 160 - Introductory Biology for Viticulture

**Year 1 Winter Semester 2**

- GEOG 206 Introduction to Soil Science
- CHEM 151 - Introductory Chemistry for Viticulture

- VITT 135 - Grapevine Science
- VITT 170 Vineyard Technologies and Operations
- VITT 140 Vineyard and Canopy Establishment

**Year 1 Summer Semester 3**

- VITT 150 Integrated Pest Management
- VITT 160 Irrigation Technology and Water Management

**Year 1 Summer/Fall Semester 4 (June-September)**

- VITT co-op work term

**Year 2 Fall Semester 5**

- VITT 210 Soil and Water Management for Vineyards
- VITT 220 Grape Harvest Sensory Principles
- ONOL 210 - Wine Chemistry and Microbiology

**Year 2 Winter Semester 6**

- BUAD 123 Management Principles
- ONOL 230 - Winery Operations
- VITT 250 Vineyard Management
- VITT 270 Viticulture Capstone Project

One three-credit elective*

* Examples of electives (6 credits total):

- BIOL 220 Introductory Biochemistry
- BUAD 206
- BUAD 230 Wine and Culinary Tourism
- GEOG 111 Introduction to Physical Geography: Climate & Vegetation
- GEOG 121 Introduction to Physical Geography: Water & Landscapes
- GEOG 172 Map Use, Design, and Analysis
- GEOG 201 Food and Society
- GEOG 213 Geography of Wine
- GEOG 265 Tourism and Recreation Geography
GEOG 272 Introduction to Cartography, GIS and Remote Sensing
GEOG 274 Introduction to GIS Analysis
SPAN 111 Spanish I
SPAN 121 Spanish II

Wine Sales Certificate
This program provides individuals interested in employment in the area of wine sales with an introduction to grape growing and winemaking, an understanding of legal regulations and standards within the industry, marketing and sales strategies, and knowledge of wine shop management and winery promotions. Coursework involves a variety of projects and field trips. The program consists of 147 hours of coursework and practical experience in the industry.

Admission Requirements
- Grade 12 or equivalent.
- English 12 with minimum 50% or alternatives.
- 19 years or older at the time of admission to the program

Graduation Requirements
Students must pass each course with a minimum grade of 60% to receive a certificate.

Components
WINE 21 Introduction to Grapes and Wines
WINE 22 Introduction to Winemaking
WINE 23 Cellar Management
WINE 24 Quality Control and Public Relations

Students are required to successfully complete the FOODSAFE and Serving it Right certificates before enrolling in WINE 14.

WINE 14 Practicum

Winery Assistant Certificate
The Winery Assistant program provides individuals with the skills and knowledge to work in an entry-level position within the wine industry. Coursework will emphasize the scientific principles underlying grape and wine production, influences on wine quality, terminology, winery equipment operation and maintenance, harvest and crush, sanitation and safety, winery sensory evaluation, marketing and sales practices. The program consists of 258 hours of classroom instruction and 50 hours of work experience in a winery.

Admission Requirements
- Grade 12 or equivalent
- English 12 with minimum 50% or alternatives.
- 19 years or older at the time of admission to the program

Graduation Requirements
Students must pass each course with a minimum grade of 60% to receive a certificate.

Components
WINE 21 Introduction to Grapes and Wines
WINE 22 Introduction to Winemaking
WINE 23 Cellar Management
WINE 24 Quality Control and Public Relations
WINE 14 Practicum
Health & Social Development

The Health and Social Development programs include: Certified Dental Assistant, Early Childhood Education, Health Care Assistant, Human Service Worker, Pharmacy Technician, Practical Nursing and Therapist Assistant. The College also offers the first two years of the Bachelor of Science in Nursing program in partnership with UBC Okanagan. These programs are dedicated to preparing students for successful practice in health and social service disciplines.

These educational programs are delivered in close partnership with professional communities and employers. An important component of each program is the knowledge and experience gained through student placements in professional practice sites. Most programs involve both faculty-supervised clinical rotations and practicum placements.

The size of the health and social services sector and the close working relationship with professionals in practice ensure an excellent employment rate for graduates from the Health and Social Development programs. The high standards of the health and social development programs offered by Okanagan College are evidenced by Accreditation of the Certified Dental Assistant, Pharmacy Technician and Therapist Assistant programs, as well as Recognition and Approval Status from Regulatory bodies overseeing the Practical Nursing and Health Care Assistant programs.

Applicants must have a genuine interest in people and strong oral and written communication skills. They must be flexible, adaptable and able to work well with others in interdisciplinary teams. Prospective applicants are encouraged to visit the various health and social development program websites for more information on the skills, requisites and abilities required in these professions. Applicants require a criminal record check.

Bachelor of Science in Nursing (Years 1 and 2)

Okanagan College (OC), in partnership with the University of British Columbia's Okanagan Campus (UBCO) offers Years one and two of the four-year Bachelor of Science in Nursing (BSN) program offered at UBCO. Both programs are recognized by the BC College of Nursing Professionals (BCCNP).

OC students who successfully complete all courses in Years 1 and 2, according to the requirements listed below, will be granted admission to the BSN program at UBCO to complete the final two years of the program.

Admission to the Nursing program at UBCO cannot be guaranteed for students who take a leave after completing the first two years of the program at Okanagan College.

OC applicants are advised to consult the admissions section of the Academic Calendar for UBC and the program specific admission requirements.

Requirements for transfer to UBCO are:

- A minimum grade of 60 in each nursing course;
- A minimum grade of 60 in each non-nursing course taken as part of the BSN program; and,
- An overall (cumulative) grade average of 65 or greater.

Students completing BSN Years 1 and 2 with no more than one semester where their GPA is below 65 (but at least 60) who have satisfactorily completed BSN Year 1 and 2 practice courses will be admitted to UBCO and placed on academic probation for BSN Year 3.

It is important for students to note that the curriculum of the nursing program at OC and UBCO is different than the curriculum of the nursing program at UBC's Vancouver Campus. The partnership between OC and UBC does not provide for direct transfer to UBC's Vancouver Campus.

Following successful completion of the four-year BSN program, graduates are eligible to write the National Council Licensure Examination (NCLEX) - RN and to apply for registration as a Registered Nurse with the BCCNP.

Upon graduation and application to be a registered nurse, graduates are required to meet the Competencies in the Context of Entry-Level Registered Nurse Practice in British Columbia and the Standards of Practice for Registered Nurses in British Columbia. For students to obtain the Competencies for Entry Level Registered Nursing Practice certain basic skills and abilities are required and it is important that students are aware of these prior to applying for admission to the nursing program. The requirements are called the Requisite Skills and...
Abilities and can be viewed at https://www.bccnp.ca/becoming_a_nurse/Pages/Requisite_skills_abilities.aspx.

Program Goals

Learning outcomes within each course in the BSN program are achieved by the interaction among students, clients, faculty, and practice partners in a process of lifelong learning. At completion of the nursing program, graduates will:

1. Practice nursing within a framework of promoting health and healing through the integration of the art and science of nursing within a variety of contexts and with diverse client populations.
2. Be accountable practitioners providing care and making decisions based on relationships with others, nursing knowledge, and different ways of knowing.
3. Influence the current reality and future of nursing practice and health care at the economic, political, social, environmental and professional levels by anticipating and responding to the changing needs of society.
4. Be critically reflective, independent and motivated practitioners with an inquiry approach to lifelong learning.

Overview of the Program

The BSN Program, Years 1 and 2, at Okanagan College offers the same courses as the first two years of the BSN program at UBCO.

Each year has two semesters, during which the student takes classroom, lab and practice courses. The courses focus on Nursing, Biology, and English. Practice experiences are an integral part of the nursing program and may be offered at various sites (e.g. hospitals, residential care facilities, and community agencies) throughout the Okanagan Valley. Students are responsible for transportation to various practice sites.

A program outline for BSN Years 1 and 2 is listed below. There are 66 required credits in Years 1 and 2 at OC. The 64 credits required in Years 3 and 4 at UBCO must be taken at UBCO to meet residency requirements. To view an outline of Years 3 and 4 of the program, please see the UBCO Calendar.

http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,288,1076,0

Admission Requirements

- B.C. senior secondary graduation or equivalent as of the first day of classes.
- Biology 11 or an equivalent Advanced Level Adult Basic Education Biology course.
- Biology 12 or an equivalent Provincial Level Adult Basic Education Biology course.
- Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course.
- Chemistry 12 or an equivalent Provincial Level Adult Basic Education Chemistry course.
- English 12 with minimum 70% or alternatives.
- Math requirement:

A minimum of 50% in any of:

- Foundations of Mathematics Grade 12
- Pre-Calculus Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

- One other approved Grade 12 course (see list of approved courses below).

Approved Grade 12 Courses

The following courses are approved Grade 12 courses:

- Advanced Placement courses
- International Baccalaureate courses
- American Sign Language 12
- Arabic 12
- B.C. First Nations Studies 12
- Biology 12
- Calculus 12
- Chemistry 12
- Computer Information Systems 12
- Computer Programming 12
- Croatian 12
- Economics 12
- English Literature 12
- Francois Langue 12 or French 12 (but not both)
- Geography 12
- Geology 12
- German 12
- Halq'emeylem 12
- Heiltsuk 12
Courses taught in French can be used for admission, but Francais 12 cannot be used in place of English 12. All courses must be completed by June.

A minimum average of 67 is required in four approved Grade 12 courses. The four approved courses must include:

- English 12 or English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course or the Language Proficiency Index (LPI) test with a minimum score of Level 5 (equivalent to 70 for English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course for the purpose of admission averaging);
- Biology 12 or an equivalent Provincial Level Adult Basic Education Biology course
- Chemistry 12 or an equivalent Provincial Level Adult Basic Education Chemistry course; and
- One other approved Grade 12 course.

Note: Grade 11 courses will not be used in the admission average but are required for admission. Because of enrolment limitations, the academic standing required for admission is higher than the published minimum and not every qualified applicant will be offered admission.

Applications applying to the program with university-level course work

Applications with prior university-level course work should present three credits of English, Mathematics and Chemistry and six credits of Biology. An example of this credit at OC which meets these requirements are:

- ENGL 100, ENGL 150, ENGL 151, or ENGL 153
- MATH 120, MATH 112, or MATH 122
- CHEM 112, CHEM 111, or CHEM 121
- BIOL 112 and BIOL 122, or BIOL 111 and BIOL 121, or BIOL 131 and BIOL 133, or BIOL 231 and BIOL 235

If an applicant has not fulfilled these requirements at the post-secondary level, the program prerequisites must be satisfied at the high school level. For example, if an applicant submits English and Mathematics university course work, they will need to provide Chemistry and Biology course work at the Grade 11 and 12 level.

Applications completing and submitting credit from another university or college in B.C. should check the BC Transfer guide to ensure their course work is equivalent to the OC courses listed above. Out of province applicants should submit their transcript to OC as soon as possible to determine transferability.

Applications who are unable to fulfill these university credit requirements must meet these requirements at the secondary school level.

Regardless of the number of credits earned, students with unsatisfactory standing or who have been required to withdraw from another post-secondary institution will only be considered for admission upon approval of the Dean and Registrar. Students who have completed course work, transferable to UBCO, at Okanagan College or another accredited post-secondary institution will be considered for admission. A minimum grade average of 65 is required to be considered for admission.

Depending on the amount of transferable courses the student has completed, the admission average is calculated as follows:

- 0-6 credits taken - admission average based on high school average only
- 7-23 credits taken - admission average based on high school average and college
GPA (calculated using all transferable credits taken)

- 24-30 credits taken - admission average based on college GPA (calculated using all transferable credits taken)
- More than 30 credits taken - admission average based on the 30 most recently completed transferable credits

Post-secondary courses that were taken more than 10 years ago may be accepted for admission, but will not be used for transfer credits within the BSN program.

Applicants to the OC BSN program, Years 1 and 2, with prior post-secondary education credits (transferable to UBCO), may not be able to apply these credits towards their nursing degree at UBCO due to UBC's residency requirements. Applicants with transfer credit are advised to consult with Academic Advising at UBCO.

Once the general admission requirements are met, regular applicants and transfer applicants are ranked in separate categories according to grade average in the required courses. Seats are offered to applicants in rank order beginning with those that have the highest average from each category. The class will have the same proportion of regular and transfer students as the applicant pool. All interim grades must be received by Okanagan College by February 28 at 4 p.m. Failure to submit interim grades will result in cancellation of your application.

Because of enrolment limitations, not every qualified applicant will be admitted.

Additional Requirements - All Applicants

Admission requirements to be submitted as part of the admissions process:

- Current certification in Occupational First Aid Level 1 or Standard First Aid.
- Current certification in CPR Level C. This must be maintained throughout the program.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Results of tuberculin testing done no more than six months before the date of application, with evidence of appropriate follow up if the test was positive.

Program requirements: The following information will be collected on the first day of class by the instructor:

- Up-to-date Immunization Record based on vaccinations listed below. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.

1. Tetanus and Diphtheria Toxoid (Td) - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
2. Measles Vaccine - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as Measles Mumps (MMR) vaccine.
3. Polio Vaccine - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.
4. Rubella Vaccine - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.
5. Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
6. Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.
7. Flu Immunization - Annual Flu immunization is recommended.

- Signed copy of BCCNP Requisite Skills and Abilities form indicating the student is aware of and understands the fundamental requirements of the BCCNP requisite skills and abilities of nursing and believes they
have the ability to meet the requirements. The full text of the BCCNP Requisite Skills and Abilities document can be found at the following link: https://www.bccnp.ca/becoming_a_nurse/Pages/Requisite_skills_abilities.aspx.

Applicants are strongly advised to have at least a beginner’s level of competency with computers and word processing before entering the Nursing program.

Program Outline

Semester One

NRSU 110 Applied Research in Nursing I
NRSU 111 Foundations of Health
NRSU 112 Introduction to the Profession of Nursing I
NRSU 113 Relational Practice I
BIOL 131 Human Anatomy and Physiology I

English 100 or equivalent

Semester Two

NRSU 101 Nursing Lab Practice I
NRSU 120 Applied Research in Nursing II
NRSU 122 Introduction to the Profession of Nursing II
NRSU 123 Relational Practice II
NRSU 126 Health Assessment
BIOL 133 Human Anatomy and Physiology II
NRSU 136 Nursing Practice I

Semester Three

NRSU 201 Nursing Lab Practice II
NRSU 210 Pharmacology I
NRSU 213 Relational Practice III
NRSU 226 Health and Healing I
NRSU 229 Mental Health
NRSU 236 Nursing Practice II

NRSU 239 Practice in Mental Health
BIOL 260 Pathophysiology for Health Sciences

Semester Four

NRSU 202 Nursing Lab Practice III
NRSU 220 Pharmacology II
NRSU 223 Relational Practice IV
NRSU 227 Health and Healing II
NRSU 228 Community Health
NRSU 237 Nursing Practice III
NRSU 238 Nursing Practice in Community
BIOL 261 Human Infectious Disease

Certified Dental Assistant Certificate

The Certified Dental Assistant program at Okanagan College provides the education, training and experience required by the College of Dental Surgeons of B.C. for registration as a Certified Dental Assistant.

Graduates work as certified dental assistants in dental offices under the supervision of a dentist. Services may include:

- assisting the dentist with dental procedures such as fillings, crown and bridge, root canal therapy, and surgical procedures;
- preparing materials for use by the dentist;
- processing and sterilizing dental instruments;
- providing education to patients about oral health; and performing preventive procedures such as polishing teeth, applying fluoride and sealants; and
- patient X-rays and other diagnostic records.

Certified Dental Assistants work as team members and require excellent communication skills, commitment to oral health, and professionalism.

This program is accredited by the Commission on Dental Accreditation of Canada and approved by the
College of Dental Surgeons of British Columbia. To be registered as a Certified Dental Assistant (Dental Auxiliary - Level II), a student must provide the College of Dental Surgeons with the following confirmation:

- grade 12 completion or equivalent;
- successful completion of a dental assisting program; and
- C.P.R. Level C and must be current at time of graduation.
- successful completion of the National Dental Assisting Exam

**Admission Requirements**

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes
- English 12 with a minimum 60% or alternatives.
- A minimum grade of 60% in Biology 12, Anatomy and Physiology 12, or an equivalent Provincial Level ABE Biology course
- A minimum grade of 60% in one of Chemistry 11, Chemistry 12, Physics 11, Physics 12, an equivalent Provincial or Advanced Level ABE Chemistry or Physics course, Applications of Physics 11, or Applications of Physics 12.
- A dental examination confirming healthy teeth and oral tissues.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Evidence of a negative tuberculin test, within six months of application or adequate follow-up in the case of a positive test.
- Evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance Standard First Aid and a Basic Life Support, Level C course no more than 12 months before the first day of classes.

Applicants are strongly advised to ensure their immunization status is current. Vaccination for hepatitis B is strongly recommended.

Applicants are advised to attend the annual Certified Dental Assistant Program’s orientation session and will be notified of the date. (It is usually held in the spring.) Please note that this program is popular and early application is strongly recommended.

Okanagan College reserves the right to deny admission to any applicant when, in the opinion of OC, there is significant and substantial evidence, medical or otherwise, to conclude that by granting admission, OC would jeopardize the safety of patients under student care or would otherwise be negligent in providing for the safety and well-being of patients, dental office staff or other students. Applicants are advised that students in this program are expected to engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations.

**Selection Criteria**

As this program generally receives a large number of applications, the following criteria will be used to select the class. By submitting the selection criteria form(s) a student may be offered a seat in the class prior to another applicant with no points, as applicants with the most points get priority.

- Relevant experience such as 'chairside' dental assisting experience in British Columbia or equivalent, validated by submission of the required reference form* by the actual employer.

Point Value: 2

- Relevant experience as a dental receptionist or dental laboratory technician/assistant validated by submission of the required reference form* by the actual employer.

Point Value: 4 (maximum 2 points per position)
• Completion of Okanagan College's DENT 001 (Introduction to Dental Assisting) or an equivalent course, a Dental Reception program, or full or partial completion of another Dental Assisting program, validated by submission of official transcripts.

Point Value: 2 (maximum 1 point per certificate or DENT 001)

• Demonstration of prior interest in the program, validated by completing the application process the year immediately preceding the current one at OC.

Point Value: 1

Maximum points students can be awarded is 9.

* Selection criteria forms will be mailed from the Admissions Office to applicants once they have met the initial academic requirements.

Graduation Requirements

A pass in each of the Practicas and a minimum grade of 70 in each other course.

Program Outline

The program consists of three levels. Each level must be successfully completed before students can begin the next level. These levels consist of both theory and clinical classes.

Level I

CDA 100 Anatomy, Histology, Embryology & Pathology
CDA 101 Infection Prevention and Control
CDA 102 Preparation for Clinical Practice
CDA 104 Restorative Fundamentals
CDA 110 Clinic Lab I

Level II

CDA 200 Dental Radiography
CDA 201 Dental Specialties
CDA 202 Preventive Dental Procedures

CDA 210 Clinic Lab II
CDA 203 Dental Office Practicum

Level III

CDA 300 Dental Office and Employment Skills
CDA 301 Fixed and Removable Prosthodontics
CDA 310 Clinic Lab III
CDA 302 Direct Patient Care
CDA 303 Dental Office Practicum

Other Program Information

Program Length:

September to June (one intake, 10 months, no spring or reading break)

Location:

Kelowna Campus

Textbooks and Supplies:

Students should budget approximately $1,550 for books and supplies such as uniforms, duty shoes, name tag, safety glasses, non-latex treatment gloves, face masks and oral health kit.

Other Expenses:

Registration, the College of Dental Surgeons of B.C. license fees, and a National Dental Assisting Examining Board (NDAEB) examination fee will be in addition to the expenses noted, and graduation gown rental, approximately $850.

Practicum and Clinical Experiences:

Practicum and clinical experiences are an integral part of health and social services programs. Locations are throughout, and sometimes outside of, the Okanagan Valley. Students must arrange for their own transportation to and from practicum and clinical sites. In most cases, that means a driver's license and access to a reliable vehicle. Travel expenses are the student's responsibility.
Early Childhood Education

Early Childhood Education
Diploma

The Early Childhood Education program prepares students to work with young children in a variety of inclusive early childhood environments. Students will acquire the knowledge, skills and attitudes necessary to work with children, families and the community in planning enriched programs in daycares, preschools, infant/toddler centres and other early childhood initiatives that focus upon healthy early development.

Successful completion of the four-semester Diploma in Early Childhood Education (and the intercession practicum) satisfies the requirements of the Early Childhood Registrar, Ministry of Children and Family Development (MCFD), Community Care Facilities Licensing Branch (CCFB) for a Certificate to Practice as an Early Childhood Educator, a Special Needs Educator and an Infant/Toddler Educator.

Graduates of a Diploma in Early Childhood Education may also receive block transfer credit for continuation of their studies toward a degree. For further information on post-diploma opportunities, please contact the Department of Early Childhood Education.

For further information about mandated training requirements in the Province of B.C., please note the following website: http://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/apply-for-ece-ecea-certificate.

Admission Requirements

Academic Admission Requirements

• B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

• English 12 with minimum 67% or alternatives.

General Requirements

• Applicants must provide evidence of successful completion of a first aid course on the list accepted by the Early Childhood Educator Registry no more than twelve months prior to admission. See "The Early Childhood Educator in BC" at http://www.bclaws.ca/Recon/document/ID/freeside/332_2007# ScheduleC (schedule C). It is recommended that students complete a Childsafe course before admission. (Note: certification must be maintained throughout the program. Current certification in a first aid course approved by the registry is required for licensure.

• A scheduled mandatory meeting with Early Childhood Education staff (normally conducted in March), to provide an opportunity for the applicant to discuss their experience in the field, to clarify information submitted by the applicant and to provide counselling on entry into the program. Applicants are requested to attend an orientation session during the year before their scheduled meeting. This orientation session will provide information and answer any questions students may have about the Early Childhood program.

• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

All applicants are strongly advised to ensure their immunization status is current. Vaccination for hepatitis B is recommended.

It is recommended that students complete the following senior secondary courses before entering the program: Human Service 11 and 12, and Family Management 11 and 12.

Students in this program engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in
providing for the safety and well-being of clients, agency staff or other students.

Students entering into the Early Childhood Education program should review Okanagan College policy information on clinical, practicum and external placements.

Failure to submit all required documentation by a specified deadline may result in denial of admission.

Graduation Requirements

Graduation from the Early Childhood Education diploma program requires successful completion of the courses in the program outline.

Minimum passing grade in all components is 70%.

Program Outline

Semester I (September - December)

ECDE 111 Interpersonal and Personal Communication Skills
ECDE 112 Child Development Conception to 3 years
ECDE 113 Child Development 3-12 years of Age
ECDE 114 Planning for Early Childhood Education
ECDE 115 The Early Childhood Profession
ECDE 116 Observing and Documenting Children's Development
ECDE 117 Observing and Documenting Children's Development Practicum

Semester II (January - April)

ECDE 121 Group Process
ECDE 122 Health, Safety and Nutrition
ECDE 123 Families
ECDE 124 Guiding and Caring
ECDE 129 Practicum II

Semester III (September - December)

ECDE 211 Professionalism
ECDE 212 Advanced Program Planning
ECDE 213 Working with Families and Community
ECDE 214 Practices in Infant Toddler Care
ECDE 219 Practicum III

Semester IV (January - April)

ECDE 222 Developmentally-Responsive Environments for Under Threes
ECDE 223 Administration
ECDE 224 Inclusive Practice Theories
ECDE 225 Inclusive Practice Strategies
ECDE 229 Practicum IV

Periodically, the department may offer a Supported Child Care Certificate to graduates from other recognized Early Childhood Education programs. For more information contact the department at 250-762-5445.

Early Childhood Education - Infant Toddler Certificate

The Early Childhood Education program provides advanced training in Infant/Toddler Care. Upon successful completion of the required courses the learner will meet the admission requirements for the Infant/Toddler Specialty practicum - ECDE 239. Upon successful completion of this practicum, the student will meet the requirements for the Infant/Toddler Specialty Certificate and will also satisfy the requirements for a British Columbia Infant/Toddler License to Practice.

Admission Requirements

- Satisfactory completion of the ECE Certificate program or a current BC ECE Registry Certificate to Practice. Applicants without either prerequisite may be admitted to components of the certificate program with written recommendation by the ECE department chair, if space permits.
- Applicants must provide evidence of current First Aid that includes Child Safe & Infant CPR certification.
• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General’s Criminal Records Review Office. Okanagan College’s admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General’s Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

• Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

Graduation Requirements

Graduation requires successful completion of the courses in the program outline below.

Minimum passing grade per component is 70%.

Program Outline

Infant and Toddler Speciality

ECDE 223 Administration

ECDE 222 Developmentally-Responsive Environments for Under Threes

ECDE 214 Practices in Infant Toddler Care

ECDE 239 Practicum for Infant Toddler Specialty

ECDE 213 Working with Families and Community

Health Care Assistant Certificate

The 745-hour program is approximately a 25-week or six-month program (based on a typical 30-hour instruction week) designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as direct client care providers and respected members of the health-care team, in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents. Upon successful completion of the program, graduates are prepared to work in any level of continuing care, including: home support, adult day care, assisted living, complex care (including dementia care units) and acute care.

Admission Requirements

• B.C. secondary school graduation or equivalent, or
• 19 years of age and out of secondary school for one year as of the first day of classes.

English requirements:

• A completed self-declaration, and

Native English speakers:

• A minimum grade of 60% in English 11; or a minimum score of 24/40 or Level 4 on the Language Proficiency Index (LPI); or a minimum grade of 50% in English 12 or English 12 First Peoples; or a minimum grade of 60% in OC's ABE ENGL 080; or a minimum grade of 60% in both OC's ABE ENGL 081 and 082 (Composition 011 is not acceptable).

Non-native English speakers:

Option A:

○ The completed self-declaration confirming seven years of education in an English-speaking environment OR proof of four consecutive years of education in an English-speaking environment* at the secondary or post-secondary level

○ AND one of the following:

□ A minimum grade of 60% in English 11; or a minimum score of 24/40 or Level 4 on the Language Proficiency Index (LPI); or a minimum grade of 50% in English 12 or English 12
First Peoples; or a minimum grade of 60% in OC's ABE ENGL 080; or a minimum grade of 60% in both OC's ABE ENGL 081 and 082 (Composition 011 is not acceptable).

Option B:

- The completed self-declaration confirming less than seven years of education in an English-speaking environment AND less than four consecutive years of education in an English-speaking environment* at the secondary or post-secondary level
- AND one of the following:
  - Test of English as a Foreign Language (TOEFL) within the past two years; IBT with an overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing;
  - International English Language Testing System (IELTS) Academic or General within the past two years; with an overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing;
  - Canadian Language Benchmark Placement Test (CLB PT) within the past six months; with minimum scores of: Listening 7, Speaking 7, Reading 6, and Writing 6.
  - Canadian English Language Proficiency Index Program (CELPIP):
    - a) Academic: Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing or
    - b) General: CELPIP 7 or better in Speaking and Listening and CELPIP 6 in Reading and Writing

Other requirements:

- It is recommended that students also complete a Grade 11 Science or ABE Science at the 70 or 80 Level.
- Applicants must provide evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance Standard First Aid that includes Basic Life Support, CPR Level C no more than 12 months before admission.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of appropriate follow-up if the test was positive.)
Applicants must have successfully completed the provincially-approved FOODSAFE training program.

Proof of meeting current immunizations/vaccinations as per health care organization policies/guidelines (or signed vaccination exemption form, except TB). Applicants are advised that, if they are unable to provide proof of immunization or immunity they may be restricted or even excluded from practice settings based on the Health Facility or Health Authority policies and procedures for non-immunized students on placement. This information will be collected on the first day of class by the instructor.

Attendance at a program orientation day is strongly recommended. Applicants will be notified of the exact date.

Applicants are advised that students in this program engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of OC, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission OC would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

Graduation Requirements

A minimum passing grade (P) for HCA 103 and HCA 107; and a minimum grade of 70% in all other courses in the program outline.

Program Outline

- HCA 101 Interpersonal Communications
- HCA 102 Health: Concepts for Practice
- HCA 103 Personal Care and Assistance
- HCA 104 Healing: Common Health Challenges
- HCA 105 Home Support/Assisted Living
- HCA 106 Cognitive/Mental Health Care
- HCA 107 Clinical Practice

Other Program Information

Location and Dates:

- Kelowna Campus - August, January, May
- Vernon - October to April
- Penticton - October to April
- Salmon Arm - May to October

Program Length: 25 weeks

Program Fees:

- Tuition - Students may enrol in a part-time program if space is available after all full-time students are enrolled. Fees are assessed by component. Full-time student fees are based on vocational rates.
- Textbooks - $350 approximately
- Uniforms - $250 approximately
- Other Expenses - Students must provide a suitable uniform, transfer belt, duty shoes, name tags and OC badge. Students are responsible for their own transportation.

Practicum, Extern and Clinical Experiences

Practicum, extern and clinical experiences are an integral part of health and social services programs. Locations are throughout the Okanagan Valley. Students must arrange for their own transportation to and from practicum, extern and clinical sites. In most cases, that means a driving license and access to a reliable vehicle is required. Travel expenses are the student's responsibility.

Hours vary from six to nine hours per day during the practicum for a total of 30 hours per week.

* Countries with English language systems/institutions (where English is a primary, official language and the language used for education):
  - American Samoa
  - Anguilla
Antigua  
Australia  
Bahamas  
Barbados  
Belize  
Bermuda  
British Virgin Islands  
Canada\(^1\)  
Cayman Island  
Dominica  
Falkland Islands  
Fiji  
Ghana  
Grenada  
Guam  
Guyana  
Irish Republic  
Jamaica  
Kenya  
Malta  
Mauritius  
Montserrat  
New Zealand  
Seychelles  
Singapore  
South Africa  
St. Kitts and Nevis  
St. Lucia  
St. Vincent  
Trinidad and Tobago  
Turks and Caico Islands  
Uganda  
United Kingdom (England, Scotland, Wales and Northern Ireland)  
United States of America (USA)  
US Virgin Islands  
\(^1\)Applicants educated in Quebec at an institution where the language of instruction was not English, must meet the current English language proficiency requirements.

**Human Kinetics Diploma**

The Human Kinetics program provides students with a two-year, four-semester program of study. The program is based on a core of university transfer courses that allow students the option of transferring into Bachelor degree programs in Physical Education, Kinesiology or Human Kinetics at other post-secondary institutions in British Columbia and elsewhere.

The program includes a solid foundation of introductory study in the art and science of human movement. Students will learn principles, theories and practices in the areas of health and wellness, sport sociology, sport psychology, motor learning, biomechanics, exercise physiology, motor development, and human anatomy and physiology. The curriculum will reflect a growing need in society for practitioners skilled at supporting healthy lifestyle choices and/or leading quality sport programs for children and youth.

Integrated throughout the program, students will develop skills for general employability and academic success including information literacy, written and oral communication, numeracy and computer skills, critical and creative thinking, leadership and interpersonal skills, and professional skills.

To complete the program in two years, students will enrol in fifteen (15) credits for each of four semesters.
Students may also choose to pursue part-time studies and complete the program over a longer period of time. Students will plan course selections based on their area of interest and future goals and will register for courses individually. Three streams are outlined below: Health and Fitness; Health and Physical Education; and, Kinesiology and Health Science.

At the completion of the program outlined for the Health and Fitness stream, students will be eligible to apply for industry credentials as a British Columbia Recreation and Parks Association (BCRPA) Registered Personal Trainer and/or a Canadian Society of Exercise Physiology (CSEP) Certified Personal Trainer. This will prepare students to lead fitness activities and provide fitness and lifestyle counselling services to apparently health individuals. Please note that students must apply to external agencies to obtain these industry credentials. External agencies may require students to complete additional written examinations and/or practical competency evaluations and pay additional fees.

### Admission Requirements

**Regular Applicants:** Regular applicants have graduated from a secondary school or equivalent, or are currently enrolled in Grade 12.

- B.C. secondary school graduation, or equivalent.
- English 12 with minimum 60% or alternatives.
- Chemistry 11 or an equivalent Advanced Level ABE Chemistry.
- One of Biology 11, Life Sciences 11, Biology 12, Anatomy and Physiology 12, BIOL 122 or BIOL 124 or equivalent (Biology 12 or BIOL 122 is strongly recommended) or equivalent Advanced or Provincial Level ABE courses are acceptable.

**Math requirement:**

- A minimum of 50% in any of:
  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011

**Mature Applicants:** Applicants who do not have secondary school graduation may apply as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year. Mature applicants will be subject to the same course entrance requirements that apply to regular applicants. The above courses may be taken through Okanagan College's Adult Basic Education program, the Ministry of Education Correspondence Branch, or a secondary school studies program.

### Additional Admission Requirements

- All applicants must submit an Okanagan College Human Kinetics Verification of Experience Form documenting a minimum of one season of competitive sport participation or 50 hours of participation in regular physical activity, within the last 5 years.
- All applicants must submit an Okanagan College Human Kinetics Medical Clearance Form, documenting medical clearance for participation in unrestricted physical activity or for participation in progressive physical activity with specific limitations or exclusions.

Applicants are advised that students in this program engage in vigorous physical activity as part of their laboratory practice and applied methods courses. Students will act both as physical activity leaders and participants. Students are expected to develop and maintain a good level of physical fitness throughout the program.

Students may be required to travel to off-campus fitness and recreation facilities in the local area, and will require appropriate transportation.

Several computer-based assignments are included throughout the program. It is recommended that students have basic computer skills before entering the program. Students who do not have personal computers will have access to computers in the college computer laboratories and the library.

### Graduation Requirements

The Human Kinetics Diploma is granted upon completion of sixty (60) credits of prescribed study with a minimum grade average of 60 percent for all courses counting towards the diploma. The diploma course requirements are outlined below:

Three (3) 100-level English credits:

**ENGL 100** University Writing

Twenty-four (24) Human Kinetics credits:

**HKIN 103** Active Health
HKIN 161 Physical Activity in Canadian Society
HKIN 230 Motor Learning and Control
HKIN 231 Sport and Exercise Psychology
HKIN 275 Exercise Physiology
HKIN 284 Growth and Motor Development

One of:
HKIN 173 Biodynamics of Strength and Conditioning
or:
HKIN 121 Biomechanics

One of:
HKIN 152 Personal Wellness and Community Health
or:
HKIN 261 Health, Policy and Canadian Society

Six (6) Biology credits:
BIOL 131 Human Anatomy and Physiology I
BIOL 133 Human Anatomy and Physiology II

Twenty-seven (27) credits of Human Kinetics, Business Administration, Arts or Science electives.

Program Outline

As a means of satisfying all the prescribed graduation requirements for a Human Kinetics Diploma, students may choose course selections in one of the 3 streams outlined below.

- The **Health and Fitness Stream** is designed for students who are interested in employment in the health and fitness industry. Students choosing this stream may become eligible to make application for industry credentials as a Personal Trainer with the British Columbia Recreation and Parks Association (BCRPA) and/or the Canadian Society for Exercise Physiology (CSEP).
- The **Health and Physical Education Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in health and physical education, and, for those who are considering a career in an instructional setting for sport and physical activity, such as a school teacher.
- The **Kinesiology and Health Science Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in kinesiology and health science, and, for those who are interested in a career as a kinesiologist, physiotherapist, occupational therapist, physician or chiropractor.

Students interested in university transfer may also choose to design their own program of study and select courses to meet their own needs. All students will register for courses individually and should consider consulting with an educational advisor or program faculty if they have any questions. Students will find that not all receiving institutions require the recommended courses as outlined below. Students designing their own program of study are advised that not all Human Kinetics courses will be offered in all semesters.

Health and Fitness Stream

Year One - Fall
ENGL 100 University Writing

BIOL 131 Human Anatomy and Physiology I

HKIN 103 Active Health

HKIN 161 Physical Activity in Canadian Society

3 credits of electives

Year One - Winter

BIOL 133 Human Anatomy and Physiology II

HKIN 230 Motor Learning and Control

HKIN 173 Biodynamics of Strength and Conditioning

HKIN 152 Personal Wellness and Community Health

3 credits of electives

Year Two - Fall

HKIN 231 Sport and Exercise Psychology

HKIN 275 Exercise Physiology

HKIN 273 Fitness Testing and Exercise Prescription

6 credits of electives
Year Two - Winter

HKIN 284 Growth and Motor Development
HKIN 241 Introduction to Athletic Injuries
HKIN 111 Health and Human Nutrition
6 credits of electives

Health and Physical Education Stream

Year One - Fall

ENGL 100 University Writing
BIOL 131 Human Anatomy and Physiology I
HKIN 103 Active Health
HKIN 161 Physical Activity in Canadian Society
3 credits of electives

Year One - Winter

BIOL 133 Human Anatomy and Physiology II
HKIN 230 Motor Learning and Control
One of:

HKIN 121 Biomechanics
or:
HKIN 261 Health, Policy and Canadian Society
6 credits of electives

Year Two - Fall

HKIN 231 Sport and Exercise Psychology
HKIN 275 Exercise Physiology
9 credits of electives

Year Two - Winter

HKIN 284 Growth and Motor Development
One of:

HKIN 121 Biomechanics
or:

HKIN 284 Growth and Motor Development
HKIN 261 Health, Policy and Canadian Society
9 credits of electives

Students must take at least six (6) credits of Human Kinetics applied methods courses from the following list:

HKIN 291 Applied Methods: Gymnastics and Dance
HKIN 295 Applied Methods: Basketball and Soccer

Note: Applied methods courses may be offered in alternating years. Please see Classfinder for details of this year's course offerings.

Kinesiology and Health Science Stream

Year One - Fall

ENGL 100 University Writing
BIOL 131 Human Anatomy and Physiology I
HKIN 103 Active Health
HKIN 161 Physical Activity in Canadian Society
3 credits of electives

Year One - Winter

BIOL 133 Human Anatomy and Physiology II
HKIN 230 Motor Learning and Control
One of:

HKIN 121 Biomechanics
or:
HKIN 261 Health, Policy and Canadian Society
6 credits of electives

Year Two - Fall

HKIN 231 Sport and Exercise Psychology
HKIN 275 Exercise Physiology
9 credits of electives

Year Two - Winter

HKIN 284 Growth and Motor Development
One of:

HKIN 121 Biomechanics
or:

HKIN 284 Growth and Motor Development
One of:

HKIN 121 Biomechanics

or:

HKIN 261 Health, Policy and Canadian Society

9 credits of electives

Students must take at least twelve (12) credits of transferable courses in at least two (2) of the following four (4) areas: 100-level Biology (not 131 or 133) 100-level Chemistry, 100-level Physics, 100-level Mathematics or Statistics

Human Service Work Diploma

Please note, the Human Service Work program is offered every year in Kelowna and on a rotating basis in Vernon and Salmon Arm.

The curriculum for the Diploma in Human Service Work reflects the expanding responsibilities and evolving practice standards for graduates from non-degree social service programs. It has been developed with extensive community consultation and learning objectives are guided by provincially identified practice competencies.

The Human Service Work Diploma is a full-time and demanding endeavour. Students are in class approximately 18 hours/week and are expected to read and complete assignments outside of class on a daily basis. Students take responsibility for their own learning as well as being active participants in the classroom. Students graduating from this program will be working with people who are vulnerable and disadvantaged in some way. This generally requires graduates from this program to be client-centered, able to explore and challenge themselves (thoughts, feelings, behaviours) and to be open to change. Students entering into this program must be emotionally, physically, cognitively, and psychologically healthy.

As students progress through the Human Service Work program, they will develop the knowledge, skills and attitudes to be able to:

Relationships

• Develop respectful, positive and ultimately helpful relationships with others. Encourage and assist others to expand their network of supportive relationships.

Communication

• Communicate effectively, both verbally and in writing with individuals and groups. Interact successfully and strategically by applying communication skills best suited to specific contexts.

Professionalism

• Conduct oneself in a reliable, ethical and professional manner by acknowledging personal limitations, fulfilling role responsibilities and embodying professional values.

Community

• Increase inclusion and acceptance of all people in their community while embracing a commitment to principles of social justice. Support access and development of appropriate resources and social support networks.

Advocacy

• Effectively advocate in a collaborative, empowering way while demonstrating knowledge of relevant systemic contexts. Empower others by promoting self advocacy and the acquisition of self advocacy skills.

Team Work

• Contribute to positive team development and functioning by using knowledge of group process and engaging in self assessment, collaborative decision making, problem solving, and conflict resolution.

Problem Solving/Critical Thinking

• Use critical thinking skills in relevant situations.

Self-Awareness

• Self-reflect and solicit feedback to increase awareness of the impact that one's attitude, beliefs, and behaviour have on self and others.

Skillful Practice
• Promote client's quality of life, health and well-being through the application of such skills as assessment, planning, teaching, facilitating, providing emotional support, and action planning.

Life Long Learning

• Continually strive to develop personally and professionally through a variety of learning experiences.

As students develop the above program outcomes, it is expected that they will demonstrate the following in the classroom:

• Professional behaviour
• Ability to engage in self-reflection
• Ability to work as a member of a team
• Ability to accept and integrate feedback as they evolve into a HSW professional
• Ability to embrace change
• Tolerance for diversity

The Diploma program is connected to a number of universities and university colleges throughout B.C. Details about transfer credit are available upon request.

Past graduates of the Human Service Worker Certificate program and graduates with certificates from other colleges will have opportunity to upgrade to a diploma credential. Seats will be awarded based on time and date of application. A limited number of seats will be available for students who wish to enrol on a part-time basis.

Admission Requirements

Academic Admission Requirements

Regular Applicants

A regular applicant will have B.C. senior secondary graduation, or equivalent (Adult Graduation Diploma) or will currently be completing Grade 12.

English Requirement:

• English 12 with minimum 60% or alternatives.

Mature Applicants

• Applicants who do not have senior secondary graduation may apply for admission as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year.

• English 12, English 12 First Peoples or TPC 12 (Technical & Professional Communications), or Provincial Level ABE English or equivalent is required, with a minimum grade of 60%. Communications 12 is not acceptable. Mature applicants who do not meet the grade 12 English requirement must write the LPI (Language Proficiency Index) test and obtain a score of 24/40 (level 4).

Applicants with an OUC Human Service Worker Certificate

• Graduates of the ten-month HSW (Human Service Worker) certificate program that was offered by Okanagan University College may apply for advanced standing in the two-year diploma program. Graduates from similar certificate programs offered by other post-secondary institutions may also apply for advanced standing. Course equivalence will be determined on an individual basis in consultation with the Department Chair. Graduates of HSW certificate programs may be admissible to the second year of the diploma program.

Applicants granted advanced standing will be subject to Okanagan College's policy on residence requirements which requires that at least one-half of the course requirements be completed at Okanagan College.

General Admission Requirements

In addition to the minimum academic entrance requirements, the following will also apply to all applicants; regular, mature and graduates of a certificate program:

1. Attend a mandatory orientation meeting with the Human Service Work program staff (normally conducted in the spring) which will include foundational information about the
program, answer any questions applicants may have and provide an opportunity for applicants to reflect upon their suitability for the Human Service Work program and the professional field.

2. **Tuberculin Test** - Applicants must submit evidence of a negative tuberculin test taken no more than 12 months prior to the start date of the program or evidence of an appropriate follow-up in the event of a positive test result.

3. **Successful Completion of a First Aid Certificate** - All applicants are required to submit proof of having successfully completed a first aid certificate, either Red Cross Standard or St. John Ambulance Standard First Aid, no more than 12 months prior to admission.

4. **Criminal Record Check** - A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

All applicants are strongly encouraged to obtain their Class 4 (restricted version) driver's license as many employers request this level for practicum and employment.

Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.

**Order of Admission**

Applicants who satisfy the entrance requirements will be granted admission in chronological order, based on the date of application. Regular and mature applicants will be granted admission in proportion to the number of regular and mature students in the application pool.

**Graduation Requirements**

Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.

**Program Outline**

**Year One**

**Semester I**

**PSYC 111** Introduction to Psychology: Basic Processes

*HWS 100* Professional Skills for Human Service Work

**HWS 107** Introduction to Mental Health

**HWS 111** Interpersonal Relationships

**HWS 114** Families

**SOCW 200A** An Introduction to Social Work Practice

Plus one of:

**ENGL 100** University Writing

**ENGL 150** Critical Writing and Reading: Poetry and Drama

**ENGL 151** Critical Writing and Reading: Short Fiction and the Novel

**ENGL 153** Critical Writing and Reading: Narrative

**Semester II**

**PSYC 121** Introduction to Psychology: Personal Functioning

*HWS 102* Augmentative Communication

**HWS 106** Practicum Preparation I

**HWS 108** Health Care Skills

**HWS 122** Emotional Support

**HWS 124** Supporting Positive Change
Intersession

**HSW 130** Practicum I

Year Two

Semester III

**HSW 205** Groups

**HSW 211** Politics and Perspectives on Inclusion

One of:

**PSYC 220** Lifespan Development

*  

**SOCW 355** - Human Development

Plus three (3) credits of Arts or Science electives or a combination of the two.

**

Semester IV

**SOCW 200B** An Introduction to Social Welfare in Canada

**HSW 206** Practicum Preparation II

**HSW 210** Introduction to Child and Youth Mental Health

**HSW 220** Principles of HSW Practice

Plus three (3) credits of Arts electives**

Interession

**HSW 230** Practicum II

* **PSYC 111** and **PSYC 121** are prerequisites for **PSYC 220**

** Students must ensure that their electives are university-transferable

**Program Length**

Two years: four academic semesters and two eight week full-time block practica (each May/June)

**Location**

Kelowna, Vernon and Salmon Arm. This program is offered on a rotating basis in Vernon and Salmon Arm.

**Expenses**

Approximately $1,700 for textbooks and supplies. Students are responsible for their own transportation to field placements within the Okanagan region.

**Employment Opportunities/Practicum Sites**

Graduates of the two-year Human Service Work Diploma are prepared for employment in the social service, mental health and developmental disabilities fields. Students develop a theoretical knowledge base, a foundation of professional ethics and values, critical thinking ability, essential support skills, and a process for integrating all of their learning into a functional practice framework. Students apply this practice framework to develop empowering, purposeful relationships that promote increased levels of health and well-being in individuals, families and groups.

**Employment opportunities include, but are not limited to:**

- support workers in child and youth care services
- community-based support services to people with mental health challenges, brain injuries or developmental disabilities
- support workers in group homes for children, youth, or adults with developmental disabilities, brain injury, behaviour or mental health challenges
- vocational services (sheltered employment, day programming or supported employment) to people with mental health challenges, brain injuries or developmental disabilities
- support workers in residential treatment centers for adults with addictions
- community social service agencies
- support workers in women's emergency shelters
• diversion programs and halfway houses for adults paroled to the community

• leisure and recreational services to children, youth and adults

Practicum Sites

Practicum sites include but are not limited to:

- residential and community-based services for children and youth;
- residential centres for adults with addictions;
- social and recreational programs for children, youth and adults;
- community based and residential programs for persons with a mental illness or a developmental disability;
- community social service agencies;
- elementary, secondary and post-secondary schools;
- independent and shared living homes;
- and supported employment programs.

Students must complete an eight-week practicum in each year of the diploma program. These practica occur from mid-April to mid-June, and require students to attend their placements for approximately 30 hours per week.

Students often wonder where they can take their practicum. Please know that:

- If a student is enrolled in the program in Kelowna, the practicum sites occur in communities from Lake Country to Osoyoos.
- If a student is enrolled in the program in Vernon, the practicum sites occur in communities from Lake Country to Enderby.
- If a student is enrolled in the program in Salmon Arm, the practicum sites occur in communities from Enderby to Revelstoke.

Pharmacy Technician Certificate

Please note: The practicum portion of the program is undergoing revisions to increase the length by 70 hours for the 2020 intake. These changes are currently going through the College’s approval process and should be finalized in late spring.

The Pharmacy Technician Certificate program prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse’s uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Program graduates will have completed the first step to becoming a regulated pharmacy technician. For more information on the regulation process for pharmacy technicians please visit: http://www.bcpharmacists.org/new-practice.

The length of the theory and lab practice portion of the program is approximately 26 full-time weeks per year, depending on the Calendar year. The two practica, hospital and community, are 150 and 140 hours respectively. The two practica usually take two months to complete.

Admission Requirements

• B.C. secondary school graduation or equivalent (Adult Graduate Diploma).
• For applicants whose first language is English: English 12 with minimum 60% or alternatives.
• For applicants whose first language is not English:
  o Language proficiency test results that meet the National Association of Pharmacy Regulatory Authorities (NAPRA) Language Proficiency Requirements
  o A TOEFL score of at least 91 (Internet-based), or
  o an overall band score of 6.5 on the academic version of IELTS

Or

o Graduation from a high school in Canada with three consecutive, first language English courses;
o An undergraduate degree from a university in Canada, whose instruction was provided in English.

- A minimum grade of 60% in BIOL 11, Life Sciences 11, or an equivalent Advanced Level ABE Biology course, or Biology 12, Anatomy and Physiology 12, or an equivalent. The Biology course must include a human anatomy and physiology component.

- For applicants who have completed their Biology courses in B.C. (at the senior secondary level or through ABE), Biology 12 is required. B.C. Biology 11 does not include a human anatomy and physiology component.

- A minimum grade of 60% in Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course. Chemistry 12 is recommended.

- A minimum of 60% in any of:
  o Pre-calculus Grade 11
  o Principles of Mathematics 11
  o Adult Basic Education MATH 011
  o Okanagan College MATH 120.
  o Or a minimum of 70% on an Okanagan College Mathematics 11 Proficiency Exam.

- Applicants who have not satisfied this requirement within the last seven years may write the Okanagan College Mathematics 11 Proficiency exam and must receive a minimum grade of 70%.

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Program Requirements

The following will be collected on the first day of classes by the instructor:

- Current immunization as required by clinical partner sites and recommended by B.C. Centre for Disease Control (2009): diphtheria and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella, and influenza.

- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of appropriate follow up if the test was positive.)

Graduation Requirements

- Students must complete and pass PHRM 111 Hospital Practicum and PHRM 112 Community Practicum.

- Students must complete all other courses in the program outline with a minimum grade of 70%.

Program Outline

PHRM 101 Introduction to Pharmacy Practice

PHRM 102 Medical Terminology

PHRM 103 Pharmacy Law

PHRM 104 Pharmacy Computer Applications

PHRM 105 Communications and Employment Preparation

PHRM 106 Pharmacology I

PHRM 107 Drug Distribution

PHRM 108 Pharmacology II

PHRM 109 Product Preparation I

PHRM 110 Product Preparation II

PHRM 111 Hospital Practicum

PHRM 112 Community Practicum

The practica are used to provide the student with practical experience as a Pharmacy Technician.

Practical Nursing Diploma

This program is offered every September and January in Kelowna, every January in Penticton, and alternating years in Vernon and Salmon Arm.
The practical nursing program is designed to provide learners with the knowledge, skills, judgments, and attitudes to perform the full range of competencies as identified by the College of Licensed Practical Nurses of British Columbia. The program provides a learning experience that is integrated, professional, collaborative and culturally sensitive with an aim to prepare graduates to care for individuals and families at multiple life stages and in a variety of practice settings.

Throughout the program students will engage in learning activities that will further their development as practicing professionals and leaders. The program focuses on person-centered care, advocacy and critical thinking in preparation for a career in healthcare. Students will progress through a combination of courses and clinical placements to prepare them for subsequent work as a Practical Nurse. Upon successful completion of the program graduates will be eligible to write the Canadian Practical Nurse Registration Exam, required for licensure in B.C. Graduates of the program may obtain employment in community, continuing care, residential care or acute care settings.

There will be four program intakes per year: Each January at the Kelowna and Penticton campus and each September at the Kelowna and Vernon/Salmon Arm campus. Vernon and Salmon Arm alternate hosting the program each September. The overall length of the program is 70 weeks including built in program breaks; the length of instruction including preceptorship is 62 weeks.

Admission Requirements

B.C. secondary school graduation, or equivalent (ABE, GED), or mature student status

English Requirement:

Either:

- A minimum grade of 70% in any of: English 12, English First Peoples 12, or an equivalent Provincial Level Adult Basic Education English course.

Or

- A grade between 50% and 69% inclusive in one of: English 12, English First Peoples 12, or an equivalent Provincial Level Adult Basic Education English course, and a minimum score of Level 5 on the Language Proficiency Index (LPI) test.

Mathematics Requirement:

A minimum of 67% in any of:

- Pre-Calculus Grade 11
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

Or a minimum grade of 70% in one of:

- Adult Basic Education IALG 011
- Both Math 084 and MATH 085

Biology Requirement:

Both:

- A minimum grade of 67% in a Grade 12 Biology course which includes human anatomy and physiology or an equivalent Provincial level Adult Basic Education Biology course.

- A minimum grade of 70% in Pre-Practical Nursing Anatomy and Physiology (PNUR 113) course. Please note that Biology 12 is a prerequisite for PNUR 113.

Selection Process

Fall Intakes

Applications will be accepted starting at 8:30 a.m. on the first business day in November and ending no later than 4:30 p.m. on the last business day in February. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in February.

The ranking of applications will take place in March and successful applicants will be notified by early April. Once the ranking has been completed, the limited number of
seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

**Winter Intakes**

Applications will be accepted starting at 9 a.m. on the first business day in April and ending no later than 4:30 p.m. on the last business day in July. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in July.

The ranking of applications will take place in August and successful applicants will be notified by early September. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

**Medical Requirements**

- CPR level "C"
- Either Red Cross Standard First Aid or St. John Ambulance Standard First Aid.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Negative TB skin test or chest x-ray no more than 6 months before the date of application or adequate follow-up in the case of a positive test

**Program Requirements:** The following will be collected on the first day of classes by the instructor.

- Current immunization as required by clinical partner sites and recommended by BC Centre for Disease Control (2009): diphtheria and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella, and influenza.

**Program Residency Requirements**

Students must complete a minimum of 50% of the program hours at Okanagan College.

**Graduation Requirements:**

A pass in each Consolidated Practice Experience course and Preceptorship and a minimum of 70 in each other course.

**Program Outline:**

**Semester 1**

- **PNSG 111** Health Promotion I
- **PNSG 112** Professional Practice I
- **PNSG 113** Variations in Health I
- **PNSG 114** Pharmacology I
Therapist Assistant Diploma

The Therapist Assistant Diploma will prepare the graduate to work as an Assistant to Occupational Therapists, Physiotherapists and Recreational Therapists. It is a two-year diploma of full-time study including four semesters of coursework plus 18 weeks of practical experience in clinical settings.

Principles, theory and practice will be taught at the Assistant level in the disciplines of Occupational Therapy, Physiotherapy and Recreation Therapy. Students will obtain an academic and practical foundation in the areas of health and rehabilitation science, and will take introductory-level university courses in English, Biology and Psychology. The Therapist Assistant Diploma curriculum is reflective of the growing and evolving scope of practice for Therapist Assistants. It has been developed in consultation with therapists, therapist assistants, and employers province-wide and is informed by national trends and provincial trends and competencies.

National Accreditation: The Therapist Assistant Diploma program is nationally accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (250) 494-0677, www.otapta.ca.

Admission Requirements

The following apply to all applicants of the Therapist Assistant Diploma:

- Current certification in Red Cross Standard First Aid or St. John Ambulance Standard First Aid. Current certification in CPR Level C.

- Results of tuberculin testing done no more than six months before the date of application with evidence of appropriate follow up if the test was positive.

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College’s admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the
deadline will result in a cancellation of the applicant's admission application.

Applicants are strongly advised to ensure that their immunizations are current and to be immunized for Hepatitis B. Failure to submit all required documentation by a specified deadline may result in denial of admission. Applicants are strongly advised to have at least a beginner's level of competency with computers and word processing before entering the Therapist Assistant Diploma.

**Academic Admission Requirements**

Applicants may meet the academic admission requirements for the Therapist Assistant Diploma by completing either Option One or Option Two listed below:

**Option One**

- B.C. 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.
- English 12 with minimum 60% or alternatives.
- Chemistry 11 or an equivalent Advanced Level ABE Chemistry course
- At least one of the following: Biology 12, Anatomy and Physiology 12, or BIOL 122 or BIOL 124 or an equivalent Provincial Level ABE Biology course. (Biology 12 or BIOL 122 is strongly recommended.)

**Option Two**

- One of ENGL 100, 150, 151, or 153 or equivalent
- BIOL 131 and 133 or equivalent.
- PSYC 111 and 121 or equivalent.

**Note To All Applicants:** The Therapist Assistant diploma has a demanding course load. Applicants are advised to consider taking one or more of the following courses before beginning the program: BIOL 131 and 133 (strongly recommended), PSYC 111 and 121, one of ENGL 100, 150, 151, or 153

**Graduation Requirements**

Students must obtain a minimum grade of 50 in English, Biology and Psychology, a pass in Therapist practica and preceptorships, and a minimum grade of 70 in each other THER course.

Normally, students must complete the program within four years of initial entry.

**Program Outline**

**Year I**

**Semester I**

- **BIOL 131** Human Anatomy and Physiology I
- **PSYC 111** Introduction to Psychology: Basic Processes
- **THER 102** Communication and Group Process
- **THER 103** Disease and Disability
- **THER 140** Recreation Therapy Assistant: Principles & Practice I

Plus one of:

- **ENGL 100** University Writing
- **ENGL 150** Critical Writing and Reading: Poetry and Drama
- **ENGL 151** Critical Writing and Reading: Short Fiction and the Novel
- **ENGL 153** Critical Writing and Reading: Narrative

**Semester II**

- **BIOL 133** Human Anatomy and Physiology II
- **PSYC 121** Introduction to Psychology: Personal Functioning
- **THER 104** Client Care Principles & Practice: Introductory
- **THER 120** Occupational Therapist Assistant: Principles & Practice I
- **THER 125** Practicum Preparation
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THER 130 Physical Therapist Assistant: Principles & Practice I
THER 141 Recreation Therapist Assistant II: Principles & Practice
THER 150 Practicum I: Recreation Therapist Assistant
THER 151 Practicum II: OTA and/or PTA Placement

Year II
Semester III
THER 201 Gross Anatomy & Kinesiology
THER 203 Psychiatry & Mental Health
THER 204 Client Care Principles & Practice: Advanced
THER 220 Occupational Therapist Assistant: Principles & Practice II
THER 230 Physical Therapist Assistant: Principles & Practice II

Semester IV
THER 205 Therapeutic Modalities
THER 215 Professional Practice
THER 221 Occupational Therapist Assistant: Principles & Practice III
THER 231 Physical Therapist Assistant: Principles & Practice III
THER 260 Capstone Project
THER 250 Preceptorship I: Occupational or Physical Therapist Assistant
THER 251 Preceptorship II: Occupational or Physical Therapist Assistant

Practicum, Extern and Clinical Experiences

Practical experiences are an integral part of the Therapist Assistant program. Practicum sites may be in hospitals, multi-level care facilities, community or private agencies and government institutions. Locations are throughout, and often outside, the Okanagan Valley. Students should be prepared to leave the Okanagan Valley for practica. While every effort will be made to accommodate student’s preferences for locations of clinical experiences, Okanagan College reserves the right to determine the appropriateness of any placement. All agencies and institutions serving as practicum sites must be approved by Okanagan College. Okanagan College reserves the right to change a student's placement. The student has the right to be informed, in writing, of reasons for doing so.

Student Transportation and Accommodation:
Students must arrange their own transportation to and from practicum sites. In most cases, a drivers license and access to a reliable vehicle is required. Travel and accommodation expenses are the student’s responsibility.

Other Program Information

After Graduation

Graduates will be prepared to work at as entry-level Assistants in the three disciplines of Occupational Therapy, Physiotherapy and Recreation Therapy in a wide variety of healthcare settings throughout B.C. and Canada. There are job opportunities in a wide variety of health care settings including hospitals, rehabilitation centres, multi-level care facilities, community care, community mental health, child development centres, and private practice.

The role of the Therapist Assistant includes the implementation of rehabilitation programs, under the supervision of a therapist, to maintain and enhance functional abilities, independence and quality of life.

When working with clients some examples of duties include:

- Physiotherapist Assistants: joint range of motion, muscle stretching and strengthening, balance and mobility training, and application of thermal modalities such as heat and ice.

- Occupational Therapist Assistant: the use of activities and treatment techniques to develop motor, sensory, cognitive, perceptual and psychosocial skills needed to function as independently as possible.

- Recreational Therapist Assistant: planning and implementation of leisure activity programs to promote physical, social, mental and spiritual well-being.
Assistants are expected to perform support-related duties such as equipment cleaning and maintenance, inventory management, and clerical duties.

Therapist Assistants are expected to demonstrate:

- Effective oral and written communication skills
- Professional behaviours and attitudes reflecting knowledge of the scope of practice and responsibilities
- The ability to listen, comprehend and act, and to show good clinical judgement
- The capacity to critically evaluate one's own skills and abilities, and identify learning needs
- An ability to work with people affected by disability, injury, illness or the affects of aging.

Therapist Assistant students graduate with a broad clinical experience and are flexible members of the interdisciplinary health care team.

Location

Kelowna

Program Length

Four semesters, plus 18 weeks fieldwork; two-year diploma

Textbooks and Supplies

In addition to tuition fees, expect to spend approximately $2,000 for textbooks, a transfer belt, supplies for some assignments, a supportive pair of shoes and two Therapist Assistant golf-shirts (information on purchasing these items will be provided by instructors during the first week of classes). Students are responsible for their own transportation to visit practice settings and for travel to practica and preceptorships.

Trades & Apprenticeship

To find information about Culinary Arts programs, please visit this link.

Trades Foundation Programs

Okanagan College offers the following trades programs: Aircraft Maintenance Engineer, Automotive Collision Repair, Automotive Collision Repair/Painting and Refinishing, Automotive Refinishing, Automotive Service Technician, Carpentry/Joinery, Culinary Arts (certificate and diploma), Heavy Duty and Commercial Transport Mechanic, Recreation Vehicle Service Technician, Residential Construction, Electrical, Plumbing, Sheet Metal, and Welding. All programs are of an applied nature and prepare students for employment. See the Okanagan College website for more information.

Programs are offered at centres throughout the College region beginning at various times throughout the year. Please see specific programs for more information.

Pre-employment entry-level training programs provide students with the knowledge and skills required for employment in a specific trade. Training courses vary in length according to the demands of the occupation, but are designed to provide new-entry workers with adequate standards of basic skills together with a sound basis of fundamental and related theory. Training programs familiarize students with special occupational requirements in the areas of attitude, safety, work habits, personal and departmental responsibilities. These programs lead to potential apprenticeships.

Students are frequently recruited by business and industry. The instructional staff at Okanagan College together with Human Resources Development Canada (HRDC) assist in suitable student placement (however, the ultimate responsibility for locating employment rests with the student).

Regional Program Offerings: Various trades programs are offered in response to local needs during the year at locations throughout the Okanagan College region. These program offerings are advertised in local newspapers. For more information, see telephone numbers and addresses of Okanagan College centres.

Risks: There are inherent risks associated with these programs and the potential for personal injury that may result from the use of tools and equipment, working in shops, compounds, work sites and participating in work terms and field trips.

Safety Regulations Policy: Students are expected to conform to the safety regulations of the Workers’ Compensation Board (this includes the consumption of alcohol and drugs). Failure to observe Workers’...
Compensation Board safety regulations may result in suspension from the training program. Students in shop courses and other hazardous training areas must purchase boots or shoes with steel toes. Other students should wear shoes with non-skid soles. Students are required to adhere to department policies on the wearing of safety glasses or goggles.

**Passing Standards:** To conform to the regulations and standards set by outside agencies and licensing boards, some trades programs have specific passing standards which may differ from Okanagan College’s standardized grading system. These passing standards or minimum passing grades are clearly stated in each program description.

**Entry-Level Training Programs:** These programs provide students with basic theoretical and practical knowledge in the various trades listed below and for entry into apprenticeship training. Emphasis is placed on good work habits and safe working practices.

**Admission Requirements - Foundation (Pre-Apprenticeship) Training Programs (unless otherwise indicated)**

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- Satisfactory standing in basic mathematics and reading tests.

**Location:** Programs are offered at centres throughout the college region.

**Supplies:** Students must provide their own steel-toed safety boots, coveralls and/or uniform.

For further information on Foundation (Pre-Apprenticeship) programs visit [www.okanagan.bc.ca/trades](http://www.okanagan.bc.ca/trades) or contact the Dean’s Office at (250) 862-5457 or 1-877-755-2266 ext 5457 or trades@okanagan.bc.ca.

**Apprenticeship Programs**

B.C.’s apprenticeship system is recognized worldwide for its curriculum and graduates. Okanagan College provides high-quality instruction. Instructors are experts in their trade and continue to follow the provincial curriculum and the National Occupational Analysis for each trade. They combine traditional classroom instruction with practical hands-on experience in well-equipped shops and labs.

Apprenticeship combines paid on-the-job training, work experience and post-secondary classroom instruction. The majority of an apprentice's time (80 percent) is spent learning skills and gaining experience on the job (under the direction of a highly skilled journeyperson.) Approximately 20 percent is spent learning in a classroom setting.

The average apprenticeship program takes four years to complete, but depending on the trade, can range from one to five years in length. Upon completion, an apprentice is required to write an exam in order to receive his/her Journeyperson designation.

All of the apprenticeship programs taught at Okanagan College lead to Interprovincial (Red Seal) endorsement. This endorsement provides an apprentice with national recognition as a journeyperson in his/her respective trade. For more information on this program visit [www.red-seal.ca](http://www.red-seal.ca).

To see programs and start dates, view the Apprenticeship website: [www.okanagan.bc.ca/apprenticeship](http://www.okanagan.bc.ca/apprenticeship).

**How to Apply**

To become an apprentice, students must secure employment with an employer and register with the Industry Training Authority (ITA) at 1-866-660-6011 or download an application form from [www.itabc.ca](http://www.itabc.ca). Once registered, apprentices will receive a registration number from ITA. The apprentice can reserve a seat for technical or apprenticeship training at Okanagan College by contacting the Apprenticeship Office. The apprenticeship training programs are offered to registered apprentices as part of the provincial training requirement, which is developed in cooperation with the Ministry of Advanced Education and Labour Market Development and the Industry Training Authority. Inquiries on indentured apprenticeship and programs should be forwarded to the:

Apprenticeship Department: Kelowna Campus
Marie Crossley, Manager, Apprenticeship Programs
T115 - 1000 KLO Rd., Kelowna, B.C., V1Y 4X8
Toll-free: 1-800-621-3038
Fax: 250-862-5469
[www.okanagan.bc.ca/apprenticeship](http://www.okanagan.bc.ca/apprenticeship)
Aircraft Maintenance Engineering Department

Aircraft Maintenance Engineer (AME) M-License

The AME-M program is being revised. Please follow this link.

This 62-week (approximately 15 months) program is offered in partnership with Northern Lights College (NLC) in Dawson Creek, B.C. The first 48 weeks of training take place at Okanagan College Aerospace Campus in Vernon BC. The final 14 weeks of training take place at Northern Lights College in Dawson Creek. The diploma is conferred by Northern Lights College. All curriculum and entrance requirements at Okanagan College align with the AME program at Northern Lights College.

The program is designed to take a student with little or no previous experience in the aircraft maintenance trade and supply him/her with the necessary skills to seek employment in that industry as an apprentice Aircraft Maintenance Engineer. The curriculum follows Transport Canada's guidelines and upon successful completion of the program, Transport Canada will grant graduates 18 months of experience credits toward the 48-month experience requirement for an Aircraft Maintenance Engineer license. Graduates also receive a diploma in Aircraft Maintenance Engineering from Northern Lights College.

Apprenticeship technical training credit for Levels One through Four will be granted upon successful completion of this program. Apprenticeship practical training credit may also be granted by the employer as a result of prior practical experience.

Training provided is applicable to both rotary wing aircraft (helicopters) and fixed wing aircraft, covering a wide range of subjects with emphasis on practical training. Some of the major subjects taught include aviation law, theory of flight, powerplants (turbine and piston), airframe structures and systems, hydraulics, electrical and avionics systems.

Admission Requirements

The following admission requirements align with the AME admission requirements established by Northern Lights College.

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- English 11 with minimum 67% or alternatives or English 12 with minimum 60% or alternatives or an ABLE reading comprehension score of at least 83%.

Math requirement:

A minimum of 60% in:

- Pre-calculus Grade 11

Or a minimum of 67% in any of:

- Principles of Mathematics 11
- Applications of Mathematics 11
- Foundations of Mathematics Grade 11
- Apprenticeship and Workplace Mathematics Grade 11
- Workplace Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Program Partnership

For more information on the NLC portion of this partnership program visit Northern Lights College.

Components

Term I: Okanagan College Aerospace campus session, Vernon, B.C.: 48 weeks

Term II: Northern Lights College, Dawson Creek, B.C.: 14 weeks

Theory

AMET 100 Course Introduction

AMET 101 Theory of Flight
Aircraft Maintenance Engineer Category 'S' (Structures)

The program consists of 37 weeks (1110 hours) of full-time studies. Approximately 50 percent of the day is spent on theory discussions in a classroom setting, followed by hands-on practical training in the shops located in OC’s Aerospace Campus at Kelowna International Airport. The program follows a national set of standards and is approved by Transport Canada. Upon successful completion, the graduate will receive an Okanagan College certificate. Transport Canada also grants graduates of this program ten months experience credit towards the 36 month experience requirement. Upon completion of the required total work experience and successful completion of a regulatory exam you will qualify for a Transport Canada AME "S" Licence.

Admission Requirements

- B.C secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- English 11 with minimum 50% or alternatives, or an ABLE reading comprehension score of at least 83%.
- Math requirement:
  - A minimum of 50% in any of:
    - Pre-calculus Grade 11
    - Foundations of Mathematics Grade 11
    - Apprenticeship and Workplace Mathematics Grade 11
    - Workplace Mathematics 11
    - Principles of Mathematics 11
    - Applications of Mathematics 11
Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%

Good colour vision and an interest in mechanics are recommended.

Graduation Requirements

A minimum grade of 70% is required in every course to complete the program.

Attendance:
The attendance policy for the Aircraft Maintenance Engineer Category 'S' (Structures) program differs from other OC programs and is regulated by Transport Canada.

In compliance with Canadian Aviation Regulation Standard 566:
(A) students having missed more than 5 percent of the course through absences, shall not qualify for experience credit from a basic training course;
(C) a student may make up the lost time which is in excess of 5 percent through documented supplementary studies, equivalent to that missed from the original program to qualify for experience credit.

Program Outline

Term 1 (16 weeks)

AVST 100
AVST 101
AVST 102

Term 2 (16 weeks)

AVST 200
AVST 201
AVST 202

Term 3 (5 weeks)

AVST 300

There are a number of physical activities involved in training for a skilled trade. Please review the physical activities of the program and the recommended student characteristics.

Automotive Collision Repair Department

Automotive Collision Repair (now offered as Collision Repair/Refinishing Prep Technician)

Now offered as Collision Repair/Refinishing Prep Technician.

This 30-week (900 hour) program has been designed to take learners with little or no previous experience in the automotive collision repair trade and supply them with the necessary skills to seek employment in this industry. Instruction in all subject matters relating to Level 1 technical training for Motor Vehicle Body Repairer (Automotive Collision Repair Technician) apprenticeship is included.

Graduates of this program will receive Industry Training Authority (ITA) credit for Level 1 technical training and 625 work-based hours towards their apprenticeship for Motor Vehicle Body Repairer.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- A minimum 50% in one of:
  - Mathematics Grade 10
  - Foundations of Mathematics and Pre-calculus Grade 10
Graduation Requirements

Graduates must complete the 14 courses with a minimum passing grade of 70% in each course.

Program Outline

- CNRP 101
- CNRP 102
- CNRP 103
- CNRP 104
- CNRP 105
- CNRP 106
- CNRP 107
- CNRP 108
- CNRP 109
- CNRP 110
- CNRP 111
- CNRP 112
- CNRP 113
- CNRP 114

Collision Repair/Refinishing Prep Technician

This 38-week (1140 hours) program takes students with little or no previous experience in the automotive collision trade and supplies them with the necessary skills to seek employment in this industry. Instruction in subject matters includes: Automotive Collision Repair and Automotive Refinishing Prep Technician, allowing students the opportunity to enter one of three different apprenticeships. The main focus of the program is the development of practical skills. The program includes a two-week industry work placement. Graduates of this program will receive an Okanagan College program certificate, Level 1 Technical Training credit and 450 work-based training hours towards one of the two trades from the Industry Training Authority. The Automotive Refinishing Prep Technician credential is the prerequisite for the Automotive Refinishing and Paint apprenticeship.

Admissions Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:

A minimum of 50% in any of:

- Mathematics 10
- Apprenticeship and Workplace Mathematics 10
- Workplace Mathematics 10
- Foundations of Mathematics and Pre-Calculus 10
- Adult Basic Education MATH 071 and MATH 072

The ABLE mathematics Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 50%.

Graduation Requirement

Minimum passing grade per component is 70%.

- CLSN 101A Use Safe Work Practices
- CLSN 101B Use Safe Work Practices
- CLSN 102A Process Technical Information
- CLSN 102B Process Technical Information
- CLSN 103A Tools and Equipment
Automotive Refinishing Prep Technician

This 22-week entry-level training program has been designed to take a student with little or no previous experience in the automotive refinishing/painting trade and supplies them with the necessary skills to seek employment in this industry. Instruction in all subject matters relating to the Automotive Paint Prep apprenticeship is included. Graduates of this program will receive Industry Training Authority (ITA) credit for Level I Apprenticeship technical training for Automotive Paint Prep Technician. The Automotive Refinishing Prep Technician credential is the prerequisite for the Automotive Refinishing Painter (Automotive Refinishing Technician) apprenticeship. Graduates of this program may also be granted practical credit from the Industry Training Authority.

Admissions Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:

  A minimum of 50% in any of:
  - Mathematics 10
  - Apprenticeship and Workplace Mathematics Grade 10
  - Foundations of Mathematics and Pre-calculus Grade 10
  - Adult Basic Education MATH 071 and MATH 072

The ABLE Mathematics Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 50%.

Graduation Requirement

Minimum passing grade per component is 70%.

Textbooks: $300 approximately
AREF 103 Surface Preparation
AREF 104 Sheet Metal Repair
AREF 105 Plastics and Composites
AREF 106 Undercoats
AREF 107 Topcoats
AREF 108 Spot Repairs
AREF 109 Pre-Delivery
AREF 110 Preparation for Employment
AREF 111 Automotive Refinishing Prep Technician
Final Exam

Collision Repair Technician Certificate (now offered as Collision Repair/Refinishing Prep Technician)

Now offered as Collision Repair/Refinishing Prep Technician.

This 41-week (1,230 hour) program takes a student with little or no previous experience in the automotive collision repair trade and supplies them with the necessary skills to seek employment in this industry. Instruction in all subject matters relating to Levels 1, 2, and 3 Automotive Collision Repair apprenticeship is included. Graduates of this program will receive Industry Training Authority (ITA) credit for all three levels of Apprenticeship technical training for Automotive Collision Repair. Graduates of this program may also be granted practical credit from the Industry Training Authority. Successful graduates are eligible to write the Inter-Provincial Red Seal Exam.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement: Students graduating from secondary school in or prior to 2012: Mathematics 10 or an equivalent Intermediate Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 50%.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 10, Foundations of Mathematics or Pre-Calculus 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 50%.

Graduation Requirements

Graduates must complete the 38 courses with a minimum passing grade of 70% in each course.

Program Outline

CRTF 101 Introduction to Collision Repair
CRTF 102 Safety in the Collision Repair Industry
CRTF 103 Applied Shop Practices
CRTF 104 Tools and Equipment
CRTF 105 Body Structure and Components
CRTF 106 Fixed and Moveable Glass
CRTF 107 Cutting and Heating Technologies
CRTF 108 MIG Welding Steel
CRTF 109 MIG Welding Aluminum
CRTF 110 TIG Welding Steel and Aluminum
CRTF 111 Automotive Sheet Metal Repair Fundamentals
CRTF 112 Plastic Repair Technologies
CRTF 113 Composite Plastic Repair Technology
CRTF 114 Aluminum Repair
CRTF 115 Aluminum Panel Replacement
CRTF 116 Surface Preparation
CRTF 117 Undercoats
CRTF 118 Topcoats for the Collision Technician
CRTF 119 Detailing
 Collision Repair and Refinishing Diploma

This two-year diploma program is designed for students who wish to obtain employment in the automotive industry as an Automotive Collision Repair Technician, Refinishing Preparation Technician or Auto Glass Technician. The program begins by providing the student with the first year of apprenticeship training followed by second-year courses that focus on industry required skills in estimating, office skills and entrepreneurship.

This unique program provides training in four technical areas that include automotive refining preparation, automotive refinishing, automotive collision repair and auto glass repair and replacement. Each of these areas will be covered providing the graduate with completion of four modules of level one technical training. Upon successful completion of the technical training, students will be eligible to write the provincial Industry Training Authority standardized examinations.

Admission Requirements

- B.C. 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.
- English 11 with minimum 50% or alternatives.
- A minimum 50% in one of:
  - Mathematics Grade 10
  - Foundations of Mathematics and Pre-calculus Grade 10
  - Both Adult Basic Education MATH 071/072
  - Or a minimum of 50% in the ABLE mathematics test.

Relevant trades experience may be assessed for entry into this program.

Year Two entry - A student who has successfully completed the Collision Repair/Refinishing Prep Technician Foundation Program within the previous five years is also eligible for admittance into the second year of this diploma program.

Graduation Requirements

Graduates must complete the 22 courses with a minimum passing grade of 60% in each course.

Students must achieve an average grade of no less than 70% in each year.

Graduates receive an Okanagan College Collision Repair and Refinishing Diploma.

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</table>
Motor Vehicle Trades Department

**Automotive Service Technician**

This program is now offered as Automotive Service Technician Foundation.

This seven-month (30-week) program takes students with little or no previous experience in the automotive repair trade and supplies them with the necessary skills to seek employment in this industry as an apprentice mechanic. This program exposes the students to many aspects of servicing and repair in the automotive repair trade with a focus on developing practical skills. Graduates of this program will receive 450 hours towards Automotive Service Technician Year 1 (AST 1) certification and the opportunity to write the AST 1 Certificate of Qualification exam. The AST 1 Certificate of Qualification and 1500 hours are required to proceed into AST 2.

**Admission Requirements**

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:

  A minimum of 50% in any of:

  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Workplace Mathematics 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Essentials of Mathematics 11
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011

  Or a minimum of 63% on the ABLE mathematics Test scores are only good for two (2) years.

  Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

**Graduation Requirement**

Minimum passing grade per component is 70%.

**Components**

- **ELMC 101A** Describe Safe Work Practices
- **ELMC 101B** Describe Safe Work Practices
Commercial Transport Mechanic, Diesel Engine Mechanic, or Transport Trailer Technician trades with the skills necessary to seek employment in the industry. Instruction in theoretical and practical components of all four trades are included, giving students the opportunity to choose to enter any of the four trades as an apprentice. The program includes a two-week industry work placement. Graduates of this program will receive an Okanagan College program certificate, Level 1 Technical Training credit and 450 work-based training hours towards one of the four trades from the Industry Training Authority.

Admission Requirements

B.C. 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.

English 10 with minimum 50% or alternatives.

A minimum of 50% in one of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Apprenticeship and Workplace Mathematics Grade 11
- Workplace Mathematics 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- Essentials of Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

Or a minimum of 63% in the ABLE Mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Heavy Mechanical Foundation Certificate

This 38-week (1,140 hours) program provides learners with little or no previous experience in the Heavy Duty Mechanic,
Graduation Requirements

HMFP 111 Industry Work Placement students must receive a "Pass" grade. In all other courses minimum passing grade is 70%.

Program Outline

- HMFP 101A Occupational Skills (Theory)
- HMFP 101B Occupational Skills (Practicum)
- HMFP 102A Brakes (Theory)
- HMFP 102B Brakes (Practicum)
- HMFP 103A Hydraulics (Theory)
- HMFP 103B Hydraulics (Practicum)
- HMFP 104A Electrical (Theory)
- HMFP 104B Electrical (Practicum)
- HMFP 105A Frames, Steering, Suspension and Tracks (Theory)
- HMFP 105B Frames, Steering, Suspension and Tracks (Practicum)
- HMFP 106A Trailer (Theory)
- HMFP 106B Trailers (Practicum)
- HMFP 107A Heating, Ventilation and Air Conditioning (Theory)
- HMFP 107B Heating, Ventilation and Air Conditioning (Practicum)
- HMFP 108A Engines and Supporting Systems (Theory)
- HMFP 108B Engines and Supporting Systems (Practicum)
- HMFP 109A Powertrains (Theory)
- HMFP 109B Powertrains (Practicum)
- HMFP 110A Structural Components & Accessories (Theory)
- HMFP 110B Structural Components & Accessories (Practicum)
- HMFP 111 Industry Work Placement
- HMFP 112 Final Exam

Recreation Vehicle Service Technician

This 31-week (950 hour) program has been designed to take a student with little or no previous experience and supply him/her with the necessary skills to seek employment as an apprentice RV Service Technician. The program exposes the student to many aspects of servicing and repair in the RV repair trade with a focus on developing practical skills. Graduates of this program will receive credit for Level 1 Apprenticeship technical training and 550 hours practical credit from the Industry Training Authority.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:

  A minimum of 50% in any of:

  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Workplace Mathematics 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Essentials of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011

  Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

  Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.
Graduation Requirement

RVST 113 Industry Work Placement students must receive a "Pass" grade. Minimum passing grade is a GGA of seventy per cent (70%).

Components

RVST 100 Perform Safety-Related Activities
RVST 101 Use Tools, Equipment
RVST 102 Perform Common Work Practices
RVST 103 Service Water Systems
RVST 104 Service Electrical Systems
RVST 105 Service Liquid Petroleum (LP) Gas Systems
RVST 106 Service Water Heaters
RVST 107 Service Furnaces
RVST 108 Service Cooktops and Ovens
RVST 109 Service Refrigerators
RVST 110 Service Air Conditioners(A/C), Refrigeration and Heat Pumps
RVST 111 Service Chassis and Mechanical Components
RVST 112 Service Towing Systems
RVST 113 Industry Work Placement
RVST 114 Final Exam

Automotive Service Technician Foundation

This 33-week (990 hour) program takes students with little or no previous experience in the automotive repair trade and supplies them with the necessary skills to seek employment in this industry as an apprentice technician. The courses introduce the students to many aspects of servicing and repair in the automotive repair trade with a focus on developing practical skills. Graduates of this program will receive 450 hours towards Automotive Service Technician Year 1 (AST 1) certification and the opportunity to write the AST 1 Certificate of Qualification exam. The AST 1 Certificate of Qualification and 1590 workplace hours are required to proceed into AST 2.

Admission Requirements

- English 10 with minimum 50% or alternatives.
- Math requirement:

A minimum of 50% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Apprenticeship and Workplace Mathematics Grade 11
- Workplace Mathematics 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- Essentials of Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

Or a minimum of 63% on the ABLE mathematics Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation Requirements

ASTF 109 Industry Work Placement students must receive a "Pass" grade. Minimum passing grade is a GGA of seventy percent (70%).

ASTF 100 Perform Safety-Related Functions
ASTF 101 Use Tools, Equipment and Documentation
ASTF 102 Use Communication and Mentoring Techniques
ASTF 103 Diagnose and Repair Driveline Systems
ASTF 104 Diagnose and Repair Electrical Systems and Components
ASTF 105 Diagnose and Repair Steering and Suspension, Tires, Wheels, Hubs and Wheel Bearings
Automotive Service Technology Diploma

This two-year diploma program is designed for students who wish to obtain employment in the automotive industry as an Automotive Service Technician, or seek a management role in service, sales or operations. The program begins by providing the student with the first year of apprenticeship training followed by second-year courses in advanced level automotive service and repair with a focus on industry required skills in technical writing, business practices, office skills and management. This unique program provides training in technical areas that include automotive service and repair, technical writing and communication and business practices. Upon successful completion of the technical training, students will be eligible to write the provincial Industry Training Authority standardized examinations for AST HL1 and receive 450 hours of practical work based hours towards the AST HL1 certification.

Admission Requirements

B.C. 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.

- English 11 with minimum 50% or alternatives.

A minimum of 50% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Apprenticeship and Workplace Mathematics Grade 11
- Workplace Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

Or a minimum of 63% on the ABLE mathematics Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Relevant trades experience may be assessed for entry into this program.

Year 2 Entry:

A student who has successfully completed the Automotive Service Technician Harmonized Foundation Program within the previous five years is also eligible for admittance into the second year of this diploma program.

Graduation Requirements

Graduates must complete the 26 courses with a minimum passing grade of 60% in each course. Students must achieve an average grade of no less than 70% in each year.

Program Outline

- **ASTD 100** Workplace Safety-Related Functions
- **ASTD 101** Automotive Tools and Equipment
- **ASTD 102** Math for Automotive Systems
- **ASTD 103** Automotive Information Systems
- **ASTD 104** Automotive Electrical Systems I
- **ASTD 105** Technical Communication for Automotive Systems
- **ASTD 106** Automotive Driveline Systems I
- **ASTD 107** Automotive Body Components
- **ASTD 108** Automotive Chassis Systems I
- **ASTD 109** Automotive Brake Systems I
- **ASTD 110** Automotive Steering and Control Systems I
- **ASTD 111** Automotive Suspension and Control Systems I
- **ASTD 112** Automotive Maintenance
ASTD 200 Automotive Business Practices I
ASTD 201 Automotive Electronic System I
ASTD 202 Automotive Engine Systems
ASTD 203 Automotive Brake Systems II
ASTD 204 Automotive Chassis Systems II
ASTD 205 Automotive Driveline Systems II
ASTD 206 Automotive Electrical Systems II
ASTD 207 Automotive Engine Management
ASTD 208 Automotive Electronic Systems II
ASTD 209 Automotive Diesel Engine Systems
ASTD 210 Automotive Business Practices II
ASTD 211 Technical Writing for Automotive Systems
ASTD 212 Automotive Hybrid Electric Vehicle Systems

• English 10 with minimum 50% or alternatives.

• Math requirement:

A minimum of 50% in any of:

  o Pre-calculus Grade 11
  o Foundations of Mathematics Grade 11
  o Principles of Mathematics 11
  o Applications of Mathematics 11
  o Essentials of Mathematics 11
  o Adult Basic Education MATH 011
  o Adult Basic Education MATH 084 and MATH 085
  o Adult Basic Education IALG 011

Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation Requirement

An overall average of 70% calculated on a weighted percentage, based on time allocation.

Components

CJFD 101 Use Safe Work Practices
CJFD 102 Documentation and Organizational Skills
CJFD 103 Select Materials
CJFD 104 Tools and Equipment
CJFD 105 Survey Instruments and Equipment
CJFD 106 Access, Rigging and Hoisting Equipment
CJFD 107 Site Layout
CJFD 108 Concrete Formwork
CJFD 109 Wood Frame Construction
CJFD 110 Building Science
CJFD 111 Assemble Products
CJFD 112 Apply a Finish

Construction Trades Department

Carpenter and Joiner Foundation

Students enrolled in the 30-week (900 hours) Carpenter and Joiner Foundation program will learn the skills required to seek employment in the trades of carpentry and joinery. They will develop the skills needed to begin working as carpentry or joinery apprentices. Graduates of this program will receive credit for Level 1 Apprenticeship technical training for both Carpentry and Joinery and may also be granted practical credit from the Industry Training Authority (ITA).

On successful registration and sponsorship into an apprenticeship program, the ITA will request that graduates choose which apprenticeship pathway they intend to pursue.

Admission Requirements

• B.C. 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.
CJFD 113

**Project Fees:** $750 approximately. Students will be expected to pay a material fee for their class project. This fee is approximately $200 to $600.

**Carpenter Foundation**

This 30-week (900 hours) program provides students with the necessary theoretical and practical knowledge to seek employment as an apprentice carpenter in the construction industry. The program introduces students to all aspects of the trades including the use of hand tools, portable power tools and other equipment used by carpenters. Through the construction of a residential wood-frame project students are given the opportunity to work with a variety of materials used by carpenters including lumber, panel products, concrete, fasteners and hardware. The focus is on developing practical skills for the construction workplace. Upon successful completion of this program, graduates will receive Level 1 technical training credit and 450 work-based - hours credit towards completion of the Carpenter Level 1 apprenticeship program.

**Admission Requirements**

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:

  A minimum of 50% in any of:
  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Workplace Mathematics 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Essentials of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011

  Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

**Graduation Requirement**

An overall average of 70% calculated on a weighted percentage, based on time allocation.

**Components**

- **CAFD 101** Use Safe Work Practices
- **CAFD 102** Documentation and Organizational Skills
- **CAFD 103** Tools and Equipment
- **CAFD 104** Survey Instruments and Equipment
- **CAFD 105** Access, Rigging and Hoisting Equipment
- **CAFD 106** Site Layout
- **CAFD 107** Concrete Formwork
- **CAFD 108** Wood Frame Construction
- **CAFD 109** Building Science
- **CAFD 110** Final Exam

**Textbooks:** $680 approximately

**Tools:** $250 approximately

There are a number of physical activities involved in training for a skilled trade. Please review the physical activities of the program and the recommended student characteristics.

**Carpenter**

This 24-week (720 hours) program provides students with the necessary theoretical and practical knowledge to seek entry-level employment as a carpenter apprentice. The main focus on this program is in the development of practical skills. The program introduces students to many aspects of the trade including safety, trades math, material identification, use of tools and equipment, site layout, concrete forms, framing floors, walls and roofs, and interior and exterior details. Graduates of this program will receive Level 1 technical training credit and 450 work-based hours credit toward completion of the Carpenter Level
I apprenticeship program from the Industry Training Authority.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:
  A minimum of 50% in any of:
  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Workplace Mathematics 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Essentials of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011

Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years. Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation Requirement

Minimum passing grade per component is 70%.

Components

- **ELCA 101** Safe Work Practices
- **ELCA 102** Trades Mathematics
- **ELCA 103** Read/Interpret/Sketch/Draw Specifications
- **ELCA 104** Identify and Use Materials
- **ELCA 105** Use of Carpentry Tools and Equipment
- **ELCA 106** Site Layout, Build Concrete Forms
- **ELCA 107** Frame Floors, Walls and Roofs
- **ELCA 108** Interior and Exterior Details
- **ELCA 109** Carpentry First Level Final Exam

Program Schedule: start times vary (24 weeks)

**Studio Woodworking Certificate**

The Studio Woodworking Certificate Program is a 38-week (1140 hours) full-time study of woodworking from the craftsperson's perspective. With a primary focus on furniture, the program will offer a range of woodworking skill sets that can be adapted to any of the many disciplines within the Cabinetmaker/Joiner trade. Inasmuch as this program's focus is 'Art' as well as 'Industry', the range of knowledge covered within this program will enable the successful student to acquire meaningful employment in a range of 'studio' or 'custom' environments with confidence, whether self-employed or working for others. Those successful students who wish to continue in a traditional apprenticeship will be granted level one apprenticeship technical training credit and 450 work-based hours in the Cabinetmaker/Joiner trade by the Industry Training Authority in B.C.

The range of topics taught includes a history of the trade, design basics, an understanding of the materials, safe work practices, hand and machine skills, and joinery techniques. They also include more advanced techniques such as design and creating curved parts, veneer, inlay, marquetry and banding. Basic Computer Numeric Control (CNC) machining will be explored. Wood finishing from simple hand rubbed to advanced spray booth techniques will be practiced. Students will also be introduced to portfolio and promotion concepts, including photography of product, and how to interact with clients. Students will design and build a final project from concept to promotion. A public exhibit at the conclusion of the program will spotlight the students' achievements and provide a showcase for their work.

Admission Requirements

- B.C. Secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- English 10 with minimum 50% or alternatives.
- Math requirement:
A minimum of 50% in any of:

- Apprenticeship and Workplace Mathematics Grade 10
- Workplace Mathematics 10
- Foundations of Mathematics and Pre-Calculus Grade 10
- Mathematics 10
- Adult Basic Education MATH 071 and MATH 072

The ABLE mathematics test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 50%.

**Graduation Requirements**

Completion of all courses in the program with a minimum grade of 70% in each.

**Program Outline**

- **STWW 101** Safe Work Practices
- **STWW 102** Organizational Skills
- **STWW 103** Materials
- **STWW 104** Hand Tools
- **STWW 105** Portable Power Tools
- **STWW 106** Woodworking Machines
- **STWW 107** Assemble Products
- **STWW 108** Apply a Finish
- **STWW 109** Specialty Techniques
- **STWW 110** Professional Presentation and Portfolio
- **STWW 111** Final Exam

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**Electrical Building Trades Department**

**Electrician Pre-Apprenticeship**

This 24-week program provides students with little or no previous experience in the electrical trade with the necessary skills to seek employment in that industry as an apprentice electrician. The program exposes the student to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the B.C. Ministry of Advanced Education and Labour Market Development guidelines for the first-year in-class components of the Electrician Apprenticeship, which includes installation procedures in compliance with the Canadian Electrical Code for residential, commercial and industrial systems.

**Admission Requirements**

- B.C. 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.
- English 12 with minimum 50% or alternatives.
- Math requirement:

  A minimum of 67% in any of:

  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Workplace Mathematics 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011

  Or a minimum of 85% on the ABLE mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 85%.
Graduation Requirements

Minimum passing grade per component is 70%.

Components

- **ELEC 101** Trades Math
- **ELEC 102** Trades Science Concepts
- **ELEC 103** Safe Work Practices
- **ELEC 104** Rigging & Hoisting Equipment
- **ELEC 105** Hand Tools
- **ELEC 106** Portable Power Tools
- **ELEC 107** Principles of Electricity
- **ELEC 108** Electrical Circuits
- **ELEC 109** Conductors & Raceways
- **ELEC 110** Test Equipment
- **ELEC 111** AC Motor Controls
- **ELEC 112** Prints & Drawings
- **ELEC 113** Canadian Electrical Code
- **ELEC 114** Solid State Devices
- **ELEC 115** Level One Technical Exam

Location: Kelowna and on a rotating basis in Penticton, Vernon and Salmon Arm

Program Schedule: February to July, February to October, August to January, and September to May (24 weeks)

Textbooks and Supplies: Approximately $691.75 plus 5% book tax, tool kit is approximately $415 (subject to change)

There are a number of physical activities involved in training for a skilled trade. Please review the physical activities of the program and the recommended student characteristics.

Mechanical Building Trades Department

**Plumbing and Piping Trades Certificate**

This 25-week (750 hour) program takes a student with little or no previous experience in the piping trades and supplies them with the necessary skills to seek employment in industry as an apprentice Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter or Sprinkler System Installer. The program exposes the students to aspects of residential, commercial and industrial piping systems in these trades with a focus on developing practical skills. The curriculum follows the British Columbia Industry Training Authority guidelines for the first-year in-class components of apprenticeship training for Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter and Sprinkler System Installer, which includes installation, repair and maintenance procedures in compliance with the applicable codes and standards. Upon successful completion of the program, students will receive Level 1 technical training credit toward an apprenticeship in the aforementioned four trades. This gives the successful students the opportunity to experience a number of trades without having to commit to one in particular and, upon completion, have the choice to pursue one or more career paths.

Admission Requirements

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for a minimum of one year as of the first day of classes.

- English 10 with minimum 50% or alternatives.
Math requirement:

A minimum of 50% in any of:

- Apprenticeship and Workplace Mathematics Grade 10
- Workplace Mathematics 10
- Foundations of Mathematics and Pre-Calculus Grade 10
- Mathematics 10
- Adult Basic Education MATH 071 and MATH 072

The ABLE Mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 50%.

Graduation Requirements

Graduates must complete the 5 courses with a minimum passing grade of 70% on each course. Upon successful completion of the program, graduates will receive an OC Certificate of Completion.

PPTF 101 Use Safe Work Practices
PPTF 102 Use Tools and Equipment
PPTF 103 Organize Work
PPTF 104 Install and Service Piping Systems
PPTF 105 Technical Exam

Characteristics and Physical Demands

There are a number of physical activities involved in training for a skilled trade. Please review the physical activities of the program and the recommended student characteristics.

Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship Certificate

This 25-week (750 hours) program is designed to take a student with little or no previous experience in the heating, air conditioning and refrigeration industry and supply the student with the necessary skills to seek employment in that industry as an apprentice. It also provides a solid foundation in the fundamentals of installing, servicing, and troubleshooting all aspects of heating, ventilating and air conditioning/refrigeration equipment.

Graduates of this program may receive credit for Level 1 apprenticeship technical training and may also be granted practical credit from the Industry Training Authority. In order to complete the apprenticeship and become a journeyperson, graduates would return to school to complete Level 2 (six weeks), Level 3 (eight weeks) and Level 4 (eight weeks).

The Refrigeration and Air Conditioning Mechanic Apprenticeship program consists of five years of on-the-job experience combined with four levels of in-school technical training in order to be eligible to write the Interprovincial (Red Seal) Examination through the Industry Training Authority.

Good hand/eye coordination and problem solving skills with attention to detail are desirable qualities for individuals pursuing a career in this field.

Admission Requirements

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for a minimum of one year as of the first day of classes.

- English 10 with minimum 50% or alternatives.

- Math requirement:

A minimum of 50% in any of:

- Apprenticeship and Workplace Mathematics Grade 10
- Workplace Mathematics 10
- Foundations of Mathematics and Pre-Calculus Grade 10
- Mathematics 10
- Adult Basic Education MATH 071 and MATH 072
The ABLE mathematics test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 50%.

**Graduation Requirements**

Completion of all courses in the program with a minimum grade of 70% in each.

**Components**

- **RACM 100** Application of Trades Math for the Refrigeration Mechanic Trade
- **RACM 101** Safety Techniques
- **RACM 102** Welding and Brazing Techniques
- **RACM 103** Basic Work Skills
- **RACM 104** Application of Drafting Skills
- **RACM 105** Use of Tools
- **RACM 106** Application of Computers
- **RACM 107** Basic Electrical Concepts
- **RACM 108** Electrical Wiring Schematics
- **RACM 109** Single-Phase Motor Theory
- **RACM 110** Piping Practices
- **RACM 111** Fundamentals of Refrigeration
- **RACM 112** Refrigeration Systems Cycles
- **RACM 113** Refrigeration System Components
- **RACM 114** Final Exam

**Sheet Metal Worker Foundation Certificate**

This 20-week (600-hour) program provides students with little or no previous experience in the sheet metal trade with the necessary skills to seek employment in that industry as an apprentice sheet metal worker. Upon successful completion of the program students will receive credit for Level One Technical Training and 350 work-based hours towards completion of Sheet Metal Worker apprenticeship.

The program exposes students to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the Industry Training Authority guidelines for the first-year in-class components of the Sheet Metal Worker Apprenticeship.

**Admission Requirements**

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:
  
  A minimum of 50% in any of:

  - Apprenticeship and Workplace Mathematics Grade 10
  - Workplace Mathematics 10
  - Foundations of Mathematics and Pre-Calculus Grade 10
  - Mathematics 10
  - Adult Basic Education MATH 071 and MATH 072

  The ABLE mathematics test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 50%.

**Graduation Requirements**

Minimum passing grade per component is 70%.

**Components**

- **SHMT 110** Safe Work Practices
- **SHMT 111** Tools and Equipment
- **SHMT 112** Organize Work
SHMT 113 Layout and Development Patterns

SHMT 114 Fabricate Trade-Related Products

SHMT 115 Install Air Handling Systems

SHMT 116 Level One Review and Examination

Program Schedule: Start times vary (20 weeks)

Textbooks: $350 approximately

Material Fee: $240

Welding Department

Welder Foundation Certificate

This program is now offered as Welding Foundation.

This program prepares the student for employment as a welder in industry. Students will be provided with a thorough knowledge of various metals; a variety of welding processes used in the repair and construction of metal products; a knowledge of blueprint reading, welding symbols and basic sketching; layout and assembly work; oxy-acetylene fusion welding of ferrous and nonferrous metals in all positions, braze welding of ferrous and nonferrous metals, and machine and manual cutting; shielded metal arc welding (SMAW) of plate in all positions, carbon arc cutting and gouging; basic metallurgy - properties of metals, metal identification, heat treatment and the effect of heat on metals; gas metal arc welding (GMAW); flux core arc welding (FCAW); and the operation of wire feed equipment.

Graduates from this program will receive an Industry Training Authority Certificate of Completion, technical training credit for Welder Level 1 and Level 2 and 300 work-based hours once registered as a Welder apprentice.

As welding is a physically demanding trade, students should be physically fit and have good vision, hearing and respiration.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives

- Math requirement:
  - A minimum of 50% in any of:
    - Pre-calculus Grade 11
    - Foundations of Mathematics Grade 11
    - Apprenticeship and Workplace Mathematics Grade 11
    - Principles of Mathematics 11
    - Applications of Mathematics 11
    - Essentials of Mathematics 11
    - Adult Basic Education MATH 011
    - Adult Basic Education MATH 084 and MATH 085
    - Adult Basic Education IALG 011

  Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

- WELD 100A TH:Safety (P1)
- WELD 100B PR: Safety (P1)
- WELD 101A TH:Oxy Fuel Cutting (P2)
- WELD 101B PR:Oxy Fuel Cutting (P2)
- WELD 102A TH:Oxy-Acet Weld/Brazing (P3)
- WELD 102B PR:Oxy-Acet Weld/Brazing (P3)
- WELD 103A TH:Shielded Metal Arc Weld(P4)
- WELD 103B PR:Shielded Metal Arc Weld(P4)
- WELD 104A TH:Air Carbon Arc Cutting (P5)
- WELD 104B PR:Air Carbon Arc Cutting (P5)
- WELD 105A TH:Gas Metal Arc Welding (P6)
- WELD 105B PR:Gas Metal Arc Welding (P6)
WELD 106A TH: Flux Cored Arc Welding (P6)
WELD 106B PR: Flux Cored Arc Welding (P6)
WELD 107 RK-1 Material Handling
WELD 108 RK-2 Blueprint Reading I
WELD 109 RK-3 Metallurgy I

Program Schedule: New intakes start approximately every seven weeks (28-week duration)

Location: Kelowna and on a rotating basis in Penticton, Vernon and Salmon Arm

Textbooks: Approximately $500. Students must provide their own steel-toed safety boots, welding gloves, helmet, coveralls and additional personal safety equipment. Tools are approximately $320. All prices are subject to change.

There are a number of physical activities involved in training for a skilled trade. Please review the physical activities of the program and the recommended student characteristics.

Welding Upgrading and Test Procedures

These procedures are for those presently or recently employed as welders who wish to improve their techniques, become proficient in special processes, or upgrade existing qualifications under section nine of the code for the American Society of Mechanical Engineers (ASME) and code W-47 under the Canadian Welding Bureau (CWB). Upgraders will be assessed by the Welding department chair who will recommend the length of training. Testing procedures are based on the standards established by the regulatory agencies and will be carried out by the Welding department chair.

Okanagan College is a recognized welder testing agency for the Ministry of Municipal Affairs, Boiler and Pressure Vessel Safety Branch.

Admission Requirements

- Previous welding experience
- Minimum Level "B" welding certification for ASME and PWP tests

Other Program Information

Location: Kelowna

Length: Varies with each individual depending on the time required to achieve desired goals in various welding processes.

Test Fees (effective Feb. 1, 2016):

- $500: Challenge Test Level "C", "B" or "A"
- $500: CWB Test - All positions
- $450: CWB Test - 3 positions
- $400: CWB Test - 2 positions
- $350: CWB Test - 1 position
- $500: BCP 100 Test
- $500: PWP (Pressure Welding Procedures)
- $500: Job Test for Employers
- $300: Upgrading
- $50: CWB Per plate cost

Test Fees are subject to change without notice.

How to Apply: to apply call (250) 762-5445 local 4434

Welding Level "A"

This program is designed for registered Level "B" welders. Successful completion of Level "A" with ten months of welding experience will lead to certification as a Level "A" welder.

Admission Requirements

- Level "B" Welding certification.

Graduation Requirements

Minimum passing grade per component is 70%.

Components

WELD 300A TH: Shield Metal Arc Weld (P11)
WELD 300B PR: Shield Metal Arc Weld (P11)
WELD 301A TH: Gas Tungsten Arc Weld (P12)
WELD 301B PR: Gas Tungsten Arc Weld (P12)
WELD 302 RK-8 Welding Metallurgy III
WELD 303 RK-9 Blueprint Reading III

Program Schedule: Various intakes throughout the year based on demand.

Location: Kelowna

Textbooks: approximately $40. Students must provide their own steel-toed safety boots, welding gloves, helmets and coveralls.

How to Apply: applicants must contact the Welding Chairperson at (250) 762-5445 ext. 4909.

Welding Level "B"

This program is for registered Level "C" welders. Successful completion of Level "B" with eight months of practical welding experience will lead to certification as a Level "B" welder.

Admission Requirements
- Level "C" Welding certification.

Graduation Requirements
Minimum passing grade per component is 70%.

Components
WELD 200A TH: Shielded Metal Arc Weld (P7)
WELD 200B PR: Shielded Metal Arc Weld (P7)
WELD 201A TH: Gas Metal Arc Welding (P8)
WELD 201B PR: Gas Metal Arc Welding (P8)
WELD 202A TH: Fluxed Core Arc Welding (P9)
WELD 202B PR: Fluxed Core Arc Welding (P9)
WELD 203A TH: Gas Tungsten Arc Weld (P10)
WELD 203B PR: Gas Tungsten Arc Weld (P10)
WELD 204 RK-4 Weld Quality Control and Inspection Procedures
WELD 205 RK-5 Welding Codes, Standards and Specifications

WELD 206 RK-6 Blueprint Reading II
WELD 207 RK-7 Welding Metallurgy II

Program Schedule: Various intakes throughout the year based on demand.

Location: Kelowna

Textbooks: approximately $80. Students must provide their own steel-toed safety boots, welding gloves, helmets and coveralls.

How to Apply: applicants must contact the Trades office at (250) 862-5457.

Metal Fabricator (Fitter) Certificate

This 23-week (690-hour) program provides students with the necessary theoretical and practical knowledge for employment opportunities in the metal fabricating and construction industry. Students will learn many aspects of the trade including reading drawings and layout procedures, as well as a variety of fabrication processes required to build products with steel plates and structural steel shapes including shearing, cutting, punching, drilling, forming, fitting and welding. The focus is on developing practical skills for the metal fabrication workplace.

Upon successful completion of the program students will receive Level 1 technical training credit from the Industry Training Authority and 450 work-based hours credit toward completion of the Metal Fabricator (Fitter) apprenticeship program.

Admission Requirements
Successful completion of Welding Foundation or Welding C Certificate.

Graduation Requirements
Minimum passing grade per component is 70%.

Components
MTFB 101A TH: Safety
MTFB 101B PR: Safety
Welding Foundation

This 28-week (840 hour) program takes students with little or no previous experience in the welding trade and supplies them with the necessary skills to seek employment in this industry as an apprentice or foundation welder. The course exposes the students to many aspects of the welding trade with a focus on developing practical skills. Graduates of this program will have technical training for level 1 & 2 and 300 work based hours and have the opportunity to write the Standardized Level Exam at the end of the course.

Admission Requirements

- B.C. 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.
- English 10 with minimum 50% or alternatives.
- Math requirement:

A minimum of 50% in any of:

- Pre-calculus Grade 11
- Foundations of Mathematics Grade 11
- Apprenticeship and Workplace Mathematics Grade 11
- Workplace Mathematics 11
- Principles of Mathematics 11
- Applications of Mathematics 11
- Essentials of Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011

Or a minimum of 63% on the ABLE mathematics Test scores are only good for two (2) years.

Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation Requirements

Minimum passing grade is a GGA of seventy percent (70%)

Program Outline

- WDFF 100 Line A Occupational Skills
- WDFF 101 Line B Cutting and Gouging Processes
- WDFF 102 Line C Fusion and Braze Welding (TB) using the Oxy-Fuel Process
Trades Technology Teacher Education

The Trades Technology Teacher Education (TTTE) diploma program is for individuals wishing to pursue a career combining interest in education, skilled trades and technology.

The TTTE program covers general skilled trade applications including health and safety, tools, and shop equipment, as well as the following five trade-specific subjects: metalworking, woodworking, automotive technology, power technology, and heavy mechanical. Alongside these skilled trade applications, TTTE participants learn about electronics, drafting and design, and robotics. These areas correspond with the BC Ministry of Education's Technology Education Integrated Resource Packages (IRPs) prescribed learning outcomes.

Individuals that may be interested in this program may include:

- Anyone interested in an alternative path to becoming a K-12 teacher
- The existing school teacher wishing to instruct trades and technology courses in the K-12 system and/or pursue a secondary degree in adult education
- The Red Seal Endorsed (RSE) skilled trade person targeting a supervisory, managerial, instructional or training position
- The technology professional wanting to focus on industry education and training
- Anyone wishing to work toward their Bachelor of Education degree in Adult Education while focusing on trades and technology

The TTTE diploma program consists of a certificate or diploma option, with the diploma offered in collaboration with Brock University.

Existing teachers may take the TTTE Certificate in order to be eligible to teach trades shop and technology classes.

Red Seal tradespersons or technology professionals may take the TTTE Diploma in order to instruct adults in trades and technology.

Completion of the TTTE Diploma may also be used for credit toward admission to Brock University's three-year Bachelor of Education in Adult Education; please contact Brock University for information on this pathway: https://brocku.ca/education/programs/adult-education/

For those interested in becoming K-12 teachers, the TTTE diploma can help students meet UBCO's 16-month Bachelor of Education admission requirements. Contact UBCO for information on this pathway: http://education.ok.ubc.ca/programs/bed.html.

Okanagan College TTTE 2 year program options

The certificate consists of 31 credits from nine TTTE courses and one communications course at Okanagan College.

The diploma consists of 73 credits from nine TTTE courses, one communications course, two English courses and seven Adult Education courses from Brock University.

Admission Requirements

Regular Applicant: A regular applicant will have a B.C. senior secondary graduation or equivalent or will be currently completing grade 12.

A minimum of 60% in English 12 or alternatives.

Math Requirement

- A minimum of 60% in any of:
  - Principles of Mathematics 11
Mature Applicants: Applicants who do not have senior secondary graduation may apply as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year. Mature applicants will be subject to the same academic entrance requirements that apply to regular applicants.

Graduation Requirements

The requirement for receiving the Trades Technology Teacher Education Certificate is completion of 31 credits with a graduating grade average of 65%.

The requirement for receiving the Trades Technology Teacher Education Diploma is completion of 73 credits with a minimum grade average of 65% in the OC TTTE program courses, as well as successful completion of all applicable Brock University courses (with a 60% average).

Program Outline

Year 1

Term 1

CMNS 103 Digital Media for Trades Educators

TTTE 125 Pedagogy of Trades I

TTTE 119 Learning for Success

Brock Courses

ADED 2F90 - Foundations of Adult Education

Term 2

ENGL 100 University Writing

TTTE 121 Math for TTTE

TTTE 127 Pedagogy for Trades II

Brock Courses

ADED 2F91 - Facilitation of Adult Learning Pedagogies

Term 3

TTTE 210 Applied Pedagogy for Trades

Year 2

Term 4

TTTE 112 Drafting and Design

TTTE 213 Introduction to Electronic Technology

Brock Courses

ADED 2F92 - Curriculum Design for Adult Learners

ADED 3F90 - Work and Learning in Organizations

Term 5

ENGL 151 Critical Writing and Reading: Short Fiction and the Novel

TTTE 218 Making Robots

Brock Courses

ADED 3P95 - Evaluating Learning

ADED 3P12 - Conflict Management: Resolutions and Relationships

ADED 4F90 - Research and Critical Reflection in Adult Education

Term 6

TTTE 230 Applied Pedagogy for Technologies

Credit for PLA (Prior Learning Assessment) may be granted for demonstrated knowledge of skills that are verifiable, current and consistent with programs and courses offered at Okanagan College. Where PLA is granted, it shall be in accordance with Okanagan College policy and procedures.

Students entering the TTTE program with a Bachelor of Education degree or other post-secondary education are encouraged to contact the Associate Dean of Trades to determine if advanced standing may be granted for TTTE 119 Learning for Success. Those students entering with advanced courses are encouraged to contact the Associate Dean of Trades.
to determine if advanced standing may be granted for TTTE 121 Math for TTTE.

Trades Interprovincial Refresher Certificates

The Interprovincial Refresher Certificate programs are designed for individuals who have previous work experience in their respective trade and would like to prepare to challenge the Interprovincial exam. Approval from the Industry Training Authority is required prior to admission to these programs. The programs provide both theoretical and hands-on experience along with an on-the-job training component.

Automotive Service Technician Interprovincial Refresher Certificate

This program consists of six months of instruction and a minimum of 300 hours (approximately three months) of on-the-job training and has been designed for automotive service technicians who have trained and worked internationally and wish to upgrade their skills and seek employment in the Canadian automobile service industry. Instruction will focus on subject matter relating to the profession of Automotive Service Technician as set out by the British Columbia Industry Training Authority for all four levels of Apprenticeship. Successful graduates of this program will receive an Automotive Service Technician Interprovincial Refresher Certificate from Okanagan College and will be prepared to write the Interprovincial exam administered by the British Columbia Industry Training Authority.

Admission Requirements

- Applicants must pass an entrance exam that is administered by Okanagan College and be pre-qualified by the British Columbia Industry Training Authority to write the Interprovincial exam that will be offered at the end of the program.

- Applicants must provide written confirmation of pre-qualification from the British Columbia Industry Training Authority.

Graduation Requirements

The Automotive Service Technician Interprovincial Refresher Certificate will be granted upon successful completion of the 26 program components. Students must receive a pass in their on-the-job training component and complete the other 25 program components with a minimum passing grade of 60% in each component and an overall grade average of 70%.

Components

- IPAST 101 - Workplace Safety
- IPAST 102 - Employability Skills
- IPAST 103 - Tools & Equipment
- IPAST 104 - General Automotive Maintenance
- IPAST 105 - General Automotive Repair
- IPAST 106 - Electrical/Electronic Systems
- IPAST 107 - Brake Systems
- IPAST 108 - Steering Systems
- IPAST 109 - Suspension Systems
- IPAST 201 - Electrical Systems
- IPAST 202 - Heating, Ventilation and Air Conditioning
- IPAST 203 - Gasoline Engines
- IPAST 204 - Engine Support Systems
- IPAST 205 - Diesel Engine and Fuel Systems
- IPAST 301 - Electrical and Electronic Systems
- IPAST 302 - Fuel Delivery Systems
- IPAST 303 - Electronic Ignition Systems
- IPAST 304 - Engine Management Systems
- IPAST 305 - Emission Control Systems
- IPAST 401 - Clutch Systems
- IPAST 402 - Manual Transmissions
- IPAST 403 - Automatic Transmissions
- IPAST 404 - Drivelines
- IPAST 405 - All-Wheel Drive and Four-Wheel Drive Systems
- IPAST 406 - New Driveline Technology
- IPAST 500 - On-the-Job Training
International Trades Programs

Foundational Programs

Foundational programs offer adults the opportunity to acquire skills necessary to competently and independently function in a modern society. Competencies in curriculum areas, such as life skills, mathematics, and communication skills including speaking, reading, writing, and listening are provided, in addition to pre-vocational and academic training.

Regularly scheduled programs are offered by the departments of Adult Academic and Career Preparation (AACP) and Adult Special Education (ASE). Programs are offered at several centres including Kalamalka (Vernon), Kelowna, Penticton, Salmon Arm and Revelstoke. Programs are occasionally offered in Armstrong, Oliver/Osoyoos, and Summerland.

English Language programs are available to domestic and International students.

English Language Programs

These programs help students whose first language is not English. They provide the language skills for academic, vocational or personal needs. While the whole-language approach integrates listening, speaking, reading and writing, emphasis on a particular skill and actual content may vary according to the particular goals of the student. The following programs are offered.

Not all centres offer all courses and courses may vary each semester.

Part-Time English Language Development Program

This program is not offered every year.

Directed Studies in ESL (Oliver, Penticton, Kelowna, Vernon, Salmon Arm and other centres according to demand)

This course is not offered every year. Students will work with an instructor to set personal language-learning goals. Study plans will be prepared and materials will be provided for students to achieve their objectives. Studies may emphasize work in any or all of the areas of listening, speaking, reading and writing. Goals and programs of study may focus on:

- general English for participation in the Canadian community;
- English for employment and the workplace;
- English for career development or advancement;
- English language preparation for further training or education;
- and other focuses that match the learner's goals and the program's resources.

Prerequisite: Applicants studying in Canada under an international student visa are permitted to enrol in this program only if space permits.

Starting Dates: monthly as space permits.

ESLD 020 Directed Studies in ESL

English Language Certificate

Okanagan College offers English language students an opportunity to improve their general English skills. The English Language Certificate (ELC) is a three-level program. The goal of this program is to develop general language skills in listening, speaking, reading and writing.

Students can take 20 hours of classes per week. There are classes for listening and speaking which are 10 hours per week (ELLS), reading and writing for 10 hours per week (ELRW), writing for five hours per week (ELW) and reading for five hours per week (ELR).

Admission Requirements

The department will place students depending on their OCELA score. Students who score lower than OCELA Level 1 will begin the English Language Certificate at Semester One.

Graduation Requirements

Minimum grade of 65% in each of ELLS 030, ELW 030, and ELR 030 or higher.

This level of achievement is necessary for entrance into the English for Academic Purposes (EAP) Certificate program.

Program Outline

Semester 1
ELLS 010 English Language Listening and Speaking Level 1
ELRW 010 English Language Reading and Writing Level 1

Semester 2
ELLS 020 English Language Listening and Speaking Level 2
ELR 020 English Language Reading Level 2
ELW 020 English Language Writing Level 2

Semester 3
ELLS 030 English Language Listening and Speaking Level 3
ELR 030 English Language Reading Level 3
ELW 030 English Language Writing Level 3

English for Academic Purposes Certificate

Okanagan College offers students an opportunity to improve their English for college and university. The English for Academic Purposes Program (EAP) is a four-level program whose goal is to prepare students for academic studies.

In Levels 1, 2 and 3, students attend EAP classes for up to 20 hours of classes per week. In Level 4, students attend EAP classes for up to 15 hours of classes per week. In addition to their EAP courses, students at EAP level 3 may take one academic course and at EAP level 4 up to two academic courses provided students meet course prerequisites. If a student has mixed levels, the dominant level will determine the student's level. The addition of academic courses must be approved by the academic course instructor and appropriate academic dean.

The program has three areas: academic writing (EAPW), academic reading (EAPR), and academic discussion (EAPD). Level 4 EAPW and EAPR together are equivalent to high school English 12 which is a requirement for many academic programs.

In addition to the above courses, option courses are also available. These include grammar and pronunciation.

Admission Requirements

- All general age and study permit prerequisites apply - see Admissions and Important Information for International Applicants.

New students register in the EAP Program after taking an English assessment, the OCELA (Okanagan College English Language Assessment). Students will be placed in the program according to their OCELA score.

Students are not normally permitted to take the OCELA more than once during a 12-month period.

Placement at Level 4 OCELA, or completion of the EL Certificate with a minimum grade of 65% in ELLS 030, ELR 030, and ELW 030.

Graduation Requirements

Successful completion of EAPD 040, EAPW 040 and EAPR 040 with a minimum grade of 65 per cent in each course.

Program Outline

Semester 1
EAPD 010 Academic Discussion Skills 1
EAPW 010 Academic Writing Skills 1
EAPR 010 Academic Reading Skills 1

Semester 2
EAPD 020 Academic Discussion Skills 2
EAPW 020 Academic Writing Skills 2
EAPR 020 Academic Reading Skills 2

Semester 3
EAPD 030 Academic Discussion Skills 3
EAPW 030 Academic Writing Skills 3
EAPR 030 Academic Reading Skills 3

Semester 4
EAPD 040 Academic Discussion Skills 4
Okanagan College offers students an opportunity to improve their English while focusing on a specific subject area. The areas of focus come from requests from institutions or groups.

Specific purposes for ESL include English for the workplace, English for tourism, English for business, English for academic placement such as IELTS or TOEFL, and English for educators.

English for Specific Purposes (ESP) courses are for international institutions, businesses and government agencies and also for Canadian or Canadian immigrant groups. The length of the course varies with the specific need of each group.

ESP courses are available for both professionals and non-professionals alike.

Course length, course schedule, and field work meet the request of the group.

Please contact the ESL department, ESLChair@okanagan.bc.ca or International Education, inted@okanagan.bc.ca for further details.

Admission Requirements

An agreement between the client group and Okanagan College will be signed before offering the specific course.

Graduation Requirements

Successful completion of the specific course requirements which vary according to the contract.

One or more of:

ESP 010
ESP 040
ESP 080
ESLD 020 Directed Studies in ESL

Adult Academic and Career Preparation Programs

The Adult Academic and Career Preparation department offers courses for adult learners with a wide range of backgrounds and needs for educational upgrading. Courses provide students with basic literacy skills, prerequisites for admission to post-secondary programs, and requirements for the B.C. Adult Graduation Diploma. Support services are available for students with disabilities.

Admission Requirements

• Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.

• Age Requirement: Applicants must: be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.

• All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

• Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be referred to the Adult
AACP Mathematics Courses:

Students must have completed the prerequisites within the five years prior to the start date of the AACP mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their Math Skills Indicator (MSI) level. The MSI level is determined by a score on the Adult Basic Learning Examination (ABLE), the Penticton Adult Academic and Career Preparation Mathematics Skills Assessment, or the Basic Algebra Skills Test.

AACP English and Science Courses:

Students must have completed prerequisites for science courses within the five years prior to the start date for the AACP science course in which they wish to register. Students may gain admission to the AACP English courses and science courses with an English competency requirement based on a score on the Adult Basic Learning Examination (ABLE) and writing assessment. Interviews may also be conducted to help determine the appropriate level.

Hours of Study: Both day and evening classes may be offered, Monday through Friday. Adult Academic and Career Preparation full-time students are those enrolled in three or more courses, or receiving 15 hours or more of instruction per week, or enrolled in a two-month Spring or Summer semester course requiring 96 hours or more of instruction.

Course Advising: Before registration, prospective students are encouraged to discuss course and program plans with an advisor or instructor from the department. Appointments for course advising can be made by contacting the Advising office at each OC campus.

Semester Length: Semesters vary from four to five months, depending on centre. Summer semesters are two months.

Semester Start Dates:

Kelowna
September, January, May and July

Penticton, Salmon Arm and Revelstoke
September and January

Vernon
September, January and May

Adult Basic Education (ABE) Program

The AACP department offers four Adult Basic Education certificate programs:

Fundamental Level Certificate
This level is for students wishing to improve their basic skills or to prepare for the Intermediate Level program.

Intermediate Level Certificate
This level prepares students for the Advanced Level program or for entry into post-secondary programs that have an admission requirement of Grade 10 or equivalent.

Advanced Level Certificate
This level prepares students for the Provincial Level and, with completion of English 012, for entry into many post-secondary programs that have an admission requirement of Grade 12 or equivalent.

Provincial Level Diploma
This is the highest level of the Adult Basic Education program and requires rigorous study. The Provincial Level prepares students for admission to post-secondary programs. The student who completes this level is eligible for a British Columbia Adult Graduation Diploma. Students should consult an Educational Advisor and carefully select their courses if they plan further study at the post-secondary level.

Adult Basic Education (ABE) Program Outline

Fundamental Level Certificate:
Level A:
Two subjects required:

**ENGL 050**

or **ENGL 051**

/ **ENGL 052**

**MATH 051**

/ **MATH 052**

Level B:

Two subjects required:

**ENGL 060**

or **ENGL 061**

/ **ENGL 062**

**MATH 061**

/ **MATH 062**

Intermediate Level Certificate:

Four subjects required:

**ENGL 070**

or **ENGL 071**

/ **ENGL 072**

**MATH 071**

/ **MATH 072**

or **MATH 071**

/ **MATH 073**

Plus two (2) of the following:

**COST 070**

**EDCP 070**

or **EDCP 071**

/ **EDCP 072**

Advanced Level Certificate:

Four subjects required:

**ENGL 080**

**ENGL 081**

**ENGL 082**

plus one from List A, a minimum of one and a maximum of two from List B, and (if needed) a maximum of one from List C:

List A:

**IALG 011**

**MATH 084**

/ **MATH 085**

or **MATH 084**

/ **MATH 086**

List B:

**BIOL 011**
CHEM 011
COST 011
SCIE 080
PHYS 011
List C:
COMP 011
SOST 011
EDCP 080
or EDCP 081
/EDCP 082
/EDCP 084
/EDCP 083
/EDCP 085
BIOL: Biology
COMP: Composition
COST: Computer Studies
CHEM: Chemistry
EDCP: Education and Career Planning
ENGL: English
IALG: Introductory Algebra
MATH: Mathematics
PHYS: Physics
SCIE: General Science
SOST: Social Studies

**Adult Graduation Diploma:**

Five subjects required:
Advanced Level Mathematics or Higher

**ENGL 012**

Plus three (3) courses from the following:

**Transfer Credit for Adult Basic Education Courses**

The following transfer credit guidelines from the B.C. Ministry of Advanced Education apply toward an Adult Basic Education certificate or diploma.

**Fundamental Certificate:** At the Fundamental Level, transfer credit will not be given for work completed in the public school system. Transfer credit may be...
given for courses at the Fundamental level with a 50% grade or better from British Columbia colleges.

**Intermediate Certificate:** Transfer credit may be given for previous study for up to two courses, with a 50% grade or better, at the Intermediate or Grade 10 level or higher.

**Advanced Certificate:** Transfer credit may be given for previous study for up to two courses, with a 50% grade or better, at the Advanced or Grade 11 level or higher.

**Adult Graduation Diploma:** Transfer credit may be given for previous study for courses, with a 50% grade or better in each course, at the Provincial or Grade 12 level or higher.

In addition to the courses listed, transfer credit may be approved for courses chosen from (but not limited to) such programs as entry-level occupational trades training; business administration; office administration; university courses; education and career planning; visual, graphic and performing arts; and appropriate Continuing Studies certificate programs.

**Adult Academic and Career Preparation Correspondence Courses**

Okanagan College does not currently offer AACP (ABE) Distance Education courses. If you are interested in correspondence, one provider in our area that you can contact is the South Central Interior Distance Education School (see below).

South Central Interior Distance Education School
PO Box 4700,
Merritt, BC V1K 1B8
Tel: 1-800-663-3536

**Adult Special Education**

Okanagan College offers five certificate programs for adults with special learning needs (personal and social development underlie all aspects of these programs). Two semesters, approximately five months long, are offered each year. Programs are currently offered at the Salmon Arm, Vernon, Kelowna and Penticton centres. Offerings vary from centre to centre as student demand warrants and resources permit.

Courses are scheduled from Monday to Friday, between 8:30 am and 4:30 pm.

**Application Procedures:** To apply or to receive further information contact the Adult Special Education instructor at any Okanagan College centre.

**Admission Requirements**

**Age Requirement**

- Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the secondary school system for at least 12 months, or have a school leaving certificate.
- Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend.
- The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available.
- In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.

Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. All students must:

- Have the ability to learn and participate in a group setting, and
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others, and
- Have an identified cognitive disability.

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):
- Psycho-educational assessment
- Records of previous participation in special or supported programs in a public institution or school
- Educationally specific documentation from a physician or medical specialist
- Referral from Community Living BC
- Recommendation from an instructor in Adult Academic and Career Preparation, another college, or senior secondary school

Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Each of the three Independent Living Skills Certificate Programs have specific reading requirements. The PACE and SAME programs have additional requirements.

**Basic Skills Certificate - A**

The Basic Skills Certificate - A (BSCA) Program supports Level One students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. The program will be offered full-time or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will be supported by ASE instructors to develop an Individual Learning Plan that will take two to four years to complete. Students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

**Admission Requirements**

**Age Requirement:** Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.

**General Requirements:** Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria.

**All students must:**

- Complete a level one reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a level 2 story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction.
- Have the ability to learn and participate in a group setting
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.
- Have a commitment to learning
- Have an identified cognitive disability

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment
- Records of previous participation in special or supported programs in a public institution or school
• Documentation of disability from a physician or medical specialist
• Referral from Community Living B.C.
• Recommendation from an instructor in AACP, another college, or high school
• Referral from a community agency

Prior Learning Assessment: Students who are accepted into the BSCA Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.

Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.

Graduation Requirements

Completion of six core courses and six courses selected in consultation with the student to form an Individualized Learning Plan. Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%.

Program Outline

Students will be supported by ASE instructors and their parents/caregivers to develop an Individual Learning Plan containing six core courses and six courses selected to meet individual interests and needs. Courses within the BSCA Program are not in a required sequence. Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once. Each course of study will take two to four years to complete unless there are special circumstances and approval of the department to extend the program time. Students may attend full-time (three courses per semester) or part-time. On approval from the department, students may add one additional course per semester. Individual, stand-alone courses will still be available.

Special Circumstances: Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include:

• Lengthy illness - supported by medical documentation
• Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace
• Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance.
• Lack of available courses at the centre

BSCA students must complete:

• Two courses of any combination of LSIN 009 Visual and Verbal Literacy for the Real World and LSIN 010 Basic Academic I: Literacy
• Two courses of LSIN 010A Basic Academic I: Math
• One course of LSIN 020 Human Relations
• One course of LSIN 017 Workplace Awareness I: Literacy

The remaining six courses will be an individualized combination of:

LSIN 010 Literacy - English I
LSIN 009 Visual and Verbal Literacy for the Real World
LSIN 010A Numeracy - Mathematics I
LSIN 020 Human Relations
LSIN 017 Workplace Awareness I
LSIN 012A Basic Computer Skills A
LSIN 015 Express Yourself
LSIN 022 Rights and Responsibilities of an Adult
LSIN 023 Health and Safety
LSIN 026 Community Awareness
LSIN 027 Social Communication
LSIN 030 Cooking
LSIN 036 General Science
LSIN 037 History of People with Intellectual Disabilities in BC

Basic Skills Certificate - B

The Basic Skills Certificate - B (BSCB) program supports level two and three students to achieve their educational and personal development goals. This program is for students who wish to work on academic skills and independent living skills. Program content includes courses which focus on literacy and math, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

The program will be offered full-time or part-time to accommodate the needs of students for whom part-time participation is most appropriate. Part-time students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Admission Requirements

Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.

General Requirements: Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria.

All students must:

- Complete the level two reading assessment (Beginner One Reading Tasks) with a 90% or better in accuracy and 75% or better in comprehension.
- Have the ability to learn and participate in a group setting.
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.
- Have a commitment to learning.
- Have an identified cognitive disability.

To enter directly into level three courses, students must complete the level three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension. Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment
- Records of previous participation in special or supported programs in a public institution or school
- Documentation of disability from a physician or medical specialist
- Referral from Community Living B.C.
- Recommendation from an instructor in AACP, another college, or high school
- Referral from a community agency
Prior Learning Assessment: Students who are accepted into the BSCB Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.

Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.

Graduation Requirements

Completion of 10 core courses and two electives (12 courses). Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of a minimum of 70%.

Program Outline

Students must apply for admission to the Advanced Skills Certificate program before the beginning of their final semester of this program. Students have a maximum of two years to complete the Advanced Skills Certificate program.

Core Courses

- **LSIN 011B** Literacy - English 2
- **LSIN 013** Literacy - English 3
- **LSIN 018** Workplace Awareness II
- **LSIN 019** Workplace Awareness III
- **LSIN 010A** Numeracy - Mathematics I
- **LSIN 011A** Numeracy - Mathematics 2
- **LSIN 020** Human Relations
- **Core or Elective**
  - **LSIN 012A** Basic Computer Skills A
  - **LSIN 034** Banking, Budgeting and Bill Paying
- **Electives**
  - **LSIN 012A** Basic Computer Skills A
  - **LSIN 012B** Basic Computer Skills B
  - **LSIN 015** Express Yourself
  - **LSIN 016** Writing Your Life
  - **LSIN 022** Rights and Responsibilities of an Adult
  - **LSIN 023** Health and Safety
  - **LSIN 024** Safety and Driver Training
  - **LSIN 026** Community Awareness
  - **LSIN 027** Social Communication
  - **LSIN 029** Consumer Awareness
  - **LSIN 030** Cooking
  - **LSIN 034** Banking, Budgeting and Bill Paying
  - **LSIN 036** General Science
  - **LSIN 037** History of People with Intellectual Disabilities in BC

Advanced Skills Certificate

This full-time, two-year program is for students who have successfully completed the Basic Skills Certificate - B (BSCB) program, have demonstrate continued growth in their learning, and are committed to full-time attendance. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the OC community. In the Advanced Skills Certificate (ASC) Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

Admission Requirements

- Successful completion of the BSCB certificate.
Graduation Requirements

Completion of nine core courses and three electives (12 courses). Courses must be completed within a maximum of two years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 60% in each course with an overall minimum average of 75%.

Program Outline

Students are required to complete twelve courses, nine core courses and three electives. Courses within the ASC program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at different centres. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once. Students must attend full-time (three courses per semester). With permission from the department, and as courses are available, students may choose up to four additional electives. Students will have a maximum of two years to complete the ASC Program.

Special Circumstances: Under special circumstances students will be allowed to take longer than two years to complete their program. Circumstances may include:

1. Lengthy illness - supported by medical documentation
2. Lack of available courses

ASC Students must complete:

Three courses of any combination of:

- LSIN 011B Literacy - English 2
- LSIN 013 Literacy - English 3
- LSIN 016 Writing Your Life
- LSIN 018 Workplace Awareness II
- LSIN 019 workplace Awareness III

One course of either:

- LSIN 018 Workplace Awareness II
- LSIN 019 workplace Awareness III

Four courses of Basic Academics II: Math
- LSIN 011A Numeracy - Mathematics 2

Up to two (2) courses of Math II (may be replaced by two courses of:

- LSIN 034 Banking, Budgeting and Bill Paying
- One course of:
- LSIN 020 Human Relations

As of January 2015, the following elective will be added:
- LSIN 037 History of People with Intellectual Disabilities in BC

Optional Electives

Additional electives will be available at some centres. Students may choose to take up to four optional electives on permission of the department. The department will consider the following:

- If there is space, priority will be given to students who require this course to complete their program.
- If the course content is appropriate for the student at this stage of their learning.
- If the course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.
- If addition of this course does not make contact hours exceed 24 hours per week.

PACE Students

PACE students may use the following six LSPM courses as replacements for the following six ASC courses:

<table>
<thead>
<tr>
<th>ASC Course</th>
<th>PACE Course</th>
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</thead>
<tbody>
<tr>
<td>LSIN 018 Workplace Awareness II</td>
<td>LSIN 034 Banking, Budgeting and Bill Paying</td>
</tr>
<tr>
<td>LSIN 019 Workplace Awareness III</td>
<td>LSIN 020 Human Relations</td>
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</tbody>
</table>

- PACE Course
One of Workplace Awareness II or III

LSPM Career Exploration

Two Human Relations courses

LSPM 003 Workplace Interpersonal Skills A and LSPM 004 Workplace Interpersonal Skills B

One Basic Academics II or III

LSPM 001 Strategies for Success A

Two Electives

LSPM 022 Strategies for Success B and LSPM 007 Working World A or LSPM 008 Working World B

Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of two years to complete the ASC Program.

PACE (Preparing for Access to Careers and Education)

This certificate program supports students to achieve their own educational, vocational, and personal development goals. The educational focus is on developing student success skills and, if appropriate, choosing a modified and supported specialty within the SAME Program (Supported Access to Modified Education). The vocational focus is on career awareness and the development of appropriate workplace attitudes, values, and behaviours. All students benefit in a personal development sense through participation in course work which develops communication, assertiveness, stress management, and conflict resolution skills. Students will also participate in career exploration and work experience in the community. The program is offered in one or two years.

Successful completion of this program will prepare students for:

- The SAME program, and inclusive, modified form of a regular Okanagan College program, or
- Competitive entry-level employment, or
- Supported employment

Admission Requirements:

Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the secondary school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the student’s achievement of specific educational and behavioural standards outlined in an individual performance contract. All students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria.

Students must:

- Have the ability to learn and participate in a group setting
- Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.
- Have an identified cognitive disability. Students wishing to progress into the SAME Program must have specific documentation of disability which indicates that the student cannot meet the entry criteria for a regular Okanagan College program and/or cannot be successful in an unmodified form of a regular program, even with support.
- Have the ability to make routine decisions independently
- Have basic literacy skills (Grade four reading and/or listening comprehension)
- Have the ability to use public transportation or have alternate transportation

- Have the desire to explore vocational options

- Be motivated to participate in this program

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):

- Psycho-educational assessment

- Participation in special or supported programs in a public institution or school

- Documentation from a physician or medical specialist

- Referral from Community Living B.C. (CLBC)

- Recommendation from an instructor from AACP, another college or high school

- Referral from a community agency.

In addition, PACE applicants must have one letter of reference commenting on the student's suitability for the PACE Program from a work-related source such as an employment counsellor, a work experience coordinator or teacher, or an employer.

Special Circumstances: Students who lack appropriate documentation may be admitted conditionally at the discretion of the department chair upon consultation with the instructor. In cases of conditional admission, continued registration and attendance is dependent on the student's achievement of specific educational and behavioural standards outlined in an individual performance contract.

A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

**Program Outline**

Participation Standard - overall average of 50%.

Minimum 50% per course with an overall average of a minimum of 70%.

Successful students at each level are eligible for graduation and will receive the PACE certificate with recognition of Participation, PACE, or SAME standard. Students, who wish to ladder into the SAME program, must meet the standard of the SAME program to be eligible for appropriate inclusive programs. With permission of the department, students may repeat a semester to meet standards.

<table>
<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>LSPM 001</td>
<td>Strategies for Success A</td>
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<tr>
<td>LSPM 031</td>
<td>PACE Applied Skills I</td>
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<tr>
<td>LSPM 005</td>
<td>Career Exploration</td>
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<table>
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<tr>
<th>Semester II</th>
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<tbody>
<tr>
<td>LSPM 003</td>
<td>Workplace Interpersonal Skills A</td>
</tr>
<tr>
<td>LSPM 007</td>
<td>Working World A</td>
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<tr>
<td>LSPM 032</td>
<td>PACE Applied Skills 2</td>
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<table>
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<tr>
<th>Semester III</th>
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<tbody>
<tr>
<td>LSPM 004</td>
<td>Workplace Interpersonal Skills B</td>
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<tr>
<td>LSPM 008</td>
<td>Working World B</td>
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<tr>
<td>LSPM 033</td>
<td>PACE Applied Skills 3</td>
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<th>Semester IV</th>
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<tbody>
<tr>
<td>LSPM 006</td>
<td>Job Search Skills</td>
</tr>
<tr>
<td>LSPM 002</td>
<td>Strategies for Success B</td>
</tr>
<tr>
<td>LSPM 034</td>
<td>Pace Applied Skills 4</td>
</tr>
</tbody>
</table>

**SAME (Supported Access to Modified Education)**

This program enables students with cognitive disabilities, who cannot meet entry criteria for regular Okanagan College programs, to access modified versions of those programs. Students will be supported to develop specific vocational skills in a program that has been modified to meet their learning needs. They will also attend a weekly student support class. Successful students will receive an anecdotal grade and a modified certificate.
Admission Requirements

Students who have completed the PACE program

Students may continue into the SAME program based on successful completion of PACE at the SAME standard (80% average) and recommendation of the ASE instructor and the receiving instructor.

Applicants without PACE Completion

Students may enter directly into the SAME program on the recommendation of the ASE instructor and the receiving instructor provided that they meet the PACE Admission Requirements, have an established record of student success behaviours, have a clear and realistic vocational goal based on prior work experience in a field directly related to the chosen SAME Program, and that space is available. Students who are enrolled in or have completed the PACE Program will be given priority access.

Students wishing to enter the SAME program must have specific documentation of disability which indicates that the student cannot meet the entry criteria for a regular Okanagan College program and/or cannot be successful in an unmodified form of a regular program, even with support. Documentation must include one of the following:

- Psycho-educational assessment
- Educationally specific documentation from a physician or medical specialist

Applicants without PACE Completion must also provide two letters of recommendation, one letter from:

- A previous instructor in ABE or ASE, or from a senior secondary teacher. This recommendation must comment on the student's behaviours and attitudes including:
  - Attendance and punctuality
  - Ability to complete work in an accurate and timely manner
  - Response to criticism
  - Interactions with instructors and peers
  - Strategies for coping with stress.
  - Willingness to participate in class activities and group work.

Another letter from:

- An employment-related agency, advocacy group, employer or workplace supervisor.

This recommendation must outline related work experience and comment on:

- The suitability of the student for the chosen SAME Program based on strengths and abilities demonstrated in the workplace over a period of at least eight weeks.
- Employability skills such as attendance and punctuality, willingness to work, ability to follow instructions, ability to cope with constructive criticism, and teamwork skills.

Students applying for direct admission into second year must apply eight months prior to the start date of their chosen program.

Employment Connection

LSPM 027 Employment Connection

Employment Connection will provide individualized and small group community access and employment support for Adult Special Education students in their next environment as they bridge the College ASE program and the workplace. The focus will be practical application of skills taught in the PACE program and/or the SAME program. Students will be supported by individualized support to continue their development of the attitudes, values, and behaviours of successful employees. Students may register in this course for a maximum of three semesters.

Prerequisite or corequisite: completion of or registration in either the PACE or SAME program.

Inclusive Post-Secondary Education Certificate

In this one- to four-year certificate program, students with cognitive disabilities will be supported by the ASE department to identify and access an individualized selection of OC courses or an individualized program based on their interests and goals. Students will be admitted to the OC courses/program upon acceptance by the receiving departments and instructors and will be expected to participate to the best of their ability. Students will also participate in the IPSE Inclusion Support course.
An Inclusion Facilitator will support students to set and review academic and social goals, clarify assignment modifications, and identify goals for participation in student life activities. Facilitators will not provide direct instruction. Facilitators will work with the student to connect with a peer support partner and will help them plan and organize study time and assignment completion. Students will be supported to plan and conduct a job search and will be referred to appropriate employment agencies for summer employment and upon graduation. Students will graduate with an Inclusive Post-Secondary Education Certificate.

**Admission Requirements**

Students must meet the general ASE Admission requirements.

Students will be accepted into the IPSE program on recommendation of the ASE department provided that:

1. They have successfully completed at least one ASE or AACP course.
2. They are motivated to participate in this program.
3. They have a commitment to learning.
4. The receiving instructors are willing to participate.
5. Participation does not present a safety hazard.
6. The number of students per receiving program is limited to a maximum of one.
7. Resources are sufficient to provide the support services required.

Students must participate in a planning interview with the ASE Instructor and Inclusion Facilitator seven months prior to program start (e.g. February of the year preceding a September entry.)

A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

**Graduation Requirements**

Students must complete a minimum of one course per semester for the length of their program. Students must also complete one section of IPSE Inclusion Support for each semester they attend.

To be successful, IPSE students must demonstrate successful student values, attitudes and behaviours by:

- Attending classes and scheduled meeting regularly,
- Participating in class activities to the best of their ability, and
- Completing assigned work to the best of their ability.

Successful students will graduate with an Inclusive Post-Secondary Education Certificate. Students will be provided with an OC transcript of courses taken and recommendations from instructors where earned.

**Program Outline**

Individualization means that each IPSE program will be different depending on the strengths, needs, and goals of the student. At a minimum, a student could take one course per semester plus the Inclusion Support course. The maximum would be a full course load plus the Inclusion Support course. Programs will generally be either one or two years to reflect the normal length of an OC program. Some students may choose OC degree options and in that case four years would be normal. Courses may be repeated if desired by the student and recommended by the instructor to reinforce and consolidate learning. The selected academic options will be complemented by individually chosen Student Life Options: clubs, study partner, learning centre, lunch in cafeteria, student society, fitness, library, social activities, work placement on campus, etc.

One Year Program

Minimum Requirements: One OC course plus one section of Inclusion Support per semester
Maximum Possible: Acceptance into a one-year program and participation in some or all of the program requirements plus one section of Inclusion Support per semester or up to five individually chosen courses per semester plus one section of Inclusion Support per semester.

One course per semester may be an ASE course.

Required ASE course:

**IPSE 001** IPSE Inclusion Support

**Two Year Program**

Minimum Requirements: One OC course plus one section of Inclusion Support per semester.

Maximum Possible: Acceptance into a two-year program and participation in some or all of the program requirements plus one section of Inclusion Support per semester or up to five individually chosen courses per semester plus one section of Inclusion Support per semester.

One course per semester may be an ASE course.

Required ASE course:

**IPSE 001** IPSE Inclusion Support

**English Language Programs**

**Please see:**

- [English Language Certificate](#)
- [English for Academic Purposes](#)

**Distance Education**

Okanagan College offers credit courses by distance education, allowing students throughout the Okanagan College region and beyond to complete courses independently. Credits earned may be applied to Okanagan College degree, diploma and certificate programs.

Okanagan College's usual application, registration and refund policies apply to distance education students.

Visit [www.okanagan.bc.ca/distance](http://www.okanagan.bc.ca/distance) for a complete list of courses and programs offered through distance education.

If you are looking for information on PNUR 113 which is offered through distance education and is required for entry into the Practical Nursing program, please check [here](#).

Distance Education

Okanagan College

1000 KLO Road

Kelowna, BC V1Y 4X8

Telephone Kelowna: 250-862-5480

Toll Free within B.C.: 1-888-638-0058

Email: distance@okanagan.bc.ca

**Continuing Studies**

Continuing Studies is responsible for creating and administering courses and programs throughout the Okanagan College region. Annually, more than 22,000 students enrol in Continuing Studies courses at Okanagan College. Courses are administered through the campuses and centres. For further information visit our website at [www.okanagan.bc.ca/cs](http://www.okanagan.bc.ca/cs).

Semi-annual Continuing Studies brochures are published at most Continuing Studies centres. These brochures contain information on semester offerings, fees and registration. For copies of current brochures see contact information below.

**Programs and Services**

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**Part-time Vocational Certificate Programs:**

Continuing Studies offers a wide range of job preparation and job upgrading programs leading to certificates. Programs consist of a minimum of 60 hours of instruction and are usually offered at varying Okanagan College centres. For location, start dates and times, consult your local Continuing Studies brochure, call your local Okanagan College campus,
or visit our website www.okanagan.bc.ca/cs. Tuition fees are subject to revision without notice.

**Minimum passing grade (part-time vocational certificate programs):** 60% unless otherwise stated.

**Vocational Short Courses:** Offered usually in the evenings or on weekends, these courses are tailored to meet local job market and skill needs. Please check the Okanagan College centre in your area.

**General Interest Courses:** A variety of non-credit courses in leisure, recreation and hobbies. Each Okanagan College centre offers a variety of courses tailored to meet the needs of the local community. These courses are offered on a cost-recovery basis.

**Contract Training:** Continuing Studies can provide varied programs of vocational, career and professional development training by contract to companies or organizations. These programs are designed to suit the educational needs of employees, employers or organizations.

**Inter-institutional Co-operation:** Continuing Studies co-operates with other post-secondary institutions to enhance the range of credit and non-credit courses available to Okanagan residents.

### Advanced GIS Certificate

This 500-hour program will introduce students to the essentials of using GIS to create maps and edit and manage GIS data. Students will learn the basics of project management. In addition, more advanced topics such as raster analysis, working with 3D data and network datasets will be covered. Students will also learn how to use GPS technologies to gather data, how to perform GIS analysis, complete an in-depth study of relational databases and how databases are used within a GIS. Students will be required to complete two major projects of their design as well as a directed project of the type they would encounter in an employment situation. A blend of theory and practical application ensures the graduates are prepared to work in various employment opportunities in private industry, consulting, government, First Nations and Mining sectors.

### Admission Requirements

B.C. 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.

A minimum of 60% in MSFD 101 - File and Desktop Management or equivalent experience.

### Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive the certificate.

### Components

- CGIS 101 GIS Essentials
- CGIS 102 GIS Data
- CGIS 103 GIS Project #1
- CGIS 104 GPS
- CGIS 105 GIS Analysis & Automation
- CGIS 106 Relational Databases
- CGIS 107 GIS Project #2
- CGIS 108 Raster Analysis
- CGIS 109 3D Modeling
- CGIS 110 Geometric Networks
- CGIS 111 Linear Referencing
- CGIS 112 Temporal Data & Animation
- CGIS 113 Map Books
- CGIS 114 Directed Project
Aboriginal Community Support Worker Certificate

The 375-hour Aboriginal Community Support Worker Certificate prepares learners to support and assist Aboriginal Individuals and families, both on- and off-reserve, to enhance their quality of life. In addition to covering the core training required by all community workers, this program enables learners to develop knowledge and direct employment-related skills required to work with the unique needs of Aboriginal people and communities.

This program emphasizes a person/family-centred and holistic approach to community support work and includes a 70-hour practicum at approved organizations. Graduates are prepared to work in entry-level positions under direction and supervision, and practice professionally as part of a support team in community-based organizations that work with Aboriginal persons.

Admission Requirements

- B.C. 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.
- English 12 with minimum 60% or equivalent.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College’s admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General’s Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant’s admission application.

Program Outline

- ACSW 111 Aboriginal Peoples of Canada
- ACSW 112 Social Determinants within Aboriginal Communities
- ACSW 113 Introduction to Aboriginal Traditional Knowledge Systems
- ACSW 114 Introduction to Aboriginal Law
- ACSW 115 Professional Practice in Human Service Work
- ACSW 116 Holistic Supports and Services
- ACSW 117 Health, Safety and Wellness
- ACSW 118 Interpersonal Skills for Human Service Professionals
- ACSW 119 Human Development/Lifespan
- ACSW 120 Reconciliation: Relationships and Aboriginal Communities
- ACSW 121 Introduction to Substance Abuse Counselling
- ACSW 122 Group Facilitation
- ACSW 123 Motivational Interviewing
- ACSW 124 Workshops
- ACSW 125 Practicum

Audio Engineering and Music Production Certificate

The Audio Engineering and Music Production certificate is a 730-hour program that trains individuals to work in various technical positions such as recording arts, music, theatre, concerts, broadcasting, video and film. The program develops skills required to operate digital and analog audio recording, programming and processing equipment. The course content provides a foundation in the principles of hearing, sound, music, basic electronics, processing, signal flow, microphone techniques, mixing and mastering, live sound engineering, and reviews current industry standards. Students will gain hands-on experience with industry-standard recording and studio systems, and music and audio experience.

Admission Requirements

- Grade 12 or Advanced Level certificate or GED, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- English 12 with minimum 60% or alternatives.
- Math requirement:
A minimum of 60% in any of:

- Foundations of Mathematics and Pre-Calculus Grade 10
- Applications of Mathematics 10
- Principles of Mathematics 10
- Adult Basic Education MATH 071 and MATH 072

Or a minimum of 65% on the ABLE Mathematics test. Test scores are only good for two (2) years.

Computer Fundamentals or equivalent (challenge Computer Fundamentals test or computer courses completed in school)

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive the certificate.

Components

- **AEMP 110** Introduction to Audio Engineering
- **AEMP 111** Hearing and Music
- **AEMP 112** Audio Electronics
- **AEMP 113** Signal Flow and Processing
- **AEMP 114** Microphone Techniques
- **AEMP 115** Mixing and Mastering
- **AEMP 116** AEMP Industry Standards
- **AEMP 117** Live Sound Engineering
- **AEMP 118** Analog Processing and Recording
- **AEMP 119** MIDI Music Programming
- **AEMP 120** Digital Audio Recording
- **AEMP 121** Applied Audio Engineering and Production

Admission Requirements

- B.C. 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.
- English 12 with minimum 60% or alternatives.

Graduation Requirements

Students must complete each course in the program with a minimum passing grade of 70% in each course.

Components

- **AUSP 111** An Overview of the Spectrum
- **AUSP 121** Every Day on the Autism Spectrum
- **AUSP 131** How to Information Share and Provide Good Care
- **AUSP 141** Education and the Social Side of Life
- **AUSP 151** Making Plans and Finding Facts Across a Person’s Lifetime

AutoCAD Skills Certificate

This 160-hour certificate program introduces students to the tools and applications of AutoCAD software. Emphasis will be on learning the concepts and practical uses of the program as well as developing acceptable practices for electronic file management. Concentrating on two-dimensional drafting, this program teaches the use of AutoCAD using examples of drawings from various industries. A hands-on approach emphasizing practical working techniques is applied to exercises and assignments. This program is suitable for individuals with previous background within residential construction, carpentry, drafting or manufacturing who are wishing to advance or expand upon their skills into computer-aided design.

Autism Spectrum Certificate

This 81-hour program is for persons who work, interact and live with persons with Autism Spectrum Disorder (ASD). Courses will provide a thorough overview of ASD focusing on both theory and practical skills that will be useful for professionals, parents and/or caregivers. Multiple strategies, examples and tips, as well as concrete suggestions and in-depth resource listings that can be used to greatly enhance the quality of interactions with persons with autism in home, educational, daycare, social work or caregiver settings will be presented.
Admission Requirements

- Computer Fundamentals or equivalent. Students will be required to take an assessment test and pass with 60% or better if they have not taken Computer Fundamentals previously.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive the certificate.

Components

- **AD 001** Introduction to AutoCAD Skills
- **AD 002** Applied AutoCAD Skills
- **MSFD 101** File and Desktop Management

**Basic Accounting Certificate**

This introductory program is designed for persons seeking entry-level employment in accounting, for those wishing to maintain a set of books for a small business, or for those wanting an understanding of basic accounting principles before studying computer-based accounting systems. The two courses in the program total 66 hours of instruction, and are supplemented by individual assignments requiring the application of material presented in class sessions.

Admission Requirements

- No admission requirements

Graduation Requirements

Students must complete each course with a minimum grade of 70% to receive the certificate.

Components

- **BAC 11** Introduction to Accounting Level I
- **BAC 12** Introduction to Accounting Level II

**Bookkeeping Certificate**

The 123-hour Bookkeeping Certificate provides students with the knowledge and skills of the complete bookkeeping cycle, from how to set up a company through the full year’s business cycle for computerized accounting systems. In this certificate, students will learn a computerized accounting program, apply their knowledge to spreadsheets, plus gain an in-depth understanding of payroll administration.

Admission Requirements

- BUAD 111 or OADO 140 and 141 or OADM 140 or BAC 11 and 12 or a minimum grade of 73% in Accounting 12 or equivalent.
- A minimum grade of 60% in Okanagan College's Continuing Studies Computer Fundamentals or the Okanagan College's Continuing Studies Computer Fundamentals challenge test.

Graduation Requirements

Students must complete each course with a minimum grade of 70% to receive the certificate.

Components

- **BOOK 100** Spreadsheets for Bookkeeping
- **BOOK 110** Payroll Administration
- **BOOK 120** Computerized Accounting

**Building Service Worker Certificate**

This 114-hour Building Service Worker Certificate provides students with the knowledge and practical skills for entry into the building service industry in custodial work, and upgrading for those who are currently employed in the industry. The program includes theory, demonstrations, and practical skills training in the classroom and in appropriate work areas. Topics include: health and safety regulations, work-place professionalism, and basic and specialized cleaning.

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.
• English 10 with minimum 50% or alternatives.
• Applicants are required to submit a physician's note confirming good health. Applicants must be capable of engaging in physical activities; including but not restricted to lifting. The medical examination must be undertaken not more than 6 months prior to enrolment in the program.

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive a certificate.

Program Outline

CBSW 100 Developing Professional Skills
CBSW 110 Chemistry of Cleaning
CBSW 120 General Cleaning
CBSW 130 Carpet and Upholstery Cleaning
CBSW 140 Complete Floor Care
CBSW 150 Special Area and Project Cleaning
CBSW 160 Industrial Kitchen Cleaning

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. Students will receive an introduction to dentistry and routine dental procedures, and learn 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.

Admission Requirements

• BC Secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
• Minimum typing speed of 35 net words per minute.

• Computer Fundamentals or equivalent (students may take a challenge test to access their fundamental skills).
• Documented proof of successful completion of a Cardiopulmonary Resuscitation (CPR) Level C certification

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

DAA 100 Communication Skills
DAA 101 Introduction to Dentistry
DAA 102 Dental Office Procedures and Computers

Drupal Web Developer Certificate

The 240-hour Drupal Web Developer Certificate program provides the necessary tools to begin a career as a web developer utilizing the Drupal content management platform. This program emphasizes the skills, methods and tooling knowledge to work in the field of web-based content management. Website development with Drupal will teach skills and provide knowledge for a broad field of web-related-site design and the expertise gained in this program will extend into many other frameworks and even static site design outside of Drupal.

Graduates of this program will gain the real-world knowledge required to apply themselves in the workforce and gain meaningful experience for employment.

Admission Requirements

• B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
• Interview and portfolio assessment of the following:
  • Novice level PHP (control flow, loops, variable and function declarations), or an intermediate level of C, C++ or C-based syntax language is a must.
• Intermediate HTML5 - Fieldsets, navs, lists, divs, classes and events are used heavily in projects assigned in this course.
• Intermediate CSS - You should be familiar with complex selectors, specificity, flexbox or floats, common styling properties and familiarity with cross-browser support.
• Responsive (mobile/tablet) design principles. Knowledge in tools like SASS is an asset.

Additional preferred skills:
• Experience with the Object Oriented Programming paradigm is recommended.
• Familiarity with SQL syntax and simple SQL statements (MySQL/MariaDB)

Graduation Requirements

Students must successfully complete each course with a minimum grade of 70% to receive the certificate.

DRUP 100 Introduction to Drupal Development
DRUP 110 GUI Usage
DRUP 120 Website Theming
DRUP 130 Website Development Project
DRUP 140 Modules and Hooks
DRUP 150 Developing Custom Modules
DRUP 160 Building E-Commerce Financial Transactions
DRUP 170 Commerce Project
DRUP 180 Drupal Community Project

Education Assistant Certificate

This 447-hour Education Assistant Program prepares learners to work as Education Assistants in schools as part of an educational team. Education Assistants work under the instructional supervision of classroom teachers and School District administrators while supporting the learning and independence of children who benefit from additional assistance in meeting their educational goals.

Learners are introduced to the organizational structure of schools and the role of Education Assistants in the classroom. Specific topics include general educational principles with particular attention to individualized instruction, cooperative learning and the importance of creating a positive learning environment. Learners develop and practice the skills necessary to implement modifications and adaptations of curriculum.

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.
• A minimum grade of 60% in Computer Fundamentals or equivalent.
• English 12 with minimum 60% or alternatives.
• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

FA 111 School Organization
FA 112 Education and Child Development
FA 113 Workshop
FA 114 Translating and Supporting Behaviour
FA 115 Implementing and Integrating Curriculum
FA 116 Technology in Education
FA 121 Issues in Education
Supporting Educational Domains

Practicum

**Esthetics and Nail Technology Certificate**

In this 43-week (1,100-hour) program, students gain the skills and knowledge necessary to be successful in the field of professional Esthetics and Nail Technology. Students learn the latest industry techniques for a wide range of treatments including spa level manicures and pedicures, artificial nail enhancements, skin care and facials, waxing essentials, aromatherapy, reflexology, relaxation and hot stone massage, body scrubs and wraps, eye lash and brow tinting and make-up foundations. A blend of theory and practical application ensures the graduates are prepared to work in day spas, destination spas, on a cruise ship, or in their own entrepreneurial venture.

In addition to obtaining Okanagan College certification, students will be prepared for membership with industry associations should they choose to pursue them.

**Admission Requirements**

- B.C. 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.

- A scheduled mandatory meeting with Esthetics and Nail Technology staff to discuss their interest in the industry, to clarify program requirements and to provide counselling on entry into the program.

**Graduation Requirements**

Students must pass the practicum and achieve a minimum grade of 70 per cent in all other courses of the program.

**Program Outline**

- **ESNT 101** History and Professionalism in Esthetics
- **ESNT 102** Infection Control: Principles and Practice
- **ESNT 103** General Esthetic Sciences
- **ESNT 104** Nail Structure & Growth: Diseases and Disorders
- **ESNT 105** Natural Nail Care: Manicures and Pedicures
- **ESNT 106** Artificial Nail Enhancements: Techniques and Procedures
- **ESNT 107** The Skin Sciences
- **ESNT 108** Product Selection and Ingredients: Making Informed Choices
- **ESNT 109** Skin Care and Facials
- **ESNT 110** Waxing Essentials
- **ESNT 111** Aromatherapy: An Introduction
- **ESNT 112** Reflexology for the Esthetician
- **ESNT 113** Relaxation Massage and Hot Stone Therapy
- **ESNT 114** Body Scrubs and Body Wraps
- **ESNT 115** Introduction to Advanced Esthetics
- **ESNT 116** Eyelash and Brow Tinting
- **ESNT 117** Make-Up Foundations
- **ESNT 118** Business Skills, Retailing and Career Skills
- **ESNT 119** Practical Skills
- **ESNT 120** Advanced Practical Skills
- **ESNT 121** Practicum

**Floral Design Certificate**

This 150-hour certificate program prepares students to work as floral designers and to upgrade the abilities and skills of those currently working in the field. Emphasis is on retail floristry including small businesses and franchise retail outlets. Program
content concentrates on the basic principles of plant care, floral design, and floral arrangements for special events. Students will be eligible to write the Basic Florist Skills accreditation examination with Flowers Canada, after successfully completing this program along with six months of practical experience in a retail florist business.

Admission Requirements

Successful completion of Grade 10 or equivalent.

Program Outline

**FD 01** Basic Plant Care Principles
**FD 02** Principles of Floral Design
**FD 03** Basic Floral Arrangements
**FD 04** Designing Funeral Arrangements
**FD 05** Designing Wedding Arrangements
**FD 06** Floral Marketing

**Gastroenterology Nursing Certificate**

The 302-hour online Gastroenterology Nursing Certificate (GNC) provides learners with the knowledge and practical skills for entry into endoscopic nursing. This program includes theory, demonstrations, and practical skill training in endoscopic work areas. Topics include: anatomy and physiology, pre- and post-nursing care for gastroenterology procedures performed in the ambulatory care setting and the handling and care of scopes and accessories.

Graduates of the GNC Certificate program will be prepared to write the Canadian Certified Gastroenterology Nurse, CGN(C), specialty examination.

Admission Requirements

- Provide a written agreement of a practicum placement by an endoscopy unit manager
- Current certification in CPR Level C. This must be maintained throughout the program.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College’s admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General’s Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Results of tuberculin testing done no more than six months before the date of application, with evidence of appropriate follow up if the test was positive.
- Up-to-date Immunization Record based on vaccinations listed below. Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.

1. **Tetanus and Diphtheria Toxoid (Td)** - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
2. **Measles Vaccine** - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as Measles Mumps (MMR) vaccine.
3. **Polio Vaccine** - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last Booster doses of IPV are not required in Canada.
4. **Rubella Vaccine** - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.
5. Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
6. Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.
7. Flu Immunization - Annual Flu immunization is recommended.

Graduation Requirements

Students must pass the practicum and attain a minimum grade of 70% in each of the other courses in the program.

Program Outline

GNC 110 Gastroenterology Nursing Practices
GNC 120 Infection Control and Environmental Safety
GNC 130 Anatomy, Physiology and Pathophysiology
GNC 140 Pharmacology
GNC 150 Diagnostic Tests and Therapeutic Procedures
GNC 160 Practicum

Hospitality Service Training Certificate

This 124-hour Hospitality Service Training Certificate prepares learners to successfully launch a career in the hospitality and tourism industry. This program includes theory, demonstrations and practical-skill training in various areas of the hospitality industry. Included in this program is also an emphasis on customer service and working together as part of a team.

Graduates of this program will be prepared with practical skills and knowledge that they can immediately apply in their workplace.

Admission Requirements

English 10 with minimum 50% or alternatives.
Serving it Right Certificate.
FoodSafe Certificate.

Graduation Requirements

Students must pass each component with a minimum grade of 60% to receive a certificate.

Components

IND 01 Introduction to Interior Decorating
IND 02 Working With Floor Plans
IND 03 Perspective Drawing
IND 04 Drawing and Colour Rendering
IND 05 Using Colour in Your Home
Landscape Horticulture Certificate

The landscape industry has seen increased consumer demand for professional landscape services. This 120-hour 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. Persons with responsibilities for administering landscape construction or maintenance contracts will also find the program beneficial. The Landscape Horticulture Certificate program also provides a solid foundation for individuals interested in pursuing advanced studies in specialized horticulture disciplines such as turf grass maintenance, landscape design, and nursery propagation.

Admission Requirements

• No admission requirements.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

HT 11 Botany and Soil Science
HT 12 Plant Identification
HT 13 Landscape Construction
HT 14 Landscape Maintenance

Leadership and Change Certificate

The 144-hour Leadership and Change Certificate is designed for individuals preparing for more senior or advanced leadership roles in their organization. This program will be of interest to individuals who want to nurture their own leadership character and competencies and be agents of change.

Leaders are called upon to respond to new challenges in new ways. Bureaucratic, mechanistic and traditional business thinking models and frames of reference no longer work for the 21st century. This applied leadership certificate is designed to enhance the character and competencies of learners and future leaders in five critical areas: enhancing personal credibility and authenticity; building team commitment; becoming positive change agents; building a community of learners and aligning systems, values, processes and structure to deliver results consistently.

Learners participate in a blend of three online courses and one five-day residency.

Admission Requirements

B.C. 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 two years of work experience in a position of responsibility, such as supervisor, manager, project or team leader.

Graduation Requirements

Learners must pass all courses with a minimum grade of 70% in each to receive the Certificate.

Program Outline

LC 111 Authenticity and Personal Mastery
LC 112 Leading Change in Teams
LC 113 Leading Change in Organizations
LC 114 Leadership Residency

Leadership Skills Certificate

The Leadership Skills Certificate is a 90-hour program that trains individuals in effective leadership skills. The course content provides a foundation in the principles of leadership, the development of high performance teams and performance management. Learners will gain practical skills that they can immediately apply in their workplace.
Admission Requirements

- No admission requirements.

Graduation Requirements

Students must pass each course with a minimum grade of 60% to receive a certificate.

Components

- LSC 111 Approaching Leadership
- LSC 112 Building High Performance Teams
- LSC 113 Managing for Performance

Leading in a Learner Centred Organization Certificate

The Leading in a Learner-Centred Organization Certificate (LLCO) is a 60-hour program. It is accessible to educational coordinators, program chairs, program administrators, managers, executives, and any employee in, or interested in, a leadership role in an educational institution.

LLCO provides educational leaders the opportunity to increase their leadership skills while developing a people-centred philosophy of management. An integrated approach which merges practical training with theoretical learning will be used in the program to assist participants in developing practical leadership skills for use in an educational institution. By the end of the program participants will be able to engage in people-centred consultation and communication, develop effective work groups, engender trust and respect, and promote a culture of intrinsic motivation in an institutional setting. Successful graduates of LLCO will receive an Okanagan College Leadership in a Learner-Centred Organization Certificate.

Admission Requirements

Secondary school graduation or equivalent, or 19 years of age and out of school for one year as of the first day of classes.

Applicants must be individuals who are currently working in a leadership role, or individuals who are moving towards a leadership role in an educational institution. Applicants must submit a letter of introduction describing their background, their current role, and their leadership goals.

Graduation Requirements

The Leadership in a Learner-Centred Organization Certificate will be granted upon successful completion of the six courses in the program. Students must receive a minimum passing grade of 60% in each of the six courses.

Learner-Centred Instructor Certificate

The Learner-Centred Instructor Certificate Program (LCI) is a 60-hour program. It is designed to be accessible for instructors who are currently working in an educational institution, or individuals with an educational focus who have access to a teaching/training position.

The LCI program provides new instructors the opportunity to increase their teaching skills while developing a learner centred philosophy of instruction. An integrated approach which merges practical training with theoretical learning will be used in the program to assist students in developing practical instructional skills for use in the classroom. By the end of the program participants will be able to create an engaging learner centred environment, and develop and deliver effective learner centred instructional strategies. Successful graduates of the program will receive an Okanagan College Learner Centred Instructor Certificate.
Admission Requirements

Applicants must be instructors who are currently working in an educational institution, or individuals with an educational focus who have access to a teaching/training position. English 12 with minimum 50% or alternatives.

Graduation Requirements

The Learner Centred Instructor Program Certificate will be granted upon successful completion of the six courses in the program. Students must receive a minimum passing grade of 60 in each of the six courses.

Program Outline

- **LCI 101** Building a Learner Centred Culture
- **LCI 102** Instructional Planning
- **LCI 103** Teaching Techniques
- **LCI 104** Multi Media and Technology
- **LCI 105** Learning Assessment and Course Evaluation
- **LCI 106** Instructional Evaluation and Development

Medical Device Reprocessing Technician Certificate

The 814-hour Medical Device Reprocessing Technician Certificate provides students with the knowledge and practical skills required for a career as a Medical Device Reprocessing Technician (MDRT).

The program includes theory, demonstrations, practical skill training in the classroom, and a 400-hour supervised practicum at accredited facilities. Topics include: decontamination, cleaning, processing, assembly, sterilization, storage, and distribution of surgical instruments and medical devices within a quality assurance framework. Students will learn and demonstrate the handling and packaging of over 100 basic surgical instruments.

Graduates of the Okanagan College Medical Device Reprocessing Technician Certificate are qualified to write the Canadian Standards Association Certified Medical Device Reprocessing Technician Personnel certification exam as well as an international certifying agency exam, the International Association of Healthcare Central Service Material management (IAHCSMM).

Practicum Experiences

Practicum experiences are an integral component of this program. Locations are throughout the province. Okanagan College will assign the placement. While every effort will be made to accommodate a student's preference for locations of practicum experiences, Okanagan College reserves the right to determine the appropriateness of any placement. All agencies and institutions serving as practicum sites must be approved by Okanagan College. Okanagan College reserves the right to change a student's practicum placement. The student has the right to be informed in writing of the reasons for a change in placement.

Practicum host sites may require students to work all shifts and therefore, students must plan to make the necessary time adjustments with daycare, part-time employment or other commitments.

Students must arrange for their own transportation to and from practicum sites. Travel and accommodation expenses associated with practicum experiences are entirely the student's responsibility. Attendance at practicum sites is mandatory.

A student may be denied a practicum if their preparatory work is deemed unsatisfactory or if their participation in a practicum puts the receiving agency or its clients at unreasonable risk. A student may be required to withdraw from a practicum on the basis of poor performance or poor attendance in a practicum setting, or if the state of her/his health impairs ability to perform competently or poses a potential risk to the practicum host or its clients.

A student may be suspended from a practicum site if her/his behaviour contravenes that of the established code of conduct for the site or if her/his behaviour is deemed to compromise the normal functioning of the practicum site.

Admission Requirements

- B.C. 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.
• English 12 with minimum 60% or alternatives.
• A minimum grade of 60% in Computer Fundamentals or equivalent (a minimum grade of 60% in the Okanagan College's Continuing Studies Computer Fundamentals challenge test.)
• CPR Level C no more than 12 months before admission
• One of Occupational First Aid Level 1 or Standard First Aid no more than 12 months before admission
• Applicants must undergo a medical screening to determine any pre-existing medical conditions that could be compromised by working in this field.
• Evidence of an Ishihara colour test that indicates no colour blindness.
• Up-to-date Immunization Record based on vaccinations listed below (prior to starting MEDR 119 - Practicum). Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.
  o Tetanus and Diphtheria Toxoid (Td) - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
  o Measles Vaccine - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as a Measles Mumps (MMR) vaccine.
  o Polio Vaccine - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.
  o Rubella Vaccine - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.
  o Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
  o Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.
  o Influenza (Flu) Immunization - Annual influenza immunization is recommended.
• Evidence of a negative tuberculin skin test (no more than 6 months before admission).
• A vaccination for Hepatitis B (completed prior to starting MEDR 119 - Practicum)
• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to submit the letter by the deadline will result in a cancellation of the applicant's admission application.
• Applicants must attend an orientation session.

Graduation Requirements
Students must pass the practicum and attain a minimum grade of 70% in all other courses in the program.

Components
MEDR 110 Anatomy and Physiology
MEDR 111 Human Workplace Relations
MEDR 112 Introduction to Medical Terminology
MEDR 113 Microbiology and Infection Control Concepts
MEDR 114 Decontamination Procedures and Recommended Practices
MEDR 115 Packaging Instruments and Patient Care Equipment
MEDR 116 Sterilization Concepts and Techniques
MEDR 117 Quality Assurance and Introduction to Surgical Instrumentation
MEDR 118 MEDR Workshop
MEDR 119 Practicum

Medical Office Assistant Certificate

This 254-hour program prepares students for employment in reception, clerical or assisting positions in medically-oriented facilities such as hospitals and doctors' offices. Students will acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses, obtain a good understanding on the use of computers in the business environment, perform computerized medical billing, and apply medical office guidelines and standards. Students will also learn to understand and adhere to medical/legal aspects.

Admission Requirements

- B.C. 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.
- English 12 with minimum 60% or alternatives.
- Standard First Aid and CPR Level C.
- Keyboarding speed of 40 net wpm.

Graduation Requirements

Students must complete the five core courses with a minimum passing grade of 70% on each course and receive a pass on MOA 03 (Medical Office Observation).

Components

MOA 01 Medical Terminology
MOA 02 Medical Office Procedures
MOA 03 Medical Office Observation

MOA 104 Medical Office Practice Management Systems
MSCW 110 Computers in the Workplace
MOA 06 Medical and Surgical Transcription

Nursing Unit Assistant Certificate

The Nursing Unit Assistant is a key member of the healthcare team, has frequent contact with nursing and medical staff, and performs a wide range of clerical duties related to the operation of a patient/resident care facility.

This 439-hour Nursing Unit Assistant Certificate program focuses on the theory and application skills of the various roles and responsibilities of a Nursing Unit Assistant through classroom demonstrations and a 125-hour supervised practicum at accredited facilities. Topics include: medical terminology and abbreviations, coordinating patient/resident appointments, transcribing and processing physicians' orders, communicating with other healthcare departments and hospitals, assembling/maintaining patient/resident charts, performing keyboarding and data-entry responsibilities, arranging patient/resident tests and receiving results, telephone answering, and receiving and directing visitors.

Admission Requirements

- B.C. 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.
- English 12 with minimum 60% or alternatives.
- A minimum grade of 60% in Okanagan College's Continuing Studies' Computer Fundamentals or the Okanagan College's Continuing Studies' Computer Fundamentals challenge test
- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive.)
- Keyboarding speed of 50 net wpm.
• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College’s admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General’s Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation Requirements

Students must pass the practicum and attain a minimum grade of 70% in each of the other courses in the program.

Components

MOA 01 Medical Terminology
NUA 100 Communication Skills for Nursing Unit Assistants
NUA 110 Patient Chart Records
NUA 120 Admissions, Transfers, and Discharges
NUA 130 Pharmacology
NUA 140 Processing Medication Orders
NUA 150 Processing Laboratory Orders
NUA 160 Processing Diagnostic Orders
NUA 170 Processing Interventional Orders
NUA 180 Practicum

Health and Safety Coordinator, Health and Safety Trainer and Health and Safety Manager. These professional play a vital role in a variety of fields including, but not limited to, construction, forestry, mining, manufacturing, education, health care, government, agriculture and oil and gas.

Learners become familiar with effective health and safety systems, how to evaluate and continually improve health and safety systems, health and safety legislation, facilitation techniques, ability management, risk management, investigations and audits. Learners go beyond the development and management of a technically sound health and safety system to learning about facilitating a workplace that takes a team approach to health and safety by reducing the human factor in accidents.

Admission Requirements

• B.C. 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.
• English 12 with minimum 60% or alternatives.
• A minimum of 60% in any of:
  o Foundations of Mathematics and Pre-calculus Grade 10
  o Applications of Mathematics 10
  o Principles of Mathematics 10
  o Adult Basic Education MATH 071 and MATH 072

Or a minimum of 65% on the ABLE Mathematics test. Test scores are only good for two (2) years.

• A minimum grade of 60% in Okanagan College Continuing Studies Computer Fundamentals or the Okanagan College Continuing Studies Computer Fundamentals challenge exam.

Occupational Health and Safety Certificate

The 272-hour online Occupational Health and Safety Certificate provides the theoretical knowledge and practical skills required for a career as a health and safety professional. Health and Safety professionals assume roles such as Health and Safety Advisor, Health and Safety Officer, Health and Safety Supervisor,
Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive the certificates. Students must pass each final exam to receive the certificate.

Program Outline

- **OHS 111** Introduction to Health and Safety Systems
- **OHS 112** Management of Health and Safety Systems
- **OHS 113** Health and Safety Legislation
- **OHS 114** Ability Management
- **OHS 115** Human Factors
- **OHS 116** Training, Development and Facilitation
- **OHS 117** Risk Management
- **OHS 118** Investigation and Auditing

**PeriAnesthesia Nursing Certificate**

The 421-hour online PeriAnesthesia Nursing Certificate provides learners with the knowledge and practical skills for entry into PeriAnesthesia Nursing. This program includes theory, demonstrations, and practical skills education in PeriAnesthesia work areas. Topics include pre-operative, intra-operative and post-operative care considerations for all PeriAnesthesia phases with a focus on Phase 1. The PeriAnesthesia Nursing Certificate program prepares the graduate to write the PANC(C) specialty examination as per the Canadian Nurses Association (CNA).

Admission Requirements

Admission Requirements:

- Active practicing license with respective provincial professional body (RN)
- Proof of a minimum of two years acute care experience
- Provide a written agreement of practicum placement by a perianesthesia unit manager
- Proof of arrhythmia interpretation competency
- CPR Level C no more than 12 months before admission
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Program Requirements:

- Results of tuberculin testing done no more than six months before the date of application, with evidence of appropriate follow up if the test was positive.
- Up-to-date Immunization Record based on vaccinations listed below. Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.

1. Tetanus and Diphtheria Toxoid (Td) - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
2. Measles Vaccine - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as Measles Mumps (MMR) vaccine.
3. Polio Vaccine - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.
4. Rubella Vaccine - If you do not have documented immunity as described above under Measles, you should be vaccinated.
5. Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.

6. Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.

7. Flu Immunization - Annual Flu immunization is recommended.

**Graduation Requirements**

Students must pass the practicum and attain a minimum grade of 70%

**Program Outline**

PAR 101 Perianesthesia Nursing
PAR 102 Respiratory Care
PAR 103 Cardiovascular Care
PAR 104 Neurological Care
PAR 105 General Anesthesia
PAR 106 Regional Anesthesia
PAR 107 Admissions and Discharge
PAR 108 Pain Management and PONV
PAR 109 Post-Operative Complications
PAR 110 Specialty Populations
PAR 111 Practicum

**Project Management Certificate**

The intermediate-level 138-hour Okanagan College Project Management Certificate provides students with project management knowledge, strategies and tools that can be applied in the workplace. Offered in a blended learning format that provides a flexible and interactive learning environment, the certificate is designed for project managers at all levels. Project management skills are required in most work environments and project managers can be found in a variety of fields, including government, construction, health, education, information technology, oil and gas, the non-profit sector and business. Program students will learn and demonstrate effective techniques to immediately improve project performance.

Using an applied project scenario, students will use project management tools and techniques to manage a project through the initiation, planning, execution, monitoring, controlling and closing phases. The integrated approach of theory and practical application will address project scope, managing stakeholders, defining project milestones, creating project budgets, critical path analysis, verifying project changes using a change control process to manage issues as they arise, project reporting, and developing a transition plan. Learners will use project management software tools to develop a comprehensive project schedule, define the project's critical path, monitor the project's progress and report any variances to the baseline plan.

Graduates of the Project Management Certificate are qualified to write the Certified Associate in Project Management (CAPM) exam as part of the Project Management Institute (PMI) certification process.

**Admission Requirements**

- B.C. 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.
- English 12 with minimum 60% or alternatives.
- Math requirement:

A minimum of 70% in any of:
Foundations of Mathematics and Pre-calculus Grade 10
- Applications of Mathematics 10
- Principles of Mathematics 10
- Adult Basic Education MATH 071 and MATH 072

Or a minimum of 80% on the ABLE Mathematics test. Test scores are only good for two (2) years.

- Excel Level One or successful completion of Excel Level One online assessment.
- For applicants whose first language is not English, a TOEFL score of at least 550 (paper-based), 213 (computer-based) or 79 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS is required. (Applicants who have successfully completed a diploma or degree from an accredited institution at which English is the language of instruction may submit their academic transcript for review by Okanagan College. Subject to verification, this diploma or degree may be used to meet the English requirement for admission to Okanagan College.

Graduation Requirements

Students must pass all courses with a minimum grade of 70% in each to receive the certificate.

Components

PRM 111 Introduction to Project Management
PRM 112 Initiating a Project
PRM 113 Project Time and Cost Management
PRM 114 Planning the Management of a Project
PRM 115 Project Execution and Leadership
PRM 116 Monitoring, Controlling and Closing a Project
PRM 117 Capstone Project

Service and Support in a Learner-Centred Organization Certificate

The Service and Support in a Learner-Centred Organization Certificate (SLCO) is a 60-hour program. It is designed to be accessible for educational support and service workers, or any person who finds themselves working in a supporting role in an educational institution.

The SLCO provides educational support and service employees with the opportunity to enhance their work skills while developing a people-centred philosophy of service. An integrated approach which merges practical training with theoretical learning will be used in the program to assist students in developing practical service skills for use in an educational institution. By the end of the program participants will be able to engage in people-centred communication and effectively see people first rather than labels. They will be adept in responding to people's needs and will be experienced in using plain language to explain complex rules. Participants will be able to recognize conflict, its causes and resolutions, as well as find effective ways to deal with barriers and conflicting demands. Successful graduates will receive an Okanagan College Service and Support in a Learner-Centred Organization Certificate.

Admission Requirements

Applicants must be individuals who are currently working as educational support or service workers, or any person working in a supporting role in an educational institution.

Applicants must submit a letter of
introduction describing their background, their current role, and their support and service goals.

**Graduation Requirements**

The Service and Support in a Learner-Centred Organization Certificate will be granted upon successful completion of the six courses in the program. Students must receive a minimum passing grade of 60% in each of the six courses.

**Program Outline**

- **SLCO 101** Know Yourself
- **SLCO 102** Know your Organization
- **SLCO 103** Know Your Client
- **SLCO 104** Know How to Communicate Effectively
- **SLCO 105** Know How to Find Solutions
- **SLCO 106** Know Your Team

**Special Needs Worker Certificate**

The Special Needs Worker Certificate is designed to train individuals who support children and adults with disabilities in the community. This 375-hour program includes a 70-hour practicum at approved facilities. To meet the demands of the work and to provide quality support and services, graduates must have a strong foundation of knowledge, skills and abilities including an understanding of the values, attitudes and beliefs of community living.

Emphasis is placed on understanding and practicing the community living philosophy and utilizing a person-centred approach. Graduates of this program will be prepared to practice professionally as part of a team in entry-level positions in homes, workplaces, educational, recreational and social settings.

**Admission Requirement**

- B.C. 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.
- English 12 with minimum 60% or alternatives.
- Occupational First Aid Level I and CPR Level C certification (no more than 12 months prior to admission.)
- FOODSAFE certification
- Evidence of a negative tuberculin skin test (no more than six months prior to admission)
- Up-to-date Immunization Record based on vaccination listed below. Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, practicum sites may require practicum students to have this immunization. If you choose not to complete this recommended immunization, it may limit your choices of a practicum site.
  - Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
  - A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

**Graduation Requirements**

Students must pass the practicum and attain a minimum grade of 60% in all other courses in the program.

**Components**

- **SNW 110** Foundations of Community Living
- **SNW 111** Health, Safety and Wellness
- **SNW 112** Interpersonal Skills for the Human Services Professional
- **SNW 113** Human Development/Lifespan Development
This program is currently undergoing revision. Please note that TESL 116 is not available, so students must take TESL 117 in order to complete the certificate.

This 140-hour certificate program consists of six core modules and the choice of a supervised practicum or a project. The program is designed to meet the needs of future English as a Second Language (ESL) teachers who are looking to work with adult learners of ESL both overseas and within Canada. The program is comprehensive in education theory and methodology and provides a hands-on approach to learning various second-language-teaching strategies. It also offers training in language principles and patterns, and addresses the application of this knowledge to the teaching of language skills, grammar, vocabulary, and pronunciation.

Admission Requirements

B.C. 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.

English Requirement:

- English 12 with minimum 70% or alternatives or a minimum grade of 60% in an English Literature or composition course at a recognized university or college in Canada.

Graduation Requirements

Students must complete the six core courses with a minimum passing grade of 60% on each course and receive a pass on the practicum or project courses.

Components

- TESL 151 Teaching English as a Second Language
- TESL 141 Cross-Cultural Communication
- TESL 123 Language Skills Development: Reading and Writing
- TESL 132 Language Skills Development: Speaking and Listening
- TESL 114 Teaching Pronunciation and Vocabulary
- TESL 115 Teaching Grammar
- TESL 116 Supervised Practicum
- TESL 117 Project

Teaching English to Speakers of Other Languages Certificate

The 160-hour Teaching English to Speakers of Other Languages (TESOL) certificate is designed for international students who live outside of Canada, have a competent understanding of English and are teaching English to non-English speaking students. This program explores the theories, techniques and methods of teaching the four basic language skills; listening, speaking, reading and writing. The basic grammatical, lexical and phonetic systems of the English language are also studied, with the end goal of supporting students in being able to identify underlying concepts for application in a principled way. The communicative approach is emphasized through examination of communicative methodologies, practices and procedures. Inter-cultural competence and awareness are also included in the program. Upon successful completion of the program, graduates will receive an Okanagan College certificate.

This TESOL Certificate is for non-residents of Canada. For residents of Canada, please refer to the Teaching English as a Second Language (TESL) Certificate program.
• TOEFL score of at least 550 (paper based), 213 (computer based), or 79 (internet based)
• An overall band score of 6.5 on the academic version of IELTS
• Transcript showing completion of an English Literature or composition course with a minimum grade of 60% at a recognized university or college where English is the medium of instruction.

Graduation Requirements

Students must pass each course with a minimum grade of 70% to receive a certificate.

Program Outline

TEOL 100 Cross-cultural Communication - Concepts
TEOL 101 Cross-cultural Communication - Classroom Implications
TEOL 102 Overview of TESOL
TEOL 103 Teaching and Learning
TEOL 104 Teaching Listening
TEOL 105 Teaching Speaking
TEOL 106 Teaching Vocabulary
TEOL 107 Teaching Pronunciation
TEOL 108 Grammatical Concepts
TEOL 109 Teaching Grammar
TEOL 110 Teaching Reading
TEOL 111 Teaching Writing
TEOL 112 Capstone

Winery Assistant Certificate (see Food, Wine and Tourism)
Please see Winery Assistant Certificate.

Blockchain Certificate

The 112-hour digital Blockchain Certificate Program provides learners with knowledge, strategies, tools and skills related to the use of Blockchain in the workplace. Blockchain skills are required in a variety of fields including government, health, education, financial services, logistics, real estate, start-ups, oil and gas, the non-profit sector and business.

Using a digital pedagogy approach that integrates theory and practical application, learners use Blockchain tools, techniques and platforms to gain an understanding of this technology. Learners are provided with the essentials of Blockchain technology including how to use it and how it can add value within businesses and society.

Graduates of the Blockchain Certificate Program are qualified to write the Blockchain Professional (BCP) exam as part of the Foundation Technologies Institute credentialing process.

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.
• English 12 with 60% or alternatives.
• A minimum grade of 60% in one of: Foundations of Mathematics and Pre-Calculus Grade 10, MATH 070, or in both Adult Basic Education MATH 071 and MATH 072

Graduation Requirements

Learners must attain a minimum grade of 60% in all courses in the program.
Learners must pass the Final Exam with a minimum of 60% to receive the certificate.

BCC 101 Introduction to Blockchain
BCC 102 Blockchain Networks
BCC 103 Introduction to Blockchain Platforms
BCC 104 Wallets, Exchange & Interaction
BCC 105 Application of Blockchain
COURSE DESCRIPTIONS

Not all centres offer all courses listed in the calendar and courses may vary each semester. Contact your local Okanagan College campus for up-to-date course offerings.

Definitions for understanding course descriptions

Concurrent Registration: Compulsory registration for credit (audit registration is specifically precluded) in two or more courses at the same time even though one or more of the courses may have been previously successfully completed.

Corequisite: A course required to be taken at the same time as another course (audit registration is precluded) unless the course has been successfully completed before.

Prerequisite: A course that must be successfully completed before registration in a given course. Courses without a prerequisite statement indicate that no prerequisite is required for enrolment.

Second-year Standing: Second-year standing requires successful completion of a minimum of 24 credits at the 100 level or above.

Third-year Standing: Students will be granted third-year standing after completing 48 credits towards a diploma or degree program.

Fourth-year Standing: Students will be granted fourth-year standing after completing 78 credits towards a degree program.

Prerequisite Waiver: Students who wish to have the course prerequisite waived, as indicated in this calendar, must receive permission from the department offering the course. A prerequisite waiver form must be signed by the department and forwarded to the Registrar's Office.

Credit: A credit is an assigned unit of value granted for successful completion of a course, which are used for diploma, and degree graduation requirements and/or transfer credit to another institution.

Elective: A course freely chosen from a restricted list of all Okanagan College courses, which is used to fulfill credit requirements in addition to the courses specified in the program outline.

First-year Student (associate degree and diploma programs): A student who meets the admission requirements for a specific program; has applied and been formally admitted to that program; is registered in one or more courses which are identified as constituting the first-year requirements of that particular program; and has completed fewer than 80% of the credits or hours toward the first-year requirements of that program.

Second-year Student (associate degree and diploma programs): A student who meets the entrance requirements for a specific program; has applied and been formally admitted to that program; is registered in one or more courses which are identified as constituting the first-year or second-year requirements of that particular program; and has completed 80% or more of the credits or hours towards the first-year requirements of that program.

Full Course Load: For degree programs (years one to four), 15 credits per semester. For diploma and vocational programs, all courses listed in the program outline in this calendar on a semester basis.

Full-time Enrolment:

- Associate of Arts or Associate of Science: nine credits
• Adult Academic and Career Preparation: three or more courses or 15 hours of instruction per week.
• International Education: one ESL course
• Business Administration diploma program: four or more courses
• Business Administration certificate programs: four or more courses
• Civil Engineering Technology: five or more courses
• Computer Information Systems: four or more courses
• Electronic Engineering Technology: five or more courses
• Water Engineering Technology: five or more courses

This definition is for statistical and registration purposes only. Financial Aid recipients must comply with definitions required by Federal and Provincial guidelines.

**Part-time Enrolment:** Enrolment in any number of courses that is less than that indicated under the definition for Full-time Enrolment.

**Registered Student:** A registered student is one who has completed the admission and registration procedure and who has paid or made appropriate arrangements to pay the required fees.

**Transfer Credit:** Credit given by an institution for work successfully completed at a different institution.

**University Transfer:** Credit programs of study, generally arts and science courses, which are transferable toward degree programs at Okanagan College and other institutions.

**Letter of Permission:** A document issued by a dean which permits an Okanagan College student to take one or more courses at another institution to be used for credit toward an Okanagan College degree or diploma.

**Transferability of Okanagan College courses:** Students planning on transferring Okanagan College courses to another institution are encouraged to check the calendar of the institution to which they plan to transfer to determine the amount of transfer credit permitted in any chosen program.

Students should visit the online transfer guide at [http://www.bctransferguide.ca/](http://www.bctransferguide.ca/) for complete transfer information.

**Sustainability and Courses at Okanagan College**

Sustainability incorporates economic and social change to protect the natural systems of the planet, so that current and future generations may maintain or improve their quality of life. 

*Sustainability definition,* Okanagan College Strategic Plan 2010-2015

**Sustainability-focused courses** either concentrate on the concept of sustainability, including its social, economic, and environmental dimensions, or examine an issue or topic using sustainability as a lens.

**Sustainability-related courses** incorporate sustainability as a distinct course component or module or concentrate on a single sustainability principle or issue.

**AutoCAD GIS**

**Aboriginal Studies**

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

**AutoCAD Skills**

**AD 001-70 hours**
**Introduction to AutoCAD Skills**
This course introduces students to creating basic two-dimensional 2D drawing within AutoCAD. Drawing and editing tools, organizing drawing objects on layers, adding text and basic dimensions, and preparing to plot will be studied.

**AD 002-78 hours**
**Applied AutoCAD Skills**
This course will teach students more advanced techniques and tools within AutoCAD. Techniques and topics studied within this module include styles and advanced object tools, drawing management, conceptual design tools, layout and advanced plotting features, space planning and areas, and customization. Prerequisite: AD001 Introduction to AutoCAD Skills or equivalent.
Audio Engineering and Music Production

AEMP 110-30 hours
Introduction to Audio Engineering
This course introduces the fundamental principles of sound. Topics covered include propagation of sound and how it travels, units of measurement, sound in relation to music, harmonic content, and wave form changes.

AEMP 111-39 hours
Hearing and Music
This course explains how to interpret sounds in the environment in order to recognize and apply those elements to audio projects. Topics covered include the anatomy of the ear, hearing ranges, frequencies in the relation to music, listening environments, transducers, ear training, and basic music theory.

AEMP 112-39 hours
Audio Electronics
This course covers basic electronic components within audio processing equipment. Topics covered include: electricity, impedance, circuitry, soldering, equipment maintenance and repair, and electronic signal flow.

AEMP 113-81 hours
Signal Flow and Processing
This course covers signal flow and the devices used to process sound. Topics covered include: cables, connectors, amplification, and processing devices.

AEMP 114-45 hours
Microphone Techniques
This course covers miking techniques used in various sound applications, different types of microphones, placement, phase, stereo, and surround sound. Students will use various microphones on multiple input signals to learn their applications.

AEMP 115-24 hours
Mixing and Mastering
This course explores techniques and tools used to create final sound projects. Topics include equalization, panning, balancing, depth of field, dynamics, and mastering.

AEMP 116-30 hours
AEMP Industry Standards
This course is designed to develop the student's awareness and understanding of the audio engineering and music production industry standards. Topics covered include a review of audio/music industry positions, roles and responsibilities, first impressions, teamwork, listening skills, networking, presentation techniques, self-employment, and time management.

AEMP 117-81 hours
Live Sound Engineering
This course covers the fundamentals of live sound and the duties required of a live Sound Engineer. Topics covered include PA equipment, set up, ringing out, live mixing, feedback and trouble shooting. Students will also set up and operate live audio equipment in a live show atmosphere to gain experience.

Prerequisites:
• AEMP 115¹

¹ minimum grade of 70 required

AEMP 118-30 hours
Analog Processing and Recording
This course covers analog processing and recording equipment, and techniques. Topics covered include analog recording mediums, analog recording techniques, analog processors, and the history of recording practices.

Prerequisites:
• AEMP 115¹

¹ minimum grade of 70 required

AEMP 119-84 hours
MIDI Music Programming
This course focuses on hands-on music programming utilizing MIDI (music instrument digital interface). Topics covered include MIDI routing, parameters, synchronization, messages, sampling, hardware and software, music production, step-time and real-time sequencing, and electronic music.

Prerequisites:
• AEMP 115¹

¹ minimum grade of 70 required

AEMP 120-132 hours
Digital Audio Recording
This course explores techniques and practices used in the modern music industry. Topics covered include digital audio work stations, digital recording, hybrid recording, digital processing devices, DJing hardware and hardware requirements, digital music creation and amplification, analog to digital conversion, and multimedia synchronization. Students will apply knowledge using in-class studio equipment for recording and music creation.
Prerequisites:
• AEMP 115\(^1\)

\(^1\) minimum grade of 70 required

AEMP 121-115 hours
Applied Audio Engineering and Production
During this course students will learn and apply music production skills and techniques. Topics covered include pre-production and production, music theory, copyright, fees, and royalties. Students will use an on-site recording studio to create and record music projects.

Prerequisites:
• AEMP 115\(^1\)

\(^1\) minimum grade of 70 required

Aboriginal Health Worker

Aircraft Maintenance Engineer

AMEP 100
Human Factors in AME Training

AMEP 101-71 hours
Practical Use of Hand and Machine Tools

AMEP 102-49 hours
Rivet Installation

AMEP 103-80 hours
Aluminum Forming, Assembly and Repair

AMEP 104-68 hours
Structural Repair

AMEP 105
Shop Cleanup

AMEP 106A-57 hours
Electrical Components and Circuits

AMEP 106B-98 hours
Electrical Installation

AMEP 107-106 hours
Engine Maintenance

AMEP 108-58 hours
Engine Components

AMEP 109-17 hours
Safetying & Hydraulics

AMEP 121-192 hours
Supplemental Shop

Aircraft Maintenance Engineer S

AMES 100-150 hours
Introduction to Aviation Structures
This course provides students with the introductory knowledge of the standard shop practices, workplace safety, and the fundamental concepts of aircraft design and construction. They will learn basic aerodynamics, aircraft components and their functions, and aircraft systems. Students will begin their training on shop skills by fabricating a basic steel shape and basic aluminum shapes.

AMES 101-180 hours
Metal A/C Construction 1
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. Students will be introduced to fastener installations and continue their training on shop skills by fabricating increasingly more complex aircraft structural components.

AMES 102-150 hours
Metal A/C Construction 2
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. Students will continue their training on shop skills by fabricating complex aircraft structural components and then joining these components into aircraft structural assemblies.

AMES 200-150 hours
Special Processes/Practices
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction by learning and applying shop skills to special processes and practices.

AMES 201-180 hours
Composite Fabrication/Repair
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. In this course students will train on the special shop skills required for composite fabrication and repairs. The course includes a module on flight control balance and aircraft weight and balance.
AMES 202-150 hours
Damage Assessment/Repair 1
This course will continue to build on the student's knowledge of the Aviation Structures, and the fundamental concepts of aircraft design and construction. In this course students will learn about the modification of existing aircraft structure, and begin learning about repairs to damaged structure.

AMES 300-150 hours
Damage Assessment/Repair 2
This course will continue to build on the student's knowledge of the Aviation Structures and the fundamental concepts of aircraft design and construction. Students will learn about damage assessment and complete their training on repairs to damaged structures.

Aircraft Maintenance Engineer

AMET 100-9 hours
Course Introduction

AMET 101-40 hours
Theory of Flight

AMET 102-38 hours
Blueprint & Parts

AMET 103-64 hours
Aircraft Electricity

AMET 104-24 hours
Non-Destructive Inspection

AMET 105-32 hours
Tools for Aircraft Maintenance

AMET 106-64 hours
Materials & Structures

AMET 107-24 hours
Hydraulics

AMET 108-64 hours
Regulations & Publications

AMET 109-40 hours
Reciprocating Engines

AMET 110-54 hours
Reciprocating Engine Components

AMET 111-72 hours
Turbine Engines

AMET 112-48 hours
Engine Auxiliary Systems

AMET 113-32 hours
Propellers

AMET 114-24 hours
Aircraft Handling & Inspection

AMET 115-24 hours
Aircraft Controls & Rigging

AMET 116-27 hours
Fuel & Environmental Systems

AMET 117-37 hours
Landing Gear and Dynamic Drive Trains

AMET 118-40 hours
Navigation & Communication

AMET 119-21 hours
Aircraft Auxiliary Systems

AMET 120-24 hours
Troubleshooting & Human Factor

AMET 121-48 hours
Supplemental Theory

AMET 121R
Supplemental Theory - Rewrite

Animation

ANIM 101-0
Co-op Work Term

Prerequisites:
• Be registered full-time in the Animation program.
  Successfully complete all first-year courses in the Animation program with a minimum grade of 60%.

ANIM 111-3-6
Life Drawing I
Students are introduced to the life drawing as an independent art form and as a critical component of the effective development of believable animation. Emphasis is placed on observational drawing skills through a series of demonstrations, drawing techniques, and structural drawings of basic human anatomy. (3,3,0)

Prerequisites:
• Admission to Animation Diploma Program

**ANIM 112-6-12**  
**Animation Principles I**  
Students are introduced to the basic principles of animation and timing through a series of exercises designed to bring attention to the details of frame by frame movement. Industry standard digital tools and methodologies used to produce 2D and 3D animation are introduced. (6,6,0)

**Prerequisites:**  
• Admission to Animation Diploma Program

**ANIM 114-1.5-3**  
**Layout and Design I**  
Students are introduced to the role that perspective, composition, and design play in the productions of layouts for animation. Studies include how perspective is used to establish depth and points of view (POV). The principles of composition are studied in relations to their role in visual storytelling and staging the layout. The functional aspects of the layout are introduced, as well as the use of the field guide in planning basic camera moves. Principles of location design is explored and digital methodologies are introduced in the production of functional layouts. (1.5,1.5,0)

**Prerequisites:**  
• Admission to Animation Diploma Program

**ANIM 116-1.5-3**  
**Character Design I**  
Students are introduced to the principles of elementary character design. Emphasis is placed on fundamental design principles, learning to use and manipulate basic 3 dimensional shapes, and integrating knowledge of human anatomy into character design. (1.5,1.5,0)

**Prerequisites:**  
• Admission to Animation Diploma Program

**ANIM 120-3-3**  
**Animation History**  
Students are introduced to animation’s rich history, from pre-cinema to the industry’s present state of scale and production. The evolution of animation and how technology, economics, artistic trends, individual artists and national cultures have affected its development are examined. Various films and filmmakers are analyzed to provide a context for the principles taught in this and other courses with the program. (3,0,0)

**Prerequisites:**  
• Admission to Animation Diploma Program

**ANIM 121-3-6**  
**Life Drawing II**  
Advanced drawing techniques are explored through a series of demonstrations including an in-depth study of light and shadow and its role in defining form. Students examine the figure in context to the environment using principles of linear perspective, and are introduced to the concept of economy of expression through anatomical simplification. A study of musculature builds on first semester skeletal knowledge. Various animals are sketched during a series of field studies, enabling students to compare and contrast human and animal anatomy, form and movement. (3,3,0)

**Prerequisites:**  
• ANIM 111

**ANIM 122-6-12**  
**Animation Principles II**  
Students integrate the fundamental principles of animation presented in Animation Principles I with a series of exercises designed to place an emphasis on action analysis and performance. Exercises include animating characters engaging in tasks affected by anatomy, momentum and gravity. Introductory animation is covered. Digital methodologies used in the production of 2D and 3D animation are further explored. (6,6,0)

**Prerequisites:**  
• ANIM 112

**ANIM 124-1.5-3**  
**Layout and Design II**  
Students further develop skills required to create industry standard layouts and effective location designs. Students analyze storyboard sequence for layout and draw from established designs to maintain visual continuity. Students are introduced to the roles that design theory, advanced perspective techniques, research skills, and lighting design play in the creation of original location designs, which serve various roles in visual storytelling and animation production. Lighting design is studied in capacity to develop framing, mood, emotion and atmosphere in layouts and location designs. Digital methodologies are used in the production of industry standard layouts and location designs. (1.5,1.5,0)

**Prerequisites:**  
• ANIM 114

**ANIM 126-1.5-3**  
**Character Design II**  
Standard industry methods used to design characters for animation are introduced. The role that storytelling, personality, exaggeration and shape play in the
design of appealing, memorable characters that function for complex animation are studied. (1.5,1.5,0)

Prerequisites:
- ANIM 116

ANIM 127-3-6
Storyboarding I
Students are introduced to the concepts, principles and requirements of storyboarding as it relates to visual storytelling, animation and filmmaking. Through guided commentary on selected files, students become familiar with principles involved in cinematic theory and visual storytelling, and how to convey those principles through the production tool of the storyboard. Digital methodologies are introduced to facilitate the production of a storyboard. (3,3,0)

Prerequisites:
- ANIM 116

ANIM 211-3-6
Life Drawing III
A sequence of drawing exercises are performed to emphasize movement, character and acting, demonstrating how skills developed in life drawing are fundamental to the art of animation and storytelling principles. Students explore various character archetypes through the study of costumed persona in historical, cultural, ethnic and social settings. Emphasis is placed on the anatomical structure under clothing, and how to render the nuances of clothing that inform the action and the dynamic nature of the figure. A variety of mediums are explored in rendering line and tone. A short study of caricature is also explored. (3,3,0)

Prerequisites:
- ANIM 121

ANIM 212-6-12
Animation Principles III
The principles of acting for animation are introduced. Topics include acting for animation, lip synch and interpreting the emotion and performance reflected in the sound track. Exercises incorporate acting principles with the mechanics of speech incorporated into animated sequences. Pre-recorded dialogue tracks are introduced and emphasis is placed on ensuring mouth action is synchronized and body action is consistent with the dialogue. An analysis of human movement is the framework for rendering physical movement in animation, which may include broad physical humor (slapstick) or subtle drama. (6,6,0)

Prerequisites:
- ANIM 122

ANIM 214-1.5-3
Layout and Design III
Students explore the roles and skill requirements of the concept artist and the visual development artist in commercial animation production. Through an examination of the productions art of various animated films, students develop both a personal style and the ability to produce work in established styles. Systematic and experimental approaches to the creative development process are introduced. Emphasis is placed on historical and architectural research. Colour theory and the use of colour as a story device is explored through its capacity to help develop framing, mood, emotion and atmosphere in environment designs. Utilizing digital drawing and painting tools, students create finished artwork that becomes a major part of their portfolios. (1.5,1.5,0)

Prerequisites:
- ANIM 124

ANIM 216-1.5-3
Character Design III
Students explore the technical aspects of digital character design. A series of exercises provide the background for the development of various characters, which are then built using digital methodologies in current industry standard 2D digital software. (1.5,1.5,0)

Prerequisites:
- ANIM 126

ANIM 217-3-6
Storyboarding III
Students are introduced to advanced methodology, theory and practices used by story artists to create storyboards at an industry standard level. Students learn to interpret a script for storyboarding. Acting performance, and creative solutions to staging are explored. Emphasis is placed on action breakdown and publishing posing. The story pitch process and its attendant constructive criticism are examined. Using digital production tools, editing methods are explored through the creation of an animatic. (3,3,0)

Prerequisites:
- ANIM 127

ANIM 221-1.5-3
Life Drawing IV
Students explore elements of personal expression and style. The style and work of past and present artists and their influence on modern art forms are studied and analyzed. Work that exhibits mastery in the drawing of the human form, draped and undraped, are introduced. Assessment of one’s own work for inclusion in a presentation portfolio is examined. (1.5,1.5,0)
Prerequisites:
- ANIM 211

**ANIM 222-6-12**
**Animation Principles IV**
Students are introduced to complex animation studies which replicates the studio experience. While animating a sequence of scenes involving multiple characters, learners study the coordination of team members, managing assets, problem solving, achieving production milestones and assessing visual continuity and technical challenges. Professional practices used in the production of 2D and 3D animation are introduced. (6,6,0)

Prerequisites:
- ANIM 212

**ANIM 230-6-12**
**Demo Reel Production**
In this course, students integrate all of the concepts, principles and applied skills developed throughout the program. Under the guidance of the instructor, students design and develop an industry-focused portfolio and demo reel that targets a specialized area of production chosen by the students. Guest speakers from the industry who are experts in their craft provide mentorship and critical portfolio feedback. Analytical skills and the objective evaluation of one's own work are fostered through regular peer review and group critique sessions. Digital methodologies and techniques required to assemble, edit and composite the final demo reel are examined. (3,9,0)

Prerequisites:
- ANIM 211 and ANIM 212 and ANIM 214 and ANIM 216 and ANIM 217

**Anthropology**

*Prerequisites may be waived by the Anthropology department. See prerequisite waiver.*

**ANTH 103-3-3**
**Introduction to Archaeology**
The material in this course examines what archaeologists do, as well as how and why they do it. Archaeological techniques such as stratigraphy, sampling, dating, and excavation are defined and their applications investigated. Discussions will include the importance of the past to the modern world, recognition of different stakeholder’s viewpoints, and the ethics of preserving and studying archaeological remains. (3,0,0)

Also offered by Distance Education

**ANTH 111-3-3**
**Introduction to Biological Anthropology**
The basic concepts and ideas in biological anthropology are covered in a survey of evolutionary theory, genetics, non-human primates, and their behavior, hominin evolution, population dynamics and variations, medical anthropology, and the evolution of human behavior. This course includes the application of anthropological analysis, concepts, and theories, and evaluation of different theoretical approaches and interpretations. (3,0,0)

**ANTH 121-3-3**
**Introduction to Cultural Anthropology**
This course is an overview of cultural anthropology and its specializations. Examples, drawn from around the world, illustrate the diversity, similarities, and differences existing in gender, kinship and marriage, and social, economic, political, and religious systems. The methods, theories, and empirical findings discussed and examined will lead to a greater understanding of our own cultural background from a comparative perspective. (3,0,0)

Also offered by Distance Education

**ANTH 170-3-3**
**Introduction to Linguistic Anthropology**
Verbal and nonverbal communication systems are explored, with an emphasis on the variety which exists in human cultures. Analytical tools used by linguistic anthropologists to document and study languages will be introduced. The impact of colonialism on traditional languages, language loss, and revitalization will lead to critical analysis of what happens when cultures come into contact with one another. (3,0,0)

**ANTH 180-3-3**
**Communicating Across Cultures**
This course provides an applied approach to improving cross-cultural interactions. It is useful to students in human services, health, business, and education who require cross-cultural competence. This course also provides International students with a supportive atmosphere and interactive opportunity to share their cultural and linguistic knowledge. (3,0,0)

**ANTH 203-3-3**
**Archaeological Interpretation**
The investigation, reconstruction, and interpretation of the archaeological record is explored, focusing on middle range theory. The use of analogy, ethnoarchaeology, and experimental archaeology will be addressed. This is a practical, ‘hands-on’ course, and the class will work through examples of the types of problems that archaeologists face in the field and lab. (3,0,0)
Prerequisites:
- ANTH 103

ANTH 211-3-3
Indigenous Peoples of North America
This course is designed to provide an ethnographic and ethnohistoric study of North American native peoples, with primary reference to Canada. Prehistoric lifeways of indigenous inhabitants including a survey of the people and cultures found in North America at the time of contact are examined. Technology, art, religion and social organization will be emphasized. A short discussion of contact and acculturation as well as current native issues will be presented. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 212-3-3
Indigenous Peoples of BC Coast
This course is an introduction to the Native cultures of the BC coast. Topics to be discussed include prehistory, language, subsistence and settlement patterns, material culture, social organization, religion, ceremonialism and traditional art forms. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 213-3-3
Women in Cross-cultural Perspective
This course includes an exploration of topics from anthropology focusing on explanations, in current and historical perspective, for variations in the situation of women. This course is also offered as GSWS 213. Students with credit for WMST 213 or GSWS 213 cannot take ANTH 213 for further credit. (3,0,0)

Prerequisites:
- ANTH 121 or WMST 100 or GSWS 100

ANTH 214-3-3
The Family in Cross-cultural Perspective
This course provides a cross-cultural comparison of family and kinship to give students an understanding of variations in the structure and meaning of marriage relations; forms of domestic organization; and the sexual division of labour, property and inheritance. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 215-3-3
Religion in Cross-cultural Perspective
The anthropological approach to the study of religion, myth, and ritual is this course's focus. Belief systems and spirituality in Australian Aboriginal cultures are examined first, followed by the traditional practices of Native North America and Africa. World religions (Hinduism, Buddhism, Judaism, Christianity, and Islam) are also covered. Students with credit for ANTH 295 (Topic: Religion in Cross-cultural Perspective) cannot take this course for additional credit. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 218-3-3
Anthropology and Modern Society
Anthropology and archaeology have a prominent public image, but many people have perceptions of these fields which are inaccurate. This course examines some of the uses, abuses, and (mis)conceptions about anthropology and archaeology. Examples of topics covered include the role of anthropology and archaeology in nationalism and the media, the antiquities trade and looting, and the debate surrounding cultural resources. Students with credit the ANTH 295 (Topic: Anthropology and Modern Society) cannot take this course for additional credit. (3,0,0)

Prerequisites:
- ANTH 103 or ANTH 111 or ANTH 121 or ANTH 170

ANTH 219-3-3
Cultures of the Middle East
An overview of the cultural differences within and brief history of the Middle East is given, followed by a study of specific cultural aspects. Religious and ethnic diversity, impact of the West and modernization, stereotyping, tradition, education, family structure and values, gender, media, and life in the city, town and village will all be examined. Students with credit for ANTH 295 Topic: Cultures of the Middle East cannot take this course for credit. (3,0,0)

Prerequisites:
- ANTH 121

ANTH 222-3-3
Indigenous Peoples of the BC Interior
An introduction to the traditional cultures of the BC Interior: the Athapaskans, the Kutenai and the Interior Salish. Topics include prehistory, language, subsistence and settlement patterns, material culture, social organization, religion and ceremonialism, and traditional art forms. (3,0,0)

Prerequisites:
- ANTH 121
ANTH 227-3-3  
Culture, Health and Illness  
This course is an introduction to the discipline of Medical Anthropology and provides an overview into the relationship of ecology, evolution, biology, and culture as each contributes to issues such as what it means to be healthy, why people become ill, and how people respond to sickness and disease. The course examines health as a human adaptation to the environment. (3,0,0)  
Prerequisites:  
• ANTH 121  
Also offered by Distance Education

ANTH 230-3-3  
Anthropology of Art  
This course provides an introduction to the anthropological study of visual arts, including pictorial and sculptural arts, verbal arts, music, dance and theatre. Through lectures, discussions and films, students will be introduced to the forms and meanings of art across a wide variety of cultures. (3,0,0)  
Prerequisites:  
• ANTH 121  
Also offered by Distance Education

ANTH 231-3-3  
Archaeology Field School I  
A summer course on archaeological field techniques. Practical application of archaeological inquiry, including reconnaissance survey, photography, mapping, excavation, and artifact analysis. Duration, hours and location of the field school will vary depending on the particular project. (3,0,0)  
Prerequisites:  
• ANTH 103  
Corequisites:  
• ANTH 232

ANTH 232-3-3  
Archaeology Field School II  
A summer course on archaeological field techniques and a continuation of ANTH 231. Practical application of archaeological inquiry including reconnaissance survey, photography, mapping, excavation, and artifact analysis. Duration, hours and location of the field school will vary depending on the particular project. (3,0,0)  
Prerequisites:  
• ANTH 103

ANTH 241-3-3  
Archaeology of the Americas  
This course introduces prehistoric cultures in North and South America up to the time of European settlement, emphasizing the overall patterns of prehistoric culture change. Topics may include: evidence for early humankind in North and South America; the significance of plant and animal domestication; the rise of civilizations in Mesoamerica and the Andes; prehistoric British Columbia and northern Canada. (3,0,0)  
Prerequisites:  
• ANTH 231

ANTH 245-3-3  
Culture and the Environment  
This course addresses contemporary and historical environmental issues arising from the relationship of human societies to the physical landscapes in which they live. Foraging adaptations, agriculture, fishing, trade, industrialization, urbanization, tourism, conservation and biotechnology are examined in their global and local contexts. Environmentalism is examined as a global social movement. (3,0,0)  
Prerequisites:  
• ANTH 121

ANTH 251-3-3  
World Prehistory  
This is a general-interest survey course of the peoples and cultures of prehistory. Topics include the Paleolithic, Mesolithic, and Neolithic as well as the dispersal of humans over the world and resultant cultural diversity. The course concludes with the transition to civilization at the emergence of state level societies. (3,0,0)  
Prerequisites:  
• ANTH 103

ANTH 253-3-3  
Ancient Egypt  
The archaeology of Egypt from the Neolithic period to the Roman conquest is the focus of this course. The growth of agriculture and development of complex society during the Predynastic and Early Dynastic Periods will be emphasized. Domestic, religious, and mortuary Archaeology and art are placed within their cultural contexts. Students with credit for ANTH 295 (Topic: Ancient Egypt) cannot take this course for additional credit. (3,0,0)  
Prerequisites:  
• ANTH 103  
Corequisites:  
• ANTH 231
Prerequisites:
• ANTH 103

ANTH 255-3-3
Palaeoanthropology
Hominid biological/anatomical evolutions and adaptation, in particular those of genus Homo, are the focus of this course. The relationships between physical changes and the development of culture within an environmental context will be covered. Discussions will include recent debates and discoveries in palaeoanthropology, and their implications. (3,0,0)

Prerequisites:
• ANTH 111

ANTH 260-3-3
Ethnobotany: Plants and People
This course introduces students to the discipline of ethnobotany, the study of people's use, classification and management of plants. It traces the beginnings of ethnobotany, examines fundamental principles and practices, and explores the diverse relationship between people and plants, including the use of plants for food, medicine and materials, and the role of plants in ritual and religion. (3,0,0)

Prerequisites:
• ANTH 121
• second-year standing

ANTH 270-3-3
Phonology
This course is a cross-cultural exploration of how the sounds of language are produced (articulatory phonetics), and how sounds are organized into the sound systems of individual languages (phonemics). The history of phonological theory, and the method for discovering the phonemic system of individual languages (phonological analysis) will be studied. (3,0,0)

Prerequisites:
• ANTH 170

ANTH 295-3-3
Special Topics in Anthropology
This course covers current issues in specific topics in Anthropology. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
• will vary with the topic, contact the department

ANTH 298-3
Directed Studies
Students will undertake a supervised investigation, research project, or directed reading in anthropology or archaeology. A project proposal, progress report, and final written report will be produced by the student. The topic will be agreed upon by the supervising faculty member and the student. This course may be repeated, for credit, with different topics.

Prerequisites:
• ANTH 103 or ANTH 111 or ANTH 121 or ANTH 170

Automotive Refinishing

AREF 101-36 hours
Use Safe Work Practices
This course introduces students to safe work practices and to the WCB Occupational Health and Safety Regulations relating to safety procedures in the Automotive Refinishing Industry.

AREF 102-54 hours
Tools and Equipment

AREF 103-192 hours
Surface Preparation

AREF 104-30 hours
Sheet Metal Repair
This course involves minor sheet metal repair techniques that are performed in the automotive refinishing industry.

AREF 105-30 hours
Plastics and Composites
This course involves minor plastic and composite repair techniques to various substrates.

AREF 106-60 hours
Undercoats
This course exposes the students to the types, proper usage, and application techniques of the various types of automotive undercoats used in the refinishing process.

AREF 107-120 hours
Topcoats
This course exposes the students to the types, proper usage, and application techniques of the various types of automotive topcoats used in the refinishing process.

AREF 108-72 hours
Spot Repairs
This course involves techniques in performing spot repairs and blending.
AREF 109-42 hours
Pre-Delivery
This course exposes the student to the steps and techniques in preparing a refinished vehicle for delivery to the customer.

AREF 110-18 hours
Preparation for Employment
This course involves the preparation and review of resumes and exposes the student to job interview procedures.

AREF 111-6 hours
Automotive Refinishing Prep Technician Final Exam
This course involves curriculum review, preparation for final exam and completion of the Collision Repair Level 1 Exam.

American Sign Language

ASL 11-30 hours
Preparatory Level I
This course provides an introduction to American Sign Language (ASL) for individuals who have little or no knowledge of the language. Based on principles of second language acquisition, students will learn to recognize various visual grammatical features of the language and develop beginning level vocabulary permitting them to engage in basic introductions, the exchange of personal information, and some ability to talk about the student's surroundings. In addition, students will learn how to form questions and learn how to give basic directions. Students will learn some basic information regarding the deaf community, the impact of handedness on signing, and the use of visual three-dimension space in ASL.

ASL 12-30 hours
Preparatory Level II
This course is a further introduction to American Sign Language (ASL) for individuals who have little or no knowledge of the language. Students will begin to discuss personal information, including where they live, family information and various physical activities. Students will begin to refine visual perception to assist with receptive skills in the language. They will be introduced to spatial referencing, contrastive structures, the expression of time and the formulation of negative statements. In addition, students will be introduced to the concept of fingerspelling and some rules for social interaction.

ASL 13-30 hours
Preparatory Level III
This course begins with a review including norms for getting attention, understanding the role of name signs, negotiating a signing environment, asking for repetition, meeting others, and gaining basic information about the daily lives of deaf people. Students will begin to make simple requests, give directions and learn how to identify other people. Numbers will be introduced and students will develop a basic understanding of various types of verbs.

ASL 14-30 hours
Preparatory Level IV
Students will learn how to discuss families with greater detail, including occupations and ages. The concept of role shifting will be introduced and applied to descriptions of others. Students will begin to discuss daily routines, including clock numbers and activities. In addition, students will be provided with a brief history of deaf people in Canada and the U.S., learn rules for interrupting conversations, and other rules for social interactions. This course will end with a cumulative review of Preparatory level courses.

ASL 21-30 hours
Basic Level I
Building on ASL grammatical and linguistic skills from the Preparatory level, students will develop a number of linguistic skills, including: describing people and locations and making and responding to complaints, suggestions, and requests. Students will strengthen skills in opening conversations, asking clarifying questions, making corrections and confirming information. Grammatical focus will be placed on topic-comment structure, use of non-dominant hand for referents, question forms, recurring, continuous temporal forms, verb inflection, role shifting, conditionals and several numbering systems.

ASL 22-30 hours
Basic Level II
Students will increase their ability to incorporate proper phrasing and pausing in ASL utterances, use descriptive and locative classifiers, apply the use of certain numbering systems, and use possessive forms correctly. Instrumental classifiers will be introduced, as well as money numbers and lower facial grammatical markers. Students will be expected to incorporate all linguistic and grammatical features learned to date in longer monologues, sharing information such as family history and major life events.

ASL 23-30 hours
Basic Level III
Students will develop greater confidence in their ability to ask and give fairly lengthy responses to questions in ASL, incorporating linguistic and grammatical features learned to date. They will be introduced to element classifiers, additional numbering systems, and the use of durative aspect. They will be able to gain, direct and maintain visual attention, control the pace of a conversation, interrupt and resume a conversation, and confirm information appropriately.
**ASL 24-30 hours**
**Basic Level IV**
This course will review and reinforce all skills developed at the Preparatory and Basic levels for a provincial mastery exam. All linguistic functions and grammatical features will be integrated into a comprehensive application to more complex monologues and dialogues. There will be particular focus on the review and use of classifiers and on facial grammatical and affective markers.

**ASL 31-30 hours**
**Intermediate Level I**
In this course grammar will be refined and linguistic abilities expanded. Students will be introduced to the concept of "contact signs" and comparisons will be made between this English-based form of signing and ASL. Focus will be given to topic/comment versus subject-verb-object structure, and to yes/no, wh-, and rhetorical-question forms. There will also be a systematic introduction to advanced fingerspelling and numerical skills critical to emerging intermediate-level signing skills.

**ASL 32-30 hours**
**Intermediate Level II**
This course will focus on grammatical refinement on directionality, use of space, and embedded affirmation/negation. Continued comparisons will be made between ASL and contact signing and students will complete work on advanced fingerspelling and numerical skills. Expressive skills development will focus on continued implementation of expansion techniques, including role shift, 3-D, contrasting, and faceting. Using articles on deaf culture as the stimulus material, students will engage in dialogue and debate during which they will apply the linguistic and grammatical principles mastered to date.

**ASL 33-30 hours**
**Intermediate Level III**
This course will focus on mastery of classifiers, conditionals, and the use of real-time sequencing in text construction. Using several tables, students will interface grammatical and linguistic abilities with emerging exposure to the history of oppression in the deaf community. Students will develop greater facility in the use of expansion techniques taught in ASL 32 and add the techniques of reiteration, explanations with listing or examples, and couching, to maximize effect visual communication in ASL.

**ASL 34-30 hours**
**Intermediate Level IV**
This course will provide a cumulative knowledge and skills review of all major concepts presented in the Intermediate Level in preparation for taking the American Sign Language Proficiency Interview (ASLPI).

**Automotive Service Technology**

**ASTD 100-30 hours**
**Workplace Safety-Related Functions**
Students learn the safety related items that are part of the daily operation in an automotive service and repair environment. Students will develop a safety plan for their shop environment.

**ASTD 101-120 hours**
**Automotive Tools and Equipment**
Students learn the tools and equipment used in and that are part of the daily operation in an automotive service and repair environment.

**ASTD 102-30 hours**
**Math for Automotive Systems**
Students learn the math principles used in automotive service and repair systems and the math principles for simple business calculations used in an automotive service and repair facility.

**ASTD 103-30 hours**
**Automotive Information Systems**
Students learn the information systems and resources used in automotive service repair.

**ASTD 104-180 hours**
**Automotive Electrical Systems I**
Students learn the electrical fundamentals and basic electrical systems used in automotive service and repair. Students demonstrate electrical fundamentals and testing procedures to troubleshoot basic electrical systems.

**ASTD 105-60 hours**
**Technical Communication for Automotive Systems**
Students learn the technical communication skills in automotive service and repair. Students will demonstrate skills to effectively communicate both orally and in written manner using methods used in an automotive service and repair setting.

**ASTD 106-60 hours**
**Automotive Driveline Systems I**
Students learn the drive line systems used in automotive service and repair including manual transmissions and transaxles and clutches. Students demonstrate the ability to test and troubleshoot drive line systems.

**ASTD 107-30 hours**
**Automotive Body Components**
Students learn the body components, moveable glass and trim systems used in automotive service and repair. Students will service and repair body, moveable class and trim used on vehicles.
ASTD 108-60 hours  
**Automotive Chassis Systems I**  
Students learn the systems used in automotive chassis service and repair. Students will service and repair automotive chassis systems.

ASTD 109-90 hours  
**Automotive Brake Systems I**  
Students learn the systems used in automotive brake service and repair. Students then demonstrate the skills to service and repair automotive brake systems.

ASTD 110-90 hours  
**Automotive Steering and Control Systems I**  
Students learn the systems used in automotive steering and control systems service and repair. Students then demonstrate the skills to service and repair automotive steering and control systems.

ASTD 111-90 hours  
**Automotive Suspension and Control Systems I**  
Students learn the systems used in automotive steering and control systems service and repair. Students then demonstrate the skills to service and repair automotive steering and control systems.

ASTD 112-30 hours  
**Automotive Maintenance**  
Students learn the systems used in automotive maintenance service and repair. Students will perform automotive maintenance service and repair.

ASTD 200-90 hours  
**Automotive Business Practices I**  
Students learn business practices used in the automotive service repair industry. The student will use basic computer skills using industry software and word processing and spreadsheet software to complete estimates, quotes, invoices and reports.

ASTD 201-60 hours  
**Automotive Electronic System I**  
Students learn basic electronic theory and applications for automotive systems. Students will perform basic troubleshooting using test equipment on electronic systems used in automotive applications.

ASTD 202-120 hours  
**Automotive Engine Systems**  
Students learn internal combustion engine theory and applications used in automotive systems. Engine disassembly, measurement and analysis, reassembly and engine startup will be performed.

ASTD 203-30 hours  
**Automotive Brake Systems II**  
Students learn internal combustion engine theory and applications used in automotive systems. Engine disassembly, measurement and analysis, reassembly and engine startup will be performed.

ASTD 204-30 hours  
**Automotive Chassis Systems II**  
Students learn advanced chassis system theory and applications used in automotive systems including electric and electronic steering and computer controlled suspension systems.

ASTD 205-60 hours  
**Automotive Driveline Systems II**  
Students learn advanced Driveline system theory and applications used in automotive systems including automatic transmission and transaxles.

ASTD 206-60 hours  
**Automotive Electrical Systems II**  
Students learn advanced electrical system theory and applications used in automotive systems including headlight, wiper, power window, power door lock and infotainment systems.

ASTD 207-90 hours  
**Automotive Engine Management**  
Students learn the engine management systems and applications used in an automobile including fuel systems, port fuel injection and gasoline direct injection systems.

ASTD 208-90 hours  
**Automotive Electronic Systems II**  
Students learn advanced electronic systems and applications used in an automobile including understanding scan tool functions, OBDII modes, and oscilloscope usage.

ASTD 209-90 hours  
**Automotive Diesel Engine Systems**  
Students learn the diesel engine systems and applications used in an automobile including diesel fuel systems, low pressure and high pressure systems.

ASTD 210-60 hours  
**Automotive Business Practices II**  
Students learn the systems and applications used in an automobile environment including basic management and scheduling, analyzing simple reports and assessing the shop environment.

ASTD 211-60 hours  
**Technical Writing for Automotive Systems**  
Students learn the technical writing theory and application used in an automobile service environment including writing a business letter, writing an e-mail and using other writing methods to effectively operate an automotive service and repair facility.
ASTD 212-60 hours
Automotive Hybrid Electric Vehicle Systems
Students learn the Hybrid, Hybrid/Electric and Electric vehicle theory and application used in automobiles including hybrid and electric vehicle safety and modes of operation.

Astronomy

Prerequisites may be waived by the Physics and Astronomy department. See prerequisite waiver.

ASTR 110-3-5.5
Astronomy for the Physical Sciences I
with laboratory component

This course is for students entering the physical sciences or engineering and is an introduction to contemporary astronomy emphasizing the solar system. This course begins with topics in physics used by astronomers which include general principles of the celestial sphere, laws of motion, light and optics. Observational techniques using earth-based telescopes, artificial satellites and inter-planetary probes will be discussed. The second part of the course is an examination of the planets, moons and smaller bodies in our solar system. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies the three credits of the science lab requirement for graduation in Arts. The one-hour seminar will cover mathematical astrophysics.

(Credit will only be granted for one of ASTR 110, 111 or 112.)

A three-hour lab is offered on alternate weeks.

(3,1.5,1)

Prerequisites:
• Mathematics 11 is strongly recommended

ASTR 111-3-3
Astronomy I
without laboratory component

This course is an introduction to contemporary astronomy emphasizing the solar system and begins with topics in physics used by astronomers including general principles of the celestial sphere, laws of motion, light and optics. Observational techniques using earth-based telescopes, artificial satellites and interplanetary probes will be discussed. The second part of the course will examine the planets, moon and smaller bodies in our solar system. Throughout the course historical perspectives will be added. This course does not satisfy the science lab requirement for graduation in Arts. Science students cannot use this course for science credit towards their degree.

(Credit will only be granted for one of ASTR 110, 111 or 112.)

A three-hour lab is offered on alternate weeks.

(3,0,0)

Prerequisites:
• a minimum of 50% in any of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11 is strong recommended.

ASTR 120-3-5.5
Astronomy for the Physical Sciences II
with laboratory component

This course is for students entering the physical sciences or engineering and is an introduction to contemporary astronomy emphasizing modern stellar, galactic and extragalactic astronomy. Topics include stars and stellar evolution from protostars to black holes; galaxies, clusters of galaxies and quasars; the large-scale structure of the universe and cosmology. Special and general relativity are discussed in an elementary fashion. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies three credits of the science lab requirement for graduation in Arts. The one-hour seminar will cover mathematical astrophysics. (Credit will only be granted for one of ASTR 120, 121 or 122.)

(3,1.5,1)

Prerequisites:
• ASTR 110

ASTR 121-3-4.5
Astronomy II
with laboratory component

This course is an introduction to contemporary astronomy emphasizing modern stellar, galactic and extragalactic astronomy. Topics include stars and stellar evolution from protostars to black holes; galaxies, clusters of galaxies and quasars; the large-scale structure of the universe and cosmology. Special and general relativity are discussed in an elementary fashion. Throughout the course historical perspectives will be added. Students may have the opportunity for some observational work. This course has a three-hour bi-weekly laboratory and satisfies three credits of the science lab requirement for graduation in Arts.

(Credit will only be granted for one of ASTR 120, 121 or 122.) (3,1.5,0)

Prerequisites:
• Mathematics 11 and ASTR 111 or 110 are strongly recommended

ASTR 122-3-3
Astronomy II
without laboratory component

This course is an introduction to contemporary astronomy emphasizing modern stellar, galactic and extragalactic astronomy. Topics include stars and stellar evolution from protostars to black holes; galaxies, clusters of galaxies and quasars; the large-scale structure of the universe and cosmology. Special and general relativity are discussed in an elementary fashion. Throughout the course historical perspectives will be added. There is no laboratory with this course and this course does not satisfy the science lab requirement for graduation in Arts. Science students cannot use this course for science credit towards their degree.

(Credit will only be granted for one of ASTR 120, 121 or 122.) (3,0,0)

Prerequisites:
• a minimum of 50% in any of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11 is strongly recommended. A minimum of 50% in one of ASTR 110, 111, 112 is also recommended.

ASTR 220-3-3
Astrobiology

In this course, students will address the three great questions of astrobiology: Where do we come from? Where are we going? Are we alone in the Universe? We now have the framework and technological tools to grapple with these ancient questions scientifically. The Copernican and Darwinian revolutions forever altered our view of Earth's place in the solar system and role in sustaining and promoting life. The discovery of planets beyond our solar system and the discovery of life in extreme environments on Earth have greatly expanded our understanding of habitable zones in the Universe. Students will use the disciplines of astronomy, biology, chemistry, geology and physics in a truly interdisciplinary way to examine the conditions required for the evolution of life in the Universe. (3,0,0)

Prerequisites:
• second-year standing

ASTR 230-3-3
History of the Universe

This course traces the evolution of rational cosmology from the ancient Greeks to the present day. There are no specific mathematics and physics prerequisites, but students must have second-year standing. This course may be taken by Science and non-Science students. (3,0,0)

Prerequisites:
• second-year standing

Autism Spectrum

AUSP 111-15 hours
An Overview of the Spectrum

This course is designed to give participants a thorough overview of the Autism Spectrum Disorder (ASD). Various topics will be discussed: the changing definition and treatment of autism in recent history, the complex process of diagnosis, and some of the real challenges in assessing and understanding the very different capabilities of persons living with autism. Participants will take part in a series of activities to better understand the unique communication, social and sensory challenges that persons with autism face on a daily basis.

AUSP 121-18 hours
Every Day on the Autism Spectrum

This course will deal with common everyday issues such as: dressing, eating and sleeping behaviours/routines, sensory challenges, toileting challenges, anxiety behaviors, sexual health education, accessing and sharing in public spaces and outings, and building positive social connections with the community.
AUSP 131-18 hours
How to Information Share and Provide Good Care
This course deals with information sharing and communication strategies around ASD. An overview of practical approaches and strategies to explain and respond to ASD-related behaviors by extended family, friends, educators, potential caregivers and related professionals is provided. Communication, anxiety and a range of social and physical challenges are reviewed and discussed. Included are some ‘survive’ and ‘thrive’ strategies for parents and caregivers, for those days, weeks or months when the challenges of living with autism everyday seem overwhelming.

AUSP 141-15 hours
Education and the Social Side of Life
This course identifies the complex educational needs of persons on the autism spectrum, and the special challenges and educational potential of the inclusive classroom, and an inclusive school environment. This course emphasizes skill-building in working with children and teenagers with ASD and practical strategies and useful tips for the school/playground environment are reviewed. Potential windows of opportunity for building and enhancing longer-term positive social connections for persons with ASD, their families (parents, siblings) and the wider community are also identified and discussed.

AUSP 151-15 hours
Making Plans and Finding Facts Across a Person’s Lifetime
This course identifies available options and benefits for persons with ASD and their families and caregivers, across the course of their lifetime. This course looks at transition points planning (early years, youth/adolescence and adult and senior), as well as challenges in terms of long-term financial, social and housing supports. Advocacy and self-advocacy is examined, as are the legal rights and human rights laws in Canada. Changes in government and social policy, application procedures, and program availability are also reviewed.

Aviation (Commercial)

AVIA 104-4-4
Introduction to Aviation Theory
Students will study all of the Transport Canada Private Pilot Licence Ground School subjects to prepare for the Student Pilot Permit (PSTAR) written exam and Private Pilot â€“ Aeroplane (PPAER) written exam. Success completion of both of these exams is required to pass the course. (4,0,0)

Prerequisites:
• admission to the Commercial Aviation Diploma

Corequisites:
• AVIA 106
• AVIA 105

AVIA 105-3-3
Aviation Language Proficiency
Students will study the material to prepare for the Transport Canada Aviation Language Proficiency exam and Restricted Operator Certificate with Aeronautical Qualification (ROC-A) exam. Successful completion of both of these exams is required to pass the course. (3,0,0)

Prerequisites:
• admission to the Commercial Aviation Diploma

Corequisites:
• AVIA 106
• AVIA 104

AVIA 106-2-2
Pilot Skills Lab I
Students will complete the first twelve (12) hours of practical dual flight training required to write the Private Pilot Licence â€“ Aeroplane (PPAER) Transport Canada written exam. (1,1,0)

Prerequisites:
• AVIA 104
• AVIA 105

Corequisites:
• AVIA 106

AVIA 107-3-10
Pilot Skills Lab II
Students will complete sixty (60) hours of intermediate and advanced dual and solo flight training required to attempt the practical Private Pilot Licence Flight test. Successful completion of the Private Pilot Licence Flight test is required to pass the course. (0,10,0)

Prerequisites:
• AVIA 104
• AVIA 105
• AVIA 106

AVIA 112-3-3
Navigation and Air Regulations I
Topics include the principles and techniques of air navigation and map reading, the use of a flight computer, aircraft performance, and the Canadian Aviation Regulations. (3,0,0)

Prerequisites:
• admission to the Commercial Aviation program and a Canadian Private Plot Licence approved by the flight school.

Corequisites:
• AVIA 113
• AVIA 114
• AVIA 115

AVIA 113-1.5-1.5
Meteorology I
The basics of meteorology including weather forecasts, weather flight planning, the atmosphere, atmospheric stability/instability, air pressure, air circulation, air masses and frontal systems. (1.5,0,0)

Prerequisites:
• admission to the Commercial Aviation program and a Canadian Private Plot Licence approved by the flight school.

Corequisites:
• AVIA 112
• AVIA 114
• AVIA 115

AVIA 114-1.5-1.5
Flight and Aircraft Systems I
A study of aircraft airframes, aircraft piston engines, propellers, and aircraft systems such as oxygen, hydraulics, pressurization, and fire suppression. A weekend of practical crash site survival training is included. (1.5,0,0)

Prerequisites:
• admission to the Commercial Aviation program and a Canadian Private Plot Licence approved by the flight school.

Corequisites:
• AVIA 112
• AVIA 114
• AVIA 115

AVIA 115-3-9
Flight Lab I
This lab consists of both dual- and solo-flying and an evening seminar once a week. The flight instruction includes mountain, cross-country, night, GPS and radio navigation, and basic instrument flying techniques. This course includes an introduction to grass strip operations. Dual flights are with two students and one instructor, solo flights are with two students. (0,9,0)

Prerequisites:

• admission to the Commercial Aviation program and a Canadian Private Plot Licence approved by the flight school.

Corequisites:
• AVIA 112
• AVIA 113
• AVIA 114

AVIA 122-1.5-1.5
Navigation and Air Regulations II
A continuation of AVIA 112. Topics include low level en route charts, basic radio navigation, and commercial air services regulations. As part of this course students will be expected to pass the Navigation and Air Regulation sections of the Transport Canada Commercial Pilot Licence written exam. (1.5,0,0)

Prerequisites:
• AVIA 112

Corequisites:
• AVIA 123
• AVIA 124
• AVIA 125

AVIA 123-3-3
Meteorology II
A continuation of AVIA 113. Topics include clouds, precipitation, aircraft icing, visibility, low-level winds and turbulence, jet streams, altimetry, wind shear, thunderstorms and mountain waves. As part of this course students will be expected to pass the Meteorology section of the Transport Canada Commercial Pilot License written exam. (3,0,0)

Prerequisites:
• AVIA 113

Corequisites:
• AVIA 122
• AVIA 124
• AVIA 125

AVIA 124-1.5-1.5
Flight and Aircraft Systems II
A continuation of AVIA 114. Topics include flight instruments, theory of flight, aircraft surface contamination, pilot decision making and human factors. As part of this course students will be expected to pass the General Knowledge section of the Transport Canada Commercial Pilot License written exam. (1.5,0,0)

Prerequisites:
• AVIA 114
  Corequisites:
  • AVIA 125
  • AVIA 122
  • AVIA 123

AVIA 125-3-9
Flight Lab II
This lab consists of both dual- and solo-flying, and an evening seminar once a week. The flight instruction includes cross-country, radio and GPS navigation and basic instrument flying techniques. Upon completion of this course, students will be expected to pass the Transport Canada Commercial Pilot Licence flight exam. (0,9,0)

Prerequisites:
• AVIA 114
  Corequisites:
  • AVIA 125
  • AVIA 122
  • AVIA 123

• AVIA 125
  Corequisites:
  • AVIA 212
  • AVIA 214
  • AVIA 215

AVIA 213-3-3
Instrument Procedures
The regulations and procedures required for flying under Instrument Flight Rules (IFR) and meteorology pertaining to IFR flying. As part of this course students will be expected to pass a Transport Canada written INRAT examination. (3,0,0)

Prerequisites:
• AVIA 122
  • AVIA 123
  • AVIA 124
  • AVIA 125

AVIA 215-3-7
Flight Lab III
Lab consists of both dual- and solo-flying as well as an evening seminar once a week. Flight instruction includes dual multi-engine flying, instrument procedures training in simulators and solo single engine flying. (0,7,0)

Prerequisites:
• AVIA 122
  • AVIA 123
  • AVIA 124
  • AVIA 125

Corequisites:
• AVIA 212
  • AVIA 213
  • AVIA 214

AVIA 222-1.5-1.5
Advanced Flight Operations II
formerly AVIA 223
A continuation of AVIA 212. Topics include advanced aviation topics ranging from light twin aerodynamics to high level piston and jet operations. Upon course completion students will be expected to write the Transport Canada (IATRA) exam. (1.5,0,0)
Prerequisites:
• AVIA 212

Corequisites:
• AVIA 225
• AVIA 226
• AVIA 227

AVIA 225-3-7
Flight Lab IV
This lab consists of both dual- and solo-flying, and an evening seminar once a week. The flight instruction includes dual multi-engine instrument flying, instrument procedures training in simulators and Crew Resource Management training. Upon course completion, students will be expected to pass the Transport Canada Instrument rating flight test. (0,7,0)

Prerequisites:
• AVIA 215

Corequisites:
• AVIA 222
• AVIA 226
• AVIA 227

AVIA 226-3-3
Human Factors
An introduction to aviation medicine, cockpit resource management, and a review of aviation accidents and the human factors related to aircraft accidents. Topics include the physiological, psychological and engineering aspects of ergonomics. (3,0,0)

Prerequisites:
• AVIA 122
• AVIA 123
• AVIA 124
• AVIA 125

Corequisites:
• AVIA 224
• AVIA 225
• AVIA 226

Basic Accounting Concepts

BAC 11-33 hours
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.

BAC 12-33 hours
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.

Bookkeeping Bridging

BACC 241-45 hours
Computerized Accounting I
Upon completion of this course, the student will be able to create company files, record transactions in the General, Receivable, Payable, Payroll, Inventory and Job Costing ledgers and print month-end statements using a computerized accounting program. CIB (Canadian Institute of Bookkeeping) credit. Transferable to OADM 152 “Accounting Software I.

Only offered by Distance Education

BACC 242-45 hours
Computerized Accounting II
Upon completion of this course, the student will be able to establish computerized accounting records, maintain daily transactions using the General, Accounts Payable, Accounts Receivable, Inventory, Payroll and Job Costing ledgers and produce month-end financial statements. CIB (Canadian Institute of
Bookkeeping) credit. Transferable to OADM 155 â€“ Accounting Software II.

Only offered by Distance Education

**BAKK 243-45 hours**
**Payroll Administration**
Participants will be introduced to the complexities of administering a payroll system. Students will gain an understanding of payroll records keeping and procedures by reading and analyzing relevant legislation and then applying it to practical real-life situations. Topics will include calculating gross earnings, maintaining payroll records, taxable benefits, statutory and other deductions, CRA payroll remittances, WorkSafeBC and employment standards. CIB (Canadian Institute of Bookkeeping) credit. Transferable to OADM 142 â€“ Payroll.

Only offered by Distance Education

**Pastry Arts**

**BAKP 101-120 hours**
**Occupational Skills**
This course introduces the student to workplace safety and appropriate use and maintenance of tools and equipment. The use of formula and production planning, ingredient and supply chain management is introduced. Portioning and retail packaging are also covered.

**BAKP 103-60 hours**
**Quick Breads**
This course covers the subject in depth; all types of chemically aerated goods are taught, from cookies, squares and biscuits to loaves and shortcakes.

**BAKP 104-90 hours**
**Pastries 1**
This module introduces the students to pastry work and includes scratch preparation of short, choux and puff doughs and the fabrication of related products, including tarts, eclairs and strudels.

**BAKP 105-60 hours**
**Creams**
This module covers the subject in depth; every type of cream dessert is taught including mousses, baked and stirred creams, cheesecakes, gelatins, curds and sauces.

**BAKP 106-60 hours**
**Cakes**
This course introduces the student to cake making; all basic techniques will be taught including simple finishing technique. Cakes covered here include foam, hi-ration, and conventional.

**BAKP 107-98 hours**
**Yeast Goods**
This module introduces students to the theory of bread making through the application of fermentation techniques in the production of single stage and sponge and dough products.

**BAKP 109-30 hours**
**Buffet Design**
This module prepares the student to plan and execute a high-end dessert buffet for 100 covers.

**BAKP 110-30 hours**
**Practical Exam 1**
This is a timed exercise where students are expected to demonstrate competence and skills in basic technique by producing quick bread, pastry, cake cream and yeast products as directed by the instructor.

**BAKP 111-6 hours**
**Theoretical Exam 1**
This exam covers all the curriculum for this level.

**BAKP 112-60 hours**
**Savory Baking and Skills**
This module covers knife skills, terminology, savory baking and basic savory kitchen skills.

**BAKP 113-30 hours**
**Frozen Desserts**
This module covers, ice cream, gelato, granites, frozen yogurt, parfaits, sorbet and sherbets, both production and service.

**BAKP 114-60 hours**
**Plated Desserts 1**
This module builds on concepts already taught in the previous classes, concentrating on the elements of visual presentation and textural complexity for individual plated desserts.

**BAKP 115-60 hours**
**Pastries 2**
This module continues the work done in Pastries 1 and focuses on specialty tarts.

**BAKP 116-30 hours**
**Cakes and Tortes**
This module continues the work done at the previous level in cakes, specializing in pound cakes, traditional fruit cakes and birthday cakes.

**BAKP 117-30 hours**
**Viennoiserie**
This module continues the work already covered in previous modules and specializes in high quality...
laminated goods including croissants, danish and brioche.

BAKP 118-22 hours
Beverage Pairing
This module covers the use of local wine, beer and spirits as ingredients and as pairings, students will be expected to create a unique dessert paired with a local wine, beer, cider or spirit.

BAKP 119-30 hours
Plated Desserts 2
This module builds on concepts already taught in the previous level, concentrating on the elements of visual presentation and textural complexity for individual plated desserts.

BAKP 120-60 hours
Friandise
This module covers various types of petite four, marzipan fruits, chocolate truffles and molded chocolates are included.

BAKP 121-30 hours
Celebration Cakes
This module continues the cake work already covered and specializes in wedding cake design using royal icing and rolled fondant. Students will be expected to design and produce a wedding cake.

BAKP 122-60 hours
Center Pieces
This module covers techniques that will enable the students to produce a center piece suitable for buffet presentation.

BAKP 123-68 hours
Artisan Breads
This module builds on the skills already learned in previous levels, it focuses on traditional sourdough bread production.

BAKP 124-45 hours
Buffet Design 2
This module builds on skills already learned in previous levels. The students will plan and execute a high end dessert buffet to include appropriate center pieces and french pastries.

BAKP 125-30 hours
Practical Exam 2
This is a timed exercise where students are expected to demonstrate competence in skills in advanced technique by producing artisan breads and plated desserts to include a selection of friandise.

BAKP 126-22 hours
Theoretical Exam 2
This exam is based on all of the curriculum covered so far at all levels.

BAKP 150-400 hours
Pastry Arts Co-op
10 week Co-op Student placement in the industry to introduce students to real workplace environments.

Bartending

BC 10-40 hours
Bartending Knowledge
Introduction to basic alcohol knowledge, bar set-up and equipment, cash handling and reconciliation, and basic supervisory skills. Personal development as it relates to bartending is addressed. Includes field trips.

BC 11-15 hours
Bartending Skills
On-site training to apply the knowledge from BC 10, with emphasis on improving speed, showmanship, and variations in operating practices. Mixing of standard cocktails and use of bar utensils and equipment is stressed.

BC 12-25 hours
Bartending Practicum
On-site experience under supervision in a new setting to refine bartending skills.

Blockchain

BCC 101-14 hours
Introduction to Blockchain
This course provides learners with the foundational knowledge of today’s Blockchain technology platforms and how this technology provides value to the work of business and society.

Only offered by Distance Education

BCC 102-28 hours
Blockchain Networks
This course provides learners with information on various types of Blockchain networks including public, private, consortium and permissioned networks. Learners explore what Blockchain networks are used for, the value they bring to business and society and how networks differ from each other.

Only offered by Distance Education

BCC 103-28 hours
Introduction to Blockchain Platforms
This course provides learners with an introduction to the specific information related to Blockchain
Platforms including Hyper Ledger, Bitcoin and Ethereum.

Only offered by Distance Education

**BCC 104-14 hours**
**Wallets, Exchange & Interaction**
This course provides learners with information about cryptocurrencies, the wallets that contain them and the role of exchanges in the digital economy.

Only offered by Distance Education

**BCC 105-28 hours**
**Application of Blockchain**
This course provides learners with the opportunity to illustrate Blockchain principles and practices by participating in the manufacturing of a smart contract. Learners will determine where smart contracts should be utilized, explain the purpose of the contracts and analyze the code. Learners will demonstrate their comprehension of Blockchain and apply their knowledge in this final course.

Only offered by Distance Education

**Banking Customer Service**

**AutoCAD GIS**

**BDA 01-9 hours**
**AutoCAD Upgrade**
This course is an AutoCAD software update as well as a refresher for several advanced AutoCAD uses such as Paper Space and External Referencing. Emphasis will be on Layouts and AutoCAD plotting.

**Biology**

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Biology department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the AACP department. See prerequisite waiver.

**BIOL 075-40 hours**
**Topics in Biology**
Topics in Biology may include, but is not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy and physiology, and social issues. This course may be taken more than once but with a different topic emphasis.

**Prerequisites:**
- ABE BIOL 011
- Chemistry 11 is recommended

1 minimum grade of 60 required

**BIOL 085-40 hours**
**Topics in Biology**
Topics in Biology may include, but are not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy and physiology, and social issues. This course may be taken more than once but with a different topic emphasis.

**Prerequisites:**
- the corequisite of ABE ENGL 011 or the corequisite of ABE COMP 011 or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

**Corequisites:**
- ABE ENGL 080

**BIOL 095-40 hours**
**Topics in Biology**
Topics in Biology may include, but are not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy and physiology, and social issues. This course may be taken more than once but with a different topic emphasis.

**Prerequisites:**
- ABE BIOL 011

**BIOL 011-96 hours**
**Biology - 011**
Designed to prepare students for studies at the post-secondary level. Three major components are included: cell biology, bioenergetics, human anatomy and physiology. A laboratory component is included.

**Prerequisites:**
- Corequisites: ABE ENGL 080 or ABE ENGL 011 or ABE COMP 011 or Composition 11 or English 11 or a minimum ABLE test score of 68/80 and an Advanced Level writing sample.

**BIOL 012-112 hours**
**Biology - 012**
Designed to prepare students for studies at the post-secondary level. Three major components are included: cell biology, bioenergetics, and human anatomy and physiology. A laboratory component is included.

**Prerequisites:**
- ABE BIOL 011 or Biology 11 or Life Sciences 11

**BIOL 099-40 hours**
**Topics in Biology**
Topics in Biology may include, but are not limited to, biological organisms, ecology, cell biology, bioenergetics, human anatomy and physiology, and social issues. This course may be taken more than once but with a different topic emphasis.
• ABE ENGL 080\(^1\) or ABE ENGL 011\(^1\) or ABE COMP 011\(^1\) or ABE ENGL 081\(^1\) or ABE ENGL 082\(^2\) or Composition 11\(^2\) or English 11\(^2\)
• Chemistry 11 or ABE CHEM 011 is recommended

\(^1\) minimum grade of 60 required  
\(^2\) minimum score of 60 required

**BIOL 111-3-6**  
**Biology for Science Majors I**  
This course is the first of a pair of courses which introduce students to the biological concepts necessary to continue into second-year biology. It covers evolutionary theory and its underlying genetic basis, basic cell biology, plant and animal biochemistry. (3,3,0)

Prerequisites:
• Chemistry 11 or ABE CHEM 011  
• Biology 11 or Life Sciences 11 or ABE BIOL 011 or Biology 12 or ABE BIOL 012  
• Corequisite: Recommended: CHEM 111 or 112

**BIOL 112-3-6**  
**Evolution and Ecology**  
This course discusses evolutionary theory and its underlying genetic basis, and population, community, ecosystem and behavioural ecology. Specific case studies and current environmental concerns are used as illustrations. This course, in conjunction with BIOL 122, is recommended for Arts or Education students.

Students with credit for BIOL 111, or BIOL 114 cannot take BIOL 112 for further credit. (3,3,0)

**BIOL 113-3-6**  
**Human Anatomy and Physiology I**  
(formerly BIOL 113)

This course is an introduction to human structures and functions emphasizing basic physiological principles plus cell and tissue structure. Laboratory work will include gross and microscopic human anatomy and will demonstrate underlying physiological processes. (3,3,0)

Prerequisites:
• Chemistry 11 or ABE CHEM 011  
• Biology 11 or Life Sciences 11 or ABE BIOL 011 or Biology 12 or ABE BIOL 012 or BIOL 122 or BIOL 124  
• Biology 12 or ABE BIOL 012 or BIOL 122 is strongly recommended

**BIOL 120-3-6**  
**The Biology of the Grapevine**  
This course introduces the basic anatomy and morphology and physiology processes of the grapevine. Additional topics include annual growth cycle and phenological phases, process of berry ripening, cold hardiness of grapevines, and grapevine clones, hybrids, and rootstocks. (3,3,0)

Prerequisites:
• ABE BIOL 011 or Biology 11 or Life Sciences 11

**BIOL 121-3-6**  
**Biology for Science Majors II**  
A continuation of BIOL 111 with an introduction to the biological concepts necessary for second-year biology. Topics include the physiology of reproduction, gas exchange, inter-organ transport and inter-organ coordination in plants and animals, energy acquisition, and excretion and movement in animals. Ecosystem, population, community and behavioural ecology are discussed. (3,3,0)

Prerequisites:
• BIOL 111

**BIOL 122-3-6**  
**Physiology of Multicellular Organisms**  
This course is a discussion of the physiological adaptations of plants and animals to their environments. The structure/function relationships of some of the organ systems of the human body will be described. This course, in conjunction with BIOL 112, is recommended for Arts or Education students.

Students with credit for BIOL 121 or BIOL 124 cannot take BIOL 122 for further credit. (3,3,0)

**BIOL 131-3-6**  
**Human Anatomy and Physiology II**  
(formerly BIOL 123)

The continuation and completion of the comprehensive survey of human structures and functions started in BIOL 131. (3,3,0)

Prerequisites:
• BIOL 131

**BIOL 150-3-38**  
**Natural History of the Okanagan**  
This course is a three-week (114 hours) introduction to the geology, physical and human geography, and ecology of the Okanagan. Five to eight hours will be spent daily on field experiments to introduce the basic skills and techniques for studying these aspects of natural history. Students will be expected to provide their own transportation to field locations. (8,30,0)

**BIOL 150-3-38**  
**Introductory Biology for Viticulture**  
This course is an introduction to biology for Viticulture Technician Diploma students. Students will be introduced to basic
biological principles with reference to the organisms and ecological interactions applicable to viticulture and oenology. (3,3,0)

Prerequisites:
- Biology 11 or Life Sciences 11 or ABE BIOL 011

BIOL 175-3-6
Environmental Biology
formerly BIOL 118

An introduction for Water Engineering Technology students that will provide the ecological theory underlying the management of water quality. Environmental topics include: principles of ecosystem ecology (interactions, tolerances, energy relations); pollution biology; evolution and diversity (introduction to taxonomy of aquatic plants, animals and microorganisms), basic microbiology and basic human physiology (emphasis on water-borne diseases and other health hazards). Laboratory sessions will emphasize diversity and basic microbiology. Some field trips and water testing will be included. (3,3,0)

BIOL 202-3-4
Elementary Applied Statistics

An introductory course in applied statistics with a focus on life sciences for students with a first-year calculus background. Topics include estimation and testing of hypotheses about population parameters, an introduction to analysis of variance, linear regression, chi-square analysis, and some non-parametric tests. Essential preliminary topics in descriptive statistics and probability are presented as a basis for such procedures. Emphasis includes problem formulation, models, assumptions and interpretation of results. This course is also offered in the Department of Mathematics and Statistics as STAT 230. Students will receive credit for only one of BIOL 202, STAT 230, STAT 121, STAT 124. (4,0,0)

Prerequisites:
- MATH 112

Corequisites:
- MATH 122

BIOL 203-3-5
Introduction to Ecology

An introduction to the different disciplines within the field of ecology. Topics include the ecology of individuals, physiological and behavioural ecology, population ecology, community ecology and ecosystem ecology. Evolution is treated both as a separate unit and throughout the course as a unifying theme. Students will attend a three-hour lab each week for the first 6 weeks, and a one-hour seminar for the remainder of the semester. (3,1.5,0.5)

Prerequisites:
- BIOL 121
  or BIOL 112 and BIOL 122
  or BIOL 175 and BIOL 275

BIOL 211-3-4
Cell Biology

This course introduces cell structure and physiology, ultra structure of plant and animal cells, cellular development, cytogenetics, boundary phenomena and related topics. Seminars will focus on problem solving, data analysis and experimental techniques. (3,0,1)

Prerequisites:
- BIOL 121
- CHEM 121 or CHEM 122

BIOL 220-3-4
Introductory Biochemistry

This course is an introduction to cell biomolecules and metabolism. Topics include the aqueous environment of cells, protein structure, and the kinetics of enzyme-catalyzed reactions. Selected metabolic pathways and their regulation will be studied. (3,0,1)

Prerequisites:
- BIOL 211
- CHEM 212

BIOL 224-3-5
Principles of Genetics

This course is an introduction to the basic principles of classical and molecular genetics. Topics will include Mendelian inheritance, recombination and linkage, structure and function of the gene, regulation of gene expression, molecular techniques and population genetics.

Students attend a three-hour lab and a one-hour seminar on alternate weeks. (3,1.5,0.5)

Prerequisites:
- BIOL 121

BIOL 228-3-6
Introductory Microbiology

An introductory course providing a broad background in microbiology. Topics include structure, metabolism, diversity of micro-organisms, microbial genetics, virology, and immunology. Laboratory work will include techniques and experiments relevant to lectures. (3,3,0)

Prerequisites:
- BIOL 121
BIOL 231-3-3  
**Health Science I**  
formerly BIOL 233

An overview of basic health science including the interrelationships among pathobiology, immunology, microbiology and pharmacology. Topics covered are coordinated with topics covered in nursing courses but may be of interest to other students. (3,0,0)

Prerequisites:
- BIOL 131
- BIOL 133

BIOL 235-3-3  
**Health Science II**  
formerly BIOL 243

Continuation and completion of the overview of basic Health Science started in BIOL 231. (3,0,0)

Prerequisites:
- BIOL 231

BIOL 251-3-6  
**Vascular Plants**  
formerly BIOL 225

A study of the evolutionary history, reproduction and morphology of representatives of the seedless vascular plants, gymnosperms and angiosperms. The structure and functions of plant organs are included. (3,3,0)

Prerequisites:
- BIOL 121  
  or BIOL 112 and BIOL 122

BIOL 254-3-6  
**Vertebrate Biology**  
formerly BIOL 253

An examination of structure, phylogeny and diversity of vertebrate animals. (3,3,0)

Prerequisites:
- BIOL 121  
  or BIOL 112 and BIOL 122

BIOL 260-3-3  
**Pathophysiology for Health Sciences**

In this course students examine the basic pathophysiology associated with selected diseases and disorders that are commonly encountered by health practitioners in Canada. Students are introduced to the pathophysiology, etiology, as well as some of the signs and symptoms, diagnostic tests and treatments currently associated with each disorder. (3,0,0)

Prerequisites:
- BIOL 131
- BIOL 133

BIOL 261-3-3  
**Human Infectious Disease**

This course introduces students enrolled in health related studies to medical microbiology. Students are introduced to biological characteristics, epidemiology, mechanisms and routes of transmission, pathogenesis and immunity, host response, control and prevention. Additional topics include resistance, vaccines, and bioterrorism. (3,0,0)

Prerequisites:
- BIOL 260  
  or BIOL 231; and BIOL 235

BIOL 263-3-6  
**Developmental Biology I**

An introduction to plant and animal development and their underlying causal principles; introductory embryology; meristem development. (3,3,0)

Prerequisites:
- BIOL 211

BIOL 275-3-6  
**Freshwater Plants and Animals**  
formerly BIOL 218

This course is an introduction to the major groups of organisms found in inland waters, including cyanobacteria, algae, plants and animals. Lectures will focus on the ecology and evolution of these organisms, and their use in biomonitoring. Students will learn how to collect samples of aquatic biota, and how to preserve and identify these organisms. (3,3,0)

Prerequisites:
- BIOL 175  
  or BIOL 112 and BIOL 122  
  or BIOL 121

BIOL 278-3-5  
**Microbiology of Water and Wastewater**  
formerly BIOL 219

An introduction, for Water Engineering Technology students, to the major types of microbial organisms in water and wastewater, while focusing on the diverse and sometimes conflicting use of water for human consumption, waste disposal, irrigation, recreation and wildlife. Lectures and lab sessions will emphasize sampling techniques pertaining to work in water
treatment plants and environmental monitoring agencies, and laboratory techniques for culturing, identifying and enumerating micro-organisms. (2,3,0)

Prerequisites:
- BIOL 175

**BIOL 279-3-6 Limnological Methods**
formerly BIOL 229

An introduction, for Water Engineering Technology students, to the common methods used by limnologists to monitor lakes and rivers. Students will learn how to describe the physical, chemical and biological characteristics of water and to use basic statistical techniques to compare data between and among study sites. Participation in two one-day weekend trips in September or early October is required. Lectures will focus on trophic interactions in lake and stream ecosystems. (3,3,0)

Prerequisites:
- BIOL 175

**Bookkeeping**

**BOOK 100-33 hours**
**Spreadsheets for Bookkeeping**
Students in this course focus on the use of spreadsheets for bookkeeping and accounting purposes. Students learn how to design, modify, format and utilize spreadsheets to record and report typical business transactions.

Also offered by Distance Education

**BOOK 110-45 hours**
**Payroll Administration**
This course is an introduction to Canadian payroll rules and procedures. Students learn how to access and use Canada Revenue Agency information and how to create, maintain and report individual and company payroll records. CIB (Canadian Institute of Bookkeeping) credit. Course equivalency OADM 142 (Payroll).

Prerequisites:
- BOOK 100¹

¹ minimum grade of 70 required

Also offered by Distance Education

**BOOK 120-45 hours**
**Computerized Accounting**
Students in this course focus on the use of current computerized accounting software. Students learn how to create and modify accounting records and how to enter, adjust and report typical daily and year-end business transactions. CIB (Canadian Institute of Bookkeeping) credit. Course equivalency OADM 152 (Accounting Software).

Also offered by Distance Education

**Business Administration**

**BUAD 100-3-3**
**Introduction to Business**
This course will provide a non-business student insight into how business functions and business as a career. Students will be introduced to the disciplines of accounting, finance, management, marketing and human resources management. Students will develop a business vocabulary and gain critical thinking, problem solving, team building and communication skills. Business students cannot take this course for credit toward their Business Administration diploma or degree. (3,0,0)

**BUAD 111-3-3**
**Financial Accounting I**
This course is an introduction to the system in which information is collected by the accounting process and presented by financial statements. Accounting cycle, statement preparation, special journals, internal control and the accounting for cash, inventory, payroll, merchandising and sales tax are examined. Basic financial reporting will be reviewed.

CPA (credit with BUAD 121), CIB, PMAC credit. Credit may be received by passing a challenge exam. (3,0,0)

Also offered by Distance Education

**BUAD 113-3-4**
**Canadian Business**
This course provides an overview of Canadian business, industry and government and their interactions with local, national and international economies. Topics include resource allocation and the impact of current events upon public and private financial decisions.

CPA credit. (4,0,0)

Also offered by Distance Education

**BUAD 116-3-3**
**Marketing**
This course introduces students to the principles and practices of marketing and how they can be applied to organizations. Marketing processes are considered
from consumer and business perspectives in a Canadian context. Topics include identifying needs, monitoring changes in the environment, managing products or services, distribution, promotion and pricing.

PMAC credit. Credit may be received by passing a challenge exam. (3,0,0)

Also offered by Distance Education

**BUAD 121-3-3**  
**Financial Accounting II**  
This course is a continuation of BUAD 111. Topics include accounting for receivables, inventory, long-term assets and their amortization, bonds and other long-term liabilities, partnership equity, shareholders' equity and investment in corporate securities. Generally Accepted Accounting Principles, ratio analysis of financial statements, and the preparation of the statement of cash flow will also be studied.

CPA (credit with BUAD 111), CIB, PMAC. Credit may be received by passing a challenge exam. (3,0,0)

Prerequisites:
* BUAD 111

Also offered by Distance Education

**BUAD 123-3-3**  
**Management Principles**  
A study of the universal functions of management: planning, organizing, leading and controlling. This course emphasizes strategic business planning and decision making; organizing resources and work scheduling; leading and motivating individuals and groups to achieve objectives; and controlling worker output and productivity so that goals are achieved effectively and efficiently.

PMAC credit. (3,0,0)

Also offered by Distance Education

**BUAD 128-3-4**  
**Computer Applications I**  
This course includes the use of computers in the business environment, including word processing, presentation graphics and spreadsheets. Computer concepts including hardware, software and data communications are covered at the intermediate level. Students will be expected to use their computer skills in other business courses.

CIB, PMAC credit. Credit may be received by passing a challenge exam. (2,2,0)

Also offered by Distance Education

**BUAD 176-3-3**  
**Professional Sales**  
(formerly BUAD 276)

Students study the sales process as it applies to the successful selling of both goods and services to organizations. Students explore and practice each step in the sales process through hands-on, interactive activities. The focus of this course is on building long-term, mutually beneficial relationships established through trust and ethical decision making. Credit may be received by passing a challenge exam. (3,0,0)

Also offered by Distance Education

**BUAD 195-3-3**  
**Financial Management**  
(formerly BUAD 295)

The fundamentals of financial management - using financial information to make sound business decisions. Topics include interpretation and analysis of financial statements, budgeting and cash flow forecasting, financial and operating leverage, and the management of cash, receivables and inventory.

CPA (credit with BUAD 296), PMAC. (3,0,0)

Prerequisites:
* BUAD 111

Also offered by Distance Education

**BUAD 200-3-3**  
**Digital Marketing**  
This course examines digital marketing in the 21st century, introducing the concepts, strategies and tactics utilized in today’s fast-paced, mobile and globally-connected markets. Learners explore various components of a digital marketing campaign and study how to design, implement, manage, and measure such components within an organization’s integrated marketing strategy. (3,0,0)

Prerequisites:
* BUAD 116

Also offered by Distance Education

**BUAD 201-3-3**  
**Conflict Resolution and Negotiation**  
This course focuses on interpersonal communication theory and skills required to interact effectively with others, plan and conduct interviews and meetings,
Develop relationships with diverse clients and colleagues, resolve conflict, manage and respond to anger, and negotiate effectively in the work environment. Students will learn to approach the client relationship and the resolution of conflicts cooperatively and collaboratively. (3,0,0)

Also offered by Distance Education

**BUAD 208-3-4**
**Canadian Income Tax I**
Formerly BUAD 280
This course is an introduction to Canadian income taxation. Topics include liability for tax, the calculation of Net Income for Tax Purposes for both individual and corporate taxpayers, and the calculation of taxes for individual taxpayers. CPA (credit with BUAD 369).

Students with credit for BUAD 280 cannot take BUAD 208 for further credit. (4,0,0)

Prerequisites:
- BUAD 111

Also offered by Distance Education

**BUAD 209-3-4**
**Business Law**
formerly BUAD 119

An overview of the law as it relates to business, including an examination of the fundamentals of tort law, contract law and special types of contracts commonly encountered by small business. A basic understanding of the law of torts and contracts, will assist students to recognize and resolve simple legal problems of small businesses. CPA, PMAC credit.

Students with credit for BUAD 119 cannot take BUAD 209 for further credit. (4,0,0)

Prerequisites:
- BUAD 123 and second-year standing or admission to any Post-Baccalaureate Diploma or admission to the Culinary Management Diploma.

Also offered by Distance Education

**BUAD 210-3-3**
**Introduction to Marketing Research**
This course introduces research theory and methodology as they relate to effective decision-making in business. Emphasis is on research design in exploratory and qualitative research. Topics include secondary research and primary and qualitative research concentrating on interviewing, focus groups and observational research. Students develop the knowledge and skills necessary for research proposal writing, research design and report presentation.

Students with credit for BUAD 268 cannot take BUAD 210 for further credit. (3,0,0)

Prerequisites:
- BUAD 116

1 minimum grade of 60 required

Also offered by Distance Education

**BUAD 215-3-3**
**Restaurant Management**
This course provides a broad understanding of management theory and practice in the restaurant industry. The course covers aspects of restaurant marketing, service delivery, menu design and engineering, site selection, and facility design. The course introduces students to the concepts and practices related to cost controls from purchasing to sales. Students with credit in BUAD 207, BUAD 218, or HOSP 236 cannot take BUAD 215 for additional credit. (3,0,0)

Corequisites:
- BUAD 111

**BUAD 220-3-3**
**Hotel Management**
Formerly HOSP 220

This course presents an overview of the operation and management of a hotel property. Topics include: travel patterns affecting the industry; types of lodgings; functions and practices of the key departments; and management issues specific to hotels including guest safety and security. Current trends in guest services and amenities are examined. The principles of front-desk management are covered including the reservations process, hotel revenue cycle, establishing room rates, preparation of the night audit and the use of technology in Property Management Systems. Students with credit for HOSP 220 cannot take BUAD 220 for further credit. (3,0,0)

**BUAD 222-3-3**
**Selected Topics: Advanced Accounting**
This course will focus on specialized topics in accounting. (3,0,0)

Prerequisites:
- Second Year Standing and will be determined by the topic area

**BUAD 223-3-3**
**Selected Topics: Financial Services**
This course will focus on specialized topics in the financial services. (3,0,0)
Prerequisites:
• Second Year Standing and will be determined by the topic area.

BUAD 224-3-3
Selected Topics: Human Resources
This course will focus on specialized topics in human resources management. (3,0,0)

Prerequisites:
• Second Year Standing and will be determined by the topic area.

BUAD 225-3-3
Selected Topics: Management
This course will focus on specialized topics in management. (3,0,0)

Prerequisites:
• Second Year Standing and will be determined by the topic area.

BUAD 226-3-3
Selected Topics: Marketing
This course will focus on specialized topics in marketing. (3,0,0)

Prerequisites:
• Second Year Standing and will be determined by the topic area.

BUAD 227-3-3
Selected Topics: Tourism and Hospitality
This course will focus on specialized topics in hospitality and tourism management. (3,0,0)

Prerequisites:
• Second Year Standing and will be determined by the topic area.

BUAD 230-3-3
Wine and Culinary Tourism
This course provides learners with an understanding of wine and culinary tourism and its relationship to the tourism sector overall. Through experiential learning opportunities such as field trips, visits from local providers, and assignments linked to real situations, students engage with wine, food, and culture, both regionally and globally. Students gain awareness of how wine and culinary tourism impacts tourism destinations, from supply chain management to product development. (3,0,0)

BUAD 231-3-4
Project Management in an Information Technology Environment
This course is an introduction to project management in an information technology context. Theory and practice will be blended into a term project and managed through the use of project management software. (2,2,0)

Prerequisites:
• admission to the Network and Telecommunications Engineering Technology or Computer Information Systems (diploma or degree) programs

BUAD 233-3-3
Financial Planning Fundamentals
This course introduces important fundamentals in the practice of financial planning. Topics include the applications of mathematics of finance in financial planning calculations, issues in contract and family law, and an analysis of government-sponsored benefit programs. (3,0,0)

Prerequisites:
• BUAD 251
• MATH 114

BUAD 234-3-3
Retirement Income Planning
Learners examine the issues related to retirement planning. Topics include options in financing retirement; retirement needs analysis, products, issue and practices in the area of retirement. Professional and ethical responsibilities of financial planners are explored. (3,0,0)

Prerequisites:
• BUAD 251
• MATH 114

BUAD 235-3-3
Insurance and Estate Planning
Learners examine the issues related to risk management and estate planning. Topics include risk management and insurance needs analysis, the steps in the risk management process, products, issues and practices in the areas of insurance. Components of estate planning include wills and probate, powers of attorney, testamentary and inter vivo trusts, and estate freezes. (3,0,0)

Prerequisites:
• BUAD 251
• MATH 114

BUAD 236-3-4
Accounting Computer Applications
This course provides practical in-depth study, applying concepts to accounting software including sales, purchases, inventory, payroll, bank
reconciliations, year-end file preparation and the use of tax software (2,2,0)

Prerequisites:
- BUAD 111
- BUAD 128

Corequisites:
- BUAD 208

BUAD 246-3-3
Recruitment and Selection
formerly part of BUAD 271

This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing. Students who have received credit for BUAD 271 can not take BUAD 246 for further credit. (3,0,0)

Prerequisites:
- BUAD 269

Also offered by Distance Education

BUAD 247-3-3
Training and Development
formerly part of BUAD 271

This course provides an in-depth study of training and development. Topics include legislation, needs analysis, program development, cost/benefit analysis, and principles of discipline and discharge.

Students who have received credit for BUAD 271 cannot take BUAD 247 for further credit. (3,0,0)

Prerequisites:
- BUAD 269

Also offered by Distance Education

BUAD 248-3-3
Occupational Health and Safety
This course provides an in-depth study of occupational health and safety. Topics include legislation, the WCB, safety disability management, the recognition, assessment and control of workplace hazards, accident investigations, safety training and managing occupational health and safety, and wellness programs. (3,0,0)

Prerequisites:
- BUAD 269

Also offered by Distance Education

BUAD 250-3-3
Canadian Securities
This Canadian Securities Institute course examines all aspects of business and the securities industry necessary to prepare students to write the Canadian Securities Licensing exam. Topics include: capital markets, financial statements, the Canadian economy, investment products, regulation, taxation issues, financial planning and portfolio management.

Note: in addition to tuition fees, students are expected to pay an additional fee levied by the Canadian Securities Institute. This fee provides each student with one attempt at the Canadian Securities Licensing exam at any time up to one year after enrolment in BUAD 250. Please contact the Business department for more information. The institutional version of Canadian Securities is open to all students. (3,0,0)

Also offered by Distance Education

BUAD 251-3-3
Personal Financial Planning
This course introduces the tools and strategies of personal financial planning. Topics include goal setting, savings, investments, insurance, taxation, budgeting and financing. (3,0,0)

Also offered by Distance Education

BUAD 262-3-3
Organizational Behaviour
formerly BUAD 162

This course examines management of human behaviour in organizations. Individual and interpersonal behaviour related to perception, learning, communication, motivation and job satisfaction are included. Leadership, ethics, the effective management of work groups, decision making, and the implementation of organizational development processes will be discussed.

Students with credit for BUAD 162 cannot take BUAD 262 for further credit. PMAC credit (3,0,0)

Prerequisites:
- BUAD 123

Also offered by Distance Education

BUAD 263-3-4
Intermediate Accounting I
This course is a continuation of the study of financial accounting theory and practice. Topics include financial statement presentation, revenue and expense recognition, the treatment of current monetary assets and liabilities, inventory, capital assets and intangible assets. Generally Accepted Accounting Principles will be emphasized.

CPA credit. (4,0,0)
Prerequisites:
- BUAD 121\(^1\)

\(^1\) minimum grade of 60 required

Also offered by Distance Education

**BUAD 264-3-3**
**Management Accounting**
This course refines and extends the range of financial models developed in BUAD 111 with changes from the past to the future. The budget replaces the balance sheet, performance and analysis replaces the income statement and the cash flow forecast replaces the cash flow statement. Break-even analysis, and make-or-buy, pricing and capital investment decisions are studied.

CPA, CIB, PMAC credit (3,0,0)

Prerequisites:
- BUAD 111 and BUAD 128 and MATH 114 or BUAD 111 and admissions to any Business Administration Post-Baccalaureate Diploma Program.

Also offered by Distance Education

**BUAD 266-3-3**
**Advertising and Marketing Communications**
Students examine the role of advertising design in integrated marketing communications. Advertising design is considered with respect to consumer behavior, media, advertisers and advertising professionals to develop a basic understanding of the applicability of advertising in planning and executing an integrated marketing communications plan. (3,0,0)

Prerequisites:
- BUAD 116

Also offered by Distance Education

**BUAD 269-3-3**
**Human Resources Management**
This survey course provides an overview of the Human Resources Management area. It examines the integrated strategic, operational and functional HR processes and practices in an organization. It focuses on effective employee deployment and development; defining and designing work, human resources planning, recruitment and selection; training and development; managing performance, rewarding and recognizing employees, creating a healthy and safe environment, management rights, employee rights and discipline, labour relations and collective bargaining. (3,0,0)

Prerequisites:
- BUAD 123

Also offered by Distance Education

**BUAD 272-3-4**
**Business Simulation**
In this course the student will experience the decisions and interactions a manager in a typical business would face. Through the use of computer simulation, the student will work with other students as a member of a business team. Each team will make the necessary decisions to enable their business to prosper under changing competitive situations.

Students with credit for HOSP 272 can not take BUAD 272 for further credit. (2,0,2)

Prerequisites:
- BUAD 111
- BUAD 116
- BUAD 123
- BUAD 128
- BUAD 195

Corequisites:
- BUAD 264

**BUAD 273-3-4**
**Intermediate Accounting II**
A continuation of BUAD 263, this course includes areas of concentration including liabilities, equities, pensions, leases and taxes, while emphasizing Generally Accepted Accounting Principles used in recording and presenting financial statements.

CPA credit. (4,0,0)

Prerequisites:
- BUAD 263

Also offered by Distance Education

**BUAD 278-3-3**
**Marketing Management**
Through the use of practical cases this course aids the marketer and manager in establishing a rational process to approach marketing issues. Greater depth and relationship between the marketing areas of production, people, promotion and distribution and pricing are explored and developed into a complete marketing plan. (3,0,0)

Prerequisites:
- BUAD 116\(^1\)
BUAD 279-3-3  
**Industrial Relations**  
An examination of the nature of labour relations in Canada; its history, objectives and philosophy. The structure and functions of the Canadian labour movement are studied as well as legislation governing industrial relations in the private and public sectors are studied. Particular emphasis is placed on the collective bargaining process and negotiations and management roles in the administration of the collective agreement. Related issues covered in the course include third-party processes such as arbitration and mediation, grievance procedures, discipline, strikes and lockouts, picketing and union certification. (3,0,0)

Prerequisites:  
- BUAD 123

Also offered by Distance Education

BUAD 283-3-3  
**Management Information Systems**  
This course is an introduction to computer systems and to the analysis, design and implementation of computer based management information. Specific technologies will be explored, including databases, decision support systems, networks, electronic commerce, and emerging technologies. Computer software will be used to illustrate MIS (Management Information Systems) concepts.

CPA credit. (2,1,0)

Prerequisites:  
- BUAD 128

Also offered by Distance Education

BUAD 289-3-3  
**Purchasing and Materials Management**  
An introduction to the development of basic purchasing skills for commercial, government, industrial and institutional organizations. Quality assurance, standardization, sources of supply, negotiation, pricing practices, make-or-buy decisions, surplus materials and inventory management will be covered. (3,0,0)

Prerequisites:  
- BUAD 116

BUAD 290-3-3  
**Introduction to Merchandising**  
This course introduces students to current issues in the retail economy and in society that affect the different merchandising approaches used by retailers. By directly observing merchandising strategies and discussing the underlying causes of those strategies, students will understand the need for different approaches to achieve financial results and satisfying customer needs. (3,0,0)

BUAD 291-3-3  
**Designing the Retail Environment**  
This course focuses on the theory and application of retail site location and design elements needing consideration in the setting up of retail stores and store layouts. Emphasis will be on factors used in analysis of the trading area and site selection as well as the concepts involved in interior and exterior retail outlet design. (3,0,0)

Prerequisites:
- BUAD 116

BUAD 292-3-3  
**Merchandise Display Strategy**  
Planning, managing, and displaying fashion and merchandise in a variety of retail business environments is integral to retail sales. This course emphasizes planning, management, and evaluation display strategies used by retailers for effectively presenting and promoting their merchandise. (3,0,0)

Prerequisites:
- BUAD 116

BUAD 293-3-3  
**Entrepreneurship**  
This course is an investigation into the role of the entrepreneur in business and economic development. The personality/character traits that are associated with the entrepreneurial spirit are examined. Students will identify business opportunities, develop a business plan for their own small business and pitch their venture idea to stakeholders who will evaluate its potential viability. Credit may be received by passing a challenge exam. (3,0,0)

Prerequisites:
- BUAD 116
- BUAD 123
- BUAD 128
- BUAD 195

Corequisites:
- BUAD 264

Also offered by Distance Education

BUAD 296-3-3  
**Long-term Capital Management**
An introduction to the long-term treasury functions of business: namely, the raising of long-term capital and the evaluation of proposals for the investment of this capital. Topics include the time value of money; risk versus return; the cost of capital; capital budgeting; leasing versus purchasing; capital markets; financing with common stock, preferred stock, bonds, and retained earnings; convertible securities and warrants.

CPA (credit with BUAD 195), PMAC. (3,0,0)

Prerequisites:
• MATH 114

BUAD 297-3-3
Retailing
This course covers strategic retail management and orients students to the dynamic and competitive nature of the industry. Topics include current issues in retail, managing the retail operation, pricing, inventory management and control, store design and location. (3,0,0)

Prerequisites:
• BUAD 116

Also offered by Distance Education

BUAD 298-3-3
Small Business Management
This course introduces students to rational problem solving and decision making processes that will be applied to typical marketing, management and financial concerns that small business managers need to address. Other topics that will be explored include growing a business, franchising, family businesses, succession planning, and exit strategies (also offered by Distance Educaiton). (3,0,0)

Prerequisites:
• BUAD 116
• BUAD 123
• BUAD 128
• BUAD 195

Also offered by Distance Education

BUAD 299-3-3
Conventions Management
Formerly HOSP 250

This course focuses on the convention, meeting and trade show industry. Topics include the size and scope of the industry; industry trends; the characteristics of the corporate, association and other market segments; and preparation of a marketing plan. How to plan, organize, direct and control the key aspects of a successful convention will also be covered.

Students with credit for HOSP 251 will require permission of the department before taking this course. Students with credit for HOSP 250 cannot take BUAD 299 for further credit. (3,0,0)

BUAD 305-3-3
Logistics and Supply Chain Management
Business inputs are sourced from many, increasingly global, sources. Supply chain managers must not only optimize the decisions of their own firms, but also try to improve the interactions of the various levels in the supply chain. Fundamental concepts, strategies, and planning techniques for logistics and supply chain management will be reviewed. (3,0,0)

Prerequisites:
• BUAD 264
• third-year standing

BUAD 306-3-3
Managing Professional Service Firms
This course explores the challenges of leading professional service firms by exploring the unique characteristics of professional service firms and their implications for strategy, leadership, management, governance and organization. The course will also introduce frameworks and methods for analyzing professional service firms as well as provide an overview of the skills required to succeed in such firms. (3,0,0)

Prerequisites:
• third-year standing

Corequisites:
• BUAD 340

BUAD 307-3-3
Managing for Innovation
Innovation is a basic element of business growth and success. Innovation, like many business functions, is a management process that requires specific tools, rules and discipline. It requires measurement and incentives to deliver sustained, high yields. Organizations can use innovation to redefine an industry by employing combinations of business model innovation and technology innovation. This course goes beyond ideas and inspiration to offer practical, tested advice on how to create value from the innovation investment on the level of day-to-day processes, as well as at the strategic level. Students with credit for BUAD 339 Topic: Managing for Innovation cannot take BUAD 307 for further credit. (3,0,0)
Prerequisites:
• third-year standing

BUAD 308-3-3
Multicultural Management
In today’s global environment, success or failure in business can depend on awareness of the cultural differences among people and countries. Consideration will be given to those issues and problems associated with management in different cultures and in particular to those issues that arise in international business. The course will examine the application of theory and research in multiculturalism including cross-cultural communication, culturally-biased assumptions, contrasting cultural values and culture shock. (3,0,0)

Prerequisites:
• BUAD 269
• BUAD 272 or BUAD 293
• third-year standing

Also offered by Distance Education

BUAD 309-3-3
Social Entrepreneurship
Organizations that focus their product or service on sustaining and developing their communities are increasing in number. These organizations can take the form of non-profits, co-operatives and social enterprise businesses. This course takes a very hands-on approach to understanding and learning about the challenges that these organizations face. Through a service learning approach, class seminars and guest speakers, students will explore topics such as challenges in the non-profit sector, volunteer management, social entrepreneurship, corporate social responsibility, corporate philanthropy, and ethics. Students will be required to complete an applied community (service learning) project as a major component of the course. Students with credit for BUAD 339 will require permission of the department before taking this course. (3,0,0)

Prerequisites:
• third-year standing
• 6 cr CMNS or ENGL or 3 of each

BUAD 310-3-3
Management Science
Management science is a discipline that aids decision-making by applying a scientific approach to managerial problems. This course discusses quantitative methods and their extensive applications in business. Topics include linear programming, project scheduling, waiting line models, inventory management, simulation, Markov process, decision analysis, and forecasting. Use of computer software is an integral part of this course. (3,0,0)

Prerequisites:
• STAT 124 or STAT 121
• third-year standing

Also offered by Distance Education

BUAD 311-3-3
Project Management
This course is an introduction to project management. Theory and practice are blended into a term project which culminates in a project kick-off meeting. Project management software and templates will be used for the planning process. Topics include project management knowledge areas, process groups and industry best practices. (3,0,0)

Prerequisites:
• BUAD 128
• third-year standing

Also offered by Distance Education

BUAD 312-3-3
Selected Topics: Tourism and Hospitality
This course will focus on specialized topics in hospitality and tourism management. With different topics this course may be taken more than once for credit. (3,0,0)

Prerequisites:
• third-year standing
• will be determined by the topic area

BUAD 313-3-3
Search Marketing
This course provides a framework for understanding the forces driving a competitive search marketing strategy. From this foundation, students will investigate current search marketing tools and
techniques and learn how to use them to develop an effective on-line presence. (3,0,0)

Prerequisites:
- BUAD 128
- BUAD 200
- third-year standing

Also offered by Distance Education

BUAD 334-3-3
Events Management and Marketing
This course includes the creation of an event management plan for a client. A situation analysis will investigate consumer behavior, targeting and positioning as related to the planning and operation of events. Further development of the management plan will require an examination and the application of integrated marketing communications, sales, sponsorship, budgeting, risk management, staging, logistics and performance measures. (3,0,0)

Prerequisites:
- BUAD 272 or BUAD 293
- third-year standing

BUAD 335-3-3
Electronic Commerce
This course focuses on the recent growth of buying and selling goods and services over the Internet. It will examine Internet technology relevant to areas of existing marketing knowledge. A framework of understanding internet marketing and associated business models, online marketing possibilities, and implementation issues are covered. (3,0,0)

Prerequisites:
- BUAD 200 and COSC 119 or BUAD 128 and BUAD 200
- third-year standing

Also offered by Distance Education

BUAD 336-3-3
Services Design
formerly BUAD 294
This course includes the design of a service model based on the components of intangibility, heterogeneity, simultaneous production and consumption and perishability of a service offering. It is applicable to profit and non-profit organizations alike. Included is the application of the gaps model of service quality to an actual client that is engaged in the provision of an experience. Emphasis will be placed on a blend of theory and project work with the client. Students with credit for BUAD 294 cannot take BUAD 336 for further credit. (3,0,0)

Prerequisites:
- BUAD 116
- third-year standing

BUAD 338-3-3
Selected Topics: Marketing
This course will focus on specialized topics in marketing.

With different topics this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 339-3-3
Selected Topics: Management
This course will focus on specialized topics in management.

With different topics this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- third-year standing
- will be determined by the topic area

BUAD 340-3-3
Strategic Management I
This is the first of two courses in strategic management. It will draw upon critical thinking concepts and techniques to evaluate alternatives in a strategic management context. The case method will be used extensively. CPA (credit with BUAD 365). (3,0,0)

Prerequisites:
- BUAD 116
- BUAD 128
- BUAD 195
- BUAD 262
- BUAD 264
- third-year standing
- Admission to any Business Administration Post-Baccalaureate Diploma Program.

Also offered by Distance Education

BUAD 341-3-3
Introduction to Non-Profit Management
This course introduces students to the areas of responsibility of managers of non-profit organizations,
and provides a broad overview of the management challenges of the non-profit sector. Topics include scope and function of the non-profit sector, an overview of financial management, human resources management, strategic planning, and marketing functions within the non-profit sector. Specific issues are emphasized, including accountability, board selection, volunteer management, and fundraising. Students with credit for BUAD 339 Topic: Introduction to Non-Profit Management can not take this course for further credit. (3,0,0)

Prerequisites:
• third-year standing in the BBA program

BUAD 343-3-3
Strategies for Personal Success
This course is an examination of a wide variety of strategies used by individuals who have achieved exceptional personal success in social, political or financial terms, and is aimed at articulating the students personal definition of success. (1.5,0,1.5)

Prerequisites:
• third-year standing

BUAD 344-3-4
Marketing Analytics and Data Analysis
This course provides learners with experience in the design, collection, and analysis of primary research. There is an emphasis on interpreting on-line web analytics and metrics to evaluate marketing strategy. Learners will analyze web and social media analytics, extract information and derive meaningful insights. (2,2,0)

Prerequisites:
• BUAD 210
• STAT 121 or STAT 124

BUAD 345-3-3
Consumer Behaviour
This course examines how decisions are made in the marketplace by consumers. The study of consumer behaviour allows marketers to anticipate reactions to changes in the marketing mix and responses to new products. In addition, the course covers group influence, consumerism and branding. (3,0,0)

Prerequisites:
• BUAD 116
• third-year standing

BUAD 346-3-3
Sustainable Management
Formerly BUAD 339 Learners explore sustainability theory and sustainable management practices for private-sector business. Environmental, social and economic concepts are integrated and applied across business disciplines. Sustainability models and evaluation frameworks are used to understand how sustainability can impact strategic thinking, operational decision-making, and performance reporting. Student with credit for BUAD 339 Special Topics “Environmentally Sustainable Enterprise cannot take BUAD 346 for additional credit. (3,0,0)

Prerequisites:
• third-year standing

BUAD 350-3-3
Capital Markets
This course provides the student with a contemporary view of capital markets. Students examine financial institutions and instruments. Among financial intermediaries, the key role of investment banking will be emphasized. Traditional instruments such as equity and debt securities, along with their derivatives and asset securitization will be discussed. Current events will also be discussed. (3,0,0)

Prerequisites:
• BUAD 296
• third-year standing

Also offered by Distance Education

BUAD 351-3-3
Tourism Planning and Development
This course explores the theories of tourism planning and sustainable development. The roles and interrelationships between government, non-government organizations, and the sector are examined in the context of local, national and international policy and planning frameworks. Learners examine the ecological and environmental impacts of tourism, tourism master plans, and global forces influencing travel. (3,0,0)

Prerequisites:
• BUAD 206 or BUAD 230

BUAD 353-3-3
Derivative Securities
This course discusses the valuation methods and hedging strategies of options, futures, swaps and other financial derivatives. It presents a balance of the institutional details, theoretical foundations, and practical applications. (3,0,0)

Prerequisites:
• BUAD 350
• third-year standing
BUAD 356-3-3  
**Taxation and Investment Planning**  
Learners examine the financial planning process, income tax legislation and advanced areas related to the practice of financial planning. Various investment products are explored. Different forms of business structures, including trusts, are examined in relation to financial planning. (3,0,0)  
Prerequisites:  
• BUAD 251  
• MATH 114  
Corequisites:  
• BUAD 208

BUAD 358-3-3  
**Global Trends in Tourism and Hospitality**  
This course explores current trends in the global tourism and hospitality sector with an emphasis on the challenges facing the sector and its responses. Case studies address current and relevant topics such as transportation, destination management, marketing, and distribution management. Current developments in social media, corporate social responsibility, and sustainability are analyzed with the tourism context. (3,0,0)  
Prerequisites:  
• BUAD 206

BUAD 359-3-3  
**Accounting Theory**  
This course emphasizes theory relevant to financial accounting and reporting. It examines research on the role of financial reporting in capital markets and develops a conceptual framework to evaluate accounting standards. Students with credit for BUAD 368 will require permission from the department before taking this course. (3,0,0)  
Prerequisites:  
• BUAD 363 or BUAD 364

BUAD 360-3-3  
**Canadian Financial Institutions**  
This course will examine the role of banks and credit unions, trust companies, insurance companies and stock markets (the four pillars of Canadian finance) in financing and supporting small business. (3,0,0)  
Prerequisites:  
• BUAD 116  
• BUAD 128  
• BUAD 195  
• BUAD 264  
• third-year standing

BUAD 361-3-3  
**Selected Topics: Finance**  
This course will focus on specialized topics in financial services.  
With different topics this course may be taken more than once for credit. (3,0,0)  
Prerequisites:  
• third-year standing  
• will be determined by the topic area

BUAD 363-3-3  
**Audit Planning**  
Learners study the principles of audit planning, and internal and external auditing. Learners use a working paper software program to plan a year-end audit engagement file. (Students with credit for BUAD 364 or BUAD 420 cannot take BUAD 363 for additional credit.) CPA (credit with BUAD 463). (3,0,0)  
Prerequisites:  
• BUAD 273  
Also offered by Distance Education

BUAD 365-3-3  
**Cost Accounting**  
(formerly BUAD 274)  
This course provides an in-depth analysis of management and cost accounting issues. Costing methods for manufacturing and service businesses are examined, including job costing, process costing, joint product and byproduct costing, plus activity-based costing. Other topics include service department cost allocation, variance analysis and profitability analysis. CPA (credit with BUAD 466). Students with credit for BUAD 274 cannot take BUAD 365 for further credit. (3,0,0)  
Prerequisites:  
• BUAD 264  
• BUAD 121  
Also offered by Distance Education

BUAD 367-3-3  
**Fraud Examination**  
This course will provide a basic understanding of occupational fraud and the methods of detection and prevention. Topics included in the course are asset misappropriation, bribery and corruption, and fraudulent financial statements. (3,0,0)  
Prerequisites:
• BUAD 263

BUAD 368-3-3
Selected Topics: Advanced Accounting
This course will focus on specialized topics in advanced accounting.
With different topics this course may be taken more than once for credit. (3,0,0)

Prerequisites:
• will be determined by the topic area

BUAD 369-3-4
Canadian Income Tax II
formerly BUAD 281
This course builds upon topics introduced in BUAD 208. It explores tax treatment of complex transactions with respect to various sources of taxable income, tax planning for small business, calculation of tax liability and integration of the tax system. Both corporate and personal taxes are examined. CPA (credit with BUAD 208).

Students with credit for BUAD 281 cannot take BUAD 369 for further credit. (4,0,0)

Prerequisites:
• BUAD 208

BUAD 370-3-3
Leadership
Learners will examine what leadership involves and its influence and relationship amount leaders and followers. Theories, approaches, and models of leadership will be explored to analyze effectiveness in managing diverse, changing, and global environments. Students will assess their own potential for leadership through in-depth examination of concepts such as personality styles, emotional intelligence, and values. (3,0,0)

Prerequisites:
• BUAD 262
• third-year standing

BUAD 374-3-3
Employment Law
Utilizing case studies and interactive lectures, this course examines in-depth the common law and statutory rules that govern the employment relationship in non-unionized working environments in British Columbia. Areas of study include the legal components of employment, the rights and obligations of employers and employees, and the modification of their relationship through the use of employment agreements. (3,0,0)

Prerequisites:
• BUAD 209
• BUAD 269
• third-year standing

BUAD 375-3-3
Strategic Human Resource Planning
formerly part of BUAD 270
This course focuses on the strategic nature of human resource planning. Topics include forecasting employee demand and supply; evaluating the need, design and applications of Human Resource Information Systems (HRIS); identifying changes to human resources functions; planned and unplanned change; and change management and innovation.

Students who have credit for BUAD 270 cannot take BUAD 375 for further credit. (3,0,0)

Prerequisites:
• BUAD 269
• BUAD 340

Also offered by Distance Education

BUAD 376-3-3
Compensation and Benefits
This course provides an in-depth study of compensation and benefits. Legislation, union and non-union environments, direct and indirect compensation systems, and current topics are included. Students with credit for BUAD 245 cannot take BUAD 376 for additional credit. (3,0,0)

Prerequisites:
• BUAD 269 third-year standing in the BBA program

BUAD 379-3-3
Selected Topics: Human Resources
This course will focus on specialized topics in human resources management.
With different topics this course may be taken more than once for credit. (3,0,0)

Prerequisites:
• third-year standing
• will be determined by the topic area

BUAD 382-3-3
Operations Management
Providing goods or services requires considerable management effort in selecting appropriate processes, determining inventory needs and procedures, sizing productive capacity, determining
workforce levels, and assuring quality in the end product or service. This course investigates the decisions required by management and the quantitative and qualitative techniques applicable to the decision process. Emphasis is on forecasting, resource planning, lean systems, project management, process selection, layout, location, and planning.

Students with credit for BUAD 282 may not take BUAD 382 for additional credit. (3,0,0)

Prerequisites:
- BUAD 128
- BUAD 264
- MATH 114
- STAT 121 or STAT 124

BUAD 390-3-3
Properties Management
This course examines the management and maintenance of hotel facilities and building services including managerial methods and systems in housekeeping and engineering departments, key building systems and environmental issues relating to the management of lodging facilities. It examines the challenges of balancing revenue issues with demands and constraints imposed by regulations and other health, safety and security. (3,0,0)

Prerequisites:
- BUAD 111
- BUAD 116
- BUAD 123
- BUAD 195
- third-year standing

Also offered by Distance Education

BUAD 392-3-3
Adventure & Eco Tourism
Students will examine the supply and demand aspects of the adventure and tourism business sector. Risk Management is a critical business skill in this sector and students will prepare a Risk Management Plan. Factors that make adventure and eco businesses different from typical businesses are researched. Students may be required to provide for their own travel and other expenses for field trips. Student with credit for HOSP 251 Topic: Adventure and Eco Tourism cannot take BUAD 392 for additional credit. (3,0,0)

Prerequisites:
- HOSP 210 or BUAD 206
- third-year standing

BUAD 401-3-3
International Trade Management
This course introduces students to the process of globalization and its implications for business firms and managers involved in international trade. It will analyze the factors involved in operating a business internationally, international competitiveness, international marketing, and international logistical issues. The attendant financial political, economic and operating risks will also be examined. Strategies that businesses can use to compete in such an environment will be developed. (3,0,0)

Prerequisites:
- BUAD 330

BUAD 410-3-3
Organization Change and Development
Organizational Development is an applied behavioural science dedicated to improving organizations and their human resources through planned change and renewal processes. It involves systematic, planned interventions using behavioural science knowledge to improve organizational health and effectiveness. In this course students learn organization change consultancy models, facilitate seminars and use advanced critical thinking and case analysis skills. (3,0,0)

Prerequisites:
- BUAD 262
- BUAD 269
- BUAD 340
- fourth-year standing
- 6 credits of CMNS or ENGL

BUAD 411-3-3
HR Metrics & Analytics
This course provides learners with an opportunity to apply a human capital approach to the development of human resources and workforce measures that are aligned with an organization's strategy. Strategy maps are used to clarify how workforce success can be achieved via the development and measurement of strategically-aligned human recourses deliverables. Student with credit for BUAD 379 Selected Topics: HR Metrics cannot take BUAD 411 for additional credit. (3,0,0)

Prerequisites:
- BUAD 269
- BUAD 340 and third year standing

BUAD 412-3-3
Strategic Performance Management
Students will gain experience in assessing performance from a multiple of perspectives. To begin, students will learn the "planning, doing and
reviewing" components inherent in performance management processes. Further, they will gain experience with the integration of strategy execution and performance measurement. Students will engage in the delivery of meaningful performance feedback.

Students with credit for BUAD 379 Topic: Strategic Performance Management cannot take BUAD 412 for further credit. (3,0,0)

Prerequisites:
- BUAD 269
- BUAD 340

Also offered by Distance Education

**BUAD 415-3-3**
**New Product Development**
This course explores the process of taking a product from the idea stage to the commercialization stage. Using a go/no go approach to decision-making, it examines the role of competitive intelligence, intellectual property, venture capital, prototyping, and technology transfer in the new product development process. During the course students will use case study analysis and computer simulations, and will develop a new product development strategy for an actual product. (2,1,0)

Prerequisites:
- BUAD 340

**BUAD 425-3-3**
**Business and Canadian Government Policy**
This course examines Canadian government institutions, structures and practices that impact business planning and operations. Industry associations are studied with a special focus on government agencies and programs that offer assistance and services to small and medium sized businesses. Decision-making models are introduced to understand government policy formation. Key federal, provincial and municipal legislation and policies are examined. Students with credit for BUAD 325 cannot take BUAD 425 for further credit. (3,0,0)

Prerequisites:
- BUAD 113
  or ECON 115 and ECON 125
- third-year standing

Also offered by Distance Education

**BUAD 430-3-3**
**Institutions of International Trade**
This course examines foundation topics in international business law. It broadens student understanding of the divergent legal systems and legislative regimes that they will encounter in international business. It creates an understanding of how and why these divergent systems affect business risks, opportunities and profitability of international business. Students study effective international business strategies and the instruments used in international business transactions. (3,0,0)

Prerequisites:
- BUAD 209
- BUAD 330

**BUAD 432-3-3**
**Selected Topics: Tourism and Hospitality**
This course will focus on specialized topics in tourism and hospitality management. (0,0,0)

Prerequisites:
- Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma. Additional prerequisites may be required based on topic

**BUAD 438-3-3**
**Selected Topics: Marketing**
This course will focus on specialized topics in marketing. (3,0,0)

Prerequisites:
- Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma. Additional prerequisites may be required based on topic

**BUAD 439-3-3**
**Selected Topics: Management**
This course will focus on specialized topics in management. (3,0,0)

Prerequisites:
- Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma. Additional prerequisites may be required based on topic

**BUAD 440-3-4**
**Advanced Business Strategy**
Students will experience the decisions and interactions a manager in a typical mid- to large-scale international business would face. Through the use of an advanced computer simulation, students will work as members of a business team to formulate a successful international business strategy and then make the necessary decisions to enable their business to prosper under the challenging economic and competitive situations. (2,2,0)
Prerequisites:
- BUAD 340

**BUAD 449-3-3 Sustainable Tourism and Stewardship**
Tourism and the environment are diverse, complex, and interrelated systems. This course examines stewardship and sustainability within an interdisciplinary context. Students examine the impacts of tourism and approaches applied to global issues, such as climate change and poverty reduction and the pressures tourism places on social and physical environments. (3,0,0)

Prerequisites:
- BUAD 351

**BUAD 450-3-3 Investment Management**
In this course students will gain the knowledge and skills required for success as an investment professional or an individual investor. Topics include investment and portfolio theory, techniques for security analysis (fundamental and technical), valuation and management of various investment products, international investing, and portfolio management and performance evaluation. Careers and ethics in investment management will be discussed. (3,0,0)

Prerequisites:
- BUAD 350
- third-year standing

Also offered by Distance Education

**BUAD 461-3-3 Applied Corporate Finance**
This course uses the case method to build on concepts learned in earlier finance courses by applying those concepts to specific finance problems in a real business setting. Through discussion of key concepts such as cost of capital, capital budgeting, optimal capital structure, financing alternatives and business valuation, students learn the analytical techniques necessary to make rational financial decisions. (3,0,0)

Prerequisites:
- BUAD 195
- BUAD 296
- BUAD 264

Corequisites:
- BUAD 340

**BUAD 462-3-4 Advanced Financial Accounting**
This is the final course in the financial accounting sequence. Topics such as financial reporting and standard setting, financial instruments, income tax allocation, business combinations and consolidations, foreign currency hedges and translation, and accounting for not-for-profit and government organizations. Students with credit for BUAD 362 cannot take BUAD 462 for additional credit. CPA credit. (4,0,0)

Prerequisites:
- BUAD 273

Also offered by Distance Education

**BUAD 463-3-3 Internal Control & Auditing**
Learners develop and evaluate an internal control system and learn how to conduct an audit. Learners apply audit techniques by completing an audit case scenario using a working paper software program. (Students with credit for BUAD 364 or BUAD 420 cannot take BUAD 463 for additional credit.) CPA (credit with BUAD 363). (3,0,0)

Prerequisites:
- BUAD 363

Also offered by Distance Education

**BUAD 466-3-3 Advanced Managerial Accounting**
This is the final course in the managerial accounting sequence. Topics include cost/volume/profit analysis, pricing theory, product costing, variance analysis, management control systems, capital budgeting, cost management, decentralization and transfer pricing, performance measures, ethical considerations, and decision making. Managerial accounting concepts for not-for-profit and government or public organizations are also included. Students with credit for BUAD 366 cannot take BUAD 466 for additional credit. CPA (credit with BUAD 365) (3,0,0)

Prerequisites:
- BUAD 274 or BUAD 365

Also offered by Distance Education

**BUAD 468-3-3 Selected Topics: Finance**
This course will focus on specialized topics in Financial Services. (3,0,0)

Prerequisites:
- Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma. Additional prerequisites may be required based on topic

**BUAD 469-3-3**  
**Selected Topics: Advanced Accounting**  
This course will focus on specialized topics in advanced accounting. (3,0,0)

Prerequisites:
- Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma. Additional prerequisites may be required based on topic

**BUAD 470-3-4**  
**Customer Relationship Management**  
This course provides marketing students with the concepts and analytical tools needed to understand the emerging field of Customer Relationship Management. Students will focus on developing skills in data mining, quantitative analysis and research. Additional areas of focus include procuring new information for decision making, creating a database and accurately reporting findings. Course emphasis is on experiential learning. (2,2,0)

Prerequisites:
- BUAD 268 or BUAD 210

Corequisites:
- BUAD 336

**BUAD 479-3-3**  
**Selected Topics: Human Resources**  
This course will focus on specialized topics in human resources management. (3,0,0)

Prerequisites:
- Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma. Additional prerequisites may be required based on topic

**BUAD 480-3-3**  
**Strategic Management II**  
This course fully explores strategic management processes and analytical techniques. Students will conduct strategic analysis of a variety of business case studies, from small and mid-sized firms to large corporations. Whereas the prerequisite to this course concentrated on strategy formulation, this course focuses on strategic planning, implementing strategy and strategic change. Students with credit for BUAD 380 cannot take BUAD 480 for further credit. (3,0,0)

Prerequisites:
- BUAD 340

\(^1\) minimum grade of 60 required

**BUAD 491-3-3**  
**Business Research Methods**  
(formerly part of BUAD 490)

This course prepares students to work closely with businesses or organizations in an "entry-level" consulting capacity. Students will study research methodology and consulting practices used in the business community. Students will complete a project proposal, which meets the academic standards of the department and the requirements of the business client.

BUAD 491 is a capstone course in the BBA degree and is required for the BBA honours degree. This course is to be taken in the final year of the program. Students who have credit for BUAD 490 can not take BUAD 491 for further credit. (3,0,0)

Prerequisites:
- BUAD 315
- completion of 90 credits towards the BBA degree
- permission of the department

**BUAD 492-3-3**  
**Business Research Project**  
(formerly part of BUAD 490)

This course implements the research methodology and consulting practices learned in BUAD 491. Project work outlined in the research proposal (prepared in BUAD 491) provides the basis for the client's business proposal and the final project report. Student-led seminars provide opportunities for dealing collectively with project problems, and for presenting individual progress reports. A final project presentation involving students and invited business guests is required.

BUAD 492 is a capstone course in the BBA degree and is required for the BBA honours degree. This course is to be taken in the final year of the program. Students who have credit for BUAD 490 can not take BUAD 492 for further credit. (3,0,0)

Prerequisites:
- BUAD 491

**BUAD 498-3**  
**Directed Studies in Business**  
This course is open to students in the BBA program and may consist of supervised reading, participation in a seminar, and one or more applied research projects.
This three-credit course may be taken over one or two semesters. A student may receive credit for this course twice with a different topic.

Prerequisites:
- third-year standing
- permission of the department chair
- agreement of a Business faculty member to supervise the directed study

Culinary Arts

CA 101-180 hours
Lab Kitchen
This course introduces the learner to the various subjects that make up the Culinary Arts Certificate program. The daily activities follow the format of classroom instruction/lecture, individual and group study, followed by an instructional demonstration where appropriate and then a cooking assignment. Course content is drawn from blocks A to I of the provincial curriculum and includes program orientation, trade knowledge, kitchen safety, food safety, production procedures, ordering and inventory; stocks, soups and sauces; vegetable and starch cookery; meat, poultry and seafood cookery; salads and dressings; kitchen math; receiving and storing; breakfast and egg cookery. Reference: Block A: Occupational Skills; Block B: Stocks, Soups and Sauces; Block C: Fruits and Vegetables; Block D: Starches; Block E: Meats; Block F: Poultry; Block G: Seafood; Block H: Cold Kitchen; Block I: Dairy and Eggs; Block J: Baking; Block K: Beverages

CA 102-180 hours
Cold Kitchen
The cold kitchen is a production area where students are involved in the day-to-day running of the kitchen. Course content is drawn from blocks A, C, E, F, G and H (see CA 101 for reference) and includes the receiving and storing of foods, meat cutting and the production of various cold foods from sandwiches to buffet platters. The satellite food service outlets are also managed and staffed by students for the Level I cold kitchen.

CA 103-180 hours
Hot Kitchen
The hot kitchen is a production area where students are involved in the day-to-day running of the kitchen. Course content is drawn from blocks B, C, D, E, F, G and I (see CA 101 for reference) and includes fast food production, stocks, soups and sauces, vegetable and starch cookery and breakfast and egg cookery.

CA 104-180 hours
Bakery
The bakery is a production area where students are involved in the day-to-day running of the pastry kitchen. Course content is drawn from blocks A and J (see CA 101 for reference) and includes principles of baking, ingredients and nutrition, pastry and desserts, quick breads and yeast breads.

CA 105-180 hours
Restaurant
Students progress towards the latest culinary techniques and presentations during this course. Students in the restaurant component run both the food and service sides of a restaurant. Course content is drawn from blocks A to K inclusive (see CA 101 for reference). Students will be instructed in and given hands-on tasks related to every area of the curriculum both hot and cold.

CA 201-150 hours
PC2 Lab
This course expands upon the concepts attained in PC1 training. The learner will build upon techniques and skills to achieve their Culinary Arts Certificate. The daily activities are structured with classroom instruction/lecture followed by practical cooking applications in a lab setting. Instructor demonstrations are applied where appropriate. Course content is drawn from Block A to H and Block J of the Provincial Curriculum and includes Occupational Skills; Stocks, Soups and Sauces; Fruits and Vegetables; Starches; Meats; Poultry; Seafood; Garde Manger; Baked Goods and Desserts. Reference: Block A: Occupational Skills; Block B: Stocks, Soups and Sauces; Block C: Fruits and Vegetables; Block D: Starches; Block E: Meats; Block F: Poultry; Block G: Seafood; Block H: Garde Manger; Block J: Baked Goods and desserts.

Prerequisites:
- Completion of PC1 or equivalent.

CA 202-90 hours
Cold Kitchen
The cold kitchen is a production area where students are involved in the day-to-day running of the kitchen. Course content is drawn from blocks A, E, F, G and H (see CA 101 for reference) and includes ordering and inventory control, yield and cost calculations, meat, poultry and seafood processing and the production of various cold foods from salads and appetizers to buffet platters.

CA 203-90 hours
Hot Kitchen
The hot kitchen is a production area where students are involved in the day-to-day running of the kitchen. Course content is drawn from blocks B, C, D, E, F, G and I (see CA 101 for reference) and includes stocks,
soups and sauces, vegetable and starch cookery and meat, seafood and poultry cookery.

CA 204-84 hours
Bakery
The bakery is a production area where students are involved in the day-to-day running of the pastry kitchen. Course content is drawn from blocks A, C and J (see CA 101 for reference) and includes human resource skills, leadership skills, front of house, ingredients and nutrition, vegetarian cookery, pastry and desserts, cakes and yeast breads.

CA 205-150 hours
Restaurant
Students progress towards the latest culinary techniques and presentations during this course. Students in the restaurant component run both the food and service sides of a restaurant. Course content is drawn from blocks A to K inclusive (see CA 201 for reference). Students will be instructed in and given hands-on tasks related to every area of the curriculum both hot and cold.

CA 206-6 hours
Cook Level II Exam
In this course students will write the Cook Level II exam.

CA 250-400 hours
Culinary Arts Co-op
To facilitate the ITA PC1 requirement of 400 hours of industry training, the 10 week Co-op placement will introduce students to real workplace environments, as well as provide perspectives to industry standards and expectations.

Prerequisites:
• PC1 completed.

Culinary Arts Dual Credit

CADC 111-59 hours
Lab Kitchen
This course introduces the learner to the various subjects that make up the Culinary Arts Dual Credit Certificate program. Course content is drawn primarily from blocks A (Occupational Skills) and B (Stocks, Soups and Sauces) of the provincial curriculum and includes program orientations, trade knowledge, kitchen safety, food safety, production procedures, ordering and inventory, stock, soup and sauce cookery.

CADC 112A-107 hours
Cold Kitchen - Salads
The salad station is a production area where students are involved in daily preparation of salads and dressings, block H (Cold Kitchen) of the curriculum.

CADC 112B-107 hours
Cold Kitchen - Sandwiches
The sandwich station is a production area where students are involved in daily preparation of all types of sandwiches, block H of the curriculum.

CADC 113A-107 hours
Hot Kitchen - Production
The production kitchen makes stocks and soup, cuts and cooks meat and receives supplies as they are delivered, blocks A (Occupational Skills), B (Stocks, Soups, and Sauces) and E (Meats).

CADC 113B-107 hours
Hot Kitchen - Short Order
The short order station prepares pastas, entrees, breakfasts and hamburgers, Blocks B (Stocks, Soups and Sauces), C (Fruits and Vegetables), D (Starches), E (Meats), F (Poultry), G (Seafood) and I (Dairy and Eggs).

CADC 114-107 hours
Bakery
The bakery prepares pies and desserts, quick breads and yeast goods, curriculum block J (Baking).

CADC 115-6 hours
Culinary Arts Level One Exam
In this course students will write the Cook Level I exam.

Community Brain Injury

CBI 01-36 hours
Understanding Brain Injury
This course is designed to give the participant an introduction to the field of brain injury and issues in community service delivery. Specifically, this course will introduce the participant to the fundamental anatomy and physiology of the brain and provide an understanding of the brain as a system. In addition, students will learn about behavioural, physical, emotional, cognitive, social, psychological and personality issues that are consistent with the sequelae of brain injury.

Only offered by Distance Education

CBI 02-24 hours
Professionalism in Community Care
This course is designed to introduce the students to rehabilitation theories for individuals with brain injuries and will emphasize models that have a person-centred approach to community service. The course will challenge the student to define professionalism
and their professional role in community care. This course is designed with the assumption that the rehabilitation of individuals with brain injury can not happen in isolation of other professionals. The student will understand their role in the interdisciplinary team and understand their ability to impact quality of life issues for individuals with brain injury.

Also offered by Distance Education

**CBI 03-48 hours**
**Program Planning and Rehabilitation Strategies**
This course will emphasise the importance of developing rehabilitation goals that include practical strategies and active participation of the individual with brain injury and their families. The course will assist students to understand and appropriately utilise information contained within medical reports and assessments in order to plan for day-to-day activities. The culmination of this course will allow participants an opportunity to integrate the concepts from all three courses and be prepared for employment as community service providers for individuals with brain injury. Prerequisite: CBI 01 and CBI 02.

**CBSW 130-12 hours**
**Carpet and Upholstery Cleaning**
Industrial carpet and upholstery cleaning requires knowledge of their construction and fibres, and skills to maintain and clean them using commercial products and methods according to industry standards. All aspects of carpet and upholstery maintenance from daily cleaning to more advanced methods such as steam cleaning and shampooing will be examined.

**CBSW 140-33 hours**
**Complete Floor Care**
Principles and practices of complete floor care maintenance including scrubbing, stripping, sealing and finishing, spray buffing and burnishing, and using automatic scrubbers will be examined.

**CBSW 150-15 hours**
**Special Area and Project Cleaning**
Principles of proper cleaning procedures for specialized areas; the application of cleaning lights, ceilings, walls, windows, furniture, and metals; and the basics of recycling in the cleaning industry will be examined.

**CBSW 160-12 hours**
**Industrial Kitchen Cleaning**
The principles of proper cleaning procedures for Industrial kitchens, kitchen-cleaning equipment and specialized chemicals, and their correct use will be examined.

**Building Service Worker**

**CBSW 100-9 hours**
**Developing Professional Skills**
Professionalism is the blending and integration of a variety of skills that model responsibility, integrity, accountability and excellence in the workplace. Basic skills and techniques for active listening, communication, conflict resolution, customer-service, time management, and personal presentation will be examined.

**CBSW 110-9 hours**
**Chemistry of Cleaning**
The principles of chemical safety and practices will be examined in relation to Workplace Hazardous Material Information System (WHMIS) training. Reading of labels and observing manufacturers’ recommendations will be studied to promote personal and property protection; and industry-approved "green" products will be introduced. A WHMIS certificate will be issued upon successful completion of this course.

**CBSW 120-24 hours**
**General Cleaning**
Principles of proper cleaning and maintenance procedures including tools required for cleaning, proper cleaning techniques and the safe use of floor polishers will be examined.

**CBSW 140-33 hours**
**Complete Floor Care**
Principles and practices of complete floor care maintenance including scrubbing, stripping, sealing and finishing, spray buffing and burnishing, and using automatic scrubbers will be examined.

**CBSW 150-15 hours**
**Special Area and Project Cleaning**
Principles of proper cleaning procedures for specialized areas; the application of cleaning lights, ceilings, walls, windows, furniture, and metals; and the basics of recycling in the cleaning industry will be examined.

**CBSW 160-12 hours**
**Industrial Kitchen Cleaning**
The principles of proper cleaning procedures for Industrial kitchens, kitchen-cleaning equipment and specialized chemicals, and their correct use will be examined.

**CBSW 150-15 hours**
**Special Area and Project Cleaning**
Principles of proper cleaning procedures for specialized areas; the application of cleaning lights, ceilings, walls, windows, furniture, and metals; and the basics of recycling in the cleaning industry will be examined.

**CBSW 160-12 hours**
**Industrial Kitchen Cleaning**
The principles of proper cleaning procedures for Industrial kitchens, kitchen-cleaning equipment and specialized chemicals, and their correct use will be examined.

**Commercial Creative Writing**

**Certified Dental Assistant**

**CDA 100-70 hours**
**Anatomy, Histology, Embryology & Pathology**
This course teaches students the theory and practical application of oral health sciences. Students will learn how these dental sciences apply to CDA practice. To meet the clinical application of this course students will be expected to identify oral tissues in a clinical setting.

Prerequisites:
- admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 101, CDA 102, CDA 104, CDA 110

**CDA 101-30 hours**
**Infection Prevention and Control**
This course presents the principles and techniques of disease transmission and the background knowledge
of bacteria and microbial characteristics of infection control. This course includes an orientation to the identification, function and maintenance of equipment found in dental offices. In clinic the students will demonstrate effective infection-control techniques to prevent transmission in the dental setting.

Prerequisites:
• admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 100, CDA 102, CDA 104, CDA 110

CDA 102-56 hours
Preparation for Clinical Practice
This course introduces theoretical, pre-clinical and clinical application knowledge and dexterity to provide preventive dental care. This course also provides both dental assisting theory and practice, and behavioural sciences as it relates to the history and practice of the dental profession.

Prerequisites:
• admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 100, CDA 101, CDA 104, CDA 110

CDA 104-95 hours
Restorative Fundamentals
In this course learners acquire foundational knowledge in the theory and principles of restorative dentistry including amalgam and composite fillings, missing materials, isolation techniques and pain control.

Prerequisites:
• admission to the Certified Dental Assistant Program

Concurrent Registration: CDA 100, CDA 101, CDA 102, CDA 110

CDA 110-175 hours
Clinic Lab I
This course provides the learner with opportunities to develop knowledge, skills, values and competencies to perform the certified dental assisting skills required for general practice. Learners practice and demonstrate clinical competencies while integrating the concepts of professional conduct, safe practice and effective communication. Learners participate in skill demonstrations, practice sessions and evaluations of the practical skills/objectives learned in classroom theory.

Prerequisites:
• CDA 200
• CDA 201
• CDA 203
• CDA 210

Concurrent Registration: CDA 200, CDA 201, CDA 203, CDA 210

CDA 200-50 hours
Dental Radiography
In this course learners acquire the foundational knowledge for dental radiographic procedures, techniques, safety and quality assurance.

Prerequisites:
• CDA 100
• CDA 101
• CDA 102
• CDA 104
• CDA 110

Concurrent Registration: CDA 201, CDA 202, CDA 203, CDA 210

CDA 201-70 hours
Dental Specialties
In this course learners acquire the foundational knowledge related to the special disciplines of dentistry including Pediatrics, Periodontics, Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Forensic Odontology and Geriatrics.

Prerequisites:
• CDA 100
• CDA 101
• CDA 102
• CDA 104
• CDA 110

Concurrent Registration: CDA 200, CDA 202, CDA 203, CDA 210

CDA 202-45 hours
Preventive Dental Procedures
In this course learners acquire foundational knowledge needed to provide direct preventive patient care. Individualized treatment planning is covered.

Prerequisites:
• CDA 200
• CDA 201
• CDA 203
• CDA 210

Concurrent Registration: CDA 200, CDA 201, CDA 203, CDA 210
CDA 203-56 hours  
Dental Office Practicum  
In this course learners provide dental services to patients in a supervised, practical experience placement with emphasis on chair side services. Learners gain practical experience at an assigned general dental office.

Prerequisites:  
- CDA 100  
- CDA 101  
- CDA 102  
- CDA 104  
- CDA 110  

Concurrent Registration: CDA 200, CDA 201, CDA 202, CDA 210

CDA 210-160 hours  
Clinic Lab II  
This course provides the learner with opportunities to develop knowledge, skills, values and competencies to perform the certified dental assisting skills required for general practice. Learners practice and demonstrate clinical competencies while integrating the concepts of professional conduct, safe practice and effective communication. Learners participate in demonstrations, practice sessions and evaluations of the practical skills/objectives learned in the classroom theory.

Prerequisites:  
- CDA 100  
- CDA 101  
- CDA 104  
- CDA 110  

Concurrent Registration: CDA 200, CDA 201, CDA 202, CDA 203

CDA 300-30 hours  
Dental Office and Employment Skills  
In this course learners acquire the information and foundational knowledge related to the business procedures of a dental practice and employment as a Certified Dental Assistant. Learners complete a capstone project using dental software.

Prerequisites:  
- CDA 200\(^1\)  
- CDA 201  
- CDA 202  
- CDA 203  
- CDA 210  

Concurrent Registration: CDA 301, CDA 310

\(^1\) minimum grade of P required

CDA 301-40 hours  
Fixed and Removable Prosthodontics  
In this course learners acquire the foundational knowledge related to prosthodontics such as fixed or removable prostheses and dental implant procedures.

Prerequisites:  
- CDA 203\(^1\)  
- CDA 200  
- CDA 201  
- CDA 202  
- CDA 210  

Concurrent Registration: CDA 300, CDA 310

\(^1\) minimum grade of P required

CDA 302-75 hours  
Direct Patient Care  
In this course learners manage the dental clinic and provide preventive dental services to patients under the supervision of a dentist. The learner will demonstrate competency in the intra-oral skills that are legislated under the Health Professions Act for Certified Dental Assistances in British Columbia.

Prerequisites:  
- CDA 203\(^1\)  

Concurrent Registration: CDA 300, CDA 301

\(^1\) minimum grade of P required

CDA 303-80 hours  
Dental Office Practicum  
In this course learners provide all the dental services of a Certified Dental Assistant in British Columbia. Learners are assigned to and supervised in a general dental office.

Prerequisites:  
- CDA 300  
- CDA 301  
- CDA 302  

Concurrent Registration: CDA 302

CDA 310-60 hours  
Clinic Lab III  
Prerequisites:  
- CDA 200  
- CDA 201  
- CDA 202  
- CDA 203
CDA 210
Concurrent Registration: CDA 300, CDA 301, CDA 302, CDA 303

Career Facilitator

CF 01-36 hours
Foundations in Career Facilitation
This course provides an overview of the theoretical and practice foundations of career facilitation. The major career decision-making constructs will be covered, from an internal, external and interactive perspective, including vocational implications and case examples. Adult learning and motivation theories will be examined. A discussion of employment barriers will give an overview of the major physical and mental disabling conditions, and will include attitudinal, social, personality and substance abuse issues. Casework and caseload management principles will be discussed, with an emphasis on high-volume caseloads.

Also offered by Distance Education

CF 02-36 hours
Career Assessment
Assessment is an important aspect of the career facilitation process. This course will provide the student with a broad framework for understanding and applying assessment techniques. Types of assessment will be discussed with an accent on competency-based approaches followed by an analysis of graduated assessment. Case examples will be used throughout, with opportunities for students to self-administer various assessment instruments. Use of an Individualized Written Employment Plan (IWEP) will be covered.

Also offered by Distance Education

CF 03-36 hours
Group Facilitation
This course covers aspects of group work relevant to the career facilitator. Understanding and applying critical facilitation/instruction skills within the group setting will be introduced as well as group development, life cycle and various types of group programming. Group program evaluation principles and techniques will be covered, with the expectation that each student will gain a solid understanding and ability to set up and run effective groups.

Also offered by Distance Education

CF 04-36 hours
Professional Development & Labour Market Research

On-going professional development is an important aspect for the career facilitation professional. The issues of confidentiality and ethical practice will be explored as well as an overview of credentialling issues. Labour Market Information as it relates to individual career choice will be covered. Client and agency development will focus on two critical areas: advocacy in terms of helping the client advocate for themselves, and the role of facilitator as advocate. Information on the contracting process will be reviewed.

Also offered by Distance Education

CF 05-36 hours
Support Development
Success in career facilitation depends not only on effective support and programming. It is essential that resources are available to address issues on a personal, social and community level. This includes identifying and resolving issues around stress, fears, problem solving, decision making, and personal adjustment related to the work and home environment. A needs assessment for support development is discussed. An understanding of the need for referring clients to other agencies and services will be addressed.

Also offered by Distance Education

CF 06-36 hours
Placement & Followup
Placement is an integral part of the career facilitation process. This course will assist the participant to understand various placement models. Techniques and methods for developing placement plans will be covered, including negotiation of contracts. Strategies for follow-up and monitoring will be outlined. Placement administration details will be covered, with information on forms management, liaison with client and agency personnel, and evaluation structures needed during the placement process.

Also offered by Distance Education

Advanced GIS

CGIS 101-100 hours
GIS Essentials
This course provides students with an in-depth understanding of how to create maps using ArcGIS software while learning the fundamentals of cartography. Students become familiar with both spatial data and the attributes used to describe the spatial data as well as how to filter data using query definitions.
CGIS 102-25 hours
GIS Data
In this course students learn the skills necessary to identify and work with the main datasets used in GIS. Students will create new GIS data as well as edit existing data. Students learn to edit both spatial data and the associated attributes.

CGIS 103-25 hours
GIS Project #1
In this course students complete a major GIS project and present it to the class for review and feedback. Students will demonstrate their knowledge of the topics covered and will be required to complete both a printed map and a written project proposal.

CGIS 104-25 hours
GPS
Students are introduced to GPS technologies to gather data for use in a GIS.

CGIS 105-75 hours
GIS Analysis & Automation
In this course students learn the skills needed to perform GIS analysis through the use of geoprocessing. Students learn how to automate geoprocessing by designing, building and running models and will be introduced to scripting GIS processes using Python.

CGIS 106-75 hours
Relational Databases
In this course students develop the skills necessary to work with modern database technologies. They will apply their skills by designing and building databases and by connecting to databases from within ArcGIS.

CGIS 107-25 hours
GIS Project #2
Students complete a major GIS project and present it to the class for review and feedback. Students will demonstrate their knowledge of the topics covered and will be required to complete both a printed map and a written project proposal.

CGIS 108-25 hours
Raster Analysis
Students will develop the skills needed to work with raster data and perform analysis using the ArcGIS Spatial Analyst extension.

CGIS 109-25 hours
3D Modeling
Students will develop the skills needed to create 3D models and perform analysis on the models using GIS.

CGIS 110-25 hours
Geometric Networks
Students will examine geometric networks and their use as a GIS tool to solve complex problems.

CGIS 111-25 hours
Linear Referencing
Students are introduced to linear referencing. Students will develop the understanding and skills necessary to implement linear referencing solutions.

CGIS 112-15 hours
Temporal Data & Animation
Students will develop the skills needed to use time based GIS data in their workflows and to create animations for presentation.

CGIS 113-10 hours
Map Books
Students will develop the skills needed to create map books and atlases.

CGIS 114-25 hours
Directed Project
Students complete an assigned project that is intended to challenge their understanding of a wide range of the topics covered during the program.

Chemistry

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Chemistry department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

CHEM 075-40 hours
Topics in Chemistry
Topics in Chemistry may include, but is not limited to, the scientific method, measurement, matter, compounds, solutions, the periodic table, gas chemistry, the chemistry of carbon, chemical energetics, chemical equilibria, acids, bases, salts, and electrochemistry. This course may be taken more than once but with a different topic emphasis.

CHEM 085-40 hours
Topics of Chemistry
Topics in Chemistry may include, but are not limited to, the scientific method, measurement, matter, compounds, solutions, the periodic table, gas chemistry, the chemistry of carbon, chemical energetics, chemical equilibria, acids, bases, salts, and electrochemistry. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE MATH 072\(^1\) or ABE MATH 084\(^1\) or ABE IALG 011\(^2\) or Principles of Mathematics 10\(^{13}\) or Introductory Algebra 11\(^{13}\) or the corequisite of ABE ENGL 011 or the corequisite of ABE COMP 011

Corequisites:
- ABE ENGL 080

1 minimum grade of 80 required
2 minimum grade of 60 required
3 minimum score of 60 required

CHEM 095-40 hours

Topics on Chemistry

Topics in Chemistry may include, but is not limited to, the scientific method, measurement, matter, compounds, solutions, the periodic table, gas chemistry, the chemistry of carbon, chemical energetics, chemical equilibria, acids, bases, salts, and electrochemistry. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE CHEM 011\(^1\) or Chemistry 11\(^2\)

Corequisites:
- ABE MATH 011

1 minimum grade of 60 required
2 minimum score of 60 required

CHEM 011-112 hours

Chemistry - 011

This course is an introduction to the study of chemistry with an emphasis on mathematical concepts. Topics include measurement, physical and chemical nature of matter, quantitative composition of compounds, stoichiometry and solution chemistry, periodic table, the gaseous nature of matter, gas stoichiometry and the chemistry of carbon. A laboratory component is included.

Prerequisites:
- ABE CHEM 011 or Chemistry 11
- Pre-Calculus 11 or Principles of Math 11 or ABE MATH 011

CHEM 012-96 hours

Chemistry 012

A continuation of Chemistry 11. Chemistry 012 includes reaction kinetics, chemical equilibrium, acids, bases and sales, gas laws, and electro-chemistry. Optional topics may include: organic functional groups, thermochemistry, nuclear chemistry, biochemistry, environmental ethics and industrial applications. Laboratory work will complement the lecture topics.

Prerequisites:
- Chemistry 11\(^1\) or ABE CHEM 011\(^2\)

Corequisites:
- ABE MATH 011

1 minimum score of 60 required
2 minimum grade of 60 required

CHEM 111-3-7

Principles of Chemistry I

This course is intended for physical science and engineering students. Content includes: a study of the fundamental principles of chemistry with particular reference to stoichiometry, atomic structure and periodic properties, chemical bonding and the physical properties of solids, liquids and gases. A lab component will illustrate the behaviour of chemical systems and the precise techniques of quantitative analysis. (4,3,0)

Prerequisites:
- ABE CHEM 012\(^1\) or Chemistry 12\(^2\)
- ABE MATH 012\(^1\) or Principles of Math 12\(^2\) or Pre-Calculus 12\(^2\) or admission to an OC Engineering Technology Bridge to UBCO and a minimum of 75 in either Chemistry 11 or an equivalent Advanced Level Adult basic Education Chemistry course.

1 minimum grade of 60 required
2 minimum score of 60 required

CHEM 112-3-7

Introductory Chemistry I

An introduction to the study of chemistry with particular reference to stoichiometry, atomic structure and periodic properties, chemical bonding and the physical properties of solids, liquids, gases and solutions. The lab component will emphasize the techniques of quantitative and qualitative analysis. (4,3,0)

Prerequisites:
- ABE CHEM 011 or Chemistry 11
- Pre-Calculus 11\(^1\) or Principles of Math 11\(^1\) or ABE MATH 011\(^2\)

1 minimum grade of 70 required
2 minimum grade of 60 required
3 minimum score of 60 required

Also offered by Distance Education
• a minimum of 50% in Pre-calculus Grade 12 or Principles of Mathematics 12 or ABE MATH 012 or Okanagan College MATH 120, is strongly recommended.

1 minimum score of 60 required
2 minimum grade of 60 required

Also offered by Distance Education

CHEM 117-3-6
Introduction to Forensic Science
This course is an introduction to the major areas of forensic science including techniques used in the collection, preservation, and analysis of evidence. The theory and analysis behind biological (blood, saliva, DNA), chemical (drugs, poisons, toxicology), and physical (fire, firearms) evidence introduced in criminal proceedings will be evaluated including their uses, interpretation, and limitations. The laboratory component will provide practical experience with several basic forensic techniques. (3,3,0)

CHEM 118-3-6
Introductory Chemistry for Water Engineering Technology
This course will provide students with an introduction to the study of chemistry with particular reference to the practical applications of stoichiometry, solutions, atomic structure and periodic properties, chemical bonding, molecular structure, and equilibrium. The lab component will emphasize the techniques of quantitative and qualitative analyses. Students with credit for CHEM 115 cannot take CHEM 118 for further credit. (3,3,0)

Prerequisites:
• ABE CHEM 011 or Chemistry 11
• Principles of Mathematics 12 or Pre-Calculus 12 or a Provincial Level Adult Basic Education Mathematics course is strongly recommended.

CHEM 121-3-7
Principles of Chemistry II
This course is a continuation of CHEM 111 and CHEM 112 with particular reference to organic chemistry, thermodynamics, chemical equilibrium, chemical kinetics, and acid-base chemistry. The laboratory program introduces a series of experiments in organic and physical chemistry illustrating concepts discussed in lectures. (4,3,0)

Prerequisites:
• CHEM 111 or CHEM 112

Also offered by Distance Education

CHEM 122-3-7
Introductory Chemistry II
A continuation of CHEM 112 including topics in organic and biological chemistry, thermodynamics, chemical equilibrium, and chemical kinetics. The laboratory program complements the lecture material. (4,3,0)

Prerequisites:
• CHEM 112 or CHEM 111

Also offered by Distance Education

CHEM 128-3-6
Water Chemistry
This course introduces students to the study of aqueous environmental chemistry with reference to the essential role of water in environmental sustainability. The composition and properties of natural water systems, as well as phase interactions, redox reactions, complexation, ion exchange and microbial transformations within aquatic systems will also be examined. The lab component will emphasize the techniques of quantitative and qualitative analyses of natural waters. Students with credit for CHEM 125 cannot take CHEM 128 for further credit. (3,3,0)

Prerequisites:
• CHEM 118

CHEM 151-3-6
Introductory Chemistry for Viticulture
Learners will obtain a fundamental understanding of chemistry with particular relevance to the grape and wine industry. Topics will include atomic structure, chemical bonding, properties of gases, acidity, stoichiometry, the major organic classes, stereochemistry, mechanism of reactions and impacts of viticulture practices on secondary metabolites. The lab component will include techniques of quantitative analysis, synthesis, purification and identification of compounds. (3,3,0)

Prerequisites:
• MATH 125

CHEM 161-2-2
Industrial Chemical Processes I
This course introduces chemical processes involved in major industrial settings. Topics covered include the chemical industry and large-scale chemical manufacturing, inorganic and fermentation process, the conversion of petroleum into purified chemical substances, and the environmental impact of these and other processes. (2,0,0)

Prerequisites:
• admission to the Analytical Chemistry Technology diploma program

CHEM 162-3-6
Environmental Chemistry
This course is an introduction to the fundamental chemical principles that govern environmental processes. Topics will include the interaction of the atmosphere, hydrosphere, lithosphere, and biosphere, fate and transport of environmental pollutants, greenhouse gases and global warming, and environmental remediation processes. The laboratory component will include methods commonly used in laboratory analysis for a variety of environmental parameters. (3,3,0)

Prerequisites:
• admission to the Analytical Chemistry Technology diploma program

CHEM 163-3-3
Analysis Quality Assurance and Quality Control
This course overs the practical aspects of analytical chemistry including the principles of quality assurance/quality control (QA/QC) as well as sampling, sample preparation, method development, calibration methods, and LIMS. The student will gain a detailed understanding of requirements necessary to obtain chemical data of proven and known quality. Students will apply QA/QC principles to actual data in a statistical manner. (3,0,0)

Prerequisites:
• STAT 121
• admission to the Analytical Chemistry Technology diploma program

Corequisites:
• CHEM 226

CHEM 211-3-6.5
Physical Chemistry
Designed for science majors. Topics include thermodynamics and kinetics as they apply to chemical and physical systems. An accompanying laboratory program illustrates instrumental analytical techniques and measurement of specific physical and chemical properties.

Students should note that CHEM 211 and 221 are distinct and independent one-semester courses.

Students attend a one-hour tutorial on alternate weeks. (3,3,0.5)

Prerequisites:
• CHEM 121 or CHEM 122
• MATH 122

• a minimum grade of 65% in CHEM 122 is strongly recommended.

• MATH 212 is recommended for those planning to take further physical chemistry courses.

CHEM 212-3-6
Organic Chemistry I
A study of the fundamental principles of the chemistry of carbon compounds including mechanism of reactions for the main classes of compounds, their molecular conformation and their stereochemistry. The laboratory component will introduce techniques for the synthesis, purification and identification of compounds, and will include a problem based learning approach. (3,3,0)

Prerequisites:
• CHEM 121 or CHEM 122
• a minimum grade of 65% in CHEM 122 is strongly recommended

CHEM 218-3-6
Applications of Environmental Chemistry
This course is an introduction to the application of chemical principles that govern environmental processes. Topics will include atmospheric chemistry, climate change, renewable energy, fate and transport of environmental pollutants, and environmental remediation processes. The laboratory component will include methods commonly used in laboratory analysis for a variety of environmental parameters. Students with credit for CHEM 214 cannot take CHEM 218 for further credit. (3,3,0)

Prerequisites:
• CHEM 128 or CHEM 121 or CHEM 122

CHEM 221-3-6.5
Inorganic Chemistry
This course is a study of the unique chemistry of transition metals and their compounds. Topics will include inorganic synthesis, structure, properties and reaction mechanisms. The laboratory component involves the synthesis and analysis of some interesting and colourful compounds as well as a minor project. (3,3,0.5)

Prerequisites:
• CHEM 121 or CHEM 122
• a minimum grade of 65% in CHEM 122 is strongly recommended

CHEM 222-3-6
Organic Chemistry II
A continuation of CHEM 212 including such topics as the chemistry of aromatic and carbonyl compounds, and the determination of structure using various spectral methods. The laboratory component will
illustrate various types of organic syntheses and will include a problem-based-learning approach. (3,3,0)

Prerequisites:
- CHEM 212

CHEM 226-3-6
Introduction to Analytical Chemistry
This course covers simple statistics, quality control, and quality assurance for analytical data. Classical methods of analysis are examined as well as instrumental techniques used in analytical chemistry, including chromatography, potentiometry and spectroscopy. Laboratory emphasis will be on application on these techniques to water quality testing and other practical applications such as forensic and analysis and consumer product analysis. Students with credit for CHEM 224 cannot take CHEM 226 for further credit. (3,3,0)

Prerequisites:
- CHEM 121 or CHEM 122 or CHEM 128

CHEM 251-3-4.5
Industrial Chemical Process II
A continuation of CHEM 161, this course investigates the main aspects involved with chemical processing industries. Basic engineering principles involved in the operation of these industries including the selection of various unit operations and equipment will be investigated. The laboratory component (three hours every second week) will investigate common laboratory procedures used in these industries. (3,1.5,0)

Prerequisites:
- CHEM 161
- CHEM 163

CHEM 252-3-6
Chromatographic Analysis I
This course introduces the basic theory and instrumentation of chromatographic separation techniques. Topics include column theory, methods of qualitative and quantitative analysis, and the application of these techniques to various separation problems. The experiments performed in the laboratory will emphasize hands-on instrument set-up, operation, maintenance, trouble shooting, and method development. (3,3,0)

Prerequisites:
- CHEM 226
- CHEM 163

CHEM 253-3-6
Physical Chemical Processes
This course covers topics in thermodynamics, kinetics, catalysis, and kinetic theory of gases. These concepts will be used to predict the probability of a chemical reaction or process occurring. The laboratory will illustrate measurement of specific physiochemical properties. (3,3,0)

Prerequisites:
- CHEM 122
- CHEM 163

CHEM 261-3-4
Laboratory Instrumentation
This course covers the basics of applications of instrumental measurements. The theory, applications, and limitations associated with various electrochemical analysis methods, specialized spectroscopy methods, and surface microscopy are covered. Thermal analysis methods, radiochemical analysis methods, and flow injection analysis are also introduced. (0,4,0)

Prerequisites:
- CHEM 163
- CHEM 226

CHEM 262-3-6
Chromatographic Analysis II
A continuation of CHEM 252, this course introduces the applications of chromatographic separation techniques in relation to electrophoresis, Gas
Chromatography - Mass Spectrometry (GC-MS), Liquid Chromatography-Mass Spectrometry (LC-MS), and other methods. The experiments performed in the laboratory include extractive techniques, ion exchange, size exclusion, affinity chromatography, electrophoresis, GC-MS, LC-MS, and biopolymer purifications. Hands on instrument set-up, operation, maintenance, trouble shooting, and method development will be emphasized. (3,3,0)

Prerequisites:
- CHEM 252

CHEM 263-3-6
Applied Biochemistry
This course combines the study of the most important aspects of biological chemistry such as proteins, nucleic acids, lipids, and carbohydrates and how these are metabolized in the body with a study of the instrumental methods used to analyze substances of biological importance. (3,3,0)

Prerequisites:
- CHEM 252
- CHEM 263

CHEM 264-3-4.5
Mineral Processing and Assaying
This course introduces inorganic nomenclature and bonding as applied to mineral processing and analysis. Sample preparation, common unit operations, and the determination of a variety of elements in ores, concentrates, and industrial process streams will be covered. Laboratory work (three hours every second week) provides exposure to practical bench scale experiments dealing with numerous unit operations and the simulation of manufacturing processes. (3,1.5,0)

Prerequisites:
- CHEM 163
- CHEM 226

CHEM 265-3-4.5
Petroleum Chemistry
This course deals with the production and processing of conventional crude oil, natural gas, heavy oils, bitumen, and coal. The production, properties, and uses of fuels and lubricants from these sources is emphasized. Laboratory work (three hours every second week) includes the standard ASTM tests on gasolines, diesel fuels, aviation fuels, lubricating oils, bitumens, greases, and some of the representative tests on coal. (3,1.5,0)

Prerequisites:
- CHEM 225

CHEM 266-2-2
Laboratory Management
The management practices necessary to operate a laboratory will be covered including laboratory information management systems (LIMS), budgeting, and employee relations. The management aspects of workplace safety, government regulations, WHMIS, and Quality Assurance/Quality Control will also be addressed. (2,0,0)

Prerequisites:
- CHEM 163

Civil Engineering Technology

Prerequisites may be waived by the Civil Engineering Technology department. See prerequisite waiver.

CIEN 131-3-4
Drafting I
This course familiarizes students with the fundamentals of graphical communications using pencil sketching and computer aided drafting. Students will become familiar with the current version of AutoCAD as it applies to civil engineering drawings. Topics covered include: orthographic projection, geometric construction, scales, sections, dimensioning, pictorial drawings, plotting and file management. (2,2,0)

Prerequisites:
- admission to the Civil Engineering Technology program

CIEN 133-3-5
Concrete Technology
An introduction to the study of Portland cement concrete, both fresh and hardened, the function and properties of its components and additives. These studies will be supplemented with laboratory testing on properties of aggregates and fresh concrete. (2,3,0)

Prerequisites:
- admission to the Civil Engineering Technology program

CIEN 134-3-4
Statics and Strength of Materials I
A study of the basic static forces on structures, analysis of vectors, couples, and moments in two dimensions (coplanar). Simple stress and strain, and thermal affects are included. (2,2,0)

Prerequisites:
- admission to the Civil Engineering Technology program or admission to the Sustainable Technology program
### CIEN 136-3-5
**Applications for Engineering Principles**
This course covers topics in measurements, force and motion, energy, simple harmonic motion, thermal energy, fluids at rest, fluids in motion, and electricity. Emphasis is placed on using an engineering problem-solving approach to subject material. (3,2,0)

**Prerequisites:**
- admission to the Civil Engineering Technology program

### CIEN 139-3-5
**Construction Surveying 1**
An introduction in surveying and field practice as it relates to construction. The care and use of basic surveying instruments for the measurement of horizontal, vertical, and angular distances will be included. Proper note-keeping techniques and computations are studied. (2,3,0)

**Prerequisites:**
- admission to the Civil Engineering Technology program

### CIEN 141-3-4
**Drafting II**
A continuation of CIEN 131 with emphasis on civil drafting. Course work will be completed using AutoCAD. Topics include typical X-sections, plan and profiles, and building plans. Graphic presentation for reports, mapping, and structural detailing. (2,2,0)

**Prerequisites:**
- CIEN 131

### CIEN 143-3-5
**Highway Material Testing I**
A continuation of CIEN 133. Lecture material includes the handling, placing, consolidating, finishing, curing of concrete, and types and uses of concrete mixtures. The laboratory portion includes concrete compression testing, concrete mix design, and adjustment and evaluation. Introductory engineering soils: soil types, phase relationships, consistency, classification and compaction, with laboratory testing of moisture content, washed sieve analysis, index properties, moisture-density relationships and in-place density are covered. (2,3,0)

**Prerequisites:**
- CIEN 133

### CIEN 144-3-4
**Statics and Strength of Materials II**
Topics include centroid, moments of inertia, section moduli of standard structural members, torsion, bolted and welded joints, shear and moments in beams, stresses in beams, design of beams and columns in timber and steel. (2,2,0)

**Prerequisites:**
- CIEN 134

### CIEN 145-3-6
**Elementary Hydraulics**
This course includes classical hydraulic phenomena: liquid and fluid characteristics; viscosity, static and dynamic pressures; energy and momentum principles; continuity; energy loss in pipes and open channels. (3,3,0)

### CIEN 147-2-3
**Software Applications for Engineering Technology**
This course familiarizes students with computer software used in industry. Students will acquire skills in word processing, spreadsheets and presentation software as applied to engineering applications. The course will introduce students to industry standard software including land development, hydraulics and structures. (1,2,0)

**Prerequisites:**
- COSC 115

### CIEN 148-3-4
**Structural Design**
This course applies Limit States Design to occupancy and environmental loads for buildings. It also introduces students to practical structural design methods using steel. Students will gain an understanding of the basic structural properties of steel. (3,1,0)

**Prerequisites:**
- CIEN 136

### CIEN 149-3-5
**Construction Surveying 2**
A continuation of CIEN 139. Basic surveying theory and practice relating particularly to construction surveying, traversing, area and volume determination, municipal surveying and building layout are studied. Use of computer assistance in surveying note reduction and computation will be included. (2,3,0)

**Prerequisites:**
- CIEN 139

### CIEN 231-3-4
**Watershed Management**
Physical watershed characteristics and how they...
relate to watershed processes will be examined in this course. Topics covered include geology, groundwater hydrology, slope processes, fish habitat, water quality and restoration. This course provides the students with a background in watershed management. (2,2,0)

Prerequisites:
- CIEN 143
- CIEN 145

CIEN 232-3-4
Construction Estimating
This course familiarizes students with the reading of construction drawings and specifications. The students will obtain a working knowledge of construction estimating methods, quantity take offs, costs, price determination and the compilation of a complete tender package. (2,2,0)

Prerequisites:
- CIEN 141

CIEN 233-3-3
Engineering Soils
An introductory course on soils including the nature, classification, and properties of soils, the effects of moisture, stress, consolidation, seepage and frost action. (3,0,0)

Prerequisites:
- CIEN 143

Corequisites:
- CIEN 236

CIEN 234-3-4
Structural Design in Wood
The application of practical structural design using wood is covered in this course. Students will gain an understanding of the basic properties of wood and the principles of wood design. (3,1,0)

Prerequisites:
- CIEN 148

CIEN 235-3-4.5
Municipal Design
In this course, a strong emphasis is placed on how civil engineering hydraulic software is used in municipal design and analysis. Where possible, computational results are confirmed using analytical calculations. Upon completion of this course, the student should have a basic understanding of the engineering principles behind the design and analysis of wastewater collection systems, water distribution systems, storm sewers, culverts and detention ponds. (2,2,5,0)

Prerequisites:
- CIEN 145

CIEN 236-3-4
Highway Materials Testing II
A continuation of CIEN 143. The theory and testing required for the determination of the engineering properties of soils which includes moisture content, grain-size analysis, consistency limits, classification, moisture-density relationships, in-place density and compaction control, specific gravity, consolidation and shear will be studied. The collection and handling of disturbed and undisturbed soil samples are included. (1,3,0)

Prerequisites:
- CIEN 143

Corequisites:
- CIEN 233

CIEN 237-3-4
Design of Urban Road Systems
Topics covered in this course include aspects of urban road system design including layout, geometric requirements, safety considerations and intersections. The impact of current urban hydrologic analysis models on general drainage considerations are included. (2,2,0)

Prerequisites:
- CIEN 149

CIEN 240-2-3
Project
(formerly CIEN 226)
This course is a supervised project on an advanced topic related to Civil Engineering Technology. It includes research, problem analysis, project comparisons and solutions, presentation, defense and a final report. Students with credit for CIEN 226 can not take CIEN 240 for further credit. (1,2,0)

Prerequisites:
- completion of eight CIEN courses

CIEN 241-2-2
Project Management
This course studies different forms of project management. The student will learn a number of programs and systems to manage a project from concept to completion, including project tracking. Computer programs (MS Project, etc.) will be used to reinforce the theory. (2,0,0)

Prerequisites:
• completion of eight CIEN courses

CIEN 242-3-4
Steel Detailing and Estimating
In this course students will study prints of construction drawings in the areas of structural and reinforcing steel to develop a working knowledge of construction estimating methods, quantity take offs, costs, and pricing for structural and reinforcing steel. Structural detailing and shop drawings will be completed. Theory will be emphasized with tours of local construction sites and steel fabrication firms. (2,2,0)

Prerequisites:
• CIEN 141

CIEN 244-3-5
Structural Design in Concrete
This course covers the design of simple reinforced concrete and steel structures, including beams, columns, retaining walls and footings. The role of computer structural design models in the design process are included. (3,2,0)

Prerequisites:
• CIEN 148

CIEN 245-3-5
Municipal Engineering
An overview of current methods and equipment used in the treatment of potable water and wastewater. Topics include pump selection, pipeline construction and testing, treatment plant design, advanced treatment processes and plant operation. (3,2,0)

Prerequisites:
• CIEN 145

CIEN 246-3-5
Pavements
This course studies highway construction materials and methods of construction. The lab portion of this course will include the evaluation and testing of asphalt and asphalt mix designs. The main focus of the course is the design/production/handling of asphalt and concrete pavement mixtures as well as the design for the pavement support structure. The design, repair, recycling, rehabilitation and inspection of highway construction is included. (2,3,0)

Prerequisites:
• CIEN 143

CIEN 248-3-5
Construction Law
In this course basic contract law and its application to construction contracts from the engineering technologist’s viewpoint are examined. Major Canadian contractual litigation cases will be explored. (3,2,0)

Prerequisites:
• completion of eight CIEN courses
• Or CIEN 134 and admission to the Sustainable Construction Management Technology program.

CIEN 249-3-5
Computer Applications for Civil Engineering
This course covers Civil Engineering computer applications in the following subject areas: structural design in concrete, municipal, hydraulics, subdivision design drawings, surveying and construction estimating. Use of the CAD system AutoCAD will be integrated into the structure of the course. All final designs and sketches will be drawn using AutoCAD. (2,3,0)

Prerequisites:
• CIEN 147

Collision Repair/Paint & Refinishing

CLSN 01A-36 hours
TH: Use Safe Work Practices

CLSN 01B
PR: Use Safe Work Practices

CLSN 02A-36 hours
TH: Process Technical Inform

CLSN 02B
PR: Process Technical Inform

CLSN 03A-90 hours
TH: Tools and Equipment

CLSN 03B
PR: Tools and Equipment

CLSN 04A-72 hours
TH: Hardware and Trim

CLSN 04B
PR: Hardware and Trim

CLSN 05A-141 hours
TH: Surface Preparation

CLSN 05B
PR: Surface Preparation
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSN 06A</td>
<td>Oxy-Acetylene Welding</td>
<td>30</td>
<td>This course introduces learner to safe work practices and to the WorkSafeBC Occupational Health and Safety Regulations relating to safety procedures in the Automotive Collision Repair industry.</td>
</tr>
<tr>
<td>CLSN 06B</td>
<td>Oxy-Acetylene Welding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLSN 07A</td>
<td>MIG Welding</td>
<td>90</td>
<td>The learner demonstrates the selection, maintenance, and safe operation of automotive collision repair tools and equipment.</td>
</tr>
<tr>
<td>CLSN 07B</td>
<td>MIG Welding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLSN 08A</td>
<td>Sheet Metal Repair</td>
<td>153</td>
<td>This course involves bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.</td>
</tr>
<tr>
<td>CLSN 08B</td>
<td>Sheet Metal Repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLSN 09A</td>
<td>Plastics and Composites</td>
<td>60</td>
<td>The learner demonstrates oxy-acetylene heating and cutting techniques on sheet steel.</td>
</tr>
<tr>
<td>CLSN 09B</td>
<td>Plastics and Composites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLSN 101A</td>
<td>Use Safe Work Practices</td>
<td>30</td>
<td>This course introduces learner to safe work practices and to the WorkSafeBC Occupational Health and Safety Regulations relating to safety procedures in the Automotive Collision Repair industry.</td>
</tr>
<tr>
<td>CLSN 101B</td>
<td>Use Safe Work Practices</td>
<td>12</td>
<td>The learner demonstrates the various steps and processes involved in preparing a vehicle surface for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 102A</td>
<td>Process Technical Information</td>
<td>30</td>
<td>This course introduces the learner to the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the Collision repair industry.</td>
</tr>
<tr>
<td>CLSN 102B</td>
<td>Process Technical Information</td>
<td>6</td>
<td>The learner demonstrates the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the Collision Repair industry.</td>
</tr>
<tr>
<td>CLSN 103A</td>
<td>Tools and Equipment</td>
<td>30</td>
<td>This course involves the selection, maintenance, and safe operation of automotive collision repair tools and equipment.</td>
</tr>
<tr>
<td>CLSN 103B</td>
<td>Tools and Equipment</td>
<td>60</td>
<td>The learner demonstrates the selection, maintenance, and safe operation of automotive collision repair tools and equipment.</td>
</tr>
<tr>
<td>CLSN 104A</td>
<td>Hardware and Trim</td>
<td>24</td>
<td>This course involves bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.</td>
</tr>
<tr>
<td>CLSN 104B</td>
<td>Hardware and Trim</td>
<td>48</td>
<td>The learner demonstrates the proper method of bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.</td>
</tr>
<tr>
<td>CLSN 105A</td>
<td>Surface Preparation</td>
<td>30</td>
<td>This course introduces learner to the various steps and processes involved in preparing a vehicle surface for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 105B</td>
<td>Surface Preparation</td>
<td>110</td>
<td>The learner demonstrates the various steps and processes involved in preparing a vehicle surface for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 106A</td>
<td>Oxy-Acetylene Welding</td>
<td>18</td>
<td>This course involves MIG butt, lap, and plug welding techniques on sheet steel.</td>
</tr>
<tr>
<td>CLSN 106B</td>
<td>Oxy-Acetylene Welding</td>
<td>72</td>
<td>The learner demonstrates MIG butt, lap, and plug welding techniques on sheet steel.</td>
</tr>
<tr>
<td>CLSN 107A</td>
<td>MIG Welding</td>
<td>18</td>
<td>This course involves MIG butt, lap, and plug welding techniques on sheet steel.</td>
</tr>
<tr>
<td>CLSN 107B</td>
<td>MIG Welding</td>
<td>72</td>
<td>The learner demonstrates MIG butt, lap, and plug welding techniques on sheet steel.</td>
</tr>
<tr>
<td>CLSN 108A</td>
<td>Sheet Metal Repair</td>
<td>30</td>
<td>This course introduces the learner to various sheet metal damage repair techniques used in the collision repair industry.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Hours</td>
<td>Course Title</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>CLSN 108B</td>
<td>174</td>
<td>Sheet Metal Repair</td>
<td>The learner demonstrates the various sheet metal damage repair techniques used in the collision repair industry.</td>
</tr>
<tr>
<td>CLSN 109A</td>
<td>18</td>
<td>Plastics and Composites</td>
<td>This course involves repair techniques to various types of automotive plastics and composites including fiberglass reinforces plastic and sheet molded compound.</td>
</tr>
<tr>
<td>CLSN 109B</td>
<td>30</td>
<td>Plastics and Components</td>
<td>Learner demonstrates repair techniques to various types of automotive plastics and composites including fiberglass reinforces plastic and sheet molded compound.</td>
</tr>
<tr>
<td>CLSN 10A</td>
<td>60</td>
<td>Undercoats</td>
<td>CLSN 10B</td>
</tr>
<tr>
<td>CLSN 110A</td>
<td>10</td>
<td>Undercoats</td>
<td>This course introduces the learner to the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 110B</td>
<td>50</td>
<td>Undercoats</td>
<td>Learner demonstrates the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 111A</td>
<td>18</td>
<td>Topcoats</td>
<td>This course introduces the learner to the types, proper usage, and application techniques of the various type of automotive topcoats used in preparation for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 111B</td>
<td>72</td>
<td>Topcoats</td>
<td>Learner demonstrates the types, proper usage, and application techniques of the various type of automotive topcoats used in preparation for the refinishing process.</td>
</tr>
<tr>
<td>CLSN 112A</td>
<td>20</td>
<td>Panel Replacement</td>
<td>This course involves techniques used in the replacement of welded non-structural body components.</td>
</tr>
<tr>
<td>CLSN 112B</td>
<td>44</td>
<td>Panel Replacement</td>
<td>Learner demonstrates techniques used in the replacement of welded non-structural body components.</td>
</tr>
<tr>
<td>CLSN 113A</td>
<td>18</td>
<td>Mechanical Components</td>
<td>This course involves diagnostic and servicing techniques to the automotive, HVAC, electrical, and restraint systems as they apply to the collision repair process.</td>
</tr>
<tr>
<td>CLSN 113B</td>
<td>12</td>
<td>Mechanical Components</td>
<td>Learner demonstrates diagnostic and servicing techniques to the automotive, HVAC, electrical, and restraint systems as they apply to the collision repair process.</td>
</tr>
<tr>
<td>CLSN 114A</td>
<td>12</td>
<td>Pre-Delivery</td>
<td>This course involves pre-delivery inspection, refinish detailing, customer relations techniques, and paid finishes maintenance as they apply to the collision repair process.</td>
</tr>
<tr>
<td>CLSN 114B</td>
<td>30</td>
<td>Pre-Delivery</td>
<td>Learner demonstrates pre-delivery inspection, refinish detailing, customer relations techniques, and paid finishes maintenance as they apply to the collision repair process.</td>
</tr>
<tr>
<td>CLSN 115</td>
<td>30</td>
<td>Preparation for Employment</td>
<td>This course involves the preparation and review of resumes and introduces the learner to job interview procedures.</td>
</tr>
<tr>
<td>CLSN 115A</td>
<td>30</td>
<td>Preparation for Employment</td>
<td></td>
</tr>
<tr>
<td>CLSN 116</td>
<td>6</td>
<td>Collision Repair Level I Exam</td>
<td>This course involves curriculum review, preparation for final exam, and completion of the Collision Repair Level 1 exam.</td>
</tr>
<tr>
<td>CLSN 117</td>
<td>6</td>
<td>Auto Refinishing Prep Lvl I Ex</td>
<td>This course involves curriculum review, preparation</td>
</tr>
</tbody>
</table>
for final exam, and completion of the Automotive Refinishing Prep Technician Level 1 exam.

**CLSN 118-60 hours**  
**Industry Work Placement**  
Learner will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Theory</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSN 118</td>
<td>60</td>
<td>Topcoats</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 11A</td>
<td>60</td>
<td>Topcoats</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 12A</td>
<td>90</td>
<td>Selected Repairs</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 13A</td>
<td>60</td>
<td>Panel Replacement</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 14A</td>
<td>60</td>
<td>Structural Repair</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 15A</td>
<td>30</td>
<td>Steering and Suspension</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 16A</td>
<td>90</td>
<td>Mechanical Components</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
<tr>
<td>CLSN 18A</td>
<td>30</td>
<td>Preparation for Employment</td>
<td>Refinishing Prep Technician Level 1</td>
</tr>
</tbody>
</table>

**Communications**

Prerequisites may be waived by the Communications department. See prerequisite waiver.

**CMNS 100-3-3**  
**Introduction to Communications**  
This course provides students with an introduction to communications theory. Surveying historical and contemporary theories, the course will offer a critical examination of the ways people communicate with each other via print and/or new media, orally, interpersonally, and visually. Students will analyse meaning-making in a range of mediated contexts, including advertising, television, film, popular culture, and the Internet. (3,0,0)

**CMNS 101-3-3**  
**Communication Fundamentals**  
This course is a general introduction to communication, both theoretical and professional. Students will discuss, describe, and analyse a range of popular media such as television, film, comics, games, etc. This course also develops critical reading, writing, and presentation techniques. Awareness of audience and purpose, as well as clarity and conciseness are stressed as integral parts of effective writing and speaking. (3,0,0)

**CMNS 102-3-3**  
**Communication for Viticulture**  
This course introduces students to communication skills used in the viticulture industry with emphasis on technical writing and speaking skills. Students will apply research techniques and documentation standards to produce memos, summaries, letters, proposals, progress reports, process and mechanism descriptions, and technical reports. Students will develop an awareness of audience, purpose, clarity and conciseness underpinning effective writing and speaking skills. (3,0,0)

Prerequisites:
- Admission into the Viticulture program.

**CMNS 103-3-4**  
**Digital Media for Trades Educators**  
This course is an introduction to the theory, analysis, and practice of digital media for Trades & Technologies Educators. The course explores the educational potential of creating and using digital content and investigates its impact on individuals and society. Students develop the basic knowledge and skills required to create an online portfolio. The course is entirely virtual. Students will require a computer.
with video conferencing capability, a reliable internet connection and a Smartphone or separate device for capturing images, video and audio. (2,2,0)

Prerequisites:
- Admission to the TTTE program.

CMNS 110-3-3
Introduction to Mass Communication
This course examines the history, structure, institutions, and processes of the print, audio, visual, and digital sectors of the mass media. Central to our examination is the interrelation between mass media, technology, culture, and power. Students will explore issues related to regulation, freedom of expression, globalization, and commodification of meaning. (3,0,0)

CMNS 112-3-3
Professional Writing I
formerly ENGL 112, PCOM 112

This course provides students the opportunity to develop reading, writing and editing skills suitable to a professional context. Students will learn writing fundamentals such as clarity and conciseness, sentence and paragraph structure, summary, synthesis and analysis. Students with credit for ENGL 112 or PCOM 112 cannot complete CMNS 112 for further credit. CGA, CMA credit (3,0,0)

Prerequisites:
- ABE ENGL 0121 or English 122 or English Studies 122 or English 12 First Peoples2 or Language Proficiency Index3
  1 minimum grade of 60 required
  2 minimum score of 60 required
  3 minimum score of 24 required

Also offered by Distance Education

CMNS 113-3-3
Technical Communication for Information Technology
formerly PCOM 113

This course develops technical writing and speaking skills. Students will apply elements of style, awareness of audience, and clarity of purpose to summaries, memos, letters, employment applications, instructions, and technical manuals. They will learn to plan, draft, and edit efficiently, and will develop the confidence and skills required for speaking in job-related situations. Students with credit for ENGL 112, PCOM 112, CMNS 112 or PCOM 113 cannot complete CMNS 113 for further credit. (3,0,0)

CMNS 120-3-4
Journalism Fundamentals
This course examines the history and practice of journalism, the evolution of the role of the journalist, and the relationship between the practice of journalism and the broader social, cultural, political and economic context. Students will practice writing basic news stories for a wide variety of news sources and will leave equipped with basic techniques in news gathering and news writing. (2,2,0)

CMNS 122-3-3
Professional Writing II
formerly ENGL 122, PCOM 122

This course provides students the opportunity to further advance the fundamental professional writing and editing skills developed in CMNS 112. Students will conduct research, engage in detailed analysis, and develop basic persuasive strategies to produce professional quality documents. Students with credit for ENGL 122 or PCOM 122 cannot complete CMNS 122 for further credit. CGA, CMA credit (3,0,0)

Prerequisites:
- CMNS 112 or PCOM 112 or PCOM 113 or ENGL 112

Also offered by Distance Education

CMNS 123-3-3
Analysis and Reporting for Information Technology
formerly PCOM 123

In this course students further develop their individual writing and speaking skills and apply research techniques and documentation standards to produce case analyses, proposals, progress and technical reports, and oral presentations. Students will also work in groups to develop collaborative writing and project management skills. Students with credit for ENGL 130 or PCOM 123 cannot complete CMNS 123 for further credit. (3,0,0)

Prerequisites:
- CMNS 113 or PCOM 113

CMNS 130-3-4
Introduction to Digital Media
This course is an introduction to theory, analysis, and practice of digital media. Students explore the formal qualities of digital media, as well as the political, economic, social and individual impact of creating and using digital content. Students develop the basic knowledge and skills required to create digital projects in various formats, using industry recognized or experimental platforms. (2,2,0)
CMNS 132-3-4
Technical Communication I for Engineering Technology
formerly ENGL 132, PCOM 132

This course develops technical writing and speaking skills. Students will write summaries, memos, letters, employment applications, instructions, and technical manuals. They will apply elements of style, awareness of audience and clarity of purpose to produce high quality work. They will learn to plan, draft, and edit efficiently. Students will also develop confidence and skills required for speaking in job-related situations. Students with credit for ENGL 132 or PCOM 132 cannot complete CMNS 132 for further credit. (2,2,0)

CMNS 133-3-3
Technical Writing and Communications I

This course develops technical writing and speaking skills. Students will write a range of documents, including summaries, memos, letters, employment applications, instructions, and technical manuals. They will learn to consider their audience and their reason for communicating and to adapt their style to reach that audience and achieve their purpose. They will also learn to plan, draft, and edit efficiently. Students with credit for CMNS 132 cannot take this course for further credit. (3,0,0)

Prerequisites:
- ABE ENGL 0121 or English 122 or English Studies 122 or English 12 First Peoples² or Language Proficiency Index³

1 minimum grade of 60 required
2 minimum score of 60 required
3 minimum score of 24 required

CMNS 142-3-4
Technical Communication II for Engineering Technology
formerly ENGL 142, PCOM 142

Students will further develop their writing skills and apply research techniques to produce informal and formal reports, proposals, and case analyses. Oral reports will reflect their research reports. Besides improving individual writing and speaking skills, students will work in groups to develop collaborative writing and project management skills. Students will use current presentation software to prepare oral presentations that reflect industrial situations. Students with credit for ENGL 142 or PCOM 142 cannot complete CMNS 142 for further credit. (2,2,0)

Prerequisites:
- CMNS 132 or PCOM 132 or ENGL 132

CMNS 143-3-3
Technical Writing and Communications II

This course further develops technical writing and speaking skills. Students will apply research techniques to produce informal and formal reports, proposals, and case analyses. They will also work in groups to develop collaborative writing and project management skills and will prepare oral presentations that reflect industrial situations. Students with credit for CMNS 142 or 144 cannot take this course for further credit. (3,0,0)

Prerequisites:
- CMNS 132 or CMNS 133 or ENGL 132

CMNS 144-3-3
Technical Writing and Communications for Mechanical Engineering

Designed for students in the Mechanical Engineering program, this course further develops technical writing and speaking skills. Students will apply research techniques to produce informal and formal reports, proposals, and case analyses. They will also work in groups to develop collaborative writing and project management skills and will prepare oral presentations that reflect industrial situations. Students with credit for CMNS 142 or 143 cannot take this course for further credit. (3,0,0)

Prerequisites:
- CMNS 132 or CMNS 133 or PCOM 132 or ENGL 132

Corequisites:
- MECH 240

CMNS 152-3-3
Writing in Health and Human Services
formerly PCOM 152

This course applies theoretical understanding to the practical skills needed by the successful writer working in health and human services. Students learn when, why, and how to inform, analyze, and persuade. The principles of clear, persuasive writing are applied to genres common in the helping professions. This course can only be used for credit in the Human Service Work and Therapist Assistant diploma programs. (3,0,0)

Prerequisites:
- ABE ENGL 0121 or English 122 or English Studies 122 or English 12 First Peoples² or AP English Language & Comp. 12² or Technical Professional Comm 12² or Language Proficiency Index³
CMNS 160-3-3
Introduction to Film Studies
Formerly FILM 100 An introduction to the critical study of film. The course will provide students with a grounding in the history of film and in a range of methods of analyzing cinematic content. Discussions will address film theory, technical and aesthetic aspects of film, the economics of the industry, and the interpretation of film in cultural, social and political contexts. This course is also offered as ENGL 160. Students with credit for FILM 100 or ENGL 160 cannot take this course for further credit. (3,0,0)

Prerequisites:

CMNS 200-3-3
Communications in the Everyday
This course focuses on the relationship between language and our everyday experience of the world. In particular, language as a symbolic system of meaning and its influence on our thinking, our beliefs, our desires, our emotions, and our relationships will be examined. The function of language in relation to power, discourse communities, and the formation of identity will be studied. (3,0,0)

Prerequisites:

• 3 credits CMNS or second-year standing required

CMNS 201-3-3
Career Communication & Strategy
In this course, students further develop their critical reading, writing, and presentation skills as these relate to theoretical and professional communication. Particular attention will be paid to career correspondence, self-promotion and branding, and collaborative communication skills. (3,0,0)

Prerequisites:

• 3 credits of 1st year Communications

CMNS 215-3-4
Public Speaking
This course guides students to furthering their public speaking skills for post-secondary and professional contexts. Students will advance their verbal & written skills (e.g. rhetorical skills, speech structure, research, and slide text editing) and nonverbal communication (e.g. gesture, paralanguage, and images) for developing public presentations. This course includes an added lab for presentation skill practice. (2,0,2)

Prerequisites:

• 3 credits CMNS or Second year standing.

CMNS 230-3-3
Communication and Culture
This course focuses on the major approaches to studying and understanding communication. It will explore the diverse cultural, historical, and intellectual contexts from which various theoretical currents have emerged. This course will enable students to critically question and understand how meaning is created in both mainstream and marginalized communities. (3,0,0)

Prerequisites:

• 3 credits CMNS or second-year standing required

CMNS 235-3-3
Professional Writing and Communications
This course introduces students to written professional communication, including organizational communication, employee communication, report and proposal writing, customer communications, public relations, marketing and advertising and communication theory. This course is also offered as ENGL 235. Students with credit for ENGL 235 cannot take CMNS 235 for further credit. (3,0,0)

Prerequisites:

• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

CMNS 240-3-3
The Culture of Television
This course examines the medium of Television as a cultural icon, a significant reflector and determinant of cultural moods and ideas, and as the dominant communications medium of the twentieth century and beyond. Emphasis will be placed on interrogating televisual programming and advertising, and charting Television's rise to media ascendency. (3,0,0)

Prerequisites:

• 3 credits CMNS or second-year standing required

CMNS 250-3-3
Cultural Industries in Canada
This course introduces students to the Canadian media and cultural industries. It explores the history, structure, economics, and regulatory policies of Canada's mass media sectors. Topics include: the role and definition of culture; public versus private control of culture; cultural industries and national (and regional) identity; the right of creators of cultural products versus distributors; and Canadian cultural industries and products globally. (3,0,0)

Prerequisites:

• 3 credits CMNS or second-year standing required
CMNS 260-3-3
Topics in Communications
This course is an examination of selected topics in Communications. Topics may include: popular music and society, film studies, visual communication, language and gender, and language and culture. Consult with the department for current offerings. With different topics this course may be taken more than once. (3,0,0)

Prerequisites:
• 3 credits CMNS or second-year standing required

CMNS 270-3-3
New Media
This course offers a socio-historical examination of the technology of new media, surveying critical theories to understand the relationship between Information Technology (IT) and materialism, consumerism, and cultural identity at multiple levels of social engagement. The role of IT in the evolution of communication practices in contemporary life will be examined. (3,0,0)

Prerequisites:
• 3 credits CMNS or second-year standing required

CMNS 280-3-3
Applied Communication
This course focuses on the theory and practice necessary to producing professional, client-based documents such as analytical research reports, public relations resources, or marketing materials. Students will work through the production process typical of the given project: developing proposals, planning the project, completing theoretical and empirical research, developing a conceptual framework, organizing materials, designing visuals, and managing production. (3,0,0)

Prerequisites:
• 3 credits CMNS or second-year standing required

CMNS 290-3-3
Introduction to Video Game Studies
While highly popular, video games are probably the least understood, theorized and explored form of media. This course will look at video games as a cultural phenomenon. While reflecting on concepts such as race, class, identity and gender, this course examines the contexts and content of video games and their impact on players, audiences, and society. (3,0,0)

Prerequisites:
• 3 credits CMNS or second-year standing required

CMNS 295-3
Directed Studies in Communications
Students will undertake a supervised project in Communications. Students will produce a project proposal, a progress report, and a final written report.

Prerequisites:
• second-year standing
• the agreement of a Department of Communications faculty member to supervise the project

CMNS 300-3-3
Rhetoric and Persuasion
Advanced written communication requires the knowledge and skills to write specialized texts aimed towards equally specialized readers. Such writing requires the ability to discursively adapt to the values and practices of that readership. This course will provide students a theoretical framework with which to analyze, understand, and manage the relationship between writers and readers. (3,0,0)

Prerequisites:
• third-year standing
• 6 credits Arts

CMNS 310-3-3
Visual Communication & Culture
This course examines how meaning is constructed through visual representation. Theories of visual communication, visual culture, and information visualization aid students in locating diverse applications of visualization within their cultural, historical, and practical contexts. Also offered as FINA 310. Students with credit for FINA 310 cannot take CMNS 310 for additional credit. (3,0,0)

Prerequisites:
• third-year standing
• 6 credits Arts

CMNS 320-3-3
Creative Communication
Writing clear, effective copy is crucial to implementing a marketing plan and building a unique brand identity. Delivered in a workshop style, this course will look at writing copy for both print and non-print media. The class will focus on producing specific marketing deliverables, such as brochures, press releases, advertisements and emerging hybridized deliverables like the advertorial. (3,0,0)

Prerequisites:
• third-year standing
• 6 credits Arts
CMNS 330-3-3
Public Relations
This course explains key definitions, contexts, actors, and theories of public relations, as well as the stereotypes, environmental challenges, and ethical dilemmas surrounding the profession. Students will examine the nature and purpose of public relations activity within social, political, organizational, and commercial contexts and will develop the critical and practical skills required to plan, design, and write public relations materials. (3,0,0)

Prerequisites:
• third-year standing
• 6 credits Arts

CMNS 340-3-3
Media in Action
This course explores the possibilities of participatory democracy in a digital age, examining progressive media theorists/practitioners and emerging online resources: grassroots sites dedicated to social justice, community, activism, and politics. Students will (re)discover radical media, including posters, pirate radio, podcasts, graffiti, video art, culture jamming, citizen journalism, and hacktivism, and develop the applied skills necessary to creating media and building community. (3,0,0)

Prerequisites:
• third-year standing
• 6 credits Arts

CMNS 360-3-3
Special Topics
This special topics course undertakes selected advanced topics in Communications. The range of topics to be covered include practical and/or theoretical aspects of applied writing and communications. Consult with the department for current offerings. This course may be taken more than once but with different topic emphasis. (3,0,0)

CMNS 370-3-3
Games in Everyday Life
Gamification, games-for-change and serious games are fast-growing trends that bring techniques from the game design process into several areas, including social media, business, education, or culture. This course critically examines the benefits and risks of applying game design techniques to everyday situations. In addition, this course provides students with the frameworks to design a gamified project. (3,0,0)

Prerequisites:
• Third-year standing and 6 credits Arts.

CMNS 390-3-3
Advanced Communication Issues
formerly PCOM 390
This course focuses on strategies, theories and practices that foster an open and productive communication climate. The course develops communication skills required by successful leaders and managers who work in collaborative, ethically challenging environments. Students will participate in hands-on activities and case studies that reinforce open, collaborative and productive communication. Students are advised that transfer credit is not guaranteed for 300- and 400-level courses among BC post-secondary institutions. (3,0,0)

CMNS 495-3
Directed Studies in Communications
Students will undertake a supervised project in Communications. In addition to the completion of the portfolio project itself, students will produce a project proposal, a progress report, and a final written report. Students will also deliver an oral presentation on their project to a public forum.

Prerequisites:
• fourth-year standing
• the agreement of a Department of Communications faculty member to supervise the project

Construction Assistant
Collision Repair
Computer Animation
Composition

COMP 011-80 hours
Composition 011
Students will learn writing process skills and develop critical writing, reading, and speaking abilities. Assignments will include informal and formal essays, research papers, professional communication, and responses to literature.

Prerequisites:
• ABE ENGL 070\textsuperscript{1}
or ABE ENGL 071\textsuperscript{1} and ABE ENGL 072\textsuperscript{1}
or ABE ENGL 080\textsuperscript{2}
or ABE ENGL 081\textsuperscript{2} and ABE ENGL 082\textsuperscript{2}
or a minimum ABLE test score of 72/80 and an Advanced Level writing sample.
Cook Training

**COOK 001-180 hours**
**Cook Apprenticeship I**

**COOK 002-180 hours**
**Cook Apprenticeship II**

**COOK 003-180 hours**
**Cook Apprenticeship III**

Computer Science

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Computer Science department. See prerequisite waiver.

**COSC 012-80 hours**
**Computer Science 012**
This programming course is for students continuing on to technical or degree programs. Problems are solved using structured programming concepts.

Prerequisites:
- ABE COST 011
- ABE MATH 011 or ABE MATH 012 or Principles of Math 11 or Principles of Math 12 or ABE IALG 011 or ABE MATH 085

1 minimum grade of 85 required

Also offered by Distance Education

**COSC 109-3-5**
**Technical Aspects of Operating Systems**
formerly COSC 113

This course will provide students with an overview of the UNIX and Windows operating systems. Topics include setup, processes, file systems, log files, recovery, popular daemons/services, text manipulation utilities, network utilities, shells, and scripting. Brief overviews of network troubleshooting and batch files are included. (3,2,0)

Prerequisites:
- admission to the CIS or BCIS program

Corequisites:
- COSC 111

**COSC 111-3-6**
**Computer Programming I**
This course is an introduction to the design, implementation, and understanding of computer programs. Topics include problem solving, modeling, algorithm design, and abstraction, with the emphasis on the development of working programs. This course should be followed by COSC 121. Students with credit for NTEN 112 cannot take COSC 111 for further credit. (4,2,0)

Prerequisites:
- ABE MATH 084 and ABE MATH 085 or ABE MATH 011 or ABE IALG 011 or Principles of Math 11 or Principles of Math 12 or ABE MATH 085
- Principles of Math 11 or Applications of Mathematics 11 or Math 11 Challenge Exam

1 minimum grade of 67 required
2 minimum score of 67 required

**COSC 115-1-3**
**Microcomputer Orientation**
This course is an introduction to the fundamentals of microcomputer operation and computer applications. Topics include operating system basics, disk organization, folder management and word processing. Other relevant application software will be introduced depending on the student's program. (1,2,0)

Also offered by Distance Education

**COSC 118-3-5**
**Networks and Telecommunications I**
formerly COSC 218

This course introduces the theory of practice of modern telecommunications with an emphasis on the TCP/IP (Transmission Control Protocol/Internet Protocol) stack. Students will learn to install and troubleshoot the electronic components necessary for telephony and data communications. Students with credit for NTEN 117 or COSC 218 cannot take COSC 118 for further credit. (3,2,0)

Prerequisites:
- Admission to the Electronic Engineering Technology program, or Network and Telecommunications Engineering Technology program, or the Computer Information Systems degree or diploma program.

**COSC 121-3-6**
**Computer Programming II**
This course is an advanced programming course in the application of software engineering techniques to the design and implementation of programs manipulating complex data structures. (4,2,0)

Prerequisites:
- COSC 111\(^1\) or NTEN 112\(^1\)

\(^1\) minimum grade of 60 required

**COSC 122-3-5**

**Computer Fluency**

This course provides students in all disciplines with an overview of computer technology - how computers function, how they are used and implications of their use. Students will be introduced to applications software and elementary programming concepts on microcomputers. (3,2,0)

**COSC 126-3-5**

**Systems Analysis and Design**

This course concentrates on the activities associated with developing computer-based information systems. Online systems, including all aspects dealing with the use of databases and data communications, will be emphasized. Practical work will expose students to relational database management systems within a client-server environment and may include Computer Assisted Software Engineering (CASE) tools. (3,2,0)

Prerequisites:
- COSC 111\(^1\)

\(^1\) minimum grade of 60 required

**COSC 131-3-5**

**Visual Programming**

This course is an introduction to visual programming using the Visual Programming Integrated Development Environment (IDE) platform. Students will learn how to develop and deploy Windows-based software programs. Topics include event-driven programming concepts, graphical user interface (GUI) design, Windows programming, database programming and web application development. (3,2,0)

Prerequisites:
- COSC 111\(^1\)

\(^1\) minimum grade of 60 required

**COSC 150-3-5**

**Basic Digital Circuits and Microprocessors**

Students in this course will explore the analog and digital concepts and circuits of electronics. Fundamental electrical concepts such as voltage, current and power will be studied and measured in analog AC and DC circuits. Methods for representing real world analog data in digital form will be studied along with basic digital circuits (combinational logic and sequential logic) and systems (timers, counters, microprocessors). This course is also offered as NTEN 126. Students with credit for COSC 124 or NTEN 126 cannot take COSC 150 for further credit. (3,2,0)

Corequisites:
- COSC 111

**COSC 171-3-5**

**Computer Applications for Analytical Chemistry Technology**

This course covers principles of computer operations and information systems, within the context of a lab in the physical and life sciences. Topics may include (but are not limited to): laboratory information systems, word processing, spreadsheets, database, creating webpages, computer security, remote sensing, and wireless devices. (3,2,0)

Prerequisites:
- admission to the Analytical Chemistry Technology diploma program

**COSC 180-3-5**

**Multimedia Computing**

This course enables students who are not planning a career in computer science to discover the relevance of computing to their daily lives. Students will use an object-oriented programming language to modify photograph and sound files, create collages and link sounds. These exercises prepare a student to use the scripting language features of many software applications. (3,2,0)

**COSC 205-3-5**

**Project Management**

This course focuses on the business cycle as it relates to software development including: planning, organizing, directing, monitoring and control. Particular emphasis is given to scheduling practices and solving problems when the project is behind schedule. Students will be enrolled in a computer science capstone project course concurrently and will practice implementing a variety of problem solving strategies. (3,2,0)

Corequisites:
- COSC 224

**COSC 209-3-5**

**System and Software Tools**

This course will explore graphical tools for system administration and software development on a variety
of operating systems. The students will increase the quality and productivity of their work by getting hands-on experience on system tools (disk management, basic security, recovery process, scheduling processes) and on software development tools (integrated development environment, graphical debugger, automatic documentation, software testing, versioning systems, package deployment). (3,2,0)

Prerequisites:
- COSC 121
- COSC 109 or COSC 110 or NTEN 219

1 minimum grade of 60 required

COSC 211-3-5
Machine Architecture
This course is an introduction to the conceptual structure and functional characteristics of a computer. Topics include computer organization, memory addressing schemes, and decoding and executing instructions. Laboratory assignments use the assembly language of selected machines. (3,2,0)

Prerequisites:
- COSC 121

1 minimum grade of 60 required

COSC 213-3-5
Web development with LAMP
This course focuses on web development using LAMP technology, the Linux operating system, the Apache web server, the MySQL database, and the PHP server-side scripting language. Course topics include LAMP set-up, HTML5, CSS, PHP, MySQL, fine-tuning and administration of the web server. (3,2,0)

Prerequisites:
- COSC 111

Corequisites:
- COSC 109

1 minimum grade of 60 required

COSC 219-3-5
Client-side Web Systems
This course will focus on application development on Android platform. Topics include graphical user interface design, multi-touch screen features and orientations, applications working with or without web server and databases. (3,2,0)

Prerequisites:
- COSC 121

1 minimum grade of 60 required

COSC 221-3-4
Introduction to Discrete Structures
This course is an introduction to sets, logic, combinatorics, and graph theory, as applied in computing: sets and propositions, permutations and combinations, graphs and trees, Boolean algebra, algorithms, and applications. This course is also offered as MATH 251. Students with credit for MATH 251 cannot take COSC 221 for further credit. (4,0,0)

Prerequisites:
- MATH 112 or MATH 139 or MATH 147 or MATH 149 or MATH 221

1 minimum grade of 60 required

COSC 222-3-5
Computer Data Structures
This course is an exploration of abstract data types (ADTs), their implementations, algorithms (including sorting and searching) and algorithm analysis. ADTs explored include vectors, queues, stacks, deques, lists, sequences, iterators, binary trees, search trees, priority queues, dictionaries, sets, graphs. A high-level programming language is used to study implementations during laboratory work. (3,2,0)

Prerequisites:
- COSC 121

1 minimum grade of 60 required

COSC 224-3-6
Projects in Computer Science
This capstone course for diploma students, synthesizes the material learned in the previous three semesters, including programming, systems analysis and design, networking, and database design and development, or are learning in a corequisite course, to complete a project. Students will choose a project from a selection provided by the professor. (3,3,0)

Prerequisites:
- COSC 131
- COSC 236
- COSC 304
- CMNS 123
- COSC 219
- COSC 213

Corequisites:
- COSC 205

1 minimum grade of 60 required
COSC 229-3-5  
**Introduction to Computer Graphics**  
This course conveys basic graphics principles through a representative set of language-independent algorithms, which are implemented by the student in a high-level programming language. The basic concepts of the management and interpretation of a display file and the manipulation of graphical objects are studied. (3,2,0)  

Prerequisites:  
- COSC 121¹  

¹ minimum grade of 60 required  

COSC 231-3-5  
**Principles of Computer Science**  
This course is a mathematical introduction to computer science, including procedural and data abstraction, program design methodology, models of computation, computer organization, and compilation. (3,2,0)  

Prerequisites:  
- COSC 121¹  

¹ minimum grade of 60 required  

COSC 232-3-5  
**Information System Security**  
In this course, students will explore various aspects of computing where security is important. Techniques for enforcing security will be investigated. (3,2,0)  

Prerequisites:  
- COSC 118¹  
- NTEN 117¹  

¹ minimum grade of 60 required  

COSC 236-3-5  
**Object-Oriented Systems Analysis and Design**  
This course is an introduction to object-oriented techniques in systems analysis and design. It introduces a number of tools and techniques used in object-oriented systems analysis and design (OOA&D) and builds on the OOA&D techniques from previous courses. Topics will include development lifecycles (in particular the iterative development model), analysis techniques (requirements and uses cases), design techniques (modeling methods, responsibilities and collaborations), and design patterns. (3,2,0)  

Prerequisites:  
- COSC 121¹  
- COSC 126¹  

COSC 304-3-5  
**Introduction to Database Management Systems**  
This course is an introduction to the use and operating principles of database management systems. Topics include: semantic modelling, query languages, relational calculus and algebra as applied to database design, implementation and access. Students will receive hands-on experience in accessing information using a query language. (3,2,0)  

Prerequisites:  
- COSC 126¹  
- COSC 221¹  
- BBA students admitted to the concentration in CIS will require 60% in each of the following courses COSC 121, BUAD 283, MATH 114 and of STAT 121 or STAT 124  

¹ minimum grade of 60 required  

COSC 315-3-5  
**Introduction to Operating Systems**  
This course is an introduction to batch, multiprogramming and time-sharing systems. Process synchronization and communication. Main memory allocation techniques including virtual memory. Process scheduling. Deadlock avoidance and prevention. File organization and device management. (3,2,0)  

Prerequisites:  
- COSC 222  

COSC 316-3-5  
**iOS Application Development**  
This course will focus on application development in the iOS platform. Topics include the Swift programming language, graphical user interface design, touch screen features and orientations, applications working with or without web server and databases, and 2D games. (3,2,0)  

Prerequisites:  
- COSC 213  
- COSC 222  

COSC 318-3-5  
**Network Programming**  
This course covers various related topics in client-server and peer-to-peer network program development. Students will learn how to develop and deploy multithreaded network programs through their lab work and group project. Main topics include socket programming, distributed computing, secure socket layer (SSL) certificates, data encryption and compression. (3,2,0)  

Prerequisites:  
- COSC 213  
- COSC 222
Prerequisites:
• COSC 222¹
• COSC 118¹

¹ minimum grade of 60 required

**COSC 320-3-5**
**Algorithms**
This course covers the design and analysis of algorithms, illustrated from various problem areas. Topics include: models of computation, choice of data structures, space and time efficiency, computation complexity, algorithms for searching, sorting and graph-theoretic problems, NP-complete problems. (3,2,0)

Prerequisites:
• COSC 221
• COSC 222

**COSC 326-3-5**
**Android Application Development**
This course will focus on application development on Android platform. Topics include graphical user interface design, multi-touch screen features and orientations, applications working with or without web server and databases. (3,2,0)

Prerequisites:
• COSC 213
• COSC 222

**COSC 328-3-5**
**Linux Networking**
This course focuses on various network services available in the Linux operating system. Topics include IP addressing (IPv4 and IPv6), subnetting and supernetting, file sharing and printing, domain name services, dynamic host configuration protocol, secured remote access and administration, virtual private networks, email, routing services, firewalls and system security. (3,2,0)

Prerequisites:
• COSC 118¹
• COSC 222¹

¹ minimum grade of 60 required

**COSC 331-3-5**
**Microservices and Software Architecture**
Students will be introduced to web services that interact across multiple servers and the need for optimal performance and security. The evolution of enterprise software from legacy enterprise applications to the use of microservice containers and orchestration tools will be explored. Topics will include: distributed computing, integrating existing enterprise applications with microservices, and using patterns of software architecture for design. (3,2,0)

Prerequisites:
• COSC 222¹
• COSC 236¹

¹ minimum grade of 60 required

**COSC 341-3-5**
**User Experience**
As computers become ever more prevalent, the way in which we interact with them becomes more crucial. This course will examine different types of interaction, both from a psychological perspective and a prototyping perspective. Specifically, we will look at the design through the process of sketching user experiences, with a view to getting the right design and getting the design right. (3,2,0)

Prerequisites:
• third-year standing

**COSC 360-3-5**
**Server Platform as a Service**
Students will focus on single-server deployment on a variety of cloud-native platforms (PaaS â€“ Platform as a Service). Students will explore the need to move from their own server to a cloud platform when they have hope to serve thousands of end-users. Topics may include: performant server-side scripting, cost effectiveness and efficiency, loan balancing, robustness testing. (3,2,0)

Prerequisites:
• COSC 219¹
• third-year standing

¹ minimum grade of 60 required

**COSC 404-3-5**
**Advanced Database Management Systems**
This course is a continuation and expansion of the concepts from COSC 304. Review of database environment and database design principles are included. Advanced topics include recovery and concurrency control in distributed database systems, object and object relational databases, data mining, and data warehousing. Students will design and develop database applications using state-of-the-art technology. (3,2,0)

Prerequisites:
• COSC 304¹
• third-year standing
1 minimum grade of 60 required

**COSC 414-3-5**  
**Advanced Computer Graphics**  
This course covers human vision and colour; modelling; geometric transformations; algorithms for 2-D and 3-D graphics; hardware and system architectures; shading and lighting; animation. (3,2,0)

Prerequisites:  
- COSC 229

**COSC 416-3-5**  
**Topics in Database**  
The course will focus on advanced or specialized topics in database design, modelling, and implementation. The topics may vary each time the course is offered. With different topics, this course may be taken more than once for credit. (3,2,0)

Prerequisites:  
- COSC 304  
- third-year standing

1 minimum grade of 60 required

**COSC 417-3-5**  
**Topics in Computer Networks**  
This course will focus on advanced or specialized topics in emerging network technologies. Topics may vary each time the course is offered. With different topics, this course may be taken more than once for credit. (3,2,0)

Prerequisites:  
- the corequisite of COSC 328 or the corequisite of NTEN 317

Corequisites:  
- COSC 318

1 minimum grade of 60 required

**COSC 419-3-5**  
**Topics in Computer Science**  
This course will focus on advanced or specialized topics in Computer Science. Students should consult the department chair for the specific topic to be offered in any given year. With different topics, this course may be taken more than once for credit. (3,2,0)

Prerequisites:  
- fourth-year standing

**COSC 434-3-5**  
**Database Administration**  
This course includes technical aspects of database administration; physical database design and implementation; database monitoring and fine-tuning performance; management of user privileges and roles; database security, backup and recovery. Students will receive hands-on experience dealing with specific aspects of database administration. (3,2,0)

Prerequisites:  
- COSC 404  
- COSC 315

1 minimum grade of 60 required

**COSC 436-3-5**  
**Data Warehousing**  
This course introduces students to data warehousing concepts and emphasizes hands on approach to reinforce the theory. A project is used to design and develop a data warehouse. Star schema, fact tables and dimension tables will be examined. Multi-dimensional databases are emphasized. A team project will be used to handle the process of moving data from and OLTP system to a DW with management reports through the cube and pivotal tables. Analysis Services will be used to develop OLAP cubes and OLAP reporting. (3,2,0)

Corequisites:  
- COSC 404

**COSC 437-3-5**  
**Data Mining**  
This course introduces techniques and tools used in the analysis of large volumes of data. Students will learn to process and analyze data extracted from various sources for knowledge discovery in the contexts of classification, association, clustering, and outlier detection. Students will be introduced to the Oracle Data Mining (ODM) software. (3,2,0)

Prerequisites:  
- COSC 304

Corequisites:  
- COSC 436

**COSC 448-3**  
**Directed Studies in Computer Science**  
This course is open ordinarily to students in Computer Science and may consist of supervised reading, participation in a seminar, and one or more programming projects. This three-credit course may be taken over one or two semesters. A student may
receive credit for this course twice with a different topic.

Prerequisites:
- fourth-year standing
- permission of the department

COSC 470-3-6
Software Engineering
This course explores the design and implementation of large, multi-module-program systems. Topics include the software life cycle, design tools, features and use of module-oriented programming languages, intermodule communication, and eXtreme programming. Students will require significant out-of-class time to complete this course successfully. This course is to be taken in the final year of the BCIS degree. (3,3,0)

Prerequisites:
- COSC 224 or NTEN 299
- fourth-year standing

COSC 471-3-6
Software Engineering Project
This course involves the design, implementation and test of a large software system, using a team approach. Students will require significant out-of-class time to complete this course successfully. This course is to be taken in the final year of the BCIS degree. (2,4,0)

Prerequisites:
- COSC 470
- fourth-year standing

Computer Studies

COST 060-80 hours
Computer Studies 60
Computer Studies 60 is designed for students who wish to develop basic computer skills. This course will cover basic computer knowledge, keyboarding skills, word processing, email, and internet browsing. The emphasis will be on practical applications and meaningful, personally relevant context.

COST 070-80 hours
Computer Studies 070
An introductory course including keyboarding skills, basic computer terminology, basic computer applications, Email and Internet searching.

Corequisite: ENGL 070 or equivalent

Corequisites:
- ABE ENGL 070

COST 075-40 hours
Selected Topics in Computer Studies
Topics in Computer Studies may include, but is not limited to, keyboarding, computer history, computer hardware, productivity software, assistive technology, and the Internet. This course may be taken more than once with a different topic emphasis.

Prerequisites:
- ABE ENGL 060\(^1\)
or ABE ENGL 061\(^1\) and ABE ENGL 062\(^2\)or minimum ABLE test score of 56/80 and an Intermediate Level writing sample

\(^1\) minimum grade of 60 required

COST 085-40 hours
Selected Topics: Computer Studies
Topics in Computer Studies may include, but is not limited to, keyboarding, computer history, computer hardware, productivity software, assistive technology, and the Internet. This course may be taken more than once with a different topic emphasis.

Prerequisites:
- ABE COST 075\(^1\); and ABE ENGL 060\(^1\)
or ABE ENGL 061\(^1\) and ABE ENGL 062\(^2\)or minimum ABLE test score of 68/80 and an Intermediate Level writing sample

\(^1\) minimum grade of 60 required

COST 095-40 hours
Topics in Computer Studies
Topics in Computer Studies may include, but is not limited to, keyboarding, computer history, computer hardware, productivity software, assistive technology, and the Internet. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- or minimum ABLE test score of 72/80 and a Provincial Level writing sample

COST 011-80 hours
Computer Studies 011
This course provides students with specific skills in word processing, spreadsheets, graphics, and Internet use. Computer hardware, operation and social issues are explored.

Prerequisites:
- ABE MATH 062 and ABE COST 070

Corequisites:
- ABE ENGL 080 and ABE COMP 011
COST 012-80 hours
Computer Studies 012
Application and extension of Computer Studies 011 skills. This course consists of a minimum of two of the following modules: information technology, publishing/presentation, advanced spreadsheets, database management, networking, and programming.

Prerequisites:
• ABE COST 011

Criminology

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

CRIM 111-3-3
Introduction to Criminology
This course will examine different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation and treatment, criminology as a body of knowledge and as a profession, and the position and subject matter of criminology. The relationship between criminology and other disciplines will be studied. (3,0,0)

CRIM 121-3-3
Introduction to the Criminal Justice System
This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. Examinations of the pattern of crime and victimization; police operations, discretion and decision making; the criminal courts, including sentencing; the corrections systems, including correctional institutions and community-based models are included. (3,0,0)

CRIM 203-3-3
Psychological Perspectives on Crime and Deviance
In this course students will be introduced to psychological theories of criminal and deviant behaviour. Biological, psychiatric, and psychosocial explanations of crimes and deviance will be covered. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

CRIM 204-3-3
Women, Crime and Justice
In this course we will examine the history of women and crime and consider crime as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constructs women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social order. This course is also offered as GSWS 204 and SOCI 204. Students with credit for WMST 204 or GSWS 204 or SOCI 204 cannot take CRIM 204 for further credit. (3,0,0)

Prerequisites:
• CRIM 111 or SOCI 111 or WMST 100 or GSWS 100

CRIM 210-3-3
Law, Youth and Young Offenders
This course involves an analysis of the definition and control of youthful misconduct in a historical and contemporary context. Topics focus on changes in the concepts of juvenile delinquency and the young offender as related to legislation, public perceptions and media representations of youth crime, theories of youth crime and delinquency, and programs and services established to deal with young offenders. (3,0,0)

Prerequisites:
• CRIM 111
• CRIM 121

CRIM 220-3-3
The Politics of Human Rights
This course introduces students to the issues of human rights with respect to international, regional and national politics, and legal conventions. It will study the origins of the current human rights regime; the transformations and extensions of human rights into the second-and third-generation rights; the institutionalization of human rights in the global arena and the limitations of the international treaty system. The last section of the course examines several distinct human rights issues such as torture, genocide, humanitarian intervention, and punitive and restorative justice. This course is also offered as POLI 220. Students with credit for CRIM 220 cannot take POLI 220 for further credit. (3,0,0)

Prerequisites:
• POLI 101 or second-year standing

CRIM 230-3-3
Criminal Law
This course involves an examination of the nature, sources, and basic principles of criminal law. The distinctions between mens rea and actus reus, between regulatory offences and real crimes, and between strict and absolute liability are the focus of the course. Modes of participation in crime, the range of legal defenses, and the impact of the Canadian Charter of Rights and Freedoms will also be examined. (3,0,0)
Prerequisites:
- CRIM 235

CRIM 235-3-3
Canadian Law and Legal Institutions
Formerly CRIM 135
This course is an introduction to the foundation and operation of basic legal institutions in Canada. Students will explore common and civil law, the historical, political, economic and social contexts within which legal institutions operate, and the fundamentals of law creation and interpretation. (3,0,0)

Prerequisites:
- CRIM 111
- CRIM 121

CRIM 240-3-3
Applied Ethics for Criminal and Social Justice Professions
This course examines ethical issues confronting professionals in the criminal and associated justice systems. Topics focus on the philosophy of morals and ethics, professional ethical codes and restraints on professional conduct, ethics of decision-making, conflicts between the professional's duty to protect society and his/her duty to the client, concerns regarding privileged communications and confidentiality. Students with credit in PHIL 250 may not take CRIM 240 for additional credit. (3,0,0)

Prerequisites:
- CRIM 111
- CRIM 121

CRIM 260-3-3
Social Science Research Methods
This course introduces students to common research techniques that are used in the social sciences. Topics include quantitative and qualitative research design, data collection, sampling procedures, interpretation and analysis of data, ethics, and report writing. The perspective is an inter-disciplinary approach to research methodologies. (3,0,0)

Prerequisites:
- 6 credits of PSYC and/or SOCI

Collision Repair Technician

CRTF 101-6 hours
Introduction to Collision Repair
This course provides the student with an insight into the collision repair industry and will involve a tour of a collision repair facility. The students will be given orientation on the program and student requirements.

CRTF 102-18 hours
Safety in the Collision Repair Industry
This course covers WHMIS, WCB, shop safety procedures, material handling, storage and PPE requirements.

CRTF 103-18 hours
Applied Shop Practices
This course covers processing technical documents such as estimates and work orders, as well as locating and interpreting technical documents. Topics include deciphering vehicle identification plates and using shop terminology. It also covers the use of computers and the internet as they apply to the collision repair industry.

CRTF 104-18 hours
Tools and Equipment
This course involves the selection, maintenance and safe operation of automotive collision repair tools and equipment. Covered material includes hand and power tools, compressors, spray booths, jacking and hoists.

CRTF 105-30 hours
Body Structure and Components
This course involves the identification of various body structures and their components, bolt-on panel replacement and alignment techniques as well as full frame and unitized structure service techniques. It also includes mechanical component identification, and an in depth lesson on fastener technology.

CRTF 106-24 hours
Fixed and Moveable Glass
This course covers identification, installation and service of all types of OEM automotive fixed and moveable glass. It also includes glass polishing and aftermarket film application as well as various leak detection methods.

CRTF 107-30 hours
Cutting and Heating Technologies
This course introduces the student to various methods of cutting and heating metallic substrates found on today's vehicles. Technologies included are Oxy-Acetylene, Plasma Arc, and Induction Heating.

CRTF 108-60 hours
MIG Welding Steel
This course covers MIG butt, lap and plug welding techniques on all gauges and types of automotive steels. Other topics covered include MIG Brazing, out of position steel welding techniques and reference to OEM welding standards to today's high-tech steels.
CRTF 109-60 hours
MIG Welding Aluminum
This course covers MIG butt, lap and plug welding techniques on automotive grade aluminum. The course demonstrates various processes involved including conventional IG, Push Pull Feeder and Spool Gun use.

CRTF 110-36 hours
TIG Welding Steel and Aluminum
This course introduces the student to the Tungsten Inert Gas welding procedures for Steel and Aluminum. Techniques introduce include lap, butt and plug welding.

CRTF 111-60 hours
Automotive Sheet Metal Repair Fundamentals
This course exposes the student to various sheet metal damage repair techniques used in the collision repair industry. It also includes an introduction to paintless dent repair and the latest tools and techniques used in the collision repair industry.

CRTF 112-30 hours
Plastic Repair Technologies
This course involves the repair and replacement of multiple types of plastics found on today's modern vehicles. Topics include means of identification, plastic welding and adhesive repair using the latest materials and techniques found in industry.

CRTF 113-24 hours
Composite Plastic Repair Technology
This course covers the repair and replacement of fibre-reinforced plastics such as FRP, SMC and SRIM. Topics include repair, sectioning and full panel replacement procedures.

CRTF 114-30 hours
Aluminum Repair
This course covers all aspects of aluminum repair. Topics include methods of identifying the various series of aluminum, properties, annealing procedures and specialized techniques required for successful repairs.

CRTF 115-18 hours
Aluminum Panel Replacement
This course covers all aspects of aluminum panel replacement. Topics include welded panel replacement, adhesive bonding procedures and mechanically fastened panels.

CRTF 116-60 hours
Surface Preparation
This course exposes student to the various steps involved in preparing a vehicle surface for the refinishing process. Substrate evaluation, abrasives, masking, specialized tools and sanding techniques are covered in this course.

CRTF 117-60 hours
Undercoats
This course exposes the student to the types, proper usage, and application techniques of the various type of automotive undercoats used in the refinishing process. New technology such as waterborne primer surfacers are covered in this course.

CRTF 118-18 hours
Topcoats for the Collision Technician
This course exposes the student to the types, proper use and application techniques of the various type of automotive topcoats used in the refinishing process. Included topics are spot repairs and blending. This component is necessary to maintain alignment with the National Occupational Analysis and Inter-Provincial Certification for Collision Repair technicians.

CRTF 119-12 hours
Detailing
This course exposes the student to the steps and techniques in preparing a refinished vehicle for delivery to the customer. This component is necessary to maintain alignment with the National Occupational Analysis and Inter-Provincial Certification.

CRTF 120-30 hours
Unibody Panel Replacement and Sectioning
This course covers the full or partial replacement of cosmetic and structural panels on unitized vehicles. Panel bonding and STRSW are introduced in this course as well. OEM and I-Car procedures are covered in depth throughout this component of training.

CRTF 121-30 hours
Full Frame Replacement and Sectioning
This course focuses on procedures approved by the OEM and I-Car. Sectioning and full frame replacement is the principal topics. Repair/replace decisions, heating, welding and riveting considerations are also covered.

CRTF 122-12 hours
Corrosion Protection and NVH Technologies
This course covers methods for restoring corrosion protection and NVH materials to the vehicle structure post-collision. Other topics include seam sealing technology and undercoating.

CRTF 123-24 hours
Mechanical Components 1 - Heating/Cooling/HVAC
This course gives the student the ability to service
components related to the heating, cooling and air condition system. Topics include evacuation and recharging of A/C components, coolant system flushing and HVAC overhaul(retrofit).

CRTF 124-12 hours  
**Mechanical Components 2 - Electrical Systems**  
This course exposes the student to the fundamentals of electricity. Topics include implementation of Ohm's law, troubleshooting faults, wiring repairs, batteries and basic DVOM use.

CRTF 125-12 hours  
**Mechanical Components 3 - Hybrid Vehicle Technology**  
This course covers the complexities of the Hybrid electrical systems found on today's modern vehicles. Safe handling, disabling and enabling the systems are covered in this course.

CRTF 126-12 hours  
**Mechanical Components 4 - Electronic Diagnostics**  
This course covers the use of scan tools and metering devices used to diagnose fault codes in the various computer controlled systems on today's modern vehicles. Code retrieval, diagnostic charts, troubleshooting and repair through the flow of diagnosis are components of this course.

CRTF 127-30 hours  
**Mechanical Components 5 Restraint Systems**  
This course exposes the student to supplemental restraint systems. Components of the course include diagnosis, service, replacement and repair of frontal, side impact and rollover protection systems.

CRTF 128-12 hours  
**Mechanical Components 6 - Braking Systems**  
This course covers the fundamentals of today's modern braking systems. Topics include basic brake service, ABS braking systems and diagnostics.

CRTF 129-12 hours  
**Mechanical Components 7 - Fuel & Exhaust Systems**  
This course focuses on the various components of the fuel delivery system and the exhaust system from a collision repairer's standpoint. Components included are fuel system electronics and hardware and exhaust system service.

CRTF 130-12 hours  
**Mechanical Components 8 - Drivetrain & Mounts**  
This course introduces the student to the various mechanical and driveline components that are found on today's vehicles. Identification and inspection along with the R&I procedures are the main focus of this course.

CRTF 131-60 hours  
**Collision Impact Analysis**  
This course introduces the student to the various forces present during a collision. Topics covered include inertial damage to the body/frame structure, mechanical and interior components.

CRTF 132-60 hours  
**Measuring Collision Damage**  
This course covers methods of determining collision damage through the principles of measuring. Topics include new measuring technologies, damage conditions, measuring tools, repair plan/damage tracking and the use of computer based measurement programs.

CRTF 133-60 hours  
**Anchoring Systems & Principles**  
This course covers the anchoring techniques required for full frame and Unibody structures. Topics covered are anchoring relative to structure and damage type, supplemental anchoring, and anchoring systems.

CRTF 134-90 hours  
**Structural Pulled and Straightening**  
This course covers the techniques and processes required to correct collision damage through the application of controlled force. Topics include multiple pulls, challenges with new steel technologies and structures, and heat application to structure.

CRTF 135-60 hours  
**Advanced Repair & Sectioning Techniques**  
This course exposes the student to the latest changes in vehicle construction technologies and repair techniques. Topics include OEM repair and sectioning recommendations and information on how to retrieve on-line technical information.

CRTF 136-60 hours  
**Wheel Alignment & Damage Diagnosis**  
This course focuses on wheel alignment and how it relates to collision repair. During the course the student will learn the fundamentals of wheel alignment, troubleshooting driveability problems and diagnosing collision damaged steering and suspension.

CRTF 137-18 hours  
**Business Management & Insurance Liaison**  
This course describes the business practices of today's body shop. Entrepreneurship and customer relations as well as computer-based and manual estimating practices are covered in depth.

CRTF 138-12 hours  
**Preparation for Employment**  
This course prepares the student for the challenge of
securing employment. Interpersonal skills, resume writing and job searching tools are topics covered.

Custodial Worker

CW 03-30 hours
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 finishes and sealers. (30 hours)

CW 04-16 hours
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. (16 hours)

CW 05-60 hours
Work Experience
Individually-arranged placement in appropriate settings for up to 60 hours of practical work experience. (Optional)

CW 06-33 hours
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. (33 hours)

CW 07-15 hours
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.

Dental Administrative Assistant

DAA 100-15 hours
Communication Skills
Positive and effective communication and conflict resolution skills are crucial to good working relationships with co-workers and customers. Students will study communication styles, strategies for effective communication, and basic conflict resolution skills and techniques.

DAA 101-39 hours
Introduction to Dentistry
This course includes introductory information on the relevant dental and medical specialities, dental terminology, tooth anatomy, patient records, and basic dental procedures.

DAA 102-66 hours
Dental Office Procedures and Computers
This course is an overview of the different types of dental insurance and their rules and regulations as well as basic office procedures. Topics covered include accounting basics, introduction to dental computer programs, telephone and digital communication skills, and record keeping, including reports and activities.

Developing Reading & Writing Skills

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

DRWS 010-76 hours
Developing Reading & Writing
This course is a continuation of literacy skill development and may include reading, writing, numeracy, and essential/employability skills. A variety of real-life and fictional materials are used as the basics for learning activities. Under the direction of a literacy instructor, learners study one-to-one with a volunteer tutor or in a small group. Hours of study depend upon the individual needs of the student.

Prerequisites:
• normal or corrected vision and hearing

Desktop Support Technician

Education Assistant

EA 111-12 hours
School Organization
This course provides an introduction to the organizational structure and administration of School Districts. Particular attention is given to the role of Education Assistants in the classroom and school, relationships with other community service providers, ministerial categories and funding structures.

EA 112-30 hours
Education and Child Development
This course provides learners with an overview of major theories of child development and information about how social and biological influences can affect child development. Learners are introduced to general
educational practices with particular attention given to individualized instruction, cooperative learning and the importance of creating a positive learning environment. Learners develop an understanding of the need for differentiated curriculum, an awareness of learning difference and how learning differences can impact access to curriculum.

**EA 113-120 hours**  
**Workshop**  
Learners explore current and relevant topics that prepare them for work as an Education Assistant.

**EA 114-30 hours**  
**Translating and Supporting Behaviour**  
This course provides learners with a theoretical foundation for understanding how students communicate through behaviour. Learners gain skills in observing and identifying causes and purposes for behaviours. Strategies and information for positively supporting behaviours are also provided.

**EA 115-48 hours**  
**Implementing and Integrating Curriculum**  
This course provides learners with an overview of an Education Assistant's role in the implementation of core competencies, curriculum and a student's IEP (Individualized Education Plan). Learners develop the skills required to implement modifications and adaptations of curriculum to meet the unique needs of students.

**EA 116-21 hours**  
**Technology in Education**  
This course introduces learners to the use of technology in education and how it can enhance the learning experience. Learners explore commonly used applications and online educational resources.

**EA 121-12 hours**  
**Issues in Education**  
This course introduces key educational issues that can impact the role of the Education Assistant with an emphasis on the principles of inclusion.

**EA 122-54 hours**  
**Supporting Educational Domains**  
This course provides learners with an overview of disorders, syndromes, disabilities and challenges that affect children and adolescents. The course provides strategies to create a successful learning environment using a strength based on approach and appreciation of different learning styles. Learners are also provided with strategies to support the cultural, social, emotional, cognitive and physical health of students.

**EA 123-60 hours**  
**Workshop II**  
Guest speakers and activities that focus on topics such as Autism Spectrum Disorder and Fetal Alcohol Spectrum Disorder will be included. Development of the imagination and creative ability of each student in the program will be addressed through hands on activities. A review of academic skills as well as a debriefing of the practical experience gained during the program will also be included.

**EA 124-120 hours**  
**Practicum**  
The practicum provides the learner with the opportunity to integrate theory into practice at one of the approved practicum sites.

**English for Academic Purposes**

**EAPD 010-140 hours**  
**Academic Discussion Skills 1**  
Students will develop their abilities in speaking through engaging in discussions and conversations, reporting personal information, asking and answering questions, and other oral strategies appropriate to this intermediate level. Cultural diversity will be integrated into the course, and listening activities will utilize text-based and classroom exercises, as well as a variety of media, including web-based audio.

Prerequisites:
- ELLS 0301 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 3 Discussion on OCELA.

1 minimum grade of 65 required  
2 minimum score of 4.5 required  
3 minimum score of 052 required

**EAPD 020-140 hours**  
**Academic Discussion Skills 2**  
This second course in academic listening and speaking will focus on developing skills for participation in academic discussions. Group discussions and oral presentations will be part of the course, as will less-formal English such as conversation gambits through idioms and pronunciation such as reductions, contractions, assimilations. Listening content will include both Canadian and other cultural material through a variety of media.

Prerequisites:
- EAPD 0101 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 5 Discussion on OCELA.

1 minimum grade of 65 required  
2 minimum score of 5.0 required  
3 minimum score of 060 required
EAPD 030-140 hours
Academic Discussion Skills 3
This is the third course in academic listening and speaking. Students will continue developing their ability to understand and be understood in general academic settings. Fluency, pronunciation, and intonation will be emphasized at the appropriate level. Writing skills such as note-taking, critiques, and summaries related to listening and speaking are also developed. Class and lab time include guest speakers and audio/visual materials. Cultural awareness is part of the course through a variety of activities including special events.

Prerequisites:
- EAPD 0201 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 6 Discussion on OCELA.

1 minimum grade of 65 required
2 minimum score of 5.5 required
3 minimum score of 071 required

EAPD 040-70 hours
Academic Discussion Skills 4
This is the fourth course in academic listening and speaking. Classwork will help prepare students for full time academic studies. Course content will emphasize critical listening skills of rapid, colloquial or regional language, and discussion strategies will be included while integrating pronunciation components for near-fluent speakers. Note-taking strategies will focus on intent and purpose, factual details, key words, and inferred meaning.

Prerequisites:
- EAPD 0301 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 7 Discussion on OCELA.

1 minimum grade of 65 required
2 minimum score of 6.0 required
3 minimum score of 079 required

EAPR 010-70 hours
Academic Reading Skills 1
This intermediate course prepares students for academic reading. Skills such as skimming, scanning, predicting, recognizing bias and deducing meaning are developed through the reading of articles, short essays and fiction.

Prerequisites:
- ELR 0301 or IELTS2 or TOEFL Internet Based Score3

1 minimum grade of 65 required
2 minimum score of 4.5 required
3 minimum score of 071 required

EAPR 020-70 hours
Academic Reading Skills 2
In this high intermediate reading course, students will improve their academic reading skills through the reading and analysis of a variety of articles, academic texts, and short stories.

Prerequisites:
- EAPR 0101 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 5 Reading on OCELA.

1 minimum grade of 65 required
2 minimum score of 5.0 required
3 minimum score of 060 required

EAPR 030-70 hours
Academic Reading Skills 3
In this advanced reading course, students will analyze a variety of academic texts and works of fiction. Classroom activities will include reading skills development to improve comprehension and vocabulary, as well as analytic and critical thinking skills.

Prerequisites:
- EAPR 0201 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 6 Reading on OCELA.

1 minimum grade of 65 required
2 minimum score of 5.5 required
3 minimum score of 071 required

EAPR 040-70 hours
Academic Reading Skills 4
This is the final and most advanced course in the academic reading program. Students will read and analyze a variety of lengthy, complex texts. Classroom work will include reading activities designed to continue developing advanced skills such as interpreting, analyzing and making inferences.

Prerequisites:
- EAPR 0301 or IELTS2 or TOEFL Internet Based Score3 or placement at Level 7 Reading on OCELA.
English for Academic Purposes

Writing

EAPW 010-70 hours
Academic Writing Skills 1
Students will develop writing skills to write effective paragraphs. Practice will include sentence combining and learning paragraph structure, vocabulary building, and intermediate-level grammar.

Prerequisites:
• ELW 030¹ or IELTS² or TOEFL Internet Based Score³ or placement at Level 4 Writing on OCELA.

EAPW 020-70 hours
Academic Writing Skills 2
This writing course will develop students’ intermediate writing skills. This course will offer grammar practice and writing assignments which will enable students to write grammatically correct, well-organized and fully-developed paragraphs. The academic essay will also be introduced.

Prerequisites:
• EAPW 010¹ or IELTS² or TOEFL Internet Based Score³ or placement at Level 5 Writing on OCELA.

EAPW 030-70 hours
Academic Writing Skills 3
Students in this academic writing course will focus on more complex essay writing, such as cause/effect, comparison/contrast, and argumentative essays. Students will also be introduced to research essays with emphasis on appropriate use of paraphrasing strategies, citation styles and grammar structures.

Prerequisites:
• EAPW 020¹ or IELTS² or TOEFL Internet Based Score³ or placement at Level 6 Writing on OCELA.

EAPW 040-70 hours
Academic Writing Skills 4
This most advanced course in writing develops writing ability for academic purposes. This course focuses on developing students’ ability to write a research paper, a literature essay and academic essays of greater complexity and length.

Prerequisites:
• EAPW 030¹ or IELTS² or TOEFL Internet Based Score³ or placement at Level 7 Writing on OCELA.

Early Childhood Education

ECDE 111-60 hours
Interpersonal and Personal Communication Skills
This course prepares the learner to communicate effectively with a variety of individuals using effective communication techniques. Learners will be able to understand the dynamics of families and clarify their own beliefs and values to enhance interpersonal relationships.

Prerequisites:
• admission to Early Childhood Education Diploma program

Corequisites:
• ECDE 113 and ECDE 116 and ECDE 117

ECDE 112-60 hours
Child Development Conception to 3 years
This course provides the learner with an in-depth study of child development from conception through to the end of age two. Developmental expectations are clearly linked to programming opportunities so that planning decisions are made that most appropriately facilitate the growth of all children in inclusive environments. Curricular play resources will be explored in subject areas that develop skills in social, emotional, physical, intellectual and creative developmental realms.

Prerequisites:
• admission to Early Childhood Education Diploma program

ECDE 113 and ECDE 116 and ECDE 117
ECDE 113-60 hours
Child Development 3-12 years of Age
This course provides the student with an in-depth study of child development from three to twelve years. Developmental expectations are explored and linked to children's programming. The critical elements of best practice are examined in terms of encouraging the overall development of children within inclusive environments.

Concurrent Registration: ECDE 114

ECDE 114-75 hours
Planning for Early Childhood Education
This course provides opportunities to plan and implement curriculum for children 3-12 years of age. Developmental expectations and specific measurable goals will link to programming so that planning decisions are made that facilitate the growth of all children in inclusive environments. Curricular play resources will be explored in subject areas that develop skills in all developmental areas.

Concurrent Registration: ECDE 113

ECDE 115-60 hours
The Early Childhood Profession
formerly ECE 111 This course will provide the student with an overview of the field of Early Childhood Education, provincially, nationally and internationally. Legislation, child abuse, anti-bias, children's rights, historical factors influencing the field, and different philosophical models will be explored.

Prerequisites:
• admission to Early Childhood Education Diploma program

ECDE 116-45 hours
Observing and Documenting Children's Development
This course is designed to teach students the many techniques available to accurately observe and record children's developmental behaviors. Students will have an opportunity to observe and compare a variety of learning environments.

Concurrent Registration: ECDE 117

ECDE 117-90 hours
Observing and Documenting Children's Development Practicum
This course is designed to allow students to practice the many techniques available to accurately observe and document children's developmental behaviors. Students will have the opportunity to interact with children in early learning environments as well as practice beginning levels of professional communication with supervisors and other centre staff.

Concurrent Registration: ECDE 116

ECDE 121-45 hours
Group Process
This course builds upon interpersonal communication skills developed in HSS 101. Students will learn the skills of productive problem solving, conflict resolution and steps to building collaborative relationships in the early childhood environment.

Prerequisites:
• ECDE 111
• ECDE 112
• ECDE 113
• ECDE 114
• ECDE 116
• ECDE 117

ECDE 122-60 hours
Health, Safety and Nutrition
This course provides learners with the knowledge and skills necessary to promote the well-being of children. Illness recognition, prevention, and universal precautions will be explored. The role of nutrition in wellness, development of life-long eating habits, menu-planning, food handling and safety will be addressed. The provision of safe environments as required by licensing standards and 'best practice' will be discussed.

Prerequisites:
• ECDE 129 or permission of the department

Also offered by Distance Education

ECDE 123-60 hours
Families
In this course students are introduced to the concept of "family" within the context of a caregiving environment. Developmental stages, member roles, cultural influences and issues of bias and inclusiveness are examined, with links to the student's own family of origin.

Prerequisites:
• ECDE 111
• ECDE 112
• ECDE 113
• ECDE 114
• ECDE 115
• ECDE 116
• ECDE 117
ECDE 124-60 hours
Guiding and Caring
Students will learn the skills necessary to guide children's behaviour in respectful ways, and to positively influence children's social and emotional development.

Prerequisites:
- ECDE 111
- ECDE 112
- ECDE 113
- ECDE 114
- ECDE 116
- ECDE 117

ECDE 129-225 hours
Practicum II
This seven-and-one-half-week, 30 hour-per-week, block practicum will serve as the student's primary introduction to childcare settings. The student will have the opportunity to interact with children in a respectful and playful way, over an extended period. The student will refine and apply their observation skills and use them effectively for planning activities with children. Students will practice guidance skills with children, and further enhance their professional communication with centre staff and families.

Prerequisites:
- ECDE 121
- ECDE 122
- ECDE 123
- ECDE 124

ECDE 211-45 hours
Professionalism
Students will develop an appreciation for their role as a professional in the lives of young children. They will look at ways to be a change agent through advocacy and work within the ECEBC Code of Ethics.

Prerequisites:
- ECDE 129

ECDE 212-60 hours
Advanced Program Planning
This course builds upon learning around child development and responsive planning. The focus now extends to the program context, with an emergent and inclusive approach to the caregiver's role as planner within the play environment. While learning the skills of creating programs for all children, students will have the opportunity to explore their own philosophy of play-based learning for young children.

Prerequisites:
- ECDE 129

ECDE 213-60 hours
Working with Families and Community
In this course students take the opportunity to explore the contexts affecting the child and incorporate their influence in the early childhood environment. Topics include communication climates for respectful interaction with family and community, supporting parents in building healthy relationships with their children, accessing community, provincial and federal resources and working in multidisciplinary teams.

Prerequisites:
- ECDE 129

ECDE 214-60 hours
Practices in Infant Toddler Care
In this course learners will explore models of infant and toddler care and reflect upon program similarities and differences. During this process, students have the opportunity to reflect on observations, and integrate their own thinking around the ecology of under three care and education.

Prerequisites:
- ECDE 129

ECDE 219-215 hours
Practicum III
This block practicum will serve as the student's integration practicum. The student will synthesize learning with practical application over an extended period, while articulating and demonstrating their personal philosophy of caring for young children. The student will refine and apply observation skills, effective planning, guidance skills, and professional communication with centre staff and families.

Prerequisites:
- ECDE 211
- ECDE 212
- ECDE 213
- ECDE 214

ECDE 222-75 hours
Developmentally-Responsive Environments for Under Threes
In this course the learner participates in an indepth study of infant and toddler development. Caregiving needs specific to children under three are linked to developmentally appropriate and responsive program planning decisions. The focus is on the building of respectful relationships with infants and toddlers.

Prerequisites:
- ECDE 219
ECDE 223-60 hours
Administration
Students will develop the skills necessary to work effectively as a room supervisor and childcare centre manager. Emphasis will be on needs assessment and budgeting, leadership, relevant legislation, staff development, policy development and marketing, in the context of inclusive environments.

Prerequisites:
• ECDE 219

Also offered by Distance Education

ECDE 224-60 hours
Inclusive Practice Theories
In this course, students will explore causes and characteristics of exceptionalities and their behavioural implications within inclusive environments. A review of historical issues around exceptionality and inclusion will be undertaken. Students will gain understanding around environmental adaptation to meet the needs of all children.

Prerequisites:
• ECDE 219

ECDE 225-60 hours
Inclusive Practice Strategies
This course builds on knowledge of characteristics and conditions of exceptionality to develop the ability to plan for developmental exceptionalities in all realms. The role of the caregiver within an inclusive environment and transdisciplinary team is examined, as well as looking at ways to support families in an inclusive environment.

Prerequisites:
• ECDE 219

ECDE 229-210 hours
Practicum IV

Prerequisites:
• ECDE 222
• ECDE 223
• ECDE 224
• ECDE 225

ECDE 239-210 hours
Practicum for Infant Toddler Specialty
In this course learners have the opportunity to work as a team member in an Infant and Toddler setting. This course will focus on the provision of holistic, developmentally responsive specialty care in response to infant and toddler needs within the community.

Prerequisites:
• ECDE 213
• ECDE 214
• ECDE 222
• ECDE 223

Early Childhood Education - Infant Toddler

ECE 231-120 hours
Developmentally-Responsive Environments for Under Threes
In this course the learner participates in an indepth study of infant and toddler development. Caregiving needs specific to children under three are linked to developmentally appropriate and responsive program planning decisions. The focus is on the building of respectful relationships with infants and toddlers.

ECE 232-60 hours
Practices in Infant Toddler Care
In this course learners will explore models of infant and toddler care and reflect upon program similarities and differences. During this process, students have the opportunity to reflect on observations, and integrate their own thinking around the ecology of under three care and education.

Early Childhood Education

ECED 131-60 hours
Health, Safety and Nutrition
This course provides learners with the knowledge and skills necessary to promote the well-being of children. Illness recognition, prevention, and universal precautions will be explored. The role of nutrition in wellness, development of life-long eating habits, menu-planning, food handling and safety will be addressed. The provision of safe environments as required by licensing standards and 'best practice' will be discussed.

Prerequisites:
• ECED 118

Also offered by Distance Education

ECED 223-60 hours
Administration
formerly ECED 214

Students will develop the skills necessary to work effectively as a room supervisor and childcare centre
manager. Emphasis will be on needs assessment and budgeting, leadership, relevant legislation, staff development, policy development and marketing, in the context of inclusive environments.

Prerequisites:
• ECED 215

Corequisites:
• ECED 224 and ECED 225 and ECED 226 and ECED 228

Also offered by Distance Education

ECED 224-75 hours
Inclusive Practice Theories
In this course, students will explore causes and characteristics of exceptionalities and their behavioural implications within inclusive environments. A review of historical issues around exceptionality and inclusion will be undertaken. Students will gain understanding around environmental adaptation to meet the needs of all children.

Prerequisites:
• ECED 215

Corequisites:
• ECED 225
• ECED 223
• ECED 226
• ECED 228

ECED 225-75 hours
Inclusive Practice Strategies
formerly ECE 235
This course builds on knowledge of characteristics and conditions of exceptionality to develop the ability to plan for developmental exceptionalities in all realms. The role of the caregiver within an inclusive environment and transdisciplinary team is examined, as well as looking at ways to support families in an inclusive environment.

Prerequisites:
• ECED 215

Corequisites:
• ECED 224 and ECED 223 and ECED 226 and ECED 228

ECED 226-45 hours
Working with Families and Community
formerly ECE 201

In this course students take the opportunity to explore the contexts affecting the child and incorporate their influence in the early childhood environment. Topics include communication climates for respectful interaction with family and community, supporting parents in building healthy relationships with their children, accessing community, provincial and federal resources and working in multidisciplinary teams.

Prerequisites:
• ECED 123

Corequisites:
• ECED 224 and ECED 225 and ECED 227 and ECED 228

ECED 228-210 hours
Practicum IV
formerly ECE 236
This course introduces the student to working with children in inclusive childcare settings. With opportunity to interact with children in a respectful and playful way, students will refine and apply their observation skills and use them effectively for inclusive planning with children who require additional supports. Students will refine guidance skills with children, and further enhance their professional communication with centre staff and families. A weekly seminar is included in this course.

Prerequisites:
• ECED 215

Corequisites:
• ECED 224 and ECED 225 and ECED 226 and ECED 228

Economics

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Economics department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

ECON 112-3-3
Introduction to the Canadian Economy
A basic guide to economics, this course deals with a broad range of topics, emphasizing an institutional rather than theoretical approach. This course is often followed by ECON 122 or 124. (3,0,0)
ECON 115-3-3  
Principles of Microeconomics  
This course is the "micro" half of the standard university-level introductory course in economic institutions and theory. It deals with supply and demand, the analysis of the firm under different market structures, markets for factors of production, and the distribution of income.  

CGA credit - Also offered by Distance Education  
(3,0,0)  
Also offered by Distance Education

ECON 122-3-3  
Introduction to Economic History and Thought  
A study of the evolution of economic society and its problems, with special attention to the theories of the great economic philosophers past and present. (3,0,0)

Prerequisites:  
- ECON 112 or ECON 115 or ECON 125

ECON 124-3-3  
Canadian Economic Issues  
A study and analysis of economic problems in Canada. Course content includes local, regional and national issues with special emphasis on current problems. (2,0,1)

Prerequisites:  
- ECON 115

ECON 125-3-3  
Principles of Macroeconomics  
This course is the "macro" half of the standard university-level introduction to economic institutions and theory. It deals with national income theory, money and banking, fiscal and monetary policies and international trade, with an emphasis on the Canadian economy and its problems.

CGA credit. Also offered by Distance Education.  
(3,0,0)

Also offered by Distance Education

ECON 201-3-3  
Intermediate Microeconomic Analysis  
This is a micro-theory course at the post-principles level. It deals with income and employment theory, monetary and fiscal policies, the impact of international trade and finance on the domestic economy, economic growth and fluctuations. (3,0,0)

Prerequisites:  
- ECON 125

ECON 205-3-3  
Managerial Economics  
This course provides students with the economic skills most important to those concerned with business decisions. As such, the course will equip students with a basic understanding of firm and industry behaviour by addressing issues such as pricing and output determination, profit maximization, competition, uncertainty and risk. "Real world" examples will illustrate the theory. (3,0,0)

Prerequisites:  
- ECON 115  
- ECON 125

ECON 210-3-3  
Women and the Economy  
This course focuses on economic issues of particular relevance to women. Topics discussed will include women's participation in the labour force, male-female education and income differences, discrimination, feminization of poverty, empowerment of women in developing countries, and women's role in home production and child-rearing. This course is also offered as WMST 211. Students with credit for WMST 211 cannot take ECON 210 for further credit. (3,0,0)

Prerequisites:  
- second-year standing

ECON 220-3-3  
Competitiveness in the Canadian Economy  
This course presents an introduction to the modern economic debate around the concept of competitiveness. The course focuses on where Canadian economic competitiveness lies, and on what industrial policies and strategies Canada should follow across important sectors of the economy (basic manufacturing, high technology manufacturing, service industries, agriculture, resource-based industries.) (3,0,0)

Prerequisites:  
- ECON 115  
- ECON 125

ECON 231-3-3  
Introduction to Behavioural Economics  
Behavioral economics examines traditional economic decision making and practices, but with additional
focus on the relevance of psychological and social phenomena. From the discipline perspective of Economics, this course identifies the psychological assumptions behind traditional economic theories and economic models, and then challenges those assumptions in the light of competing data on human thought and behavior. This course offers critical examination of traditional economic theories' assumptions of generalized rational decision-making.

Prerequisites:
- ECON 115
- PSYC 111 or PSYC 121 are recommended.

ECON 232-3-3
History of Economic Thought
This course covers the evolution of economic thinking from ancient to present times. The Greek, Islamic and Medieval scholars; the Physiocrats, Adam Smith, Malthus, Bentham, Ricardo, Mill, Marx and Keynes, and other major economic thinkers will be studied. The development of fundamental economic ideas and conflicting perspectives are studied within their social and economic context. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125

ECON 257-3-3
Topics in International Economic Policy
Selected topics in international trade and international finance. Emphasis is on current policy issues with examples drawn from experiences in Canada, other industrialized nations and developing economies. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125

ECON 260-3-3
Poverty and Inequality
The focus of this course is on the economic analysis of poverty and inequality both in Canada and in other countries. The course starts with the issue of how poverty and inequality are measured and defined. It then moves into an analysis of the demographics of poverty and inequality. In particular it focuses on the distribution of poverty by age, sex and region in Canada. Finally, the course focuses on the public policy issues of welfare, workfare and social assistance in general. No background in economics is assumed. (3,0,0)

Also offered by Distance Education

ECON 261-3-3
Economics of Developing Countries
This course introduces students to economic conditions in less developed countries. The first part of the course provides students with information on what constitutes underdevelopment and looks at various theories that attempt to explain why some countries are less developed than others. Internal and external economic policies useful in changing the economic performance of these countries are explored. No background in economics is assumed. (3,0,0)

ECON 271-3-3
Environmental and Natural Resource Economics
This course provides a basic introduction to the economic analysis of the environment and natural resources. Special attention will be paid to public policy. (3,0,0)

Prerequisites:
- ECON 115

Also offered by Distance Education

ECON 335-3-3
The Economics of Social Issues
Designed for students with little or no prior background in economics, this course surveys the applications of economic concepts and methodologies in the analyses of contemporary social issues such as poverty, global warming, crime, discrimination, taxation and free trade. (3,0,0)

ECON 356-3-3
Competitiveness in the Global Economy
This course discusses competitiveness in the international economy, with an emphasis on the major economies in North America, Europe and East Asia. Topics include the determinants of competitiveness in nations and corporations, industrial and strategic trade policies of governments, the importance of high-technology industries, and the role of multinational corporations. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

ECON 357-3-3
International Economics
This course is an introduction to international trade and finance, with an emphasis on international economic policy. Topics include the determinants of trade, balance of payments, and selected policy issues such as tariff and non-tariff barriers to trade, trade disputes, trade liberalization, trade and
development, capital mobility, political economy of protectionism and exchange rate policy. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

ECON 362-3-3
Labour Economics
This course is an introduction to the theory and practice of contemporary labour economics. In particular, it analyses the various dimensions of labour supply and demand and their interaction to determine wages, employment and unemployment. Within this context topics such as household production, efficiency wages, education, discrimination and union behaviour will be studied. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

ECON 370-3-3
Economic Development
This course examines economic development in third-world countries. The importance of resources, financial institutions, government action and regional differences to problems of industrialization will be investigated in light of theories of economic development. (3,0,0)

Prerequisites:
- ECON 115
- ECON 125
- third-year standing

Experiential Education Facilitator

Earth and Environmental Sciences

Prerequisites may be waived by the Geography department. See prerequisite waiver.

EESC 101-3-6
Environmental Science
The course introduces students to the science behind important environmental problems. Students will learn environmental science theory and the quantitative basis for the evaluation of the environment. Students will learn practical application of this theory in laboratories. (3,3,0)

EESC 111-3-6
Earth and Environmental Science
formerly GEOL 111

Following an introduction to the minerals composing igneous, metamorphic and sedimentary rocks this course explores how planet Earth works. Processes operating in and on the Earth, oceans and atmosphere are examined. These processes are related to resource and environmental issues. There is an optional half-day field trip that students are encouraged to attend. (3,3,0)

EESC 121-3-6
Natural History of the Earth
formerly GEOL 121

This course is a survey of the evolution of the Earth, its oceans, atmosphere and life, beginning with the origin of the universe and ending with the ice age and human evolution. Methods of studying Earth history, dating methods and organic evolution are surveyed. (3,3,0)

EESC 200-3-5
Mineralogy
formerly GEOL 200

Introduction to the physical and chemical properties of common rock-forming minerals and crystallography. The course surveys mineral associations, resources and the environmental implications of minerals. (2,3,0)

Prerequisites:
- CHEM 111 or CHEM 112

EESC 201-3-5
Optical Mineralogy and Petrology
Study of the common rock-forming minerals in igneous and metamorphic rocks using the polarizing microscope. The student is introduced to the use of minerals and rock textures as a means of determining the origin of rocks. (2,3,0)

Prerequisites:
- recommended: EESC 200

EESC 205-3-6
Geographical Hydrology
This course is a study of the terrestrial hydrological cycle and water balance at site, watershed and larger regional scales. The movement and storage of surface water in its various phases through the hydrological cycle and the energy associated with these processes will be examined. Course content will focus on snow cover, glacier ice, ground ice, streams and lakes and their physical, ecological and socioeconomic importance. Definition of hydrological resources, hazards and human impacts in the context
of human perception of the environment are covered. Labs and local field work will introduce students to relevant techniques and reinforce concepts introduced in the lectures. This course is also offered as GEOG 205. Students with credit for GEOG 205 cannot take EESC 205 for further credit. (3,3,0)

Prerequisites:
• GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

EESC 206-3-6
Introduction to Soil Science
Learners acquire knowledge of fundamental physical, chemical and biological properties and processes as well as soil formation processes, classification, description, survey, mapping and environment issues. Applications of soil science will be discussed related to forest management, agriculture, viticulture and environmental management. This course is also offered as GEOG 206. Students with credit for GEOG 206 cannot take EESC 206 for further credit. (3,3,0)

Prerequisites:
• EESC 101 or EESC 111 or GEOG 111 or GEOG 121 or second-year standing in a science program.

EESC 212-3-6
Weather and Climate
This course covers the applications of systems theory in the study of weather and climate. Themes include: analysis of factors controlling climates from macro to micro scales; general circulation of the atmosphere; weather systems and forecasting; climate change; climate classification; and methods of collecting and analyzing climate data. This course is also offered as GEOG 212. Students with credit for GEOG 212 cannot take EESC 212 for further credit. (3,3,0)

Prerequisites:
• GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

EESC 220-3-3
Environmental Physics
This course examines contemporary environmental issues, focusing on the physics of climate modification, ozone depletion, energy sources for electrical generation, energy storage, energy conservation strategies, transportation, pollutant transport, non-ionizing radiation, risk analysis, and other current topics of interest. This course is also offered as PHYS 220. Students with credit for PHYS 220 or BIOL 290 cannot take EESC 220 for further credit. (3,0,0)

Prerequisites:
• MATH 122
• PHYS 121 or PHYS 122
• second-year standing
• a first-year course(s) in BIOL, CHEM, EESC, and/or GEOG would be useful but is (are) not required.

1 minimum grade of 60 required

EESC 222-3-6
Geomorphology
This course studies the origin, nature and distribution of landforms and landform assemblages. Historical development of the major concepts in geomorphology will be covered. Structure, process, stage, equilibrium and thresholds as landform controls are included. Emphasis will be on landforms resulting from fluvial and glacial processes, using local and international examples. Labs and field work will introduce students to relevant techniques and reinforce the concepts learned in the lectures. This course is also offered as GEOG 222. Students with credit for GEOG 222 cannot take EESC 222 for further credit. (3,3,0)

Prerequisites:
• GEOG 121 or EESC 111 or second-year standing in the Associate of Science.

EESC 250-3-3
Exploration Geophysics
This course includes instrumentation, application and limitations of gravity, magnetic, electromagnetic, electrical, acoustic and seismic methods in the exploration for mineral and energy resources and in engineering applications; survey navigation. This course is also offered as GEOP 250. Students with credit for GEOP 250 cannot take EESC 250 for further credit. (3,0,0)

Prerequisites:
• MATH 122
• PHYS 121 or PHYS 122
• second-year standing
• a first-year course in EESC and/or GEOG would be useful but is not required

1 minimum grade of 60 required

Auto Body

Auto Paint & Refinishing

Auto Collision/Refinishing

Carpentry

ELCA 101-53 hours
Safe Work Practices

ELCA 102-30 hours
Trades Mathematics

ELCA 103-30 hours
Read/Interpret/Sketch/Draw Specifications

ELCA 104-114 hours
Identify and Use Materials

ELCA 105-112 hours
Use of Carpentry Tools and Equipment

ELCA 106-145 hours
Site Layout, Build Concrete Forms

ELCA 107-126 hours
Frame Floors, Walls and Roofs

ELCA 108-104 hours
Interior and Exterior Details

ELCA 109-6 hours
Carpentry First Level Final Exam

Carpentry/Log Builder

Carpentry

Electrician

ELCJ 101-53 hours
Use Joinery Tools and Equipment

ELCJ 106-130 hours
Construct Cabinets

ELCJ 107-145 hours
Use of Carpentry Tools and Equipment

ELCJ 108-85 hours
Site Layout, Build Concrete Forms

ELCJ 109-160 hours
Frame Floor, Walls and Roof

ELCJ 110-6 hours
Joinery First Level Exam

ELCJ 111-6 hours
Carpentry First Level Exam
ELEC 110-30 hours
Test Equipment

ELEC 111-60 hours
AC Motor Controls

ELEC 112-18 hours
Prints & Drawings

ELEC 113-60 hours
Canadian Electrical Code

ELEC 114-30 hours
Solid State Devices

ELEC 115-60 hours
Level One Technical Exam

Electronic Engineering Technology

Prerequisites may be waived by the Electronic Engineering Technology department. See prerequisite waiver.

ELEN 110-3-6
Computer Fluency
This course is an introduction to computer skills. Topics include operating systems, electronic communication, websites, networking, document creation and editing, web programming, data analysis using spreadsheets/databases and collaboration tools and concepts (Information representation, abstraction, algorithmic thinking, processing and summarization). Learners will develop life-long productivity skills and understanding of engineering tools for technologists. Skills, theory and techniques will be re-enforced through lab work. (3,3,0)

Prerequisites:
• admission to the Electronic Engineering Technology program

ELEN 115-3-5.5
Computer Components and Peripherals
This course is an introduction to the technologies and terminologies of PC computer and Operating Systems. Computer components and their interactions are examined as well as the configuration and management of a workstation operating system. Special emphasis is given to PC components, peripheral data storage, disk management, file systems, boot process, operating system configuration and basic scripting. (3,2,5,0)

Prerequisites:
• admission to the Electronic Engineering Technology program

ELEN 116-3-5.5
Programming and Interfacing
This course provides the basic skills, and concepts required to design, write and compile computer programs. Software topics include arithmetic and logic operations, variable and constant data, functions, input and output (I/O), the preprocessor, arrays, structures, unions, pointers and standard library functions. Learners will diagnose, specify, select, and design computer programs using appropriate coding and debugging environments. Course learning outcomes are re-enforced using practical lab applications. (3,2,5,0)

Prerequisites:
• ELEN 126

ELEN 126-3-5.5
Digital Electronics
This is an introductory course to digital electronics and circuits. Topics covered include digital concepts, number systems and codes, logic gates, latches, flip-flops, combinational and sequential logic analysis and applications. Learners will diagnose, specify, select, design, construct, and characterize digital circuits. Course learning outcomes are re-enforced by practical lab sessions. (3,2,5,0)

Prerequisites:
• admission to Electronic Engineering Technology program

ELEN 130-3-6
Electrical Circuit Analysis I
In this course, learners examine the fundamentals of electricity and magnetism as well as the principles and techniques for analyzing resistive and reactive electrical circuits under DC excitation. Topics include series and parallel circuits, circuit analysis methods, resistors, capacitors, and inductors. Laboratory sessions provide for verification of theory through building and testing of circuits standard components and instruments. (3,3,0)

Prerequisites:
• admission to the Electronic Engineering Technology program

Corequisites:
• MATH 137

ELEN 132-3-4
Fabrication I
An introduction to practical drafting skills used in the electronics industry including sketching, lines, projection drawings and dimensioning. Practice in prototype development, packaging, sheet metal work and fastener selection. A brief introduction to the
residential wiring code. Proper use of tools and safe working practices are emphasized.

Note: $100 of the additional $150 levy is used for the ELEN 132 and 142 project. (2,2,0)

**ELEN 136-3-5.5**
**Introduction to Electronics**
This course is an introduction to Electronic Engineering Technology, the role of technologists, the tools they will use, and the types of systems they will work with. Topics covered include analyzing various electronic systems and circuits, AC and DC power, time and frequency domain, discrete and integrated devices. Lab projects provide experience in construction, testing and troubleshooting of basic circuits. (3,2.5,0)

Corequisites:
- ELEN 130

**ELEN 140-3-5.5**
**Electrical Circuits II**
In this introductory electrical circuits course, learners analyze, evaluate, and characterize resistive and reactive electrical circuits under alternating current (AC) excitation. Topics include AC signals, impedance, power, circuit analysis techniques, resonance, filters, and transformers. Laboratory sessions provide for verification of theory through building and testing of circuits using standard components and instruments. (3,2.5,0)

Prerequisites:
- ELEN 130
- MATH 137

**ELEN 142-3-5.5**
**Fabrication I**
This is an introductory course to computer-aided design. Topics covered include drawing of block diagrams, schematic diagrams, circuit board layouts and wiring diagrams. Learners will practice drafting skills used in the electronics industry including sketching, lines, projection drawings, 3D design and dimensioning. Learners will design an electronic project including a PCB and enclosure. (3,2.5,0)

Prerequisites:
- ELEN 132

**ELEN 145-3-5**
**Communication I**
An introduction to communications systems. Topics include the EM spectrum, the communications channel, noise, AM, FM, single sideband, transmitters and receivers, and television systems. (3,2,0)

**ELEN 146-3-5.5**
**Electronic Devices and Circuits I**
In this introductory electronic circuits and devices course learners will diagnose, specify, select, design and construct circuits containing electronic devices. Topics include semiconductor materials, diodes, general amplifier theory, bipolar junction transistors (BJTs), and field effect transistors (FETs). Learners will analyze, characterize, and design circuits such as simplifiers, voltage regulators, switches, and current sources. Laboratory sessions provide learners with an opportunity to verify electronic circuit theory by building and testing circuits using standard components and instruments. (3,2.5,0)

Prerequisites:
- ELEN 130

Corequisites:
- ELEN 140

**ELEN 152-3-30**
**Fabrication II**
In this course, learners will perform the soldering, assembly and wiring of an electronic board. Topics include high reliability soldering techniques, IPC soldering standards, thermal management, component selection, board assembly, board testing, wiring harness construction, prototype development, packaging, sheet metal work and fastener selection. Proper use of tools and safe working practices are emphasized. Learners will assemble and build an electronic project designed in Fabrication I. (10,20,0)

Prerequisites:
- ELEN 142

**ELEN 153-3-5.5**
**Fundamentals of the Internet of Things**
This course is an introduction to fundamental concepts and technologies used in the Internet of Things (IoT). Topics include limitations, applications and deployment of IoT systems, edge device architectures, protocols and applications, sensor basics and data gathering, gateways, storage and visualization. Learners will explore the involved interconnection of IoT concepts from network edge through data storage and analysis. IoT data transport protocols, data storage solutions and visualization techniques will be introduced. Learners will compare and utilize existing enterprise IoT solutions as potential platforms in addition to understanding and designing edge devices. Emphasis is placed on building and utilizing an edge to storage solution, enabling data collection. Learning will be re-enforced through practical application with lab work. (3,2.5,0)
Prerequisites:
• ELEN 110

Corequisites:
• ELEN 116

ELEN 215-3-5
Computer Systems II
This course is a continuation of ELEN 115. Topics covered include networking, web page design, data communications, and web based data acquisition and control. (2,3,0)

ELEN 216-3-6
Microcontroller Technology
This course deals with the architecture, programming, and interfacing of microcontrollers. Hardware topics include memory, input/output, counters/timers, serial communications and interrupts. Interface projects will be written in Assembly and C and include switches, LEDs (Light Emitting Diodes), A/D (Analog to Digital) converters, stepper motors, and liquid crystal displays. (3,3,0)

Prerequisites:
• ELEN 126 or COSC 150 or NTEN 126

ELEN 226-3-4.5
Embedded Systems
The course deals with microcontroller-based embedded systems and hardware/software co-design. Topics include interrupt based programming, DC motors, temperature sensors, external EEPROM, real-time clock, Inter Integrated Circuits (I2C), Serial Peripheral Interface (SPI) and 1-Wire serial interfacing. The course will also include an introduction to digital signal processors. The course culminates in the design and implementation of a term microcontroller-based project. (2,2.5,0)

Prerequisites:
• ELEN 216

ELEN 227-3-4.5
Project and Report
In this course students will be expected to manage an electronic design project from concept to completion and demonstrate a working prototype. Project management from a time and financial perspective will be stressed. A formal written report and an oral presentation to the class will be required. (2,2.5,0)

Corequisites:
• ELEN 226

ELEN 236-3-5
Electronic Technology I
An introductory course in electronics for Mechanical Engineering Technology students. Topics covered will include electrical laws and theorems; magnetic and electromagnetic field concepts; AC theory; transformers; three-phase AC circuits; DC motors, generators and controls; batteries; analog and digital circuit devices; and industrial control circuits. (3,2,0)

Prerequisites:
• MECH 136

ELEN 246-3-5
Electronic Technology II
This course follows ELEN 236, covering topics in analog and digital electronic circuits; industrial electronic control devices and circuits; DC electrical machine applications; three-phase induction motor applications, synchronous machine applications; stepper motor applications; programmable controllers; and transducers. (3,2,0)

Prerequisites:
• ELEN 236

ELEN 254-3-5.5
Analog and Digital Systems I
Practical application of both analog and digital circuits studied in previous and concurrent courses. Systems studied include AM and FM transmitters and receivers, switch mode power supplies, Microprocessors and their peripherals. Troubleshooting, repair maintenance and calibration procedures are emphasized. (3,2,5,0)

Prerequisites:
• ELEN 146
• ELEN 145

ELEN 256-3-5.5
Analog and Digital Signal Processing
Advanced applications of operational amplifiers and special integrated circuits are covered with an emphasis on high performance analog signal processing leading to data acquisition and digital signal processing by computers. Major topics include the classes of negative feedback, nonideal operational amplifier properties, active filters, data acquisition principles and digital signal processing including the discrete and fast fourier transform and digital filtering. (3,2,5,0)

Prerequisites:
• ELEN 146

ELEN 263-3-5.5
Control Systems
This course includes fundamental techniques and elements of closed-loop feed-back control of industrial processes and systems, and a study of servomechanisms and digital control. (3,2.5,0)

Prerequisites:
• MATH 257
• ELEN 256

ELEN 264-3.5-5
Analog and Digital Systems II
This course focuses on the practical aspects and applications of analog and digital circuits and systems. Topics covered include PLC (Programmable Logic Controller) programming, control of AC (Alternating Current) power, device limits, heat sinking, component selection, power supplies, motors, and PSoC (Programmable System on Chip) Microcontrollers. (3,2.5,0)

Prerequisites:
• ELEN 254

Corequisites:
• ELEN 226

ELEN 265-3-6
Communications II
This course covers the theory and lab work associated with transmission lines, antennas, electromagnetic wave propagation, rf circuit design and analysis, digital modulation, telephony, embedded wireless solutions, microwave and fiber optics. (4,2,0)

Prerequisites:
• ELEN 145

Heavy Duty/Commercial Transport

ELHD EX-6 hours
Module One Final Exam

Joinery

ELJO 01-53 hours
Safe Work Practices

ELJO 01A-53 hours
TH: Safe Work Practices

ELJO 01B
PR: Safe Work Practices

ELJO 02-30 hours
Trades Mathematics

ELJO 02A-30 hours
TH: Trades Math

ELJO 02B
PR: Trades Math

ELJO 03-30 hours
Read/Interpret/Sketch/Draw Specifications

ELJO 03A-33 hours
TH: Drawings & Specifications

ELJO 03B
PR: Drawings & Specifications

ELJO 04-116 hours
Identify and Use Materials

ELJO 04A-114 hours
TH: Identify & Use Materials

ELJO 04B
PR: Identify & Use Materials

ELJO 05-189 hours
Use Joinery Tools and Equipment

ELJO 05A-189 hours
TH: Use Joinery Tools & Eqpmnt

ELJO 05B
PR: Use Joinery Tools & Eqpmnt

ELJO 06-194 hours
Construction Cabinets

ELJO 06A-235 hours
TH: Construct Cabinets

ELJO 06B
PR: Construct Cabinets

ELJO 07-132 hours
Interior and Exterior Finishing Details

ELJO 07A-148 hours
TH: Interior Finishing Details

ELJO 07B
PR: Interior Finishing Details
ELJO 08-6 hours  
Joinery First Level Final Exam

ELJO 1A-53 hours  
TH: Safe Work Practices

**Automotive Service Technician**

ELMC 101A-10 hours  
Describe Safe Work Practices  
This course introduces students to safety practices that are required in automotive shop environments.

ELMC 101B-20 hours  
Describe Safe Work Practices  
In this course students will use and demonstrate safety practices.

ELMC 102A-16 hours  
Describe Employability Skills  
This course introduces students to employability skills that are required in an automotive shop.

ELMC 102B-8 hours  
Describe Employability Skills  
In this course students will use and demonstrate employability skills.

ELMC 103A-25 hours  
Use Tools and Equipment  
This course introduces students to tools and equipment that are found and used in an automotive shop environment.

ELMC 103B-65 hours  
Use Tools and Equipment  
In this course students will operate tools and equipment that are found in an automotive shop environment.

ELMC 104A-46 hours  
Demonstrate General Automotive Maintenance  
This course will introduce students to the general automotive maintenance that they will be required to perform as apprentices.

ELMC 104B-116 hours  
Demonstrate General Automotive Maintenance  
In this course students will be required to perform general automotive maintenance.

ELMC 105A-50 hours  
Demonstrate General Automotive Practices  
This course will introduce students to the general automotive practices that they will be required to perform as apprentices.

ELMC 105B-40 hours  
Demonstrate General Automotive Practices  
In this course students will be required to perform general automotive practices.

ELMC 106A-43 hours  
Service Brakes  
This course will introduce students to the fundamentals of braking systems and brake system troubleshooting and repair procedures.

ELMC 106B-95 hours  
Service Brakes  
In this course students will service, troubleshoot and repair brake systems.

ELMC 107A-39 hours  
Service Steering Systems  
The course will introduce students to the fundamentals of steering systems and steering system troubleshooting and repair procedures.

ELMC 107B-105 hours  
Service Steering Systems  
In this course students will service, troubleshoot and repair steering systems.

ELMC 108A-34 hours  
Service Suspension Systems  
This course will introduce students to the fundamentals of suspension systems and suspension troubleshooting and repair procedures.

ELMC 108B-50 hours  
Service Suspension Systems  
In this course students will service, troubleshoot and repair suspension systems.

ELMC 109A-60 hours  
Service Electrical/Electronic Systems  
This course will introduce the student to the principles of electricity and electronics and the different electrical circuits in automotive vehicles.

ELMC 109B-72 hours  
Service Electrical/Electronic Systems  
In this course students will demonstrate the principles of electricity and electronics and describe the operation of electrical circuits in automotive vehicles.

ELMC 110A-6 hours  
First Level Final Exam  
In this course students will write the first-year apprentice automotive service technician exam.
English as a Second Language

**ELRW 010-140 hours**
**English Language Reading and Writing Level 1**
This course focuses on basic skills for reading and writing in English. Through a variety of everyday and familiar reading and writing activities, students will learn vocabulary, grammar, and organizational skills to reach the reading and writing outcomes for Canadian Language Benchmark Level 3. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.

**Prerequisites:**
- Placement at Level 1 Reading and Writing OCELA

**ELRW 014-160 hours**
**ESL Reading and Writing Level 1**
This course focuses on basic skills for reading and writing in English. Through a variety of reading and writing activities, students will learn vocabulary, grammar, and organizational skills to reach the reading and writing outcomes for Canadian Language Benchmarks Level 4 (CEFR level A2).

English

For courses numbered 100 or higher, the prerequisite(s) may be waived by the English department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

**ENGL 040-200 hours**
**English 040**

**Prerequisites:**
- Admission Interview

**ENGL 041-100 hours**
**English 041**

**Prerequisites:**
- Admission Interview

**ENGL 042-100 hours**
**English 042**

**Prerequisites:**
- Admission Interview

**ENGL 050-200 hours**
**English 050**
English 050 is for students who wish to improve their functional literacy. In reading, the focus is on vocabulary, "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and word processing. Students explore lifelong learning strategies.

**Prerequisites:**
- ABE ENGL 040¹ or ABE ENGL 042¹ or ABE ENGL 051¹ or ABE ENGL 052¹ or an admission interview

¹ minimum grade of 60 required

**ENGL 051-100 hours**
**English 051**
English 051 is for students who wish to improve their functional literacy. In reading, the focus is on vocabulary, "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and word processing. Students explore lifelong learning strategies. Note: Completion of ENGL 051 and 052 is equivalent to ENGL 050.

**Prerequisites:**
- ABE ENGL 040¹ or ABE ENGL 042¹ or ABE ENGL 050¹ or an admission interview

¹ minimum grade of 60 required

**ENGL 052-100 hours**
**English 052**
English 052 is for students who wish to improve their functional literacy. In reading, the focus is on vocabulary, "word attack", decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and word processing. Students explore lifelong learning strategies. Note: Completion of ENGL 051 and 052 is equivalent to ENGL 050.

**Prerequisites:**
- ABE ENGL 050¹ or ABE ENGL 051¹ or an admission interview

¹ minimum grade of 60 required
ENGL 060-160 hours

English 060
English 060 is designed to improve comprehension, composition and critical thinking skills. In reading, the focus is on fluency, longer text, independent reading, and reading strategies. In writing, the focus is on the writing process, simple, compound and complex sentences; descriptive, narrative and expository paragraphs. Computer skills include keyboarding, printing and using search engines. Learning skills include self-management, test taking, and self-awareness, “word attack”, decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Students explore lifelong learning strategies.

Prerequisites:

- ABE ENGL 050\(^1\) or ABE ENGL 052\(^1\) or ABE ENGL 061\(^1\) or ABE ENGL 062\(^1\)
- or a minimum ABLE test score of 47/80 and an admission interview

\(^1\) minimum grade of 60 required

ENGL 061-80 hours

English 061
English 060 is designed to improve comprehension, composition and critical thinking skills. In reading, the focus is on fluency, longer text, independent reading, and reading strategies. In writing, the focus is on the writing process, simple, compound and complex sentences; descriptive, narrative and expository paragraphs. Computer skills include keyboarding, printing and using search engines. Learning skills include self-management, test taking, and self-awareness, “word attack”, decoding skills, pre/post reading strategies, and critical thinking skills. Reading content includes current events. In writing, the emphasis is on complete sentences, verb tenses, organizing ideas, paragraph format and wordprocessing. Students explore lifelong learning strategies. Note: Completion of ENGL 061 and 062 is equivalent to ENGL 060.

Prerequisites:

- ABE ENGL 060\(^1\) or ABE ENGL 061\(^1\)
- or a minimum ABLE test score of 47/80 and an admission interview

\(^1\) minimum grade of 60 required

ENGL 070-160 hours

English 070
This course develops communication skills necessary for career, academic and personal purposes. Fiction and nonfiction reading materials and a variety of media are used to develop comprehension and critical thinking skills. Writing assignments include paragraphs, summaries, reports, letters and essays. The elements of grammar are introduced as a means to improve writing. Cooperative learning, oral communication skills and study skills are practiced. Computer skills are introduced as resources allow.

Prerequisites:

- ABE ENGL 060\(^1\)
- or ABE ENGL 061\(^1\) and ABE ENGL 062\(^1\)
- or ABE ENGL 071\(^1\)
- or ABE ENGL 072\(^1\)
- or a minimum ABLE test score of 56/80 and an Intermediate Level writing sample

\(^1\) minimum grade of 60 required

ENGL 071-80 hours

English 071
This course is designed to develop communication skills necessary for career, academic and personal purposes. Fiction and non-fiction reading materials and a variety of media are used to develop comprehension and critical thinking skills. Writing assignments include paragraphs, summaries, reports, letters and essays. The elements of grammar are introduced as a means to improve writing. Cooperative learning, oral communication skills and study skills are practised. Computer skills are introduced as resources allow.
Note: ENGL 071 and 072 may be taken in either order.

Prerequisites:
• ABE ENGL 060\textsuperscript{1}
  or ABE ENGL 061\textsuperscript{1} and ABE ENGL 062\textsuperscript{1}
  or ABE ENGL 072\textsuperscript{1}
  or a minimum Able test score of 56/80 and an
Intermediate Level writing sample

\textsuperscript{1} minimum grade of 60 required

**ENGL 072-80 hours**

**English 072**

Completion of ENGL 071 and 072 is the equivalent of ENGL 070.

Note: ENGL 071 and 072 may be taken in either order.

Prerequisites:
• ABE ENGL 060\textsuperscript{1}
  or ABE ENGL 061\textsuperscript{1} and ABE ENGL 062\textsuperscript{1}
  or ABE ENGL 071\textsuperscript{1}
  or a minimum Able test score of 56/80 and an
Intermediate Level writing sample

\textsuperscript{1} minimum grade of 60 required

**ENGL 075-40 hours**

**Selected Topics in English**

Selected topics in English may include, but are not limited to, grammar and sentence structure; business communications; job search skills and resume writing; essay writing; study skills; and college reading skills. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
• ABE ENGL 060\textsuperscript{1}
  or ABE ENGL 061\textsuperscript{1} and ABE ENGL 062\textsuperscript{1}
  or ABE ENGL 071\textsuperscript{1}
  or a minimum Able test score of 56/80 and an
Intermediate Level writing sample

\textsuperscript{1} minimum grade of 60 required

**ENGL 080-160 hours**

**English 080**

This course is designed to further develop communication skills for career, academic and personal purposes. Students will read to comprehend professional and academic material. Literary appreciation is developed through an analysis of selected novels, short stories, and poems. Written composition is a primary component. The elements of English grammar are reviewed. Critical thinking, teamwork, and aural comprehension skills are developed through group and individual activities. Computer skills are introduced as resources allow.

Prerequisites:
• ABE ENGL 070\textsuperscript{1}
  or ABE ENGL 071\textsuperscript{1} and ABE ENGL 072\textsuperscript{1}
  or ABE ENGL 081\textsuperscript{1}
  or ABE ENGL 082\textsuperscript{1}
  or a minimum Able test score of 68/80 and an
Advanced Level writing sample

\textsuperscript{1} minimum grade of 60 required

**ENGL 081-80 hours**

**English 081**

This course is designed to further develop communication skills for career, academic and personal purposes. Students will read to comprehend professional and academic material. Literary appreciation is developed through an analysis of selected novels, short stories, and poems. Written composition is a primary component. The elements of English grammar are reviewed. Critical thinking, teamwork, and aural comprehension skills are developed through group and individual activities. Computer skills are introduced as resources allow.

Note: ENGL 081 and 082 may be taken in either order.

Prerequisites:
• ABE ENGL 070\textsuperscript{1}
  or ABE ENGL 071\textsuperscript{1} and ABE ENGL 072\textsuperscript{1}
  or ABE ENGL 082\textsuperscript{1}
  or a minimum Able test score of 68/80 and an
Advanced Level writing sample

\textsuperscript{1} minimum grade of 60 required

**ENGL 082-80 hours**

**English 082**

Completion of ENGL 081 and 082 is the equivalent of ENGL 080.

Note: ENGL 081 and 082 may be taken in either order.

Prerequisites:
• ABE ENGL 070\textsuperscript{1}
  or ABE ENGL 071\textsuperscript{1} and ABE ENGL 072\textsuperscript{1}
  or ABE ENGL 081\textsuperscript{1}
  or a minimum Able test score of 68/80 and an
Advanced Level writing sample

\textsuperscript{1} minimum grade of 60 required

**ENGL 085-40 hours**

**Selected Topics in English**
Selected topics in English may include, but are not limited to, grammar and sentence structure; business communications; job search skills and resume writing; essay writing; study skills; and college reading skills. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE ENGL 070\(^1\)
  - or ABE ENGL 071\(^1\) and ABE ENGL 072\(^1\)
  - or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

\(^1\) minimum grade of 60 required

**ENGL 095-40 hours**

**Selected Topics in English**

Selected topics in English may include, but are not limited to, grammar and sentence structure; business communications; job search skills and resume writing; essay writing; study skills; and college reading skills. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
- ABE ENGL 080\(^1\)
  - or ABE ENGL 081\(^1\) and ABE ENGL 082\(^1\)
  - or a minimum ABLE test score minimum ABLE test score of 72/80 and a provincial level writing sample.

\(^1\) minimum grade of 60 required

**ENGL 011-80 hours**

**English 011**

Offered by distance education only.

This course develops the student’s comprehension and organizational skills in oral and written communication. The concepts of listening, speaking, reading, writing and the study of language are emphasized.

Prerequisites:
- ABE ENGL 070\(^1\)
  - or ABE ENGL 071\(^1\) and ABE ENGL 072\(^1\)
  - or ABE ENGL 080\(^1\)
  - or ABE ENGL 081\(^1\)
  - or ABE ENGL 082\(^1\)
  - or a minimum ABLE test score of 68/80 with an Advanced writing sample

\(^1\) minimum grade of 60 required

Also offered by Distance Education

**ENGL 012-112 hours**

**English 012**

This course is compulsory for all students in the Provincial Level program. Development of literal, inferential and critical comprehension of various works is emphasized using short stories, novels, drama, poetry and other media. The writing process is emphasized. Assignments include formal essays, literary analyses and research papers. This course prepares students for study at the post-secondary level.

Prerequisites:
- ABE ENGL 011\(^1\)
  - or ABE COMP 011\(^1\)
  - or ABE ENGL 080\(^1\)
  - or ABE ENGL 081\(^1\) and ABE ENGL 082\(^1\)
  - or Composition 11\(^2\)
  - or English 11\(^2\)
  - or Creative Writing 11\(^2\)
  - or Literary Studies 11\(^2\)
  - or New Media 11\(^2\)
  - or American Sign Language 11\(^2\)
  - or a minimum ABLE test score of 72/80 and a Provincial Level writing sample

\(^1\) minimum grade of 60 required
\(^2\) minimum score of 60 required

**ENGL 100-3-3**

**University Writing**

This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on non-fictional prose, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. Students with credit for ENGL 199 may not take ENGL 100 for further credit. (3,0,0)

Prerequisites:
- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
  - or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12; and Language Proficiency Index\(^3\)
  - or mature student status and a score of 24/40 (level 4) or better on the LPI.

\(^1\) minimum grade of 60 required
\(^2\) minimum score of 60 required
\(^3\) minimum score of 24 required

Also offered by Distance Education
ENGL 116-3-3  
Introduction to Creative Writing I  
An introduction to composition in the genres of poetry, short fiction and the one-act play. Students experiment in each of these genres. By the end of the course, students will have a working knowledge of modern aesthetics, and a fairly objective appreciation of their own "voice" in the context of those aesthetics. (3,0,0)  
Prerequisites:  
• ABE ENGL 012¹ or English 12² or English Studies 12² or English 12 First Peoples² or AP English Language & Comp. 12² or Technical Professional Comm 12²  
  or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index³  
  or mature student status and a score of 24/40 (level 4) or better on the LPI.  
¹ minimum grade of 60 required  
² minimum score of 60 required  
³ minimum score of 24 required

ENGL 126-3-3  
Introduction to Creative Writing II  
An extension of ENGL 116, this course is designed to pursue composition in the genres of poetry, fiction and drama by examining the aesthetics of contemporary work in these genres. Students will be encouraged to choose a genre for a substantial semester project. The examination of recent experiments in literature, and discussion of student projects as they develop will be the focus of the course. At course completion, students will have a working knowledge of contemporary aesthetics, and a fairly advanced appreciation of their own "voice" in the context of those aesthetics. (3,0,0)  
Prerequisites:  
• ENGL 116

ENGL 150-3-3  
Critical Writing and Reading: Poetry and Drama  
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on poetry and drama, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. (3,0,0)  
Prerequisites:  
• ABE ENGL 012¹ or English 12² or English Studies 12² or English 12 First Peoples² or AP English Language & Comp. 12² or Technical Professional Comm 12²  
  or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index³  
  or mature student status and a score of 24/40 (level 4) or better on the LPI.  
¹ minimum grade of 60 required  
² minimum score of 60 required  
³ minimum score of 24 required

ENGL 151-3-3  
Critical Writing and Reading: Short Fiction and the Novel  
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on short fiction and the novel, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. (3,0,0)  
Prerequisites:  
• ABE ENGL 012¹ or English 12² or English Studies 12² or English 12 First Peoples² or AP English Language & Comp. 12² or Technical Professional Comm 12²  
  or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index³  
  or mature student status and a score of 24/40 (level 4) or better on the LPI.  
¹ minimum grade of 60 required  
² minimum score of 60 required  
³ minimum score of 24 required

ENGL 153-3-3  
Critical Writing and Reading: Narrative  
This course is for students who have demonstrated secondary-school-level competence in the reading and essay writing skills required by most university disciplines. Reading and writing assignments will concentrate on a variety of narrative forms including anecdotes, autobiography, biography, diaries, films, histories, myths, narrative poems, novels and songs, and will emphasize the processes of reading, analysis, reasoning, documentation and the stages of the writing process. (3,0,0)  
Prerequisites:  
• ABE ENGL 012¹ or English 12² or English Studies 12² or English 12 First Peoples² or AP English Language & Comp. 12² or Technical Professional Comm 12²  
  or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index³  
  or mature student status and a score of 24/40 (level 4) or better on the LPI.  
¹ minimum grade of 60 required  
² minimum score of 60 required  
³ minimum score of 24 required
Prerequisites:

- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index\(^3\)
- or mature student status and a score of 24/40 (level 4) or better on the LPI.

\(^1\) minimum grade of 60 required
\(^2\) minimum score of 60 required
\(^3\) minimum score of 24 required

ENGL 160-3-3
Introduction to Film Studies
Formerly FILM 100 An introduction to the critical study of film. The course will provide students with a grounding in the history of film and in a range of methods of analyzing cinematic content. Discussions will address film theory, technical and aesthetic aspects of film, the economics of the industry, and the interpretation of film in cultural, social and political contexts. This course is also offered as ENGL 160. Students with credit for FILM 100 or ENGL 160 cannot take this course for further credit. (3,0,0)

ENGL 170-3-4
Applied Publishing Skills
This course provides students with the technical skills necessary to enter the publishing industry. Intensive training in the Adobe Creative Suite of programs (InDesign, Photoshop, Illustrator and Acrobat) prepares students for a wide range of production issues. Students are required to register in a two-hour faculty led computer laboratory. This course is also offered as FINA 170. Students with credit for FINA 170 cannot take ENGL 170 for further credit. (2,2,0)

Prerequisites:

- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
- or ABE ENGL 050 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index\(^3\)

\(^1\) minimum grade of 60 required
\(^2\) minimum score of 60 required
\(^3\) minimum score of 24 required

ENGL 199-3-3
Arts Studies in English
This course introduces students to the research culture of post-secondary institutions, with an emphasis on how language, arguments, evidence and even the way questions are posed can differ from one academic field to another. By examining how and why scholars enter into conversation with each other, students will learn how to enter into these discussions themselves through an examination of writing and analysis from at least three disciplines. Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Arts students who plan on transferring to UBC-Vancouver require UBC's ASTU 150, which may be satisfied by successfully completing Okanagan College ENGL 199.) (3,0,0)

Prerequisites:

- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index\(^3\)
- or mature student status and a score of 24/40 (level 4) or better on the LPI.

\(^1\) minimum grade of 60 required
\(^2\) minimum score of 60 required
\(^3\) minimum score of 24 required

ENGL 203-3-3
Studies in Composition
Students will examine published expository essays and produce their own examples of the genre, including a research essay, to improve their ability to reason, develop ideas, organize, express themselves in an effective style, incorporate research, and effectively revise their work. (3,0,0)

Prerequisites:

- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 204-3-4
Applied English Studies I
The goal of this applied course is to promote the students' abilities in four areas: bibliographic studies, textual editing and review, digital publishing, and print publishing. Throughout the semester students will respond to lectures on the theory and the practice of literary work (creative and critical) and the material processes from authorship to publication. Students are required to register in a two-hour faculty-led computer laboratory. (2,2,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199
• a corequisite of 3 credits 200-level ENGL

ENGL 205-3-4
Applied English Studies II
This course is a continuation of ENGL 204. It advances the students’ abilities in four areas: bibliographic studies, textual editing and review, digital publishing, and print publishing. Lectures will cover the theory and the praxis of literary work (creative and critical) and the material processes from authorship to publications, including an examination of the literary lives of eminent editors and publishers. Students are required to register in a one-hour faculty-led computer laboratory. (2,2,0)

Prerequisites:
• ENGL 204
• 3 additional credits of 200-level ENGL

ENGL 206-3-3
Pre-production for Publishing
This course introduces students to the publishing process including standard Canadian publishing policies. Students will fulfill a dedicated component on copy-editing from basic proofreading to establishing a "house style," and the process of manuscript preparation from basic editorial and typographical principles to working with style sheets. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 207-3-4
Web Development for Publishing
This course introduces students of writing and publishing to current web standards and develops the students' ability to construct and publish professional-level content on the internet. This skill-based course prepares students to enter the publishing work force. Specific topics include file types and formats for the web and print, directory structure and organization, file preparation and transfer, introductory web typography and document design, basic web design and development, as well as best practices for electronic publishing. (2,2,0)

Prerequisites:
• FINA 170
• FINA 171
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 208-3-3
History of the Book
This course introduces students to the dynamic history of the book. Students will not only trace the rise of print-culture in the West from approximately the 15th century to the present, but will also be challenged to think critically about the politics, aesthetics, and technology of the book. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 209-3-3
Studies in Professional Editing
In this course, students will be introduced to the craft of professional editing. In addition to examining the role of editors in the publishing industry, students will focus on the four main components of the professional editing process: copyediting, proofreading, structural editing, and stylistic editing. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 210-3-3
Women in Literature
Techniques of literary study, with emphasis on how women are represented in and have contributed to the literary tradition, will be combined with a selection of representative texts written by women. This course will examine the relationship of women's writing to the canon of English Literature in the context of some critical and literary works. This course is also offered as GSWS 210. Students with credit for WMST 210 or GSWS 210 cannot take ENGL 210 for further credit. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

Also offered by Distance Education

ENGL 211-3-3
Survey of English Literature I
A survey of English Literature from the Anglo-Saxon period to John Dryden. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 212-3-3
Studies in Children’s Literature
A survey of folk tales from different cultures, literary fairy tales, modern works of fantasy and realism. Students will study the emergence of folk tales as stories for children and the functions of myth in these
tales and will compare the folk tale or oral tradition and the literary fairy tale; and will examine the nature of fantasy and realism in works for children. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

**ENGL 213-3-3**  
**Studies in British Literature**  
This course examines major trends in 20th Century British literature. Students will examine representative works from and developments in the Anglophone literatures of England, Wales, Ireland and Scotland. Specific readings will draw on all four major literary genres: poetry, the novel, creative non-fiction, and drama. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

**ENGL 215-3-3**  
**Studies in Reading Film**  
An introduction to film as narrative. This course will examine the nature, characteristics, and language of film in relation to various film genres that are current today. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

**ENGL 216-3-3**  
**Intermediate Workshop in Creative Writing - Poetry**  
An intermediate creative writing course in which students are instructed and guided in the writing of poetry; encouraged to pursue experimentation in poetry; and will participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

**ENGL 218-3-3**  
**Intermediate Workshop in Creative Writing - Drama**  
An intermediate creative writing course in which students are instructed and guided in the writing of drama; encouraged to pursue experimentation in drama; and will participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

**ENGL 219-3-3**  
**Intermediate Workshop in Creative Writing - Creative Non-Fiction**  
An intermediate creative writing course in which students are instructed and guided in the writing of creative non-fiction; encouraged to pursue experimentation in creative non-fiction; and will participate in the feedback and critique sessions that constitute the workshop method. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126

**ENGL 220-3-3**  
**Studies in the Theory and Practice of Creative Writing**  
This course is recommended for students taking creative writing or fine arts courses. It introduces students to the history of the evolution of twentieth-century forms of creative writing. The course lectures will trace the history of that evolution and focus on forms that students might practice. Students will write a series of essays on problems of aesthetics and editing. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

**ENGL 221-3-3**  
**Survey of English Literature II**  
A survey of English literature from the 18th century to the moderns. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

Also offered by Distance Education
ENGL 222-3-3  
Studies in International Literature in English  
An examination of international writing in English. Course material will be drawn from representative works of writers from various areas of the Commonwealth. Through the study of fiction, poetry, drama, autobiography and essays, the class will consider the socio-political forces that affect textual practices. This course will focus on the literature of Africa and the Caribbean. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 223-3-3  
Studies in Canadian Literature  
An examination of the development of Canadian literature from the 19th century to the present time, with emphasis on poetry and fiction of the 20th century. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

Also offered by Distance Education

ENGL 225-3-3  
Studies in Drama  
This course will introduce students to the historical development of western theatre. Students will read key plays from major periods of theatrical history ranging from Greek to contemporary drama. Students will consider the cultural, aesthetic, and dramatic conventions of each play's historical context with a focus on how these considerations affect a play's interpretation and reception. Emphasis will be placed on the relationship between script and stage, paradigm and performance, actor and audience, theory and practice. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 230-3-3  
Topics in Women's Literature  
An exploration of the ways in which women have been represented in and have contributed to the literary tradition by examining women's writing in a particular historical, national and/or regional context, such as, the English renaissance; or women's writing on particular topics, i.e. war, religion, or work; or the writing of women of a specific race or class, i.e. black women's writing.

Students can elect to transfer this course as English or Women's Studies credit to UBC, SFU, and UVic. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 231-3-3  
Studies in Popular Narrative  
An introduction to popular literary genres, including detective fiction, science fiction, romance, gothic fiction, horror fiction and fantasy. Students will examine the relationship between socio-political formations and literature. Discussions of form will include a study of narrative methods and fictional techniques. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 233-3-3  
Studies in American Literature  
An introduction to major figures and themes in American literature, with special emphasis on the 20th and 21st centuries. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 235-3-3  
Professional Writing and Communications  
This course introduces students to written professional communication, including organizational communication, employee communication, report and proposal writing, customer communication, public relations, marketing and advertising and communication theory. This course is also offered as CMNS 235. Students with credit for CMNS 235 may not take ENGL 235 for further credit. (3,0,0)

Prerequisites:
• 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 236-3-3  
Studies in Indigenous Literature in Canada  
(formerly ENGL 224)
This course examines the development of Indigenous literature in Canada, with an emphasis on contemporary poetry and fiction. The course examines expectations of Indigenous literature and some of the stereotypes that may have shaped those expectations. The course will also examine historical contexts and the extent to which Indigenous literature...
has aimed to correct colonial representations of Indigenous people. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 237-3-3
Studies in Nature Writing
formerly ENGL 232

An exploration of the prose literary tradition of Nature Writing in English and the myriad ways authors have explored the relationship between human and non-human nature. The tools of nature writing - observation, memory, exploration, research, analysis, and expression - will be put to work in order to learn more about the places we live. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

ENGL 295-3
Directed Studies in English
This course involves composing a supervised writing project with directed reading in literary criticism or creative writing. Students will produce a project proposal, a specialized reading list, and a final critical or creative manuscript. The topic will be agreed upon by the supervising faculty member and the student, in the semester prior to the directed studies.

Prerequisites:
- ENGL 116
- ENGL 126
- permission of the department

ENGL 299-3-3
Special Topics:
Special topics include a close examination of specific literary genres, periods, movements, figures, or theoretical approaches. Please refer to the timetable and consult the department for a description of current offerings. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but including both ENGL 100 and ENGL 199

ENGL 302-3-3
Studies in Contemporary Literary Aesthetics
This course will explore historic and current notions of taste and literary excellence through an in-depth study of the criteria upon which a genre of literature is evaluated (for example, the novel and the Man Booker Prize; The Commonwealth Writers Prize, The Giller Prize, and so on). Beginning with a theoretical consideration of the ways in which literary taste has been historically produced, articulated, and critiqued, the class will then explore the ways in which these ideas of writing excellence are practically applied to contemporary literature, paying particular attention to the ways the shortlisted texts are spoken about in a variety of critical venues (the full range of national and international popular and industry print/online reviews, promotional materials, and so forth). (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- one of ENGL: 203, 215, 221 through to 236
- third-year standing

ENGL 306-3-3
Topics in Literary History
This course will explore connections between literature and its historical and cultural contexts. Using an interdisciplinary approach, it will examine literary and non-literary texts from a given period, giving students a base in research and interdisciplinary study. The topics may vary each time the course is offered. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- 6 credits ENGL 100,150,151,153
- one of ENGL: 203, 215, 221 through to 236
- third-year standing

ENGL 307-3-3
Creative Non-Fiction Writing for Canadian Markets
This course will take students through the steps of preparing creative non-fiction for Canadian markets. Writing, editing and submission of two substantial pieces of writing for Canadian magazines or journals will be required. Some of these markets may include Geist, The Walrus, Prairie Fire, Event, Prism International and the CBC Literary Awards, among others. Students will learn about the selection, format and process for submission of work for publication. Workshops, readings, and exercises will be employed to attempt to make conscious the unconscious motivations behind telling a non-fictional story. We will also look at how to use the elements of fiction, for example characterization, plot, conflict and symbolism, to shape a compelling non-fiction narrative. Guest speakers from the Canadian writing industry will be invited to the class. The class will wrap up with a public reading. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219 or ENGL 220
- third-year standing
ENGL 308-3-3
Literature and Film
Film has historically depended on literature for much of its material. Since film is an increasingly dominant narrative form, it influences the way we read and understand literature. This course will examine the distinctive characteristics of both literary and film texts and the relationship between them through a comparative study of selected literary texts and their film adaptations. (3,0,0)

Prerequisites:
• 6 credits ENGL 100,150,151,153
• one of ENG: 203, 215, 221 through 236
• third-year standing

ENGL 309-3-3
Shakespeare in Context
This course will explore the literary and cultural construction of Shakespeare in light of literary, dramatic and cinematic contexts. Emphasizing historical and social reflections, the course will cover Shakespearean comedy, satire and problem plays. Critical approaches to the plays will include feminist, Marxist, psychoanalytic, historicist, sociopolitical, theatrical and cinematic analyses. Readings will encompass Elizabethan, Jacobean and contemporary interpretations of the plays and theatrical practices. (3,0,0)

Prerequisites:
• 6 credits ENGL 100,150,151,153
• one of ENGL 203, 215, 221 through 236
• third-year standing

ENGL 311-3-3
Writing Drama
This course is an advanced creative writing course in which students are instructed and guided in the contemporary theories and practices of drama and performance, encouraged to pursue experimentation, and asked to participate in the feedback and critique sessions that constitute the workshop/studio method. (3,0,0)

Prerequisites:
• ENGL 116
• ENGL 126
• ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219 or ENGL 220
• third-year standing

ENGL 312-3-3
Writing for Change: History, Theory, Practice
This course explores the history and theory of writing as political action. Students will analyse any number of twentieth and twenty-first century revolutionary documents - Black Panther platforms, Declarations of First Nations People in Canada, Council of Canadians’ Vision Statements, Theatre for Development projects, and “culture jam” manifestoes. Questions we will consider as we engage these texts include the following: what counts as revolutionary writing? how does writing enable or achieve social action? and what are the responsibilities of the contemporary progressive writer? Finally, in this course students will practice multiple forms and genres of socially-engaged writing. (3,0,0)

Prerequisites:
• 6 credits ENGL 100,150,151,153
• one of ENGL 203-215, 220 through 237
• third-year standing

ENGL 351-3-3
Ecopoetics
This course explores the field of Ecopoetics by studying a range of texts that consider the relationships between humans, animals, places, cultures, and languages. The interdisciplinary readings cross genres and include poetry, prose, philosophy, field guides, science writing, theory, and criticism. We will write critically and creatively about the intersection of ecology and poetics, making connections between disciplines, literatures, personal experience, and current issues. (3,0,0)

Prerequisites:
• 6 credits of 200 level ENGL
• permission of the department

ENGL 357-3-3
Environmental Literature
This course promotes ecological literacy by studying a range of books that have shaped contemporary American environmental thinking and literature. Readings will be considered from several perspectives including the American Literary Tradition, rhetoric, history, science, and public policy. The readings represent several disciplines. Students will write critically and creatively about environmental topics. (3,0,0)

Prerequisites:
• 6 credits of 200-level ENGL literature
• permission of the department

ENGL 358-3-3
Topics in Literature
The emphasis in this course is on specific movements, themes and systems of thought. Consideration will be given to a range of literary, political, religious and social topics. With different topics, this course may be taken more than once for credit. (3,0,0)
Prerequisites:
- third-year standing
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199 or 6 credits of CMNS and permission of the department

**ENGL 383-3-3**
**Creative Writing Fiction**
This course is for third-year student planning to pursue a variety of careers in business. It will introduce students to a range of forms and models of short contemporary fiction and concern itself with the business of being a writer: marketing, contracts, copyright and licenses, agents, and careers in publishing. (3,0,0)

Prerequisites:
- third-year standing

**ENGL 406-3-3**
**Literary Journalism I: History, Theory, Practice**
This course addresses the history, theory, and practice of Literary journalism. A number of questions will guide our readings in this genre. What is the difference between a critic and a reviewer? What are the responsibilities of a public intellectual? How does literary journalism compare to other cultural industries? How will it navigate the transition from print to the web? (3,0,0)

Prerequisites:
- 6 credits ENGL 100, 150, 151, 153
- one of ENGL 203, 215, 221 through 236
- 3 credits of 300 level English
- third-year standing

**ENGL 407-3-3**
**Literary Journalism II: The Art of the Interview, Review & Profile**
Thinking critically and creatively about literary journalism, students will take a practical approach to the genre. Students will learn by doing, writing reviews, interviews and profiles. Within a literary context, students will apply skills (writing, editing, publishing) that are transferable within any number of fields. The course culminates with the publication of either a class chapbook or, subject to acceptance, in the student-run Okanagan Review. (3,0,0)

Prerequisites:
- 6 credits ENGL 100, 150, 151, 153
- one of ENGL 203, 214, 221 through 236
- three credits of 300 level English
- third-year standing

**ENGL 408-3-3**
**Topics in Creative Writing**
This course explores the many ways in which contemporary poetry intersects with, comments upon, changes, and challenges public culture. The course will necessarily grapple with the fundamental question of just what poetry does in our culture and will consider the slipperiness of the terms poetry, public, and culture. Course assignments will apply theories of poetry and public culture in a number of practical and/or hands-on ways. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219
- third-year standing

**ENGL 409-3-3**
**Writing the Novel**
This course will provide a basic understanding of planning, writing, and revising a novel and submitting it for publication. Students will study the context in which the contemporary novelist works in order to situate their own work both aesthetically and commercially. Students will write and revise chapters of an original novel and will learn the mechanics of finding a publisher. (3,0,0)

Prerequisites:
- ENGL 116
- ENGL 126
- ENGL 216 or ENGL 217 or ENGL 218 or ENGL 219
- third-year standing

**ENGL 416-3-5**
**Publishing Project**
Combining the skills and experience of this course’s prerequisites, students will produce a professionally published small-press title, working through the pre-production process from manuscript to copy-editing to design mock-ups to final design, production and publication. The project will also involve the establishment of a small press imprint, and the project will include the production of 50 copies of the book, along with publicity materials, and the class as a group will organize and present a public book launch/book fair to introduce their projects to the public. Students will be required to pay a supplemental fee to cover publishing costs of their project. This class will be scheduled in a computer laboratory. (3,2,0)

Prerequisites:
• ENGL 204
• ENGL 205
• ENGL 206
• ENGL 208
• FINA 201
• FINA 202
  or fourth-year standing and permission of the Department of English

ENGL 495-3
Directed Studies in English
In consultation with a faculty member, each student will work on a substantive research essay or creative work of fiction, poetry, drama, or non-fiction. This work will be scrutinized, by a faculty supervisor at the semester's completion, in an oral defence in a public forum. The student will also receive guidance and critical commentary on his/her curriculum vitae and the development of his/her professional portfolio.

Prerequisites:
• fourth-year standing
• the agreement of an English Department member to supervise the student.

Entrepreneurship

Exploring Reading and Writing

ERWS 010-76 hours
Exploring Reading & Writing

English as a Second Language

ESLD 020-140 hours
Directed Studies in ESL

English as a Second Language

ESLE 010-140 hours
ESL Listening and Speaking Level I
This course focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmarks Level 4 (also equivalent to Common European Framework of Reference for Languages Level A2).

Prerequisites:
• Placement at Level 1 Listening and Speaking on OCELA.

ESLE 020-140 hours
ESL Listening and Speaking Level 2
This course focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmarks Level 5 (also equivalent to Common European Framework of Reference for Languages Level B1).

Prerequisites:
• ESLE 010\(^1\) or placement at level 2 OCELA Listening and Speaking

1 minimum grade of 65 required

ESLE 030-160 hours
English Essentials - Level III
The third level of the core program which integrates listening, speaking, reading and writing. A continuation of ESLE 020, students will develop skills in discussing, listening to native speakers, and reading and writing on familiar topics. Course content includes Canadian culture, the local environment and current media issues.

Prerequisites:
• OCELA\(^1\) or ESLE 020\(^2\)

1 minimum score of 199 required
2 minimum grade of 60 required

ESLE 040-160 hours
English Essentials - Level IV
The fourth level of the core program which integrates listening, speaking, reading and writing. A continuation of ESLE 030, students will continue to develop skills in discussing, listening to native speakers, and reading and writing on familiar topics. Course content includes Canadian culture, the local environment and current media issues.

Prerequisites:
• OCELA\(^1\) or ESLE 030\(^2\)

1 minimum score of 295 required
2 minimum grade of 60 required

ESLE 050-80 hours
English Essentials - Level V
A continuation of English Essentials with an academic focus. The language skills of listening and speaking
are emphasized and developed at an advanced level to assist students in their academic studies. Course content includes Canadian culture, the college environment and its demands, and students' areas of study.

Prerequisites:
- OCELAl or ESLE 0402

ESLE 060-80 hours
English Essentials - Level VI
A continuation of English Essentials. Advanced listening and speaking with an academic focus are included. Emphasis is on further development of listening and speaking skills required in academic situations, including lecture and seminar settings.

Prerequisites:
- OCELAl or ESLE 0502

English as a Second Language

ESLE 036-80 hours
Introduction to English Grammar
This course is designed for students who wish to improve their grammar in both formal written and informal spoken English. Emphasis is on grammatical forms and structures which play an important role in communicating meaning (i.e. articles, plurals, comparatives and superlatives, verb tenses, passives, conditionals, modals, gerunds, infinitives, and complex clauses). Students will practice these forms and structures in written and oral exercises and in speaking activities which simulate practical everyday experiences.

Corequisites:
- ESLE 0301

ESL 025-80 hours
Pronunciation Improvement
This course is for students wishing to improve their understanding and pronunciation of spoken English. Students will practice the sound system of Canadian English, including vowel and consonant sounds, rhythm and intonation, linking and reductions. An introduction to the international phonetic system is included. Pronunciation classes are held in the language lab. Practice will focus on using and understanding the spoken language in practical, everyday contexts.

Prerequisites:
- ESLE 0101

ESLR 022-70 hours
Reading Improvement
A continuation of ESLR 012. Students will develop vocabulary and comprehension by understanding simplified academic texts, short stories and poems. Out-of-class reading assignments are included.

Prerequisites:
- ESLR 0121 or placement at Level 2 Reading on OCELA.

ESLR 032-80 hours
Reading for Meaning
A continuation of ESLR 022. Students will continue reading for academic purposes. Skills such as predicting, skimming, scanning, recognizing bias and deducing the meaning of unknown words are developed. Out-of-class reading assignments are included.

Prerequisites:
- OCELAl or ESL 022

ESLR 042-80 hours
Introduction to Reading for Academic Purposes
A continuation of ESLR 032. Through reading short stories and non-fiction from a variety of disciplines, students will be introduced to the basic concepts of literary analysis, and will improve their reading comprehension and develop vocabulary. Classroom activities include film and video presentation of short stories.

Prerequisites:
- OCELAl or ESLR 0322

1 minimum score of 373 required
2 minimum grade of 60 required

1 minimum grade of 60 required

1 minimum grade of 65 required

1 minimum score of 58 required

1 minimum score of 70 required
2 minimum grade of 60 required
ESLR 052-80 hours
Reading for Academic Purposes
A continuation of ESLR 042, students will read a variety of academic texts, literature, and prose. Classroom activities will include reading skill development to improve comprehension and vocabulary related to college-level study, and the discussion of readings. Students will have reading assignments both in and out of class.

Prerequisites:
• OCELA - Reading¹ or ESLR 042²

¹ minimum score of 82 required
² minimum grade of 60 required

ESLR 062-80 hours
Advanced Reading Skills for Academic Purposes
The final and most-advanced course in the academic reading program. Students will read a variety of academic texts and literary genres; poetry, fiction, drama. Classroom work will include reading activities designed to further develop such advanced skills as interpreting, inferencing, analyzing and evaluating.

Prerequisites:
• OCELA - Reading¹ or ESLR 052²

¹ minimum score of 91 required
² minimum grade of 60 required

ESLR 012-70 hours
Introduction to Reading - Academic
Vocabulary and comprehension are developed through a variety of popular readings. Classroom activities will include reading and discussions. Out-of-class reading assignments are included.

Prerequisites:
• Placement at Level 1 Reading on OCELA.

ESLW 021-70 hours
Writing Improvement
This course is a continuation of ESLW 011, in which students will develop their understanding of the written language by writing on popular topics and writing about them from their cultural background. Students will contribute their work to the ESL newsletter. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.

Prerequisites:
• ESLW 011¹ or placement at Level 2 WRiting on OCELA

¹ minimum grade of 65 required

ESLW 031-80 hours
Newspaper Network
This course is a continuation of ESLW 021, in which students will develop their understanding of the writing process by identifying audiences and purposes, and writing various paragraphs and compositions. Content, grammar, and organization will be focused on for writing improvement through self-editing and rewriting.

Prerequisites:
• OCELA- Writing¹ or ESLW 021², or equivalent

¹ minimum score of 61 required
² minimum grade of 60 required

ESLW 041-80 hours
Composition Concepts
This course is a continuation of ESLW 031, in which students will further develop their understanding of the writing process by identifying academic audiences and purposes, writing expository and persuasive essays, and by researching their writing topics online and at the Okanagan College library. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.

Prerequisites:
• OCELA- Writing¹ or ESLW 031², or equivalent

¹ minimum score of 72 required
² minimum grade of 60 required

ESLW 051-80 hours
Writing for Academic Purposes
This advanced ESL writing course will have students develop writing ability for academic purposes. A continuation of ESLW 041, students will further develop their understanding of the writing process by identifying audiences and purposes, writing academic essays using a variety of formats, using the library and going online to find sources of information and incorporating their research into formal essays, using accepted documentation procedures.
Prerequisites:
• OCEL A- Writing¹ or ESLW 041², or equivalent

1 minimum score of 83 required
2 minimum grade of 60 required

ESLW 061-80 hours
Advanced Writing Skills for Academic Purposes
This most-advanced course in writing (offered through ESL), develops writing ability for academic purposes. A continuation of ESLW 051, this course focuses on developing students’ ability to write research papers and academic essays of greater complexity and length. Student responses to literature in both short answer and essay form are included.

Prerequisites:
• OCEL A- Writing¹ or ESLW 051², or equivalent

1 minimum score of 93 required
2 minimum grade of 60 required

Also offered by Distance Education

ESLW 011-70 hours
Introduction to Writing
The first level of a six-level writing program which develops writing ability for academic purposes. Students will develop their understanding of the written language by writing on familiar topics. Individual sessions with the instructor will encourage the students to become critical readers of their own writing.

Prerequisites:
• or placement at Level 1 Writing on OCEL A.

Esthetics and Nail Technology

ESNT 101-30 hours
History and Professionalism in Esthetics
In this course, students study the practice of self grooming and beautification and its origins in history. The advancements in the field of esthetics during the 19th, 20th & 21st centuries are the focus. Students also learn how their own professional image is important to the client, the employer and the industry.

ESNT 102-20 hours
Infection Control: Principles and Practice
In this course, students are introduced to the types of viruses, bacteria, parasites, and fungi that are potential threats in the spa environment. Review of how pathogens enter body, principles of infection and prevention, and current regulatory laws and practices are included. Control strategies such as disinfectants, sanitizers, and sterilizers are studied and applied in the classroom environment as they would be in a professional spa facility. Consideration of universal precautions and the student’s responsibility as a spa professional are addressed.

ESNT 103-95 hours
General Esthetic Sciences
Basic review of human anatomy, nutrition and physiology provides students with an understanding of cells, the skeletal system, muscles, skin, circulation, respiration, and the nervous system. Systems such as endocrine, digestive and reproductive all contribute to the health and appearance of the skin and nails are studied. Students are introduced to chemistry basics as they relate to esthetics and the use of electrical equipment employed in performing aesthetic procedures.

ESNT 104-40 hours
Nail Structure & Growth: Diseases and Disorders
Focusing on the physiology of the hand and foot and the anatomy of the nail in its structure and growth, students study nail diseases and disorders, when to provide service to a client and when to refer that client for medical consultation.

ESNT 105-50 hours
Natural Nail Care: Manicures and Pedicures
Focusing on the implements and tools required to perform a manicure and pedicure students learn about the safe and approved handling of equipment and professional procedures for these nail services. Students learn to identify the basic nail shapes, perform all levels of spa manicures and pedicures, and to incorporate safety, sanitation and disinfection procedures. This course covers nail polish applications including French polish, hand and arm massage techniques, foot and leg massage techniques, and basic paraffin-wax treatment.

Prerequisites:
• ESNT 102¹
• ESNT 103¹
• ESNT 104¹

1 minimum grade of 70 required

ESNT 106-60 hours
Artificial Nail Enhancements: Techniques and Procedures
Students are introduced to current industry standard nail enhancements and develop their own creative abilities using the tools and techniques taught in this course. Nail art and design are introduced.

Prerequisites:
• ESNT 102¹
• ESNT 103¹
• ESNT 104¹

¹ minimum grade of 70 required

ESNT 107-50 hours
The Skin Sciences
The science of skin histology and physiology includes the functions, layers and anatomy of the skin. This course addresses many common skin disorders and diseases that the esthetician may encounter in their daily work. Students are introduced to the fundamental skills required for skin analysis in creating personalized facial treatments.

ESNT 108-25 hours
Product Selection and Ingredients: Making Informed Choices
Building on skin analysis, students examine the skin's barrier functions, product interactions with the skin, and pathways of penetration into and through the skin barrier. Students develop their knowledge base of product ingredients and the importance of making informed choices for their client.

ESNT 109-60 hours
Skin Care and Facials
Skin care and facials are considered to be core services the esthetician performs. Through hands-on experience the student learns to demonstrate and guide their client in suitable skin care and basic facials as suits their personal needs. A variety of standard spa equipment is used in delivery of this training.

Prerequisites:
• ESNT 102¹
• ESNT 103¹
• ESNT 107¹
• ESNT 108¹

¹ minimum grade of 70 required

ESNT 110-50 hours
Waxing Essentials
In this course, students develop skills in appropriate client consultation and identification of conditions that may inhibit hair removal. They study the morphology of hair and its growth stages and are introduced to a variety of hair removal techniques.

Prerequisites:
• ESNT 102¹
• ESNT 103¹
• ESNT 107¹

¹ minimum grade of 70 required

ESNT 111-11 hours
Aromatherapy: An Introduction
In this course, students explore the ancient healing art of aromatherapy, learn where essential oils come from, name the most commonly used oils in the beauty industry, identify carrier oils and their uses, and understand how aromatherapy can be used in the services an esthetician performs.

ESNT 112-20 hours
Reflexology for the Esthetician
Students gain a basic level of understanding of how an esthetician would incorporate reflexology into their service.

Prerequisites:
• ESNT 103¹

¹ minimum grade of 70 required

ESNT 113-25 hours
Relaxation Massage and Hot Stone Therapy
This hands-on course introduces students to the basics of Swedish body Massage and the art of heated stones. Focusing on client comfort, professional draping, the importance of staging the environment and the treatment room, the basic principles of massage and the types of massage movements; students will learn the potential benefits of massage, contraindications, special equipment needed and the limitations to the esthetician's scope of practice.

Prerequisites:
• ESNT 103¹

¹ minimum grade of 70 required

ESNT 114-25 hours
Body Scrubs and Body Wraps
This course focuses on the various methods, products and equipment used in body exfoliation and detoxification.

Prerequisites:
• ESNT 103¹

¹ minimum grade of 70 required

ESNT 115-10 hours
Introduction to Advanced Esthetics
In this course, students are introduced to the medi-clinical spa environment and explore options around working with a dermatologist.

ESNT 116-10 hours
Eyelash and Brow Tinting
In this course, students learn how to create subtle changes in the client's appearance using lash and brow tinting. Preparation and application methods as well as safety and contraindications are the focus.

**Prerequisites:**
- ESNT 102
- ESNT 103

1 minimum grade of 70 required

**ESNT 117-25 hours**
**Make-Up Foundations**
Analysis of facial shapes, bone structure, and skin tone are the basis for this course. Once these basics are understood, students learn the principles of camouflage, choosing base colours, eye techniques, lash extensions, blending and contouring, and how to choose the right brush.

**ESNT 118-34 hours**
**Business Skills, Retailing and Career Skills**
This course addresses the fundamentals of skin care and nail business including product sales, retailing, and booking services. The option of self-employment will be addressed and topics such as business licenses, business records, reception protocols, and the importance of having a sound business plan are included. As well, preparing for employment with a solid resume and strong interview skills are a focus. Students develop an employment portfolio that features the student's own strengths.

**ESNT 119-230 hours**
**Practical Skills**
Under the direct supervision of a licensed professional instructor, students practice and develop their applied skills.

**ESNT 120-200 hours**
**Advanced Practical Skills**
Under the direct supervision of a licensed professional instructor, students practice and develop their advanced skills and treatments.

**ESNT 121-30 hours**
**Practicum**
In this course, students have the opportunity to gain knowledge from a supervised placement in the esthetics field. This allows students to test their knowledge gained throughout the program and to integrate both theory and practical applications. From this, each student gains insight into the type of esthetics environment they may desire to work in the future.

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**ESL for Specific Purposes**

**ESP 095-320 hours**
**ESL for Specific Purposes**
This course is designed to present different topics for English language instruction of students taking English as a second language. Topics are determined through requests of International or professional/employer client groups and include learning of specialized English language communication skills (oral and written) through instruction and field work. With different topics, this course may taken more than once.

**Esthetician**

**ESTH 101-106 hours**
**Introduction to Esthetics**
The practice of self-grooming and beautification has its origins in ancient cultures. This course will review the history of Esthetics and skin care in order to acquaint the student with some of the ways that men and women have tried to improve on nature by changing and enhancing their appearance. Students will also learn how their own professional image is important to the client, employer and industry.

**ESTH 102-128 hours**
**General Sciences**
Estheticians work on the human body, and it is essential that they have some knowledge of human anatomy and physiology as well as bacteria and how to prevent the spread of disease. This course will provide students with an understanding of cells, the skeletal system, muscles, skin and the nervous system. Students will also gain an understanding of basic chemistry as it relates to Esthetics as well as the use of electrical equipment in performing Esthetic procedures.

**ESTH 103-252 hours**
**The Skin Sciences**
The science of skin histology and physiology includes the functions, layers, and anatomy of the skin. This course will also cover many of the common skin disorders and diseases that they may encounter in their daily work as well as the fundamental skills required for skin analysis. Students will also be introduced to a variety of products that they would commonly use in the field of Esthetics.

**ESTH 104-218 hours**
**The Principles of Esthetic Procedures**
This course will cover many of the procedures that Estheticians will be expected to perform as part of their job duties. In addition to massage, facials, hair removal and brow and lash tinting, students will learn about the equipment used to perform these
procedures as well as cosmetics and their many applications.

**ESTH 105-96 hours**
**The Business of Skin Care**
Once considered a luxury, esthetics has evolved into a significant part of the health, beauty, and wellness movement, responsible for generating a growing number of full-service salons, day spas, medi-spas and wellness centres. The course will cover elements of the skin care business as well as product sales and service and career planning in the Esthetics field.

**Floral Design**

**FD 01-12 hours**
**Basic Plant Care Principles**
This module covers basic plant care principles such as light, watering, feeding, repotting, soil needs, propagation, and insect and disease problems of popular houseplants, as well as plant identification.

**FD 02-12 hours**
**Principles of Floral Design**
This module introduces basic design elements and principles such as colour balance, focal point, texture, types of flowers, and use of foliage.

**FD 03-36 hours**
**Basic Floral Arrangements**
Introduction to basic types of arrangements including circular and triangular designs, table centres, baskets, novelties, etc.

**FD 04-36 hours**
**Designing Funeral Arrangements**
This module discusses basic types of arrangements including sprays, wreaths, and set designs which would be suitable for funerals. It also discusses the protocol of dealing with customers in these circumstances.

**FD 05-36 hours**
**Designing Wedding Arrangements**
In this module you will be introduced to designs for all members of the wedding party. Also discussed will be arrangements for the church and reception. Colour and flower co-ordination for the whole wedding will be emphasized.

**FD 06-18 hours**
**Floral Marketing**
This module introduces the business aspects of purchasing and marketing for the floral design industry and includes such topics as buying flowers, effective sales techniques, pricing, wire service, and shop and personal appearance.

**Film**

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

**Fine Arts**

Prerequisites may be waived by the English department. See prerequisite waiver.

**FINA 100-3-3**
**Survey of Music History I**
This course provides students with a basic understanding of the history and development of music. This survey course will focus on music and composers from the 5th to the 18th century. Increased competence in the student's abilities to listen, analyze and articulate their responses to the music will be an important part of this curriculum. (3,0,0)

Prerequisites:
- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index\(^3\)
or mature student status and a score of 24/40 (level 4) or better on the LPI

\(^1\) minimum grade of 60 required
\(^2\) minimum score of 60 required
\(^3\) minimum score of 24 required

**FINA 101-3-3**
**Survey of Music History II**
This course will provide students with a basic understanding of the history and development of music. This survey course will focus on the music and composers from the main musical periods from the 19th and 20th centuries. Increased competence in the student's abilities to listen, analyze and articulate their responses to the music will be an important part of this curriculum. (3,0,0)

Prerequisites:
- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index\(^3\)
FINA 110-3-3  
**Introduction to Drawing and Visual Storytelling**  
This course introduces students to drawing as a visual language and as a tool for enhancing perceptual awareness. While investigating the artistic process and developing a critical vocabulary, students will acquire the skills to translate immediate observation and ideas into two-dimensional form. By exploring the concepts of representation, imagination and personal expression, students will focus on drawing as a form of visual storytelling. (3,0,0)  

Prerequisites:  
- ABE ENGL 012 or English 120 or English Studies 120 or English 12 First Peoples or AP English Language & Comp. 120 or Technical Professional Comm 120  
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index  

1 minimum grade of 60 required  
2 minimum score of 60 required  
3 minimum score of 24 required  

FINA 115-3-4  
**Introduction to Acting**  
In this course students develop the physical, vocal, and interpersonal skills that are essential to an actor's craft. Proceeding from movement to improvisation to monologues, students learn how to build performances, collaborate with their fellow actors, and engage with audiences. They also discuss how to analyze and evaluate scripts from a performance perspective. Students may be required to purchase and attend one or more live theatre performances in the Okanagan Valley. (2,2,0)  

FINA 120-3-3  
**Introduction to the Creative Process**  
What is the nature of creative work? How do we think creatively? Through close study of design, visual art, story and performance, students will focus on the creative process, paying special attention to the relationship between artist and audience, and the implications for their own creative practice. (3,0,0)  

Prerequisites:  
- ABE ENGL 012 or English 120 or English Studies 120 or English 12 First Peoples or AP English Language & Comp. 120 or Technical Professional Comm 120  
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index  

1 minimum grade of 60 required  
2 minimum score of 60 required  
3 minimum score of 24 required  

FINA 134-3-3  
**Nineteenth-Century Art History**  
This course is a study of the major issues in Western art from 1750 to the end of the 19th century. Developments and changes in social systems, industrialization, philosophy and science will be related to artistic expression during this period. Slides will be used extensively. (3,0,0)  

Prerequisites:  
- ABE ENGL 012 or English 120 or English Studies 120 or English 12 First Peoples or AP English Language & Comp. 120 or Technical Professional Comm 120  
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index  
- or a pass in one of these courses and a score of 24/40 (level 4) or better on the LPI; or mature student status and a score of 24/40 (level 4) or better on the LPI.  

1 minimum grade of 60 required  
2 minimum score of 60 required  
3 minimum score of 24 required  

Also offered by Distance Education  

FINA 144-3-3  
**Twentieth-Century Art History**  
This course outlines the history of 20th-century art in the Western tradition, beginning with the important innovations in late 19th-century art and concluding with the 1990s. It covers painting, sculpture and architecture, as well as other visual art forms developed during the century. (3,0,0)  

Prerequisites:  
- ABE ENGL 012 or English 120 or English Studies 120 or English 12 First Peoples or AP English Language & Comp. 120 or Technical Professional Comm 120  
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index  

1 minimum grade of 60 required  
2 minimum score of 60 required  
3 minimum score of 24 required
FINA 160-3-3
Introduction to Canadian and Aboriginal Art History
The course focuses on issues and debates in Canadian art history, including the place of Aboriginal art in art history; the ways notions of gender, class, and ethnicity are constructed during different historical moments; the impact of artist organizations, cultural policy, and institutions on art production and exhibition; and the social role of the artist. (3,0,0)

Prerequisites:
- ABE ENGL 012\(^1\) or English 12\(^2\) or English Studies 12\(^2\) or English 12 First Peoples\(^2\) or AP English Language & Comp. 12\(^2\) or Technical Professional Comm 12\(^2\)
- or ABE ENGL 012 or English 12 or English Studies 12 or English 12 First Peoples or AP English Language & Comp. 12 or Technical Professional Comm 12 and Language Proficiency Index\(^3\)

1 minimum grade of 60 required
2 minimum score of 60 required
3 minimum score of 24 required

Also offered by Distance Education

FINA 170-3-0
Applied Publishing Skills
This course provides students with the technical skills necessary to enter the publishing industry. Intensive training in the Adobe Creative Suite of programs (InDesign, Photoshop, Illustrator and Acrobat) prepares students for a wide range of production issues. Students are required to register in a two-hour faculty led computer laboratory. This course is also offered as ENGL 170. Students with credit for ENGL 170 cannot take FINA 170 for further credit. (2,2,0)

Prerequisites:
- FINA 170

FINA 170-3-0
Design Foundations
This course provides an overview of basic principles and techniques that contribute to effective design. Students employ both analog (hand-drawing) and digital (software) tools to facilitate a working understanding of the principles of composition and layout, color theory, line, shape, and texture. Students are required to register in a two hour faculty-led computer laboratory. (2,2,0)

Corequisites:
- FINA 170

FINA 171-3-0
Introduction to Publication Design
Beginning with a brief historical overview of printing, type design, typography and book design, this course will focus first on the conventions of book design and typography, followed by a basic introduction to the development of print projects in the current industry-standard software. (3,0,0)

Prerequisites:
- FINA 170
- FINA 171
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199
- or 6 credits from: FINA 110, 134, 144, 160

FINA 201-3-3
Advanced Publication Design
This course will combine a close study of advanced typographic conventions with an intensive exploration of the features and capabilities of current industry-standard software. Less a graphic design class (aesthetics) than an exercise in textual communication, the class will focus on determining and meeting the demands of the text and reader through a firm understanding of legibility, readability, composition and layout. (3,0,0)

Prerequisites:
- FINA 201
FINA 211-3-3
Topics in Music
This course permits students to explore specific contributions of musical genres to contemporary culture. Students will attend at least one approved performance and will present their review to the class. Students may be required to provide for their own travel and admission costs to performances. The topics will vary from year to year. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- permission of the department
- 6 credits Arts

FINA 213-3-3
Music for Film and Stage
This course will provide students with a basic understanding of the history of music for film and theatre so they may enjoy listening to this style of music with increased perceptiveness. The course will focus on two main ingredients involving music for film, and music for theatre. Attention will be spent on the history of film scoring and Broadway. Each student will complete an in-depth review of one movie or Broadway show, and present their review to the class. Students may be required to provide for their own travel and admission costs to performances. (3,0,0)

Prerequisites:
- 6 credits Arts

FINA 310-3-3
Visual Communication & Culture
This course examines how meaning is constructed through visual representation. Theories of visual communication, visual culture, and information visualization aid students in locating diverse applications of visualization within their cultural, historical, and practical contexts. Also offered as CMNS 310. Students with credit for CMNS 310 cannot take FINA 310 for additional credit. (3,0,0)

First Nations Studies

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

FNS 012-80 hours
First Nations Studies 012
This course provides students with historical background and current information leading to knowledge and understanding of indigenous peoples in Canada, focusing on peoples based in geographical areas now known as the province of British Columbia and the region served by Okanagan College.

Prerequisites:
- ABE ENGL 0801 or a minimum ABLE test score of 72/80 and a provincial level writing sample.
- 1 minimum grade of 60 required

Food Prep Short Order Cook

French

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

FREN 101-3-3
Oral Expression I
This course is intended for students with a rudimentary knowledge of French grammar and syntax. It will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or the corequisite of FREN 105

FREN 102-3-3
Oral Expression II
Students will continue to develop their oral and aural competency. Active participation in group activities and individual oral presentations will be required. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or FREN 101 or FREN 105

FREN 103-3-3
Oral Expression III
This course is intended for students with a basic knowledge of French grammar and syntax. It will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or FREN 102 or FREN 105 or the corequisite of FREN 111
FREN 104-3-3
Oral Expression IV
This course will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. This course is not suitable for francophones or French immersion students. (3,0,0)

Prerequisites:
- French 11 or FREN 103 or FREN 111

Corequisites:
- FREN 121

FREN 105-3-3
Beginners' French
This course is for students who have not completed grade 11 French or equivalent. Activities are designed to develop skills in reading, writing, speaking and listening. Students are required to complete individual and group assignments outside of scheduled class hours.

Students with credit for FREN 110 or 120 cannot take FREN 105 for further credit. (3,0,0)

FREN 111-3-3
Introductory French I
This course is for students who have completed grade 11 French or FREN 105 or equivalent. Students will practice writing, reading, speaking and listening to French. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- French 11 or FREN 105

FREN 112-3-3
French Language and Literature I
This course will focus on grammar and composition. Students will study cultural and literary works. Although some oral practice is included in this course, it is not the main emphasis. Students are required to complete individual and group assignments outside of scheduled class hours. Students who have completed grade 12 French immersion will normally register in FREN 211. (3,0,0)

Prerequisites:
- French 12 or FREN 121

FREN 210-3-3
Introduction to French Literature I: Before 1800
An introduction to the close reading of representative texts within different genres of French literature - narrative fiction, non-fiction prose, poetry and theatre. (3,0,0)

Prerequisites:
- FREN 112 and FREN 122 or Francais 12

FREN 115-3-3
First Year Oral French Practice I
This course emphasizes oral communicative proficiency in French. Students give several oral presentations and actively participate in various group activities designed to improve vocabulary, and oral and aural fluency. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- French 12 or FREN 121

FREN 211-3-3
Advanced French Language and Literature I
This course will focus on accuracy of written expression, the study of literary texts, translation and morphological and syntactic analysis. Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- Francais 12 or FREN 122

FREN 215-3-3
Second Year Oral French Practice I
This course will focus on development and accuracy of written expression, the study of literary texts, translation and morphological and syntactic analysis.
Students are required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

Prerequisites:
- Francais 12 or FREN 122 or FREN 125

FREN 220-3-3
Introduction to French Literature II: Since 1800
A continuation of FREN 210. (3,0,0)

Prerequisites:
- FREN 210

FREN 221-3-3
Advanced French Language and Literature II
This course is a continuation of FREN 211. (3,0,0)

Prerequisites:
- FREN 211

FREN 225-3-3
Second-Year Oral French Practice II
This course is a continuation of FREN 215. (3,0,0)

Prerequisites:
- FREN 215

Farm Management

Green Building Design

GBDC 100-65 hours
Building Sciences Basics
This course provides students with a comprehensive understanding of the role of the building envelope within its environment with a sustainable focus. Applications of building science, building envelope field services, and roles and responsibilities of industry are examined with a sustainable topic focus. Impact of extreme environments on design and construction and severity of environmental loads are reviewed.

Only offered by Distance Education

GBDC 110-60 hours
Concepts and Design Principles
The concepts and design principles of sustainable building in application to building envelopes are examined. Students will learn the basic principles of sustainable design â€“ energy, heat transfer, ventilation and moisture â€“ in relation to rating systems, climate change, envelope design, energy and light modeling, and indoor environmental quality.

GBDC 120-135 hours
Building Concepts
Components of a building envelope, below grade, roof, walls, windows and operations, are studied, with students learning the sustainable choices available in the construction of a building envelope. Appropriate choices according to environment are examined. Decommission buildings and construction site maintenance and practices are also studied. Prerequisite: GBDC 110

Also offered by Distance Education

GBDC 125-50 hours
Existing Buildings
Students will examine the characteristics of existing buildings related to age and intended use and will focus on what improvements can be made to increase sustainability while maintaining or even reducing the costs of building operations. Cost benefit analysis for these improvements will be carried out and consumer education is discussed. Prerequisite: GBDC 120

Corequisites:
- GBDC 120

Also offered by Distance Education

GBDC 130-50 hours
Building Envelope Project
Students will complete a work-based project in which theoretical knowledge is applied. Prerequisite: GBDC 125

Corequisites:
- GBDC 120

Also offered by Distance Education

Golf Course Maintenance

GBDC 110-60 hours
Concepts and Design Principles
The concepts and design principles of sustainable building in application to building envelopes are examined. Students will learn the basic principles of sustainable design â€“ energy, heat transfer, ventilation and moisture â€“ in relation to rating systems, climate change, envelope design, energy and light modeling, and indoor environmental quality.

GCM 21-30 hours
Trees and Turfgrasses
Focusing on the similarities and differences between trees and turfgrasses, this section takes a closer look at these two very distinct life forms. Field trips to observe and collect tree samples are included and possibly a field trip to a turf farm.

GCM 22-16 hours
The Golf Course
A brief history of the development of the game and
the general layout of a golf course are discussed. Detailed information on golf course components and their maintenance criteria are studied. An overview of specialized golf course maintenance equipment will be provided, and a field trip to look at equipment may be included. Major diseases and insect pests of golf courses are discussed.

GCM 23-16 hours
Golf Course Trees and Their Care
The role of trees and the positive and negative attributes of trees in the golf course landscape are discussed. A tree-pruning workshop will be included.

Geography

For courses numbered 100 or higher, the prerequisites may be waived by the Geography department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

GEOG 012-80 hours
Geography 012
Forces which create landscape, climate, biogeography, including an examination of man and the environment; use of the environment; conservation and control; and quality and perception of the environment are studied. Regional studies of particular countries (Russia, Japan, and selected countries in Europe and Asia) and topographic mapping are included.

Prerequisites:
- ABE SOST 0111 or ABE ENGL 0801 or Social Studies 112 or a minimum ABLE test score of 72/80 and a Provincial Level writing sample.

1 minimum grade of 60 required
2 minimum score of 60 required

GEOG 110-3-6
The Geography of Viticulture
This course will address geographical factors that affect commercial production of grapes for wine. The British Columbia, North American and Global wine industries will be discussed and compared. Climate, geology and soils as well as the concept of terroir are described in relation to viticulture. This course will additionally introduce map reading and interpretation skills. (3,3,0)

GEOG 111-3-6
Introduction to Physical Geography: Climate & Vegetation
This introductory course focuses on explaining the principles and processes that govern the functions of the atmosphere, hydrosphere and biosphere, and the interactions between these environmental systems and human activity. Laboratory activities emphasize technical and analytical skills development. (3,3,0)

GEOG 117-3-3
Introduction to Human Geography I
This course provides an introduction to the concepts, methods, modes of explanation, and recent critical changes in the study of human geography. The course focuses on interpretation and explanation of spatial variations resulting from human culture, social and economic behaviour. (3,0,0)

GEOG 121-3-6
Introduction to Physical Geography: Water & Landscapes
This introductory course focuses on explaining the principles and processes that govern the functions of the Earth’s lithosphere and terrestrial geomorphology and hydrology. The course includes discussions of the interactions between the lithospheric system and human activity. Laboratory activities emphasize technical and analytical skill development. (3,3,0)

GEOG 127-3-3
Introduction to Human Geography II
This course provides a critical introduction to the study and application of the major themes of human geography including historical, regional, urban, political, social and cultural geographies. Investigations of local and distant environments are included using quantitative and qualitative methods at various scales. (3,0,0)

Prerequisites:
- GEOG 117

GEOG 128-3-3
Human Geography: Space, Place and Community
This course provides a critical introduction to the study and application of the major themes of human geography including historical, regional, urban, social and cultural geographies. It draws upon a range of geographic research methods to investigate geographic phenomena, especially human-environment relations. Students with credit for GEOG 117 cannot take GEOG 128 for further credit. (3,0,0)

GEOG 129-3-3
Human Geography: Resources, Development and Society
This course provides an introduction to the concepts, methods, modes of explanation, and recent critical changes in the study of human geography. The course focuses on the interpretation and explanation of geographic variations arising within the contexts of
rapidly changing cultural, demographic, economic, political and social phenomena and their relationship to the environment. Students with credit for GEOG 127 cannot take GEOG 129 for further credit. (3,0,0)

GEOG 172-3-3
Map Use, Design, and Analysis
Learners will achieve a comprehensive understanding of modern map use, design, and analysis including: a) principles of geolocation and measurement; b) principles of cartographic design; and c) interpretation, limitations, and misrepresentations of spatial data. Cartographic principles will be introduced by tracing the historical evolution of cartography. (3,0,0)

GEOG 201-3-3
Food and Society
This course will introduce students to the political, cultural, economic and geographic factors that influence food production. Students will study how power, race, class, and gender influence our view of food and global patterns of agricultural. Patterns of land ownership, subsistence food production, cash cropping and sustainable alternatives will also be discussed. (3,0,0)

Prerequisites:
• 3 credits of first year GEOG

GEOG 205-3-6
Geographical Hydrology
same as EESC 205

This course is a study of the terrestrial hydrological cycle and water balance at site, watershed and larger regional scales. The movement and storage of surface water in various phases through the hydrological cycle and the energy associated with these processes will be examined. Course content will focus on snow cover, glacier ice, ground ice, streams and lakes and their physical, ecological and socioeconomic importance. Definition of hydrological resources, hazards and human impacts in the context of human perception of the environment are covered. Labs and local field work will introduce students to relevant techniques and reinforce concepts introduced in the lectures. This course is also offered as EESC 205. Students with credit for EESC 205 cannot take GEOG 205 for further credit. (3,3,0)

Prerequisites:
• GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

GEOG 206-3-6
Introduction to Soil Science
Learners acquire knowledge of fundamental physical, chemical and biological properties and processes as well as soil formation processes, classification, description, survey, mapping and environment issues. Applications of soil science will be discussed related to forest management, agriculture, viticulture and environmental management. This course is also offered as EESC 206. Students with credit for EESC 206 cannot take GEOG 206 for further credit. (3,3,0)

Prerequisites:
• EESC 101 or EESC 111 or GEOG 111 or GEOG 121 or second-year standing in a science program.

GEOG 207-3-6
Introduction to Biogeography
Biogeography is the study of the geographical distribution of plants and animals on the Earth’s surface. We will examine the historical (speciation, migration, dispersal), environmental (climate, soils, topography, disturbance) and biotic (competition, resource partitioning) influences behind these patterns. The goal is to introduce the field of biogeography, understand biodiversity patterns and processes across the Earth and appreciate the role of human activities in influencing biogeographic patterns. (3,3,0)

Prerequisites:
• 2nd year standing plus one of GEOG 111, GEOG 121, EESC 111, EESC 101, BIOL 111, BIOL 112, BIOL 121, BIOL 122, BIOL 175

GEOG 210-3-3
Introduction to Environmental Issues
This course is an introduction to the major environmental issues facing our planet. Issues are examined at differing geographical scales. A number of topics are studied. (3,0,0)

Prerequisites:
• 3 credits of 100-level GEOG or EESC

GEOG 211-3-3
Social and Cultural Geography
This introductory course provides the tools to undertake analyses of the relationships between culture, politics and everyday life. Themes will be selected from: a history of Anglo-American cultural geography, cultural studies and geography, cultural politics, sexuality and space, gender and geography, axes of power and marginalization. (3,0,0)

Prerequisites:
• GEOG 128 and GEOG 129

GEOG 212-3-6
Weather and Climate
same as EESC 212

This course covers the applications of systems theory in the study of weather and climate. Themes include: analysis of factors controlling climates from macro to micro scales; general circulation of the atmosphere; weather systems and forecasting; climate change; climate classification; and methods of collecting and analyzing climate data. This course is also offered as EESC 212. Students with credit for EESC 212 cannot take GEOG 212 for further credit. (3,3,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or WET 111 or WQT 111 or second-year standing in the Associate of Science.

GEOG 213-3-3
Geography of Wine
Learners acquire a comprehensive understanding of the physical and human geography of wine, including (a) the environmental influences on grape growth and wine production, (b) the social, political, and economic significance of wine, (c) the geography of wine regions, and (d) an understanding of the environmental, cultural and economic characteristics of wine regions. (3,0,0)

Prerequisites:
- Second-year standing or completion of at least 3 credits of first-year GEOG or EESC.

GEOG 217-3-3
Regional Geography of British Columbia
The development of a definition of contemporary regional geography; regional settlement patterns and their formative factors; the regional nature of resources; economic regions, networks and communications; urban regions and regional districts in B.C.; an inquiry into the regional nature of the south-central interior of British Columbia. (3,0,0)

Prerequisites:
- 3 credits of 100-level GEOG or EESC

GEOG 221-3-3
Economic Geography
Analysis of the structure and dynamics of economic landscapes; theories of location, distribution and interactions associated with material production and consumption. Discussion themes selected from: distribution phenomena within the context of social systems; agricultural systems and land use; industrial landscape formation; consumer behaviour and the spatial structure of service activities. (3,0,0)

Prerequisites:
- GEOG 117 and GEOG 127 or GEOG 128 and GEOG 129

GEOG 222-3-6
Geomorphology
same as EESC 222

This course studies the origin, nature and distribution of landforms and landform assemblages. Historical development of the major concepts in geomorphology will be covered. Structure, process, stage, equilibrium and thresholds as landform controls are included. Emphasis will be on landforms resulting from fluvial and glacial processes, using local and international examples. Labs and fieldwork will introduce students to relevant techniques and reinforce the concepts learned in the lectures. This course is also offered as EESC 222. Students with credit for EESC 222 cannot take GEOG 222 for further credit. (3,3,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or second-year standing in the Associate of Science.

GEOG 223-3-6
Physical Geography of the U.S. Southwest
This course examines the physical geography of the U.S. Southwest including climate, fluvial processes, eolian processes, mass wasting processes, volcanism, weathering and geology. Several field sites will be visited in Arizona and southern Utah, including the Grand Canyon and the San Francisco Volcanic field. This course is intended to be delivered in a 7-week summer session. (6,0,0)

Prerequisites:
- GEOG 111 or GEOG 121 or EESC 111 or second-year standing

GEOG 224-3-3
The Canadian Landscape
This is an introductory course examining the relationship between the physical base of Canada and its human geography. The course focuses on the causes for and consequences of regional variations in the economic, political and social composition of Canada. Topics include biophysical base and natural resources; population settlement; emergence of urban and cultural regions and growth of economic activity regions. (3,0,0)

GEOG 225-3-3
Regional Geography of Melanesia
This course will introduce the physical geography and cultures of Melanesia. The course will study patterns of settlement, economic development and social and political organization in the region from a geographical perspective using local case studies. Topics examined will include: physical geography,
colonialism, postcolonialism, development, informal economics, resource use and globalization. (3,0,0)

Prerequisites:
• 3 credits of GEOG or EESC

GEOG 250-3-3
Introduction to Urban Geography
This course is an examination of how cities emerge, function and change. Its objective is to introduce the city in its historical and geographical perspective, focusing on the complex relationship between economic, political, cultural and environmental phenomena. Students will complete fieldwork projects examining the urban processes at work. (3,0,0)

Prerequisites:
• GEOG 127 or GEOG 128

GEOG 255-3-3
Geography of Beer
This course examines, local, regional, and national spatial patterns in the history, ingredients, cultural traditions, and practices in the agriculture, brewing, and consumption of beer. Impacts of climate and climate change on raw in gradient crops and local water resources will be explored; waste streams, agriculture, tourism, labour, economic trends, including global consolidation and the craft brewing renaissance within the beer industry, will be examined. Emphasis will be on the local (Okanagan) area in comparison to provincial, Canadian, British, European, and American regions. No alcohol will be consumed during class time. Travel within the region may be required as part of the course. (3,0,0)

Prerequisites:
• Second--year standing or completion of at least 3 credits of first-year GEOG or EESC.

GEOG 256-3-3
Tourism and Recreation Geography
This course provides a regional analysis of the geographic dimensions of tourism and recreation with specific reference to the Canadian experience. The spatial distribution of activities and resources, and the inter-relationships of tourism and recreation with both the physical and human environment, are considered. Implications of existing and potential supplies and demands, and the challenges of planning and managing resources are examined. (3,0,0)

Prerequisites:
• GEOG 117 and GEOG 127
  or GEOG 128 and GEOG 129

GEOG 270-3-6
Geographic Data Analysis
Introduction to descriptive and inferential statistical analysis in geography. Topics include descriptive statistics, elementary probability, statistics for spatial analysis, hypothesis testing, analysis of variance, correlation and regression. (3,3,0)

Prerequisites:
• 6 credits of Geography or Earth & Environmental Science.

GEOG 272-3-6
Introduction to Cartography, GIS and Remote Sensing
This course teaches students how to construct and interpret cartographic representations and visualisations. Course topics will focus on the identification and selection of appropriate spatial data, and the ways that different types of spatial data may be used to depict geography. (3,3,0)

Prerequisites:
• second-year standing

GEOG 274-3-6
Introduction to GIS Analysis
Learners will be introduced to spatial data analysis within GIS. Course topics will focus on deriving new spatial datasets, qualitative and quantitative outputs from existing data. Themes will include: analyzing geographic patterns and relationships, making spatial measurements and generating statistic. At the end of this course, learners will be competent in evaluating, implementing and interpreting appropriate spatial analysis techniques given data inputs and desired outputs. (3,3,0)

Prerequisites:
• GEOG 172
  or GEOG 272

GEOG 275-3-6
The Earth From Above: Remote Sensing of the Environment
An introduction to the science of remote sensing, including an exploration of the underlying physical processes, sensor types, basic image processing and information extraction. Practical examples will illustrate the breadth of fields in which remote sensing is actively used. (3,3,0)

GEOG 276-3-6
Geodatabases: Effective data management in a spatial world
An introduction to database structure, design and management, including information on terminology and various data models. Geodatabases, relational database design, domains, and structured query language (SQL) will be explored in detail,
examples illustrated using Geographic Information Systems. (3,3,0)

Prerequisites:
•   EESC 111

GEOG 277-3-6
Applied Geospatial Technology and Environmental Challenges
An investigation into the different technologies that dovetail with Geographic Information Systems to streamline data collection, processing, interpretation and communication. Topics include Global Positioning Systems, smartphone/pda integration, remote data collection, unmanned vehicles, webmapping interfaces, 3D geovisualization and decision support system. (3,3,0)

GEOG 278-3-3
Applied GIScience and Environmental Project Management
Learners will combine their knowledge of Geographic Information Systems, geodatabases, quantitative methods, remote sensing and other applied geospatial technology, in order to address a real-world problem. Through critical analysis students will design a major independent research project in which they will attempt to explore the problem and suggest potential solutions. The course will culminate in a summary technical report and oral presentation of how the problem was approached, highlighting the proposed solutions. (0,0,3)

Prerequisites:
•   GEOG 272
•   and be enrolled in the GIS stream of the Environmental Studies diploma

GEOG 298-3
Directed Studies in Geography
Students will undertake a supervised investigation or directed reading in geography. Students will produce a project proposal, progress report, and final written report. The topic will be agreed upon by the supervising faculty member and the student.

Prerequisites:
•   GEOG 111 and GEOG 121
or EESC 111 and EESC 121
or GEOG 117 and GEOG 127
or GEOG 128 and GEOG 129

GEOG 311-3-3
Environmental Management
This course will introduce students to the complex issues involved in environmental management. Students will study resource identification and valuation, varying management styles, monitoring issues, jurisdictional problems, the influence of social and political norms as well as globalization. Case studies will be chosen from the fisheries, forestry, protected areas, and mining sectors. (3,0,0)

Prerequisites:
•   3 credits of GEOG or EESC or third-year standing

GEOG 374-3-6
Fundamentals of GIS
This course teaches the theoretical basis as well as the practical use of Geographic Information Systems (GIS) using industry-standard software. GIS is a computer-based data processing tool used to manage and analyze spatial information. Major components of the course include gathering and manipulation of spatial and attribute data, spatial analysis, and application of GIS. Practical computer laboratory activities offer skill development. (3,3,0)

Prerequisites:
•   GEOG 272 or GEOG 270 or third-year standing

GEOG 398-3
Directed Studies in Geography
Students will undertake a supervised investigation or directed reading in geography. Students will produce a project proposal, progress report, and final written report. The topic will be agreed upon by the supervising faculty member and the student.

Prerequisites:
•   3 credits of 200-level GEOG or EESC and permission of the instructor; or third-year standing

GEOG 498-3
Directed Studies in Geography
Students will undertake a supervised investigation or directed reading in geography. Students will produce a project proposal, progress report, and final written report. The topic will be agreed upon by the supervising faculty member and the student.

Prerequisites:
•   GEOG 398
•   permission of the instructor

Geophysics

Prerequisites may be waived by the Physics & Astronomy department. See prerequisite waiver.

GEOP 250-3-3
Exploration Geophysics
This course includes instrumentation, application and limitations of gravity, magnetic, electromagnetic,
electrical, acoustic and seismic methods in the exploration for mineral and energy resources and in engineering applications; survey navigation. This course is also offered as EESC 250. Students with credit for EESC 250 cannot take GEOP 250 for further credit. (3,0,0)

Prerequisites:
• MATH 122
• PHYS 121 or PHYS 122¹
• second-year standing
• a first-year course in EESC and/or GEOG would be useful but is not required

¹ minimum grade of 60 required

Gerontology

German

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

GERM 101-3-3
Oral Expression I
This course is intended for students who are beginners but who have had some exposure to the grammatical and syntactic elements. The course will consist of oral and aural practice, basic conversation, and vocabulary expansion exercises. Students will be expected to participate actively in group activities and to give oral presentations. (3,0,0)

Prerequisites:
• German 11 or the corequisite of GERM 111

GERM 102-3-3
Oral Expression II
This course is intended for students who have completed GERM 101 or GERM 111. It will continue the training in oral and aural skills. Students will be expected to participate actively in group activities and to give oral presentations. (3,0,0)

Prerequisites:
• German 11 or German 12 or GERM 111 or the corequisite of GERM 121

GERM 111-3-3
Introductory German I
Students will develop active and creative communicative skills in listening, reading, speaking and writing. Students will be required to complete individual and group assignments outside of scheduled class hours. (3,0,0)

GERM 121-3-3
Introductory German II
This course is a continuation of GERM 111. (3,0,0)

Prerequisites:
• GERM 111

GERM 201-3-3
Oral Expression III
This course is intended for students who have completed six credits of university-level German. It will develop students’ aural and oral skills at a more advanced level. (3,0,0)

Prerequisites:
• GERM 102 or GERM 121

GERM 202-3-3
Oral Expression IV
This course will consist of oral and aural practice at a more advanced level. There will be an increased emphasis on vocabulary. (3,0,0)

Prerequisites:
• GERM 201 or GERM 211

GERM 211-3-3
Intermediate German I
Students will develop more advanced communicative skills in listening, reading, speaking and writing. This course deals with language from a variety of different areas, registers and periods. (3,0,0)

Prerequisites:
• GERM 121 or German 12

GERM 221-3-3
Intermediate German II
This course is a continuation of GERM 211. (3,0,0)

Prerequisites:
• GERM 211

GERM 222-3-3
German Literature in Translation I
A study of great works from the Medieval period to the 20th century. This course will be given in English and a knowledge of the German language is not required. (3,0,0)

GERM 223-3-3
German Literature in Translation II
A continuation of GERM 222. This course will be given in English, and a knowledge of the German language is not required. (3,0,0)
GERM 311-3-3
Advanced German I
This course continues the training in aural and oral skills and the practice of reading and writing in German to increase competency and fluency. An emphasis on grammar, German literature, and idiomatic use of the language will be included. (3,0,0)

Prerequisites:
• GERM 221

GERM 321-3-3
Advanced German II
This course consists of the continued training in aural and oral skills, and the practice of reading and writing in German to increase competency and fluency. Grammar instruction, German literature and idiomatic use of the language will be emphasized. (3,0,0)

Prerequisites:
• GERM 311

General Studies

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

GEST 060-100 hours
General Studies 060
An introduction to themes of social studies and science which are relevant to adults. Skills in interpersonal communication are developed. A problem-solving model is used to consider local, regional and provincial issues. Critical thinking skills are emphasized as students gather and use information which will help them understand their roles in life. Strategies leading to active participation in family and community matters will be adopted.

ArclInfo GIS

GISA 01-150 hours
GIS Basics and Applications
This module introduces students to the two essential aspects of a GIS system; spatial data and attribute data, and their representation and manipulation through the use of ArcInfo. The students will build towards a thorough understanding of how to solve GIS problems while covering the basics of ArcInfo. In this module the students will complete a presentation-quality GIS project.

Prerequisites:
• GISS 101

GISA 02-150 hours
Programming and Automation
In this course students will build skills developing GIS solutions through the creation of programs, menus and dialog boxes. Programming, customizing and automating ArcInfo using various tools and techniques will be covered, which will allow the students to tackle projects of a much larger scale and complexity. In this module students will automate the different phases of a GIS project.

GISA 03-200 hours
Advanced Arc/Info
In this course students will understand how to solve GIS problems using more advanced aspects of ArcInfo. Alternate methods of representing GIS information in Arc/Info and more complex methods of manipulating, analyzing and displaying information will be studied. Students will complete a GIS project of the type and complexity typically encountered in government or industry, while continuing to develop their skills with ArcInfo.

Geographical Information Systems

GISS 101-150 hours
GIS Basics and Applications
This course introduces students to the two essential aspects of a Geographical Information System (GIS); spatial data and attribute data, and their representation and manipulation through the use of industry-standard software. The students will build towards a thorough understanding of how to solve GIS problems while covering the basics of the software. In this course the students will complete a presentation-ready GIS project.

GISS 102-200 hours
Programming and Automation
In this course students will build skills developing Geographical Information System (GIS) solutions through the creation of programs, menus and dialog boxes. Programming, customizing and automating of industry-standard software using various tools and techniques will be covered, which will allow the students to tackle projects of much larger scale and complexity. In this course students will automate the different phases of a GIS project.

Prerequisites:
• GISS 101

1 minimum grade of 70 required

GISS 103-150 hours
Advanced GIS
Students will learn how to solve Geographical Information System (GIS) problems using more advanced aspects of industry-standard software. Alternate methods of representing GIS information and more complex methods of manipulating, analyzing and displaying information will be studied.
Students will complete a GIS project of the type and complexity typically encountered in government or industry, while continuing to develop their skills.

Prerequisites:
- GISS 102 \(^1\)

\(^1\) minimum grade of 70 required

**Gastroenterology Nursing**

**GNC 110-28 hours**  
**Gastroenterology Nursing Practices**  
This course will introduce the learner to the standards of practice, regulations and the implementation of best practice required by the gastroenterology nurse.

Only offered by Distance Education

**GNC 120-36 hours**  
**Infection Control and Environmental Safety**  
This course will introduce the learner to the concept of medical device reprocessing. The learner will apply knowledge of infection control and environmental safety in the Gastroenterology setting. After completing the theory portion, the learner will observe the practice of medical device reprocessing and environmental safety in the practice area.

Only offered by Distance Education

**GNC 130-56 hours**  
**Anatomy, Physiology and Pathophysiology**  
This course will provide the learner the anatomy, physiology and pathophysiology knowledge required by a gastroenterology nurse to safely care of patients experiencing disease processes that affect the GI system.

Only offered by Distance Education

**GNC 140-28 hours**  
**Pharmacology**  
This course provides the learner with advanced knowledge of pharmacology in caring for a patient with gastroenterology disease. Nursing considerations including administration, side effects and special patient instructions will be discussed. A basic review of nutritional therapies will be included. Learners will discuss the potential for food and drug interactions in the Gastroenterology setting.

Only offered by Distance Education

**GNC 150-84 hours**  
**Diagnostic Tests and Therapeutic Procedures**  
This course will focus on types of procedures required for a patient that needs interventions related to the GI tract. The equipment, types of diagnostic and therapeutic procedures will be discussed including their indications and contraindications. Specimen collection and the role of the nurse in identifying abnormal results will be examined. Complications or emergencies that may arise in caring for a patient undergoing the procedures or surgeries are discussed.

Prerequisites:
- GNC 110  
- GNC 120  
- GNC 130  
- GNC 140

Only offered by Distance Education

**GNC 160-70 hours**  
**Practicum**  
This practicum will provide the learner with the opportunity to integrate theory into practice at one of several accredited clinical sites. During this hands-on experience, the learner will participate in caring for patients undergoing endoscopic procedures including gastroscopy, colonoscopy and ERCP. The learner will observe quality measurements, infection control, and work-place safety.

Prerequisites:
- GNC 150

**Greek**

*Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.*

**GREK 111-3-4**  
**Introduction to New Testament Greek I**  
An introduction to reading and writing New Testament Greek with particular attention to grammar and vocabulary. (4,0,0)

**GREK 121-3-4**  
**Introduction to New Testament Greek II**  
A continuation of GREK 111. (4,0,0)

Prerequisites:
- GREK 111

**Gender, Sexuality and Women’s Studies**

**GSWS 100-3-3**  
**Introduction to Gender, Sexuality, and Women’s Studies**
Formerly offered as WMST 100. Gender, Sexuality, and Women's Studies is interdisciplinary, devoted to the study of gendered identities and representation. This course provides an introduction to intersectional feminist scholarship and debates, with a particular focus on understanding gender and feminism in Canada. Topics of study include women's studies and feminist activism and alliances, masculinity studies, and sexualities. Students with credit for WMST 100 cannot take GSWS 100 for further credit. (3,0,0)

GSWS 201-3-3
Gender, Justice, Resistance
Gender, Justice, Resistance studies historical and contemporary sites of global social organizing and activism. We will consider the ways that feminist theories and feminist practice influence social change and resistance movements. Learners will study contemporary intersectional feminist theory in order to better understand roles and interactions in our own social environments. (3,0,0)

Prerequisites:
- GSWS 100 or permission of the department.

GSWS 202-3-3
Women and Politics
Formerly offered as WMST 202. This course provides a critical examination of women as political actors in contemporary societies. Using gender as a unit of analysis, the course will study changing societal and political roles of women, traditional and non-traditional ways of participation of women in politics, and impact of women's movements in defining the political agenda from various theoretical perspectives. This course is also offered as POLI 202. Students with credit for WMST 202 or POLI 202 cannot take GSWS 202 for further credit. (3,0,0)

Prerequisites:
- GSWS 100
- POLI 101
- WMST 100 or second-year standing

GSWS 204-3-3
Women, Crime and Social Justice
Formerly offered as WMST 204. In this course we will examine the history of women and crime and consider crime as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constrains women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social order. This course is also offered as CRIM 204 and SOCI 204. Students with credit for WMST 204 or CRIM 204 or SOCI 204 cannot take GSWS 204 for further credit. (3,0,0)

Prerequisites:
- WMST 100
- GSWS 100
- POLI 101
- SOCI 111

GSWS 210-3-3
Women in Literature
Formerly offered as WMST 210. Techniques of literary study, with emphasis on how women are represented in and have contributed to the literary tradition, will be combined with a selection of representative texts written by women. This course will examine the relationship of women's writing to the canon of English Literature in the context of some critical and literary works. This course is also offered as ENGL 210. Students with credit for WMST 210 or ENGL 210 cannot take GSWS 210 for further credit. (3,0,0)

Prerequisites:
- 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199

GSWS 211-3-3
Women and the Economy
Formerly offered as WMST 211. This course focuses on economic issues of particular relevance to women. Topics discussed will include women's participation in the labour force, male-female education and income differences, discrimination, feminization of poverty, empowerment of women in developing countries, and women's role in home production and child-rearing. This course is also offered as ECON 210. Students with credit for WMST 211 or ECON 210 cannot take GSWS 211 for further credit. (3,0,0)

Prerequisites:
- second-year standing

GSWS 213-3-3
Women in Crosscultural Perspective
Formerly offered as WMST 213. This course includes an exploration of topics from anthropology focusing on explanations, in current and historical perspective, for variations in the situation of women. This course is also offered as ANTH 213. Students with credit for WMST 213 or ANTH 213 cannot take GSWS 213 for further credit. (3,0,0)

Prerequisites:
- WMST 100
- GSWS 100
- ANTH 121

GSWS 215-3-3
Gender and Popular Culture
Formerly offered as WMST 215. This course examines how women are represented in a variety of
genres in popular culture (for example, television, advertising, music, fiction, film and the Internet). Students will engage in an analysis of the historical, social and cultural contexts which influence the representation of women in popular culture. The social and personal implications of these representations will be explored as well as the extent to which these media can be used to provoke social and personal change. Students with credit for WMST 215 cannot take GSWS 215 for further credit. (3,0,0)

GSWS 216-3-3
Feminism and Film
Formerly offered as WMST 216. This course will explore theoretical and practical points of contact between feminism and film. It will examine various feminist approaches to the study and production of film including, but not limited to, psychoanalysis, narrative and ideological analysis as well as semiotic, material or cultural studies. Students will learn how to read film, currently one of our most powerful cultural technologies. Students with credit for WMST 216 cannot take GSWS 216 for further credit. (3,0,0)

Prerequisites:
• WMST 100
  or GSWS 100

GSWS 222-3-3
Eco-Feminism
Formerly offered as WMST 222. Eco-Feminism is based on the proposition that women and nature as configured by western philosophy are conceptually linked as feminine or female nature. This course will make visible the connections between the understanding of nature as feminine and global processes based on the control of people and resources for the sake of capital accumulation to the detriment of the natural world. Students with credit for WMST 222 cannot take GSWS 222 for further credit. (3,0,0)

GSWS 225-3-3
Men and Masculinities
Formerly offered as WMST 225. This course is a critical study of the multiple forms of oppression and privilege that are produced through interpretations, interactions and definitions of masculinity. Learners explore masculinities as maintained and reproduced on individual, cultural and institutional levels of society. Specific topics may vary but will include some of the following intersections with masculinity: sport, violence, religion and ethnicity, geography, health, crime and punishment, sexuality, education and social class. This course is also offered as SOCI 224. Students with credit for WMST 225 or GSWS 225 cannot take SOCI 224 for further credit. (3,0,0)

Prerequisites:
• WMST 100
  or GSWS 100
  or SOCI 111

GSWS 269-3-3
Studies in Sexualities
This course introduces students to perspectives on sexualities, sexual practices and sexual identities. It explores historical and contemporary approaches to sexuality and how these intersect with gender, class, and racialization. The topics of study take into account how structural influences shape experiences and understandings of sexuality and how resistance has brought about social change. This course is also offered as SOCI 269. Students with credit for SOCI 269 cannot take GSWS 269 for further credit. (3,0,0)

Prerequisites:
• SOCI 111
  or GSWS 100
  or WMST 100

GSWS 295-3-3
Current Topics In Women’s Studies
This course is an examination of selected topics in women's studies including, but not limited to, history, labour, feminist theory, race and ethnicity. Consult with the department for current offerings. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
• WMST 100 or GSWS 100
  or permission of department.

Health Care Assistant

HCA 101-60 hours
Interpersonal Communications
This course focuses on the development of self-awareness, increased understanding of others and the development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students will have the opportunity to develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills.

HCA 102-78 hours
Health: Concepts for Practice
This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to a holistic concept of health and the components of a health enhancing lifestyle. The course focuses on caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing.
HCA 103-205 hours
Personal Care and Assistance
This course provides students with the opportunity to acquire personal care skills and practice effective communication techniques within the scope of the HCA role. Students will learn basic principles associated with the provision of care, and how to provide care in a manner that promotes the safety, dignity and well-being of others.

Corequisites:
- HCA 101
- HCA 102
- HCA 104

HCA 104-78 hours
Healing: Common Health Challenges
This course introduces students to the normal structure and function of the human body and normal changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also explore "person-centred practice" as it relates to common health challenges.

Concurrent Registration: HCA 106, HCA 107

HCA 105-102 hours
Home Support/Assisted Living
This course consists of a theoretical component as well as a supervised clinical experience and students will be introduced to the role and responsibilities of a Health Care Assistant within a community based context

Prerequisites:
- HCA 101
- HCA 102
- HCA 103
- HCA 104

Concurrent Registration: HCA 106, HCA 107

HCA 106-102 hours
Cognitive/Mental Health Care
This course prepares students to care for those with common cognitive or mental health conditions. The course consists of a theoretical component as well as a supervised clinical experience in a continuing care setting. Emphasis is on recognizing behaviours and identifying person-centre intervention strategies.

Prerequisites:
- HCA 101
- HCA 102
- HCA 103

HEA 100-15 hours
Introduction to Audiology
This course provides a basic introduction to the parts and functions of the ear, degrees and types of hearing loss, and the correlation of hearing loss to speech perception. An understanding of audiological assessments is covered as well as the identification and troubleshooting various equipment available to deaf or hard-of-hearing children to assist them in an educational or daycare setting.

HEA 110-30 hours
Language Development in Children with a Hearing Loss
This course presents information regarding the principles, theories, and research findings that contribute to our understanding of development of speech and language in children from birth to early adolescence. The effects of hearing loss on language development, auditory processing, speech perception and production, phonological awareness, communication options, language and reading development, and effects of hearing loss as a sensory impairment are examined.

HEA 120-15 hours
Social and Emotional Development of Children with a Hearing Loss
The effects of hearing loss on social skill, familial and...
emotional development within the home, school and community is examined through the understanding of the psychosocial effects of hearing loss. Students will learn the effects of hearing loss on behaviour, how to manage difficult behaviours in relation to hearing loss and strategies to support positive social interactions.

HEA 130-15 hours
Hearing Loss in Children with Developmental Issues
Issues of hearing loss in children are compounded when a child has developmental issues. The impact of developmental issues, such as Down Syndrome, anxiety and autism combined with hearing loss, will be examined. How to manage multi-challenged children in relation to hearing loss and strategies to support positive social interactions will also be discussed.

HEA 140-60 hours
Introduction to Sign Language Level I
This introductory course introduces students to the basics of sign language.

HEA 150-60 hours
Introduction to Sign Language Level II
This course continues to teach students the basic concepts of sign language.

HEA 160-30 hours
Working as a Language Facilitator
The role of a language facilitator working with deaf or hard-of-hearing children is examined through the discussion and analysis of ethics, roles and responsibilities, facilitating difficult language settings, how to support concept development, implementing adaptations and/or modified curriculum. Issues and ethics in deaf education is also covered.

HEA 170-21 hours
Final Project
Students will learn how to provide support to deaf or hard-of-hearing children through observation and interactions. Through the support of the instructor, this course provides students the opportunity to integrate the knowledge, skills and values students learned in the classroom. Students will be required to report on their observations and interactions to reflect upon their practice, problem solving and issues encountered.

Home Inspection

HINS 101-42 hours
Building Science
This course presents a thorough introduction to the physical relationships between buildings and their interior and exterior environments. Topics include terminology used to describe building envelope materials, assemblies, and performance, properties of air and water vapour, characteristics of indoor and outdoor environments, exterior claddings, roofing and waterproofing, rain wetting and moisture penetration, need for flexible joints with sealants which prevent leakage when bonded to various common envelope substrates, windows and glazing. Samples and models of building envelope materials and assemblies will be presented. Students will complete a course project on a relevant topic of their choice.

HINS 102-21 hours
Safety
This course covers electrical and gas safety issues related to home inspection as well as issues related to inspection in confined spaces, indoor air quality, use of proper safety equipment in exterior areas (particularly the roof), and WHMIS. It will also cover the obligations of Home Inspectors to report safety issues beyond the client (for example to appropriate Provincial Safety Authorities), will address the issue of risk assessment in establishing a priority list for remedial action and will address the issue of when to recommend more specialized inspections.

HINS 103-15 hours
Defect Recognition
This course focuses on the recognition and analysis of defects and the synthesis of appropriate recommendations. Emphasis will be placed on understanding the ethical and legal responsibilities of the Home Inspector, the relative importance and prioritization of various defects, communication of appropriate recommendations, and the importance of referring specialized evaluation when the conditions are beyond the scope of a home inspection. Topics will include defects related to building safety, building envelope, roofing and basement water infiltration, electrical, heating, cooling, and ventilation systems, plumbing, structure, and environmental issues. Case studies and specific concerns in B.C. will be stressed.

HINS 104-84 hours
Home Inspection - The Interior
This course focuses on the visual inspection and practical fundamentals of a home's interior components, and will include basic safety, terminology, and theory of each system. Topics covered include electrical, heating, air conditioning, ventilation, plumbing, insulation, flooring, ceiling and walls, windows and doors. Samples of various interior components will be presented.

HINS 105-84 hours
Home Inspection - The Exterior
This course focuses on the visual inspection and practical fundamentals of a home's exterior components, and will include basic safety, terminology, and theory of each system. Topics covered include roofing, flashing, chimneys, gutters, downspouts, wall surfaces, windows, doors, the
foundation and the grading around it. Samples of various exterior components will be presented.

HINS 106-21 hours
Professional Practice - Ethics and Law
This course covers practical law, occupational health and safety, employment law and professional practice and ethics for home inspectors and will include an overview of the "Real Estate Transaction" and the role of the Home Inspector in providing an objective and professional evaluation. It will also cover the various types of insurance that professional inspectors will be expected to carry.

HINS 107-21 hours
Communications and Reporting
This course will cover effective oral and written communication skills beginning with the initial client meeting through to the preparation of professional home inspection report requirements including an introduction to the basic requirements of computer-generated inspection reports. Reporting standards and methodologies will be included along with the methodology and limitations of a "Standard" inspection and the responsibilities of the Home Inspector.

HINS 108-17 hours
BC Building Code: Building Envelope, Health & Safety, Green Buildings
This course introduces students to parts of the B.C. Building Code Part 9 that are most pertinent to Home Inspectors and will include plan examination and inspections of the house structure and the building envelope, roles of Building Inspectors and Home Inspectors and an introduction to the proper construction of footings, foundation walls, concrete slabs on ground; roof and ceiling construction; floor construction, wall construction; other structural components. Emphasis will be placed on the health and safety related aspects of the house including fire safety and protection, chimneys, fireplaces, inserts and solid-fuel-burning appliances, stairs, guards, insulation; health and comfort requirements, party walls, and final inspections. Students will also be introduced to proposed "Green Building" provisions including sustainable sites, water conservation, energy efficiency, materials and resources, re-using existing buildings; reducing construction waste; using sustainable building materials, indoor environment, innovation and design process, and facilitating green building through administrative processes. An inspection field trip will be included.

HINS 109-50 hours
Practical Inspections
This course will provide students with an opportunity to perform five full home inspections producing a formal written report for each in standard format and presenting an oral debriefing of each to the class.

History

For courses numbered 100 or higher, the prerequisite(s) may be waived by the History department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

HIST 012-80 hours
History 012
Modern world history of Britain, the USA, France, Germany, Russia, China, Japan, Afro-Asia, Latin America and the Commonwealth are studied.

Prerequisites:
• ABE SOST 0111 or ABE ENGL 0801 or Social Studies 112 or a minimum ABLE test score of 72/80 and a Provincial Level writing sample.

1 minimum grade of 60 required
2 minimum score of 60 required

Also offered by Distance Education

HIST 110-3-3
Survey of the Ancient World
A survey of ancient history from the first civilizations in the Near East to the fall of Rome. It includes examinations of the ancient civilizations of Mesopotamia, Egypt, Greece and Rome. This course is intended as a basis for understanding the origins of Western Civilization. (3,0,0)

HIST 112-3-3
Canada to 1867
The contributions of the First Nations, French, English and others to the social, economic, and political development of Canada. (3,0,0)

Also offered by Distance Education

HIST 115-3-3
Contemporary World from 1900 to World War II
A study of the decline of Europe and the emergence of the contemporary world from 1900 to World War II. (3,0,0)

HIST 116-3-3
History of Western Civilization, 1450 to 1789
A survey of the major events, systems of thought and human accomplishments which have contributed to western civilization. Study includes events dating from approximately 1450, when developments in
government, science, industry, art, and philosophy began to accelerate significantly, to 1789. (3,0,0)

HIST 120-3-3
Medieval Europe
An introduction to the changes in European society from the late Roman Empire to the Renaissance, with an emphasis on the Middle Ages as a dynamic era. The period saw the development of many of the institutions of modern civilization including common law, parliament and the university. Religion, family and warfare in the Middle Ages are examined. (3,0,0)

Also offered by Distance Education

HIST 122-3-3
Canada Since 1867
An introduction to the conflicts and controversies of Canadian history since Confederation, including regional and ethnic tensions, the experience of Indigenous Peoples, the clash of French-and English-Canadian nationalisms, the ordeal of fighting two world wars, and the often difficult transition to a modern nation state. (3,0,0)

Also offered by Distance Education

HIST 125-3-3
Contemporary World from World War II to the Present
A study of the main themes and problems of world history from World War II to the present time. (3,0,0)

HIST 126-3-3
History of Western Civilization 1789 to the Present
A survey of the development of Europe through the political, social and industrial revolutions that ushered in the age of European supremacy. Examination of the world wars and their impact on the decline of Europe are examined. (3,0,0)

HIST 206-3-3
Indigenous Peoples and Colonization in Canada
This course covers the history of Aboriginal-settler relations in Canada from contact to present. Topics include the impact of European contact on native peoples; the significance of native and Metis labour in the fur trade, fisheries, agriculture, and industry; the evolution of the modern treaty system and the Indian Act; and the resurgence of native and Metis activism. (3,0,0)

HIST 211-3-3
United States to 1865
An analysis of the major economic, political and social developments in America from Columbus to Lincoln. (3,0,0)

Also offered by Distance Education

HIST 216-3-3
History of British Columbia
This course surveys the social, economic, and political history of the Pacific region from the 1770s to the present. Thematic emphases include race relations, class conflict, gender identities, and institution building. (3,0,0)

HIST 218-3-3
History of Science
A survey of important events in the history of science from ancient times to the present. (3,0,0)

Prerequisites:
• 3 credits of HIST

HIST 219-3-3
History of Technology
A survey of important events in the history of technology from earliest times to the present.

Students who have received credit for HIST 215 or 225 cannot receive further credit for HIST 219. (3,0,0)

Prerequisites:
• 3 credits of HIST

HIST 221-3-3
United States Since 1865
A study of the major economic, political and social developments from the civil war to the present. (3,0,0)

Also offered by Distance Education

HIST 230-3-3
Warfare and Terrorism Since 1945
Warfare and Terrorism since 1945 is a survey of the developments in warfare and terrorism since the last year of the Second World War when most of the elements of modern warfare and conflict emerged. Topics include: nuclear warfare, conventional warfare, guerilla warfare, special forces warfare, computer and cyber warfare, suicide weapons, and terrorism. Across these topics, terrorism will be studied as a concept that has changed over the course of history, and as a tactic that deliberately and violently targets non-combatants in order to achieve a political or religious aim. (3,0,0)

HIST 236-3-3
History of the Canadian Prairies
This course surveys the history of the Canadian Prairie region, with emphasis on the First Nations and the fur trade; the Metis; Canadian development policies; prairie settlement; and western social and
politcal movements. Students with credit for HIST 226 or 227 cannot take HIST 236 for further credit. (3,0,0)

**HIST 240-3-3**  
*Pre-Independence Latin American History*  
A survey of Latin American history from the emergence of Mesoamerican and other aboriginal civilizations to the independence movements of the early 19th century. Discussion will focus on the impact of Spanish and Portuguese imperialism and colonialism on native Americans. (3,0,0)

**HIST 241-3-3**  
*Late Imperial China*  
This course overviews the social, cultural, economic, political, and diplomatic history of China during the Late Qing Dynasty, with particular emphasis on the impact of the opium wars and Western imperialism. Students with credit for HIST 214 cannot take HIST 241 for further credit. (3,0,0)

**HIST 250-3-3**  
*Post-Independence Latin American History*  
A survey of Latin American history from the early 19th century to the present. The focus will be on the major intellectual, cultural and political currents of the 19th century, and the struggle for continued development in light of the rise to power of the United States of America. (3,0,0)

**HIST 251-3-3**  
*The Chinese Republics*  
This course surveys the political, cultural, and social history of Modern China from 1910 to the present, with particular emphasis on the People’s Republic of China and Republic of China (Taiwan) after 1949. Students with credit for HIST 214 cannot take HIST 251 for further credit. (3,0,0)

**HIST 261-3-3**  
*Modern Japan*  
This course provides an introduction to the social, economic and political history of Japan after 1800. Emphases include the fall of the Tokugawa bakufu, the Meiji Restoration, the rise of Japanese militarism and imperialism, the American occupation of Japan, and the impact of economic growth and decline following World War II. Students with credit for HIST 224 cannot take HIST 261 for further credit. (3,0,0)

**HIST 271-3-3**  
*Modern India*  
This course surveys the history of India from the sixteenth century to the present. Major themes and events in the course include the economic and political impact of British colonialism; the role of indigenous nationalist movements; independence and the subsequent partition of Indian sub-continent; the emergence of India as a major economic player; and the establishment and maintenance of a secular, democratic system in a multi-religious and multi-linguistic country. (3,0,0)

**HIST 301-3-3**  
*Reading: A Social and Technological History*  
From about 3200 B.C. to the present, the development of writing and reading has been driven by social and technological factors, and has in turn driven changes in these areas. The course will explain relevant theory using concrete and practical examples, and is intended to give a historical background for modern readers and writers. (3,0,0)

Prerequisites:  
- Associate Degree of Arts, or 6 credits of History, or Diploma in Writing and Publishing

**Human Kinetics**

Prerequisites may be waived by the Human Kinetics department. See prerequisite waiver.

**HKIN 103-3-4**  
*Active Health*  
This course is designed to facilitate lifelong physical activity. Students will learn how to design basic fitness programs and develop fitness leadership skills. Students will experience a basic fitness appraisal and participate in a variety of exercise methods. The benefits of health-related fitness and the use of an exercise prescription will be explored. (2,2,0)

**HKIN 111-3-3**  
*Health and Human Nutrition*  
This course provides an introduction to scientific concepts in human nutrition. Students will learn about the function of nutrients and the effects of eating habits on health. The focus will be on helping students to make healthy food choices based on critical evaluation of scientific evidence. Students will have an opportunity to complete a personal dietary analysis. (3,0,0)

**HKIN 121-3-4**  
*Biomechanics*  
This course focuses on the development of forces within muscles and their effect on initiating and controlling human movement. Students will use a problem-solving approach as they analyze human movement patterns. Elementary principles of physics and mathematics will be reviewed and numeracy skills will be developed. (3,1,0)

Prerequisites:  
- ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 11
HKIN 152-3-3
Personal Wellness and Community Health
This course will critically examine contemporary health issues and health information. Students will study the determinants of health and wellness. Discussion will focus on changing human behaviours to build healthy lifestyles and prevent disease. The inter-relationship of individual, social and environmental factors will be explored in order to enhance personal wellness and community health. (3,0,0)

HKIN 161-3-3
Physical Activity in Canadian Society
This course is designed to unravel myths and stereotypes associated with physical activity. Students will use critical thinking to examine the impact of sport, recreation and fitness on our local and global communities, and will engage in discussion of current social issues. Historical, political, economic and sociological perspectives on physical activity in Canada will be introduced. (3,0,0)

HKIN 173-3-4
Biodynamics of Strength and Conditioning
This course is designed to introduce students to biomechanical principles and qualitative analysis. Students will learn functional anatomy while exploring the movement capabilities of the human body. Active learning will involve observation and demonstration of a variety of common resistance training exercises, with a focus on proper technique and safety. This course will develop the competencies required for BC Recreation and Parks Association (BCRPA) Weight Training I registration. This course will require students to engage in vigorous physical activity. (2,2,0)

Prerequisites:
• HKIN 103

HKIN 230-3-4
Motor Learning and Control
This course will introduce students to the study of human motor behaviour. It will examine factors that influence a person's ability to initiate and control a movement pattern. Students will learn how to create successful practice environments and provide effective feedback to enhance human performance. This course requires students to participate in moderate physical activity. (3,1,0)

HKIN 231-3-3
Sport and Exercise Psychology
This course is based on the study of psychology as it applies to sport and exercise. Students will learn how to create productive sport and exercise environments that will enhance psychological growth and development. A variety of mental skills training techniques will be explored to improve sport performance, personal well-being and adherence to exercise programs. (3,0,0)

Prerequisites:
• second-year standing

HKIN 241-3-4
Introduction to Athletic Injuries
This course provides students with the knowledge and practical skills to reduce the risk of athletic injury. Students will learn about the field of athletic therapy and about sport safety. Common sports injuries will be studied along with the practical skills in wrapping and taping associated with the care of these injuries. At the completion of this course, students may be eligible for Sports Aid certification through the Sports Medicine Council of British Columbia. (2,2,0)

Prerequisites:
• HKIN 173 or BIOL 133
• current Standard First Aid or approved alternate
• current CPR Level C or approved alternate

HKIN 261-3-3
Health, Policy and Canadian Society
This course analyzes the concept of health in relation to specific policies that address the consequences of illness and inactivity on the quality of life and well-being of Canadians. The evolution of health care and health care policy in Canada will be examined. Health promotion and social determinants of health will be discussed via the critical comparison of medical and social models of health. (3,0,0)

Prerequisites:
• HKIN 161

HKIN 273-3-4
Fitness Testing and Exercise Prescription
This course is designed to provide core knowledge and applied skills necessary to become a personal trainer. The focus is on health-related counselling strategies, fitness appraisal and exercise prescription for apparently healthy adults. Students will discuss issues related to professionalism, liability and business practice. This course incorporates competency requirements for BC Recreation and Parks Association (BCRPA) registration, and is based on Canadian Society for Exercise Physiology - Canadian Physical Activity, Fitness and Lifestyle Approach (CSEP - CPAFLA). This course requires students to participate in vigorous physical activity. (2,2,0)

Prerequisites:
• HKIN 173
• HKIN 152
Corequisites:
• HKIN 231
• HKIN 275

HKIN 275-3-4  
Exercise Physiology  
How does the human body respond to the demands of exercise and sport performance? This lecture and laboratory course will examine the acute and chronic effects of exercise on the human body. Study will focus on the cardiovascular, respiratory and neuromuscular systems. This course requires vigorous physical activity. (3,1,0)

Prerequisites:
• BIOL 133

HKIN 284-3-3  
Growth and Motor Development  
This course develops fundamental knowledge of physical growth and motor development from a life span perspective. The student will apply this knowledge by examining the effects of physical activity on growth, development and health. Students will be challenged to develop strategies to foster optimal motor development in every individual and to promote physical activity throughout the life span. (3,0,0)

Prerequisites:
• second-year standing

HKIN 291-3-4  
Applied Methods: Gymnastics and Dance  
This course provides students with the knowledge and experience necessary to teach developmental gymnastics and dance lessons in the K-12 education system. Students will learn to analyze, plan, lead, and perform gymnastics and dance activities. This course requires students to participate in vigorous physical activity. (1,3,0)

HKIN 295-3-4  
Applied Methods: Basketball and Soccer  
This course provides students with the knowledge and experience necessary to teach basketball and soccer lessons in the K - 12 education system. Students will learn to analyze, plan, lead, and perform basketball and soccer activities. This course requires students to participate in vigorous physical activity. (1,3,0)

Heavy Mechanical Foundation

HMFP 101A-222 hours  
Occupational Skills (Theory)  
This course introduces learners to all the elements required to function safely in the work environment. This will include Occupational Health and Safety regulations and the use of safe environmental practices. Students will also gain an understanding of the use of electronic media, math and science principles, hand tools and welding. Assessment will be done through exams, quizzes and assignments.

HMFP 101B-98 hours  
Occupational Skills (Practicum)  
On completion of this course learners will be able to demonstrate knowledge of occupational skills learned in HMFP 101A and show competency in the areas of welding, lifting and supporting loads, using electronic media and operating various types of equipment in a shop environment. Assessment will be based on submitted service report, observed competency and ability to follow instructions in a safe manner.

HMFP 102A-60 hours  
Brakes (Theory)  
This course involves the basic principles of braking, identifying parts of the braking system and their function, and servicing of related components. The theory material will cover both hydraulic and air operated braking systems. Assessment will be done through exams, quizzes and assignments.

HMFP 102B-68 hours  
Brakes (Practicum)  
On completion of this course the learner will be able to demonstrate knowledge of skills learned in HMFP 102A and show competency in the areas of brake service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 103A-45 hours  
Hydraulics (Theory)  
This course involves the basic principles of fluid hydraulics, identifying the parts of the hydraulic systems and their function, and servicing of related components. The theory material will cover all aspects of hydraulic systems including pumps, controls and cylinders. Assessment will be done through exams, quizzes, and assignments.

HMFP 103B-19 hours  
Hydraulics (Practicum)  
On completion of this course the learner will be able to demonstrate knowledge of skills learned in HMFP 103A and show competency in the areas of hydraulic system service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 104A-52 hours  
Electrical (Theory)  
This course involves the basic principles of electricity and how it applies to the Heavy Duty industry, identifying parts of the electrical system and their
function, and servicing of related components. Students will also gain an understanding of schematic diagrams and their use for troubleshooting and repair. Assessment will be done through exams, quizzes and assignments.

HMFP 104B-59 hours
Electrical (Practicum)
On completion of this course the learner will be able to demonstrate knowledge of skills learned in HMFP 104A and show competency in the areas of electrical system service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 105A-69 hours
Frames, Steering, Suspension and Tracks (Theory)
This course involves the basic principles of frames, steering and suspension on wheel-driven and track driven equipment, identifying the parts of the braking system and their function, and servicing of all related components. The theory material will cover both hydraulic and air operated braking systems. Assessment will be done through exams, quizzes, and assignments.

HMFP 105B-92 hours
Frames, Steering, Suspension and Tracks (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 105A and show competency in the areas of frame, steering and suspension service and repair on both wheel-driven and track-driven equipment. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 106A-44 hours
Trailer (Theory)
This course involves the basic principles of trailer construction, identifying the parts of the trailer and their function, and servicing of related components. The theory material will also cover heating and air conditioning systems as they relate to trailers. Assessment will be done through exams, quizzes and assignments.

HMFP 106B-20 hours
Trailer (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 106A and show competency in the areas of trailer service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 107A-16 hours
Heating, Ventilation and Air Conditioning (Theory)
This course involves the basic principles of heating, ventilation and air conditioning (HVAC), identifying the parts of the HVAC system and their function, and servicing of related components. Assessment will be done through exams, quizzes, and assignments.

HMFP 107B-16 hours
Heating, Ventilation and Air Conditioning (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 107A and show competency in the areas of HVAC service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 108A-31 hours
Engines and Supporting Systems (Theory)
This course involves the basic principles of diesel and gasoline engines, identifying parts of the system and their function, and servicing of related components. The theory material will also cover supporting systems such as fuel and ignition systems. Assessment will be done through exams, quizzes and assignments.

HMFP 108B-66 hours
Engines and Supporting Systems (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 108A and show competency in the areas of engine, fuel system and ignition system service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 109A-31 hours
Powertrains (Theory)
This course involves the basic principles of clutches, manual transmissions, automatic transmissions, drivelines and final drive assemblies, identifying parts of each system and their function, and servicing of related components. Assessment will be done through exams, quizzes, and assignments.

HMFP 109B-55 hours
Powertrains (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 109A and show competency in the areas of powertrain service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 110A-8 hours
Structural Components & Accessories (Theory)
This course involves the basic principles of structural
components and accessories, identifying parts of each system and their function, and servicing of related components. Assessment will be made through exams, quizzes and assignments.

HMFP 110B-3 hours
Structural Components & Accessories (Practicum)
On completion of this course learners will be able to demonstrate knowledge of skills learned in HMFP 110A and show competency in the areas of protective structure, cab and accessory service and repair. Assessment will be based on submitted service reports, observed competency and ability to follow instructions in a safe manner.

HMFP 111-60 hours
Industry Work Placement
Learners will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program. Assessment will be provided by the employer and input will be given by the instructor as well.

HMFP 112-6 hours
Final Exam
This course includes curriculum review, preparation for the final exam, and completion of the Industry Training Authority Level 1 examination(s).

Home Support/Resident Care

Health & Social Services Core

Human Service Work

HSW 100-3-45
Professional Skills for Human Service Work
In this course students explore human service work practice through the introduction of values, ethics and processes that form the foundation for professional practice. Students develop and demonstrate an understanding of professional conduct in practice settings. Topics covered include professional values, ethics, conducts and boundaries, objective report writing and strategies for self-care. (0,0,0)

Prerequisites:
• Admission to the Human Service Work Program.

HSW 102-3-3
Augmentative Communication
formerly HSW 201
This course provides an overview of strategies for assessing individual communication needs and implementing a variety of communication systems to support people who have difficulties with their speech and/or who are unable to communicate verbally. Students have opportunity to experience the practical application of several alternative and augmentative communication systems. (3,0,0)

Prerequisites:
• admission to the Human Service Work program

HSW 106-1.5-1.5
Practicum Preparation I
This seminar engages students in a focussed preparation for their first practicum. Human service roles, responsibilities, activities and the diverse contexts of practice are explored. Operationalizing human service values is discussed. Students will also examine the practicum learning team (student, faculty, placement agency) and the complex interpersonal processes that contribute to successful learning and performing in practicum. (0,0,1.5)

Prerequisites:
• HSW 111
• HSW 114
• SOCW 200A¹
or Permission of the department.

¹ minimum grade of 50 required

HSW 107-3-3
Introduction to Mental Health
formerly HSW 204
This course facilitates critical examination of such concepts as mental health, normalcy, and mental illness. The range of diagnostic categories, including psychotic, affective, anxiety and personality disorders is discussed, and students are encouraged to develop an understanding of the experience of mental illness. The course examines the process of effective mental health support work from a bio-psychosocial and person-in-environment perspective. (3,0,0)

HSW 108-3-6
Health Care Skills
formerly HSW 213
This course provides a theoretical and practical introduction to personal care skills that are required when working with clients with special needs who are living in community settings. The course also examines systems within the body and the components that support these systems. Students will review the application of written and oral communication, and develop processes related to giving and recording medications safely. (3,3,0)
Prerequisites:
• admission to the Human Service Work program

HSW 111-3-3
Interpersonal Relationships
In this course students develop the knowledge, skills and attitudes to communicate successfully as members of the human service team. By applying theoretical principles through specified skills, students learn to develop collaborative and positive relationships with others, listen effectively, speak assertively, and resolve conflicts. Awareness, self esteem, and personal empowerment are emphasized as important influences on interpersonal communication skills. (3,0,0)

Prerequisites:
• admission to the Human Service Work program

HSW 114-3-3
Families
This course introduces students to the concept of family. With links to their family of origin, students explore and discuss family development, selected concepts derived from Family Systems Theory, member roles and cultural influences. (3,0,0)

Prerequisites:
• admission to the Human Service Work program

HSW 122-3-3
Emotional Support
In this course students learn knowledge and develop skills to provide effective support to people who are facing emotional, social and/or behavioural challenges. The framework for developing and maintaining supportive relationships is informed by values that emphasize personal empowerment, respect, and self determination. (3,0,0)

Prerequisites:
• HSW 111

HSW 123-3-3
Foundations of Human Service Work Practice
This course introduces students to the foundation of generalist human service work practice. It summarizes the profession's historical roots, knowledge base, skills, values, mission and roles. It also examines the essential components of sound practice and problem solving processes. Students will come to understand ethical dilemmas and interdisciplinary approaches. Students with credit for SOCW 200A can not take HSW 123 for further credit. (3,0,0)

Prerequisites:
• admission to the Human Service Work program

HSW 124-3-3
Supporting Positive Change
In this course students develop skills to design effective and practical programs to support positive growth and change in people with disabilities. The focus will be on designing 'positive behavioural change strategies' for a variety of settings: home, vocational, school, community. These strategies will include teaching functional skills as well as supporting communication development and positive behavioural change. (3,0,0)

Prerequisites:
• Admission to the Human Service Work program

HSW 130-6-30
Practicum I
During this eight-week (240-hour) practicum, students provide direct and indirect support to their placement agencies' clients. In partnership with their field supervisors and HSW faculty, students apply the knowledge, skills and attitudes developed in class to their relationships with clients and colleagues. Students participate in weekly on-campus practice seminars to support their process of integrating theory, values and practice. Hours may vary from 6 to 9 hours per day during the practicum for a total of 30 hours per week. This includes a weekly three-hour on-campus seminar. (0,27,3)

Prerequisites:
• successful completion of semesters 1 and 2 of the Human Service Work program

HSW 205-3-3
Groups
Participants will examine group process theory and group facilitation methods in this course. Integration of theory and practice will occur in a lab setting, as students develop and practice facilitation skills that are prescribed by group theory. Current literature will be researched and discussed, and applied to the writing of a group development proposal. (3,0,0)

Prerequisites:
• HSW 130

1 minimum grade of P required

HSW 206-1.5-1.5
Practicum Preparation II
This seminar supports students' preparation for Practicum II. It balances continued exploration of human service roles and responsibilities with support for students to identify professional interests. Students also engage in a peer-mentoring process, sharing learning from their previous practicum experience. In addition, students will continue to engage in the
complex process of integrating values, theory and practice. (0,0,1.5)

Prerequisites:
• HSW 130
• HSW 205
• HSW 210

HSW 210-3-3
Introduction to Child and Youth Mental Health
This course introduces mental health issues related to children and youth. Topics include specific mental health disorders seen in children and youth, causes, risk factors, and multidisciplinary assessment and intervention processes that address children and youth who experience selected mental health disorders. The course examines the process of effective mental health support work from a bio-psycho-social perspective. (3,0,0)

Prerequisites:
• Admission to the Human Service Work program

HSW 211-3-3
Politics and Perspectives on Inclusion
formerly HSW 121

In this course students examine and critique historical and contemporary perceptions, attitudes and treatment of persons who experience barriers to social inclusion due to their experience of having unique abilities and limitations in relation to the able-bodied world in which they live. Several approaches are proposed for fostering inclusion with emphasis given to a "social justice" framework that emphasizes the citizenship and human rights of persons who are labeled "dis"-abled. Student will reflect on their own attitudes and values creating a personalized vision of how they will incorporate inclusion into their everyday practice. (3,0,0)

Prerequisites:
• Admission to the Human Service Work program

HSW 220-3-3
Principles of HSW Practice
In this course students integrate their academic learning, practicum experience and self awareness to develop a 'capstone' practice framework. This framework will summarize the values, theory and skills that inform a students' approach to professional relationships. Contemporary themes and topics will also be discussed to enrich students' knowledge base and to increase their awareness of specified fields and practice methodology. (3,0,0)

Prerequisites:
• HSW 130

• HSW 205

HSW 230-6-30
Practicum II
Practicum II is the final requirement for graduating from the HSW Diploma Program. This eight-week (240-hour) practicum supports students to continue their integration of theory, values and practice in an agency or organizational setting. Students will build upon their previous practicum experience and additional classroom learning by undertaking assigned responsibilities commensurate with their status as second-year diploma students. Hours may vary from 6 to 9 hours per day during the practicum for a total of 30 hours per week. This includes a weekly three-hour on-campus seminar. (0,27,3)

Prerequisites:
• successful completion of semesters 3 and 4 of the Human Service Work program

Horticulture

HT 11-30 hours
Botany and Soil Science
An overview of basic Botany and Soil Science as they relate to landscaping and the use of ornamental plants. Also discussed are the topics of horticulture training, computers in horticulture and the structure of the ornamental horticulture industry in B.C.

HT 12-30 hours
Plant Identification
The identification, choice and use of common landscape plants for the interior of B.C. is covered. Also discussed are plant classification, nomenclature, hardiness, and the use of identification keys.

HT 13-30 hours
Landscape Construction
Various aspects of landscape design and construction are discussed, including site analysis, designing the plan, plant selection, plan reading and costing, contract procedures, site works, automatic irrigation systems and their installation, layout, planting and turf grass installation.

HT 14-30 hours
Landscape Maintenance
Integrated Pest Management, pruning, cultivating, mulches, fertilizing, watering and turf grass management are the major topics covered. Equipment choice and use are also discussed.
Mathematics

IALG 011-112 hours
Introductory Algebra 011
This course prepares students for further study in algebra. Topics include operations with real numbers, first-degree equations, polynomials, factoring, graphing and interpreting linear equations, systems of linear equations, fractional expressions and equations, radical expressions and equations, quadratic equations and trigonometry.

Prerequisites:
- ABE MATH 072\(^1\) or ABE MATH 084\(^2\)

\(^1\) minimum grade of 80 required
\(^2\) minimum grade of 60 required

Also offered by Distance Education

College Studies (Introduction)

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

ICS 099-25 hours
Introduction to College Studies
This non-credit course is an introduction to the knowledge, skills, and attitudes that contribute to student success in college. Students are invited to explore and apply strategies to enhance their personal management and learning skills and to learn to effectively use Okanagan College resources. A mentorship component is included.

Interior Design

Dental Reception (Introduction)

IDR 01-37 hours
Introduction to Dentistry
This course includes introductory information on the relevant dental and medical specialties, dental terminology, tooth anatomy, patient records, basic dental procedures, appointment control, and professional conduct in the dental office.

IDR 02-46 hours
Dental Office Procedures
An overview of the different types of dental insurance and their rules and regulations, basic office procedures, the one-write accounting system, an introduction to business machines and dental computer programs, telephone skills, and record keeping.

Interdisciplinary Studies

IDST 101-3-3
Resistance and Revolution in the Colonial Period
This course provides students with an interdisciplinary introduction to the theory and practice of resistance and revolution through specific historical case studies from the colonial period. From this interdisciplinary approach, topics include the application of critical theories of power, class, gender, race, and sexuality as well as social movement theories and cultural critique. (3,0,0)

IDST 102-3-3
Resistance and Revolution in the Neocolonial Period
In this course students will continue their interdisciplinary study of the theory and practice of resistance and revolution. This course will investigate how resistance and revolution have changed in the postcolonial period and in response to increasing globalization. By employing social movement theory and cultural critique students will investigate a variety of historical and contemporary instances of resistance. (3,0,0)

Prerequisites:
- IDST 101

IDST 201-3-3
Strategies of Resistance and Revolution
In this course students engage in an interdisciplinary analysis of the strategies of resistance and revolution through readings, films, lectures, and classroom discussions. Special emphasis will be placed on the evaluation of the effectiveness of various methods and tactics used to achieve social change. (3,0,0)

Prerequisites:
- IDST 102

IDST 202-3-3
Praxis of Resistance and Revolution
In this course students apply theories and methods of resistance in the real world through hands-on community based group projects. Projects are designed by students in consultation with faculty and will be aimed at promoting social, political, and economic justice in the broader community. (3,0,0)

Prerequisites:
- IDST 201
Conveyancing and Litigation

Interior Decorating

IND 01-15 hours
Introduction to Interior Decorating
This course is an overview of interior decorating and how these basics combine through a logical process to achieve a harmonious decorative scheme. Students will analyze decorating styles throughout history and gain knowledge of form, function, harmony and unity in a decorating plan. Students will also learn the steps necessary before hands on planning begins.

IND 02-15 hours
Working With Floor Plans
Students will learn to accurately measure a room and transfer these measurements to a floor plan, study the basics of the room plan as the first step in the process of a complete room design and draw floor plans to scale, determine traffic flow, balance points, room axis and focal points.

IND 03-18 hours
Perspective Drawing
Perspective drawing brings ideas to life, enables effective visualization and communication of design on paper. Students will learn to represent objects and space realistically by creating the impression of three dimensions on a two-dimensional surface. Projects will include sketching and drafting of interior space and furnishings, using one- and two-point perspectives.

IND 04-9 hours
Drawing and Colour Rendering
From simple freehand sketches to detailed coloured renderings, drawings allow us to record our ideas, express our creativity and communicate our designs to our clients. Students will discover how line, tone, shadow and colour, provide ordinary drawings with mood and feel. Artistic ability is a plus, but anyone with a desire to learn and a willingness to practice will succeed.

IND 05-30 hours
Using Colour in Your Home
Colour is one of the most important elements in creating a successful interior decor. Students will gain a thorough and practical understanding of colour theory by exploring the properties, harmonies and effects of colour, not only in the space being decorated, but also as seen by the viewer. Students will learn how appropriate lighting affects colour. Students will also gain confidence and the ability to accurately analyze and coordinate colour schemes by painting a colour visual chart and working with related and complementary colours.

IND 06-15 hours
Fabrics and Furnishings
This course will explore various choices of furniture styles and how to mix them, properties of fabrics, estimating yardage and the world of soft and hard window coverings - from curtains to draperies and blinds to shutters.

IND 07-21 hours
Lighting, Accessories and Art
Effective use of lighting and accessories has always played an important role in interior decorating. It may be the focal point or inspiration for a décor theme or act as an accessory. In this course, students will learn to create an effective lighting plan that will enhance and unify other elements within a space.

IND 08-15 hours
Materials for Surface Finishes
This course covers floor, ceiling, wall treatments and how to choose the right surface. Function, esthetics and budget considerations will be examined. The course will include examples of use in rooms and estimating for cost and quantity.

IND 09-24 hours
The Final Project
This course will allow students to apply their skills and knowledge by developing and completing a presentation in an individual residential design project. Emphasis will be on concept, budget, function, esthetics, visual communication and self-evaluation of the student's work.

Indigenous Studies

Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.

INDG 100-3-3
Introduction to Indigenous Studies
This course introduces students to historical events, concepts, and interactions critical to understanding Indigenous peoples worldwide. Students will develop critical skills in comparative analysis and synthesis and examine the merits of cross-cultural understanding and cultural and national diversity. Students with credit for ABST 100 cannot take this course for further credit. (3,0,0)

INDG 201-3-3
Okanagan Indigenous Peoples' History
This course introduces the Okanagan oral system of recording events and shows how history is one facet of the oral system. Okanagan historical stories, testimonies, and practices are examined with reference to the sources, methodologies, and perspectives of the disciplines of history and anthropology. (3,0,0)
Prerequisites:
• second-year standing

INDG 202-3-3
Okanagan Concepts and Frameworks
This course provides an overview of significant Okanagan peoples’ concepts and social institutions and their application in traditional and contemporary Okanagan life. Dynamic Okanagan evolutionary and systemic concepts reveal an experiential, or practiced, understanding of complex ecological, systemic, spiritual, and psychological relationships between the Okanagan people and the world. (3,0,0)

Prerequisites:
• second-year standing

INDG 203-3-3
Indigenous Historical Perspectives
This course examines Indigenous societies as they existed in pre-contact times and continued on their own terms, seizing the opportunities of the fur trade and other industries, anticipating and responding to government policies, and fashioning a resurgence of identity and political activity. The oral system of historical documentation, Indigenous stories, testimonies, and other evidence, are critically examined with reference to the sources and methodologies of the disciplines of history and anthropology. (3,0,0)

Prerequisites:
• second-year standing

INDG 204-3-3
Indigenous Concepts and Frameworks
This course provides an overview of significant Indigenous concepts and social institutions and their application in traditional and contemporary Indigenous community life. Oral traditions and histories are used to provide the conceptual and metaphorical frameworks of understanding with regard to kinship, economics, spiritual relationships and ways of knowing. (3,0,0)

Prerequisites:
• second-year standing

IPAC Collision Repair Refresher

IPAC 101-6 hours
Occupational Skills & Safety
This course introduces the student to safe work practices and to the Workers’ Compensation Board Occupational Health and Safety Regulations relating to safety procedures in the Automotive Collision Repair industry.

IPAC 102-9 hours
Tools & Equipment
This course involves the selection, maintenance and safe operation of automotive collision repair tools and equipment.

IPAC 103-8 hours
Oxy-Acetylene Welding
This course involves oxy-acetylene welding, brazing, and cutting techniques on sheet steel.

IPAC 104-44 hours
MIG Welding
This course involves MIG (Metal inert gas) butt, lap, and plug welding techniques on sheet steel and aluminum.

IPAC 105-80 hours
Basic Sheet Metal Repair
This course introduces the student to basic sheet metal damage repair techniques used in the collision repair industry.

IPAC 106-36 hours
Plastics & Composites
This course involves repair techniques to various types of automotive plastics and composites including fibreglass reinforced plastic and sheet moulded compound.

IPAC 107-24 hours
Surface Preparation
This course introduces the student to the various steps and processes involved in preparing a vehicle surface for the refinishing process.

IPAC 108-12 hours
Auto Body Construction and Components
This course involves bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.

IPAC 109-21 hours
Mechanical Components
This course involves diagnostic and servicing techniques to the automotive HVAC (Heating, Ventilation, and Air Conditioning), electrical, and restraint systems as they apply to the collision repair process.

IPAC 201-60 hours
Advanced Sheet Metal Repair
This course introduces the student to advanced sheet metal damage repair techniques used in the collision repair industry.

IPAC 202-108 hours
Structural Repair
This course introduces the diagnosis and repair procedures required for structural repair of full-frame and unibody vehicles.

**IPAC 203-27 hours**  
**Suspension & Steering**  
This course involves diagnosing problems relating to suspension misalignment and damage on full-frame and unibody vehicles.

**IPAC 204-9 hours**  
**Insurance Estimating and Industry Liaison**  
This course introduces the student to basic estimating techniques and the steps to establish a successful working relationship between the collision repair shop and the insurance company.

**IPAC 205-36 hours**  
**Refinishing For Collision Repair Technicians**  
This course covers refinishing theory beyond the surface preparation steps including topcoating, tinting, and blending procedures.

**IPAC 300-480 hours**  
**Four-Month Paid Work Term**  
Students will be placed into a paid work term throughout the Province of BC.

**IP Auto Refinishing Refresher**

**IPAR 101-24 hours**  
**Occupational Skills & Safety**  
This course introduces the student to safe work practices and to the WCB (Workers' Compensation Board) Occupational Health and Safety Regulations relating to safety procedures in the Automotive Refinishing industry.

**IPAR 102-36 hours**  
**Guns & Equipment**  
This course introduces the selection, maintenance and safe operation of automotive refinishing spray guns and equipment.

**IPAR 103-24 hours**  
**Handling of Vehicle Components**  
This course introduces the steps in disassembly, reassembly, and safe handling of vehicle components prior to the refinishing process.

**IPAR 104-70 hours**  
**Surface Preparation**  
This course introduces the student to the various steps and processes involved in preparing a vehicle surface for the refinishing process.

**IPAR 105-20 hours**  
**Undercoats**  
This course explains the functions of the various undercoat systems and the mixing and application techniques of each.

**IPAR 106-28 hours**  
**Solvents & Chemical Additives**  
This course introduces the student to the functions and safe handling procedures of solvents and chemical additives used in an automotive paint system.

**IPAR 107-38 hours**  
**Restoring Corrosion Protection**  
This course introduces the procedures used for restoring corrosion protection on a collision damaged automobile.

**IPAR 201-58 hours**  
**Topcoat Materials**  
This course introduces the types and functions of topcoat systems used in the automotive refinish trade.

**IPAR 202-52 hours**  
**Color Theory**  
This course introduces the procedure used in color mapping when tinting paint in the refinish operation.

**IPAR 203-14 hours**  
**Masking Procedures**  
This course introduces the various procedures used in masking a vehicle prior to painting.

**IPAR 204-6 hours**  
**Tri-Coat Applications**  
This course introduces the tri-coat application process and the steps required when repairing a tri-coat finish.

**IPAR 205-48 hours**  
**Paint Problems**  
This course introduces the student to various problems in a painted surface and the repair procedures for each.

**IPAR 206-24 hours**  
**Pre-delivery**  
This course covers pre-delivery techniques used after the refinish process.

**IPAR 207-30 hours**  
**Treatment of Plastics**  
This course covers the procedures involved in refinishing plastic and composite components on an automobile.

**IPAR 208-8 hours**  
**Management of VOC Regulations**  
This course introduces the student to the need for environmental concern when using solvents and
covers the VOC (Volatile organic compound) regulations as they apply to the automotive refinish industry.

IPAR 300-480 hours
Four-Month Paid Work Term
Students will be placed into a paid work term throughout the Province of BC.

IP Cook Training Refresher

IPCO 101-20 hours
Human Resources Development I
This course introduces the student to basic kitchen management policies, interpersonal and communication skills.

IPCO 102-20 hours
Vegetable & Starch Cookery I
This course introduces the student to the many different preparations for vegetables and starches.

IPCO 103-20 hours
Meat & Poultry Cookery I
This course introduces the student to the proper cooking methods for meat and poultry.

IPCO 104-20 hours
Seafood Cookery I
This course introduces the student to the proper cooking methods for fish and shellfish.

IPCO 105-30 hours
Stocks, Soups and Sauces I
This course introduces the student to making stocks, soups and sauces as required by industry standards.

IPCO 106-20 hours
Meat, Poultry and Seafood Cutting I
This course introduces the student to the proper cutting techniques for beef, pork, lamb, veal, fish and shellfish.

IPCO 107-20 hours
Garde Manger I
This course introduces the student to all aspects of the cold kitchen including sandwiches, salads, buffet platters and butchery.

IPCO 108-20 hours
Baking, Pastry and Desserts I
This course introduces the student to the many aspects of a commercial bakery including yeast breads, quick breads, and pastries.

IPCO 109-20 hours
Basic Food Service and Kitchen Management I
This course introduces the student to basic kitchen mathematics, food costing and menu preparation.

IPCO 110-20 hours
Safety, Sanitation and Equipment I
This course introduces the student to the safety rules in the kitchen as set out by the WCB (Workers’ Compensation Board), FOODSAFE, and equipment identification.

IPCO 111-10 hours
Healthcare and Nutrition I
This course introduces the student to basic personal healthcare and basic understanding of nutrition.

IPCO 112-20 hours
Egg & Breakfast Cookery I
This course introduces the student to egg cookery and breakfast service.

IPCO 201-20 hours
Human Resource Development II
This course introduces the student to advanced management including interviewing, resume writing, and employee relations.

IPCO 202-20 hours
Vegetable & Starch Cookery II
This course introduces the student to the many advanced preparations for vegetables and starches.

IPCO 203-20 hours
Meat & Poultry Cookery II
This course introduces the student to the advanced cooking methods for meat and poultry dishes.

IPCO 204-20 hours
Seafood Cookery II
This course introduces the student to advanced cooking methods for fish and shellfish.

IPCO 205-30 hours
Stocks, Soups and Sauces II
This course involves the student to making stocks, specialty soups and sauces as required by industry standards.

IPCO 206-20 hours
Meat, Poultry and Seafood Cutting II
This course introduces the student to the advanced cutting techniques for beef, pork, lamb, veal, fish and shellfish.

IPCO 207-20 hours
Garde Manger II
This course introduces the student to showpieces, lard sculpting, advanced salad and salad dressings, canapes and cold hors d’oeuvres.
IPCO 208-20 hours
Baking, Pastry and Desserts II
This course introduces the student to the many aspects of a commercial bakery including fancy tortes, creams and pastries.

IPCO 209-20 hours
Basic Food Service and Kitchen Management II
This course introduces the student to advanced kitchen mathematics, food costing and menu preparation.

IPCO 210-20 hours
Safety, Sanitation and Equipment II
This course introduces the student to the safety rules in the kitchen as set out by the WCB (Workers’ Compensation Board), FOODSAFE, and Equipment identification.

IPCO 211-10 hours
Healthcare and Nutrition II
This course introduces the student to basic personal healthcare and basic understanding of nutrition.

IPCO 212-20 hours
Egg & Breakfast Cookery II
This course introduces the student to egg cookery, breakfast service, brunch production, and breakfast meats.

IPCO 300-480 hours
Four-month Paid Work Term
Students will be placed into a paid work term in various locations through the Province of BC.

Inclusion Support

IPSE 001-110 hours
IPSE Inclusion Support
This individualized course will support students to achieve their academic, social, and employment goals in the Inclusive Post-Secondary Education Program (IPSE). An Inclusion Facilitator will work with students to set academic goals and clarify assignment modifications; identify goals for participation in student life and connect with peer support; set employment goals and plan and conduct a job search. For some students, an on-campus work-experience placement may also be appropriate. Students will repeat IPSE 001 for each term of the IPSE Certificate.

Prerequisites:
• Acceptance into the IPSE Program

Individualized Support Worker

Japanese

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

JAPN 111-3-4
Basic Japanese I
This is an introductory course in the grammar and usage of modern Japanese. Students will be encouraged to develop basic reading, writing, speaking and listening skills in practical contexts. Students are expected to write the hiragana and katakana syllabaries and 50 basic Chinese characters. This course is not suitable for native speakers of Japanese. Students are required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
• JAPN 121 or Japanese 12
1 minimum score of 80 required

JAPN 112-3-4
Basic Japanese III
This course further develops reading and writing skills through the study of grammar and composition, and the reading of short texts. Listening and speaking skills are developed using a variety of media emphasizing contemporary Japanese culture. Students will be required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
• JAPN 111 or Japanese 12
1 minimum score of 80 required

JAPN 121-3-4
Basic Japanese II
This course is a continuation of JAPN 111. It is not suitable for native speakers of Japanese. Students will be required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
• JAPN 111 or Japanese 12
1 minimum score of 80 required

JAPN 122-3-4
Basic Japanese IV
This course is a continuation of JAPN 112. By the end of this course, the student will be expected to have mastered the basics of Japanese grammar and to have developed speaking and listening skills enabling basic communication in Japanese. Students will be
required to complete weekly computer language labs outside of scheduled class hours. (3,1,0)

Prerequisites:
- JAPN 112

**JAPN 211-3-5**
**Intermediate Japanese I**
This course introduces intermediate-level grammar and usage patterns in the context of the Japanese workplace. Topics include honorifics in the benefactor-recipient relationship, media and telecommunications, and job applications and resumes. Approximately 75 new kanji are introduced. This course will be of interest for students pursuing careers in business, international relations, tourism and government. (3,2,0)

Prerequisites:
- JAPN 122

**JAPN 221-3-5**
**Intermediate Japanese II**
A continuation of JAPN 211. (3,2,0)

Prerequisites:
- JAPN 211

**Litigation (online)**

**LAA 100-60 hours**
**Litigation Procedures I**
Litigation Procedures I is an introduction to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. The legal concepts necessary to a basic understanding of the functioning of the courts will also be introduced.

Prerequisites:
- OADO 099
- LSEC 116 or LAA 116 and LAA 145

Only offered by Distance Education

**LAA 101-60 hours**
**Litigation Procedures II**
Litigation Procedures II builds on skills and knowledge from Litigation Procedures I. Subjects covered include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures II continues the introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that students will be entering.

Prerequisites:
- LAA 100
- LAA 116
- LAA 145

**LAA 112-60 hours**
**Family Litigation Procedures**
Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statues, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

Prerequisites:
- LAA 100
- LAA 116
- LAA 145

Only offered by Distance Education

**LAA 116-45 hours**
**Legal Office Procedures**
Legal Office Procedures introduces the student to the legal progression, including he functions and duties of the legal administrative assistant in British Columbia. Topics covered will include legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, citations, references to Acts.

Prerequisites:
- OADO 099

Only offered by Distance Education

**LAA 120-60 hours**
**Personal Injury**
Personal Injury Litigation introduces the student to the specific area of civil litigation in British Columbia that deals with personal injury lawsuits. Subjects covered include terminology and rules relating specifically to personal injury lawsuits. The student will also receive basic instruction in the legal concepts applicable to personal injury litigation.

Prerequisites:
• LAA 100
• LAA 101
• LAA 116
• LAA 145

Only offered by Distance Education

LAA 140-60 hours
Conveyancing Procedures I
This course introduces the student to the role and responsibilities of a legal administrative assistant working in the field of corporate law. Through an overview of the various forms of business organizations with a focus on the corporation, this course covers incorporation procedures, post-incorporation procedures, and annual maintenance requirements for a private (non-reporting) British Columbia company.

Prerequisites:
• LAA 116
• LAA 145

Only offered by Distance Education

LAA 141-60 hours
Conveyancing Procedures II
This course introduces the student to the role and responsibilities of a legal administrative assistant employed in the field of conveyancing in British Columbia.

Prerequisites:
• LAA 116
• LAA 140
• LAA 145

Only offered by Distance Education

LAA 145-30 hours
Introduction to the Canadian Legal System
The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system.

Prerequisites:
• OADO 099

Only offered by Distance Education

LAA 152-60 hours
Corporate Procedures I
Corporate Procedures I is an introduction to the role and responsibilities of a legal administrative assistant working in the field of corporate law. Through an overview of various forms of business organizations, with a focus on the corporation, this course covers incorporation procedures, post-incorporation procedures, and annual maintenance requirements for a private (non-reporting) British Columbia company.

Prerequisites:
• LAA 145
• LAA 116

Only offered by Distance Education

LAA 153-30 hours
Corporate Procedures II
Corporate Procedures II covers corporate structure and completion of filing forms as it relates to sole proprietorships, partnerships, limited partnerships, societies, cooperatives, non-reporting companies and extra-provincial non-reporting companies. The course also provides an introduction to securities and to BC OnLine (an Internet access to government services and information about BC companies).

Prerequisites:
• LAA 116
• LAA 145
• LAA 152

Only offered by Distance Education

LAA 160-60 hours
Wills and Estates
Wills and Estates is an introduction to the role and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a will). Administration Bonds, transferring the deceased's assets, and winding up estates.

Prerequisites:
• LAA 116
• LAA 145

Only offered by Distance Education

Law

Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

LAW 012-80 hours
Law 012
An introduction to legal principles and their applications. Topics include the judicial system, civil rights, family law, citizenship, labour relations, wills and insurance.

Prerequisites:
- ABE SOST 011 or ABE ENGL 080 or Social Studies 11 or a minimum ABLE test score of 72/80 and a Provincial Level writing sample.

1 minimum grade of 60 required
2 minimum score of 60 required

Learner Centred Instructor

LCI 101-10 hours
Building a Learner Centred Culture
At the conclusion of the LCI 101 course learners will be able to: - Describe adult learning styles and processes - Conduct a pre assessment to establish learner understanding and expectations - Create an engaging, learner-centred environment - Establish a learning community of practice

Only offered by Distance Education

LCI 102-10 hours
Instructional Planning
At the conclusion of the LCI 102 course learners will be able to: - Create a detailed course outline - Develop the ability to formulate learner-centred learning outcomes - Develop a series of learner centred lesson plans that reflect the seven undergraduate teaching principles

Only offered by Distance Education

LCI 103-10 hours
Teaching Techniques
At the conclusion of the LCI 103 course learners will be able to: - Describe effective teaching strategies - Design and conduct micro lessons - Share feedback on instructional practices - Use direct and indirect classroom management techniques

Only offered by Distance Education

LCI 104-10 hours
Multi Media and Technology
At the conclusion of LCI 104 course learners will be able to: - Plan the use of instructional media to meet learner needs - Effectively use a variety of instructional media and technology - Demonstrate an understanding of learning platforms and their use to enhance face to face and distance learning.

Only offered by Distance Education

LCI 105-10 hours
Learning Assessment and Course Evaluation
At the conclusion of the LCI 105 course learners will be able to: - Understand a variety of evaluation and assessment strategies to appropriately measure learning - Design a learning assessment plan - Design a course evaluation plan

Only offered by Distance Education

LCI 106-10 hours
Instructional Evaluation and Development
At the conclusion of the LCI 106 course learners will be able to: - Reflect on the effectiveness of their instructional skills - Actively participate with a mentor in learning activities - Participate in two peer observations - Develop an action plan to manage their own learning

Only offered by Distance Education

Leading in a Learner-Centred Organization

LLCO 101-10 hours
Leading from a People-centred Perspective

Only offered by Distance Education

LLCO 102-10 hours
Using Strengths to Lead

Only offered by Distance Education

LLCO 103-10 hours
Leading through Coaching

Only offered by Distance Education

LLCO 104-10 hours
Leading Dynamic Teams

Only offered by Distance Education

LLCO 105-10 hours
Using Interpersonal Skills to Lead

Only offered by Distance Education

LLCO 106-10 hours
Leading to Inspire

Only offered by Distance Education
**Leadership Skills**

**LSC 111-30 hours**
**Approaching Leadership**  
This course learners explore effective leadership and develop an understanding of what makes an effective leader and the tools required. Learners will determine their personal leadership style and develop their leadership vision.

**LSC 112-30 hours**
**Building High Performance Teams**  
This course emphasizes the development of leadership strategies and includes topics such as engagement, motivation, innovation, teamwork, communication and conflict management skills.

**LSC 113-30 hours**
**Managing for Performance**  
This course develops the student's awareness and understanding of the leadership skills required to develop and manage high performance employees. This includes goal setting, planning, and time management. Human resource topics addressed include human relations, hiring techniques, and performance management.

**Legal Administrative Assistant**

**LSEC 101-120 hours**
**Advanced Litigation**  
This course includes Supreme Court Rules research, statute law, case law and law library research. Students will prepare legal documents involving enforcement of court orders, Small Claims actions, and foreclosures.

6 hours per day.

Prerequisites:  
- LSEC 117

**LSEC 112-138 hours**
**Family Law**  
This module includes law office procedures, correspondence and accounts, research in the Divorce Act of Canada and the BC Family Relations Act. Students will prepare agreements and other documents in family law including undefended divorce actions. This course also includes theory and documents required in contested divorce actions, adoptions, property agreements, and interlocutory applications for custody, support and access.

6 hours per day.

Prerequisites:  
- LSEC 101

**LSEC 116-30 hours**
**Litigation Legal Office Procedures**  
This course is an introduction to office procedures for litigation law firms. Students will learn the role of legal administrative assistants, law office procedures, precedents, correspondence, documents, record keeping, accounts, terminology, citations, and confidentiality as they relate to the legal profession. 6 hours per day.

Prerequisites:  
- admission to the Legal Administrative Assistant Litigation program

Also offered by Distance Education

**LSEC 117-120 hours**
**Introduction to Litigation**  
This course includes basic litigation correspondence, accounts and documents. Students will also examine criminal/civil theory, court structure, and plaintiff and defendant actions. 6 hours per day.

Prerequisites:  
- LSEC 116

Also offered by Distance Education

**LSEC 120-60 hours**
**Personal Injury**  
This course utilizes the knowledge and documentation completed in Introductory and Advanced Litigation and includes additional theory, correspondence and documentation pertaining to the specific area of motor vehicle accident claims and personal injuries. The students will also research the appropriate statutes and study insurance law.

6 hours per day.

Prerequisites:  
- LSEC 101

Also offered by Distance Education

**LSEC 130-60 hours**
**Litigation Law Office Practicum**  
Students who have successfully completed all other courses in the Legal Administrative Assistant - Litigation program will participate in a two-week practicum in a law office to apply skills and knowledge acquired in the Litigation Certificate Program. 6 hours per day.

Prerequisites:  
- LSEC 101  
- LSEC 112
LSEC 116
- LSEC 117
- LSEC 120
- all other courses in the program

Also offered by Distance Education

LSEC 131-60 hours
Law Office Practicum
The student will participate in a two-week practicum in a law office to apply skills and knowledge acquired in course work. 6 hours per day.

Prerequisites:
- LSEC 140
- LSEC 141
- LSEC 145
- LSEC 152
- LSEC 160

Also offered by Distance Education

LSEC 140-132 hours
Introduction to Conveyancing
This course includes theory, correspondence, memoranda, accounts, statements of adjustments, basic Land Title Office searches, forms and other related documents. The students will also research numerous Acts including the Land Title Act, the Land Title and Survey Authority Act, and understand and prepare Land Title Office electronically-registered forms when acting on behalf of a buyer-financed purchase, and on behalf of a seller when selling a property.

Prerequisites:
- LSEC 145

LSEC 141-120 hours
Advanced Conveyancing
This course is a continuation of LSEC 140 and includes additional theory, correspondence and documentation relating to land titles, searches, various mortgage types, strata titles, subdivisions, manufactured homes, and additional statements of adjustments. Students will also research pertinent Acts, understand and prepare Land Titles Office electronically-registered forms including builder's liens, judgements, discharges, Agreements for Sale, Rights of Way and Modifications. 6 hours per day.

Prerequisites:
- LSEC 145

LSEC 145-30 hours
Solicitor Legal Office Procedures
This course is an introduction to office procedures for solicitor law firms. Students will learn the role of legal administrative assistants, law office procedures, precedents, correspondence, documents, record keeping, accounts, terminology, citations, and confidentiality as they relate to the legal profession. 6 hours per day.

Prerequisites:
- Admission to the Legal Administrative Assistant Corporate/Conveyancing program

Also offered by Distance Education

LSEC 152-120 hours
Corporate Law
This course introduces business structure, correspondence and accounting; theory, procedure and documentation required to incorporate a limited company, annual maintenance, company name and offices changes; sale, allotment and transfer of shares and dissolution. Alteration of the Notice of Articles and Articles; buy/sell agreements, due diligence searches, and corporate/commercial financing are included. Students will research the Business Corporations act and BC Societies Act.

Prerequisites:
- LSEC 145

LSEC 160-120 hours
Wills and Estates
Learners study law office procedures, correspondence and accounting relating to Wills and Estates, Wills and Codicils, assembling information on assets, Estate Probate and Administration, and transmission of assets.

Prerequisites:
- LSEC 145

Life Skills Facilitator

LSF 01-36 hours
Introduction to Interpersonal Communications
Interpersonal communications theory will be examined and the participant will be expected to develop skills in relating to others on an empathic level. Emphasis will be on basic self-awareness, interpersonal awareness, and interpersonal communication skills. As a part of the course requirement, participants will be expected to share personal experiences as they learn to self-disclose on a deep level.

LSF 02-36 hours
Group Skills
This course will introduce participants to the basic
principles of working with small groups. Types of groups, group effectiveness, group structure and organization, the process of group formation and development, group dynamics, and dealing with group and individuals needs are areas which will be explored with a view to developing competency in group leadership.

**LSF 03-36 hours**

**Career and Employment Counselling**

Introduction to the knowledge and skills used in vocational counselling including: career development theories, strategies and techniques for career planning, decision-making theory, skills in helping clients assess their strengths, values, interests, and abilities, skills in assisting clients formulate career goals and employment action plans, and methods of teaching job search techniques.

**LSF 04-36 hours**

**Instructional Techniques**

This course will include skills training in lesson and curriculum planning, developing learning outcomes, presentation of lesson materials, evaluating evidence of learning, giving and receiving feedback, and use of various instructional aids and techniques. Participants will prepare and present mini lessons.

**LSF 05-36 hours**

**Introduction to Life Skills Programming**

This course will introduce participants to various life skills curricula. Participants will become familiar with the theory, principles, methodology and content of life skills programs. Concepts such as balanced self-determined behaviour, creative problem solving, and the major dimensions of responsibility in life (self, family, leisure, community, work) will be studied.

**LSF 06-40 hours**

**Life Skills Facilitation Techniques**

The function of facilitating will be examined including: creating an environment conducive to learning, establishing models of behaviour, introducing new values and examining current value structures, facilitating communication, and participating as a group member. The participant will develop expertise in essential life skills facilitation techniques such as role playing, questioning techniques, use of the case method, leading group discussions, modeling, and creating structured experiences.

**LSF 11-100 hours**

**Practicum**

Participants will be placed in one or more experiential settings to observe and participate in the application of knowledge and skills gained in the classroom portions of the program. As well, they will have the opportunity to be reflective about their performance and make plans for improvement.

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### Independent Living Skills

**LSIN 009-110 hours**

**Visual and Verbal Literacy for the Real World**

This course is for students who need to develop literacy skills other than reading and writing as methods of communicating. Students will focus on improving their verbal, non-verbal, visual, sequencing, and listening skills to help them communicate with others at home, at work, and in the community. Course work will focus on themes of interest to students and may include: self, family, community, province, country, animals, social life, personal safety, death and dying. Students will practice both social and survival literacy skills.

**LSIN 010-110 hours**

**Literacy - English I**

This course is for students at a very beginning literacy level. Students will work on basic reading and writing skills as well as speaking, listening, social skills and other related essential literacy skills for the workplace. Students will work individually and in groups. Learning to follow directions and to set language learning goals will also be part of the course.

**LSIN 010A-110 hours**

**Numeracy - Mathematics I**

This course is for students at the very beginning mathematics skill level. Students will work on basic math skills as well as life skills math such as basic money handling, time concepts and use of calculators. Working individually or in groups, students will also learn to follow directions and set math learning goals. The focus of this course is to improve essential skills numeracy for enjoyment, independence and the workplace.

**LSIN 013-148 hours**

**Literacy - English 3**

This course helps students continue to improve their reading, writing, listening and speaking skills. Students will participate in projects and themes to help them become thoughtful, independent and serious learners. Students will use their developing language skills for personal growth, survival, social issues and enjoyment, as well as for the enhancement of the essential skills needed in the workplace.

**LSIN 015-110 hours**

**Express Yourself**

In this course students are given the opportunity to express themselves through storytelling, art, creative drama, poetry, and music. Through creative projects students will build communication skills and reflect upon their life experiences.
LSIN 016-110 hours  
**Writing Your Life**  
In this course students will use their own life experiences as the course material. They will work on improving their autobiographical and creative writing skills in a workshop environment. Students will write, read aloud, discuss, edit, rewrite, type, and share their work in pairs and small groups. The course will also focus on improving word processing skills. For their final project, students will work together to create a published collection of selected assignments.

**Prerequisites:**  
- LSIN 011B

1 minimum grade of P required

LSIN 017-110 hours  
**Workplace Awareness I**  
This course is for beginning readers who are interested in reading and writing about work. Students will also work on improving speaking, listening, and social skills within the context of workplace awareness. Students will be introduced to a variety of jobs and will explore what it means to be a good worker. Learning to follow directions will also be part of the course.

LSIN 018-148 hours  
**Workplace Awareness II**  
This course covers basic literacy skills in reading, writing, listening and speaking within the context of workplace awareness. Students will be introduced to the values, attitudes and behaviours of successful employees; the expectations of employers; and a variety of career options while improving their literacy skills.

LSIN 019-148 hours  
**Workplace Awareness III**  
This course builds upon basic reading, writing, listening and speaking skills within the context of workplace awareness. Students will be introduced to the values, attitudes and behaviours of successful employees; the expectations of employers; and a variety of career options while improving their literacy skills. Students will read articles, short stories and novels relating to employment. Writing skill development will include creative writing, personal reflections, and poetry on the workplace theme as well as writing letters, completing forms, taking messages, and writing reports.

LSIN 020-110 hours  
**Human Relations**  
This course improves self-awareness, confidence, and self-esteem within the context of relationships. Students practice communication skills, explore appropriate expressions of emotion, and learn to set boundaries in personal and work relationships. Topics covered include personal identity, self-esteem, good and bad relationships, dealing with conflict in relationships, being assertive, body language, personal space, and good and bad touch. With the assistance of participants, the instructor will choose themes to meet the needs of the group. Interest in particular human relations themes varies from class to class. A unit on human sexual health and safety is available.

LSIN 022-110 hours  
**Rights and Responsibilities of an Adult**  
This course will provide students with opportunities to explore the rights and responsibilities of adult privilege. Some areas discussed will include consumer rights, renters' rights, human rights, rights in the home, rights in the work place, and protection of identity and money. Additionally, students will discuss advocacy and self-advocacy strategies and issues.

LSIN 023-110 hours  
**Health and Safety**  
This course will cover life skill topics on good health habits, safety procedures in both the home and the community, managing common minor health issues, and reinforcing awareness of emergency procedures. The students will refine some of their personal habits and set new personal goals for healthier and safer choices.

LSIN 024-110 hours  
**Safety and Driver Training**  
This course will prepare students to apply for a driver's licence. Students will be introduced to the process of applying for a licence. The course will cover the material students need to learn to successfully complete the test for a learner's license.

LSIN 026-110 hours  
**Community Awareness**  
In this course students will have the opportunity to explore a variety of leisure time activities in their community. They will assess these activities in terms of interest, cost, schedule, and availability of transportation. Students will select activities that meet their exercise, entertainment, social and personal development interests and needs.

LSIN 027-110 hours  
**Social Communication**  
This course is designed to help students improve their speaking and listening skills. Using role plays, group discussions and simulations students will practice communication skills for a variety of social situations.

LSIN 029-110 hours  
**Consumer Awareness**  
This course prepares the student to be a more
informed shopper when buying such things as clothing, food, and cars. Students will learn about contracts, shopper's rights and responsibilities, and the power of advertisements.

**LSIN 030-110 hours**
**Cooking**
In this hands-on course students will learn about cooking healthy food. The focus is on basic cooking skills, using kitchen appliances, nutritious and inexpensive food selection, menu planning, and preparation of simple meals. Kitchen safety and cleanliness are also included.

**LSIN 031-16 hours**
**Sexual Health and Safety**
This course introduces students to the concepts of sexual health and safety. Topics covered include the difference between public and private settings; different types of relationships and appropriate behaviors within each; communication and decision making within relationships; exploitive situations; the human body; self protection and peer pressure; human reproduction; and consequences and responsibilities of sexual decisions.

**LSIN 034-110 hours**
**Banking, Budgeting and Bill Paying**
This course will familiarize the student with how to use the banking system, how to pay bills and how to budget with greater understanding and independence. Students will focus on the skills necessary to manage money in a safe, sensible and organized way.

**LSIN 036-110 hours**
**General Science**
This course provides students with a basic understanding of scientific principles and practices. It will help increase their awareness of everyday phenomena, such as weather and matter. In addition, the course will focus on how common objects and products work. Linking classroom learning with everyday experiences and activities will ensure that students completing this course will understand and be able to effectively apply their new knowledge in home, college and future settings.

Prerequisites:
- Level 2 and/or permission from the department

**LSIN 037-110 hours**
**History of People with Intellectual Disabilities in BC**
This course provides ASE students with an opportunity to learn about the history of people with intellectual disabilities in British Columbia. The importance of history and the ways that knowledge of history can positively impact their future will also be addressed. Students will develop a greater understanding of disability issues by exploring the historical evolution of laws and attitudes related to disability. Students will examine the concept of identity and think critically while becoming empowered to actively participate in citizenship. The course touches on Canadian history, but primarily focuses on BC, during the period from the late 1800s to the present.

Prerequisites:
- Level 2 and/or permission of the Department.

**LSIN 099-180 hours**
**ASE Special Topics**
This course is designed to present different skills and training topics for students in an ASE program. With different topics, this course may be taken more than once.

Prerequisites:
- Acceptance into LSIN 099 upon recommendation of the ASE Department.

**LSIN 011A-110 hours**
**Numeracy - Mathematics 2**
This course continues to develop basic math, money, measurement, graphing and mapping skills necessary for independent living. Students begin at their own level and work individually and in small groups to develop their skills. The focus of this course is to improve essential skills numeracy for enjoyment, independence, and the workplace.

**LSIN 011B-148 hours**
**Literacy - English 2**
This course is for students who wish to improve their basic skills in reading, writing, speaking and listening. Students will work on setting clear learning goals and will read and discuss stories, articles, and short novels. Students will write stories and poems and type them on the computer. Class work will also include spelling, phonics, and grammar skills. Much of the course is to improve literacy skills for enjoyment, independence, and the workplace.

**LSIN 012A-110 hours**
**Basic Computer Skills A**
This course provides an introduction to computers for students with special needs. The course will focus on helping students become familiar with basic computer components and concepts. Students will be introduced to word processing and graphics applications through a variety of projects.

**LSIN 012B-110 hours**
**Basic Computer Skills B**
This course provides an introduction to computers for students with special needs. The course will focus on helping students become familiar with basic computer components and concepts. Students will continue to work on their word processing and graphics applications skills, and will be introduced to small databases, elementary spreadsheets, and internet basics where available. Students will be provided with a variety of projects aimed at developing these skills.

**PACE (Preparing for Access to Careers and Education)**

**LSPM 001-40 hours**

**Strategies for Success A**

This course will focus on providing students with the skills and strategies necessary for success at OC and in the workplace. Students will work on developing learning strategies and skills for organizing themselves, managing their time and for coping with stress.

**LSPM 002-40 hours**

**Strategies for Success B**

This course focuses on providing students with the skills and strategies necessary for success at OC and in the workplace. Students will work on developing learning strategies and skills for coping with change. Students will learn about safety in the workplace and they will also learn how to deal with disability-related employment issues such as workplace accommodations and disclosure of disability.

**LSPM 003-60 hours**

**Workplace Interpersonal Skills A**

This course will cover the interpersonal and self-awareness skills necessary for an individual to function successfully in the workplace. Students will focus on communication and assertiveness skills. Much of the time will be spent building self-esteem and developing confidence through self-understanding.

**LSPM 004-60 hours**

**Workplace Interpersonal Skills B**

This course covers the interpersonal and self-awareness skills necessary for an individual to function successfully in the workplace. Students will learn self-advocacy and conflict resolution skills. Much of the time will be spent building self-esteem and developing confidence through self-understanding.

**LSPM 005-70 hours**

**Career Exploration**

In this course students will complete a series of vocational assessment inventories and will explore careers through information interviews and library research. Through this work, students will establish three clearly stated vocational goals. Some students will also identify educational goals involving a modified second-year program.

**LSPM 006-70 hours**

**Job Search Skills**

In this course students will develop job search and interview skills. Students will also become familiar with community agencies and services related to employment.

**LSPM 007-50 hours**

**Working World A**

This course provides the student with an awareness of the world of work and develops the values, ethics, and attitudes, necessary for success in the workplace. Students will be introduced to organizational structure. Students will acquire an understanding of leadership styles, personal and work values and successful employee qualities and employer expectations.

**LSPM 008-50 hours**

**Working World B**

This course provides the student with an awareness of the world of work and develops the values, ethics, and attitudes, necessary for success in the workplace. Students will be introduced to the free enterprise system, the role of unions and professional associations as well as the role of the Employment Insurance Commission and Employment Standards Act and Regulations.

**LSPM 027-220 hours**

**Employment Connection**

Employment Connection will provide individualized and small group community access and employment support for ASE students in their next environment as they leave Okanagan College. Content will include the practical application of skills taught in PACE and SAME. Based on individual need, skills may include job search and job maintenance, community awareness, assertiveness skills, communication skills, stress management, problem solving skills, conflict resolution, and anger management skills. Students will be supported to develop the attitudes, values, and behaviours of successful employees.

Prerequisites:
- registration in or successful completion of PACE or SAME Program (corequisite)

**LSPM 031-110 hours**

**PACE Applied Skills I**

In this course students will compile lists of employment possibilities based on the career exploration work completed in the classroom portion of the PACE Program. With the support of the ASE Liaison, students will use these lists to explore careers by participating in two information interviews.
and two Career Exploration Activities. Throughout these experiences students will work on personal goals related to employment success.

Prerequisites:
- acceptance into the PACE program

**LSPM 032-110 hours**
**PACE Applied Skills 2**
In this course students will continue to clarify employment goals and develop lists of employment possibilities based on the career exploration work completed in the classroom portion of the PACE program. With the support of the ASE Liaison, students will use these goals and lists to explore careers by participating in 4 Career Exploration Activities or 1 Career Exploration Activity and one short two to three week work experience placement. Throughout these experiences students will work on personal goals related to employment success.

Prerequisites:
- LSPM 031

**LSPM 033-110 hours**
**PACE Applied Skills 3**
In this course students will continue to clarify employment goals and explore employment possibilities. With the support of the ASE Liaison, students will explore careers by participating in two job shadows with two additional Career Exploration Activities. Students will work with the ASE Liaison and the PACE Instructor to put all of their learning together to choose, secure and plan a final work experience placement that compliments their specific vocational goals.

Prerequisites:
- LSPM 032

**LSPM 034-110 hours**
**PACE Applied Skills 4**
In this course students will complete one major work experience placement that complements their vocational goals. Throughout the work experience students will work with the ASE coordinator and the host employer to review, revise, complete and evaluate learning goals related to specific vocational skills and the attitudes, values and behaviours of a successful employee. Students will complete weekly work journals to present in class. Students will also present a final work experience report in class.

Prerequisites:
- LSPM 033

**SAME (Supported Access to Modified Education)**

**LSSM 020-110 hours**
**Life Skills Supported Access**
This course supports SAME students to succeed in modified Okanagan College Programs and work experience placements and work experience placements as well as in the workplace. Students will set and evaluate academic and personal development goals. They will further develop, as needed, the assertiveness, communication, study, stress management, problem solving, conflict resolution, and anger management skills taught in the PACE Program. The focus of the course is the reinforcement of the attitudes, values, and behaviours of successful students and future employees.

Prerequisites:
- Successful completion of PACE Program (80% average) and recommendation of ASE and Vocational instructors, OR recommendation of ASE and Vocational instructors based on one or more of the following:
  1. previous attendance in ASE program and recommendation from the instructor
  2. previous attendance in an AACP fundamental program and recommendation from the instructor
  3. recommendation from an agency/advocacy group or high school
  4. recommendation from employer or work experience supervisor (recommendations must indicate clear and realistic vocational goals supported by prior experience)

**Medical Administrative Assistant**

**MAA 110-30 hours**
**Medical Terminology I**
In Medical Terminology I, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems.

Prerequisites:
- admission to the Medical Administrative Assistant program

Only offered by Distance Education

**MAA 111-90 hours**
**Medical Terminology II - Anatomy and Physiology**
Medical Terminology II is a continuation of Medical Terminology I and introduces anatomy and physiology related to the main systems of the body.

Prerequisites:
• MAA 110

Only offered by Distance Education

MAA 112-30 hours
Medical Terminology III - Pharmacology and Specialties
In Medical Terminology III, students complete a study of the construction of medical terms including root words, suffixes and prefixes relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

Prerequisites:
• MAA 111

Only offered by Distance Education

MAA 120-60 hours
Medical Administrative Procedures
Medical Administrative Procedures introduces the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing and records management procedures. Medical law and ethics are an integral part of the course.

Only offered by Distance Education

MAA 126-60 hours
Medical Transcription
Medical Transcription is an introductory course that teaches students to transcribe medical documents from dictation with accurate content, correct format, grammar, and punctuation. The main objective is to provide students with a knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

Prerequisites:
• MAA 111 or demonstrated word processing ability approved by coordinator

Corequisites:
• MAA 112

Only offered by Distance Education

MAA 130-30 hours
Medical Billing - Manual
Medical Billing - Manual teaches students manual billing procedures for medical services for the province of British Columbia.

Prerequisites:
• MAA 110
• MAA 111
• MAA 112
• MAA 120
• MAA 126
• MAA 130
• MAA 131
• MAA 140

Also offered by Distance Education

MAA 131-30 hours
Medical Billing - Computerized
Medical Billing - Computerized teaches students automated billing software and procedures for medical services in the province of British Columbia.

Prerequisites:
• MAA 130

Only offered by Distance Education

MAA 140-60 hours
Clinical Procedures and Practice
Clinical Procedures and Practice teaches students to perform basic clinical procedures, including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical administrative assistant as a link between the doctor and external medical testing and treatment facilities. Students are required to participate in a two-day clinical practice.

Prerequisites:
• MAA 111
• MAA 120

Only offered by Distance Education

MAA 150-90 hours
Practicum - Medical
The student will obtain and complete a three-week practicum in a medical office or medical-related business to apply skills and knowledge acquired in the Medical Administrative Assistant Certificate program. Students will assist with day-to-day operations and apply industry specific concepts and procedures.

Prerequisites:
• MAA 110
• MAA 111
• MAA 112
• MAA 120
• MAA 126
• MAA 130
• MAA 131
• MAA 140

Also offered by Distance Education
Mandarin Chinese

Prerequisites may be waived by the Modern Languages department. See prerequisite waiver.

MAND 111-3-4
Introductory Mandarin Chinese I
This course is for beginners and focuses on speaking, writing and reading rudimentary Mandarin. Students will learn 150 basic Chinese characters, the Romanised writing system, tones and basic vocabulary for everyday use. The lab will consist of guided conversation, pronunciation exercises and situational dialogues. This course is not recommended for native speakers. (3,1,0)

MAND 121-3-4
Introductory Mandarin Chinese II
This course is for intermediate beginners and continues the practice of speaking, writing and reading Mandarin. Students will continue to practice Chinese characters and learn 150 new ones; they will also continue to practice the Romanized writing system, tones and vocabulary for everyday and simple academic uses. The lab consists of guided conversation, pronunciation exercises and situational dialogues. This course is not recommended for native speakers. (3,1,0)

Prerequisites:
• MAND 111

Mathematics

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Mathematics & Statistics department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

MATH 005-40 hours
Topics in Mathematics
Topics in Mathematics may include, but is not limited to, basic number operations, the metric system, inequalities, statistics, algebra, geometry, trigonometry, graphing, and functions. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
• MATH 062 or level 4 on the MSI(Math Skills Indicator)

MATH 015-40 hours
Topics in Mathematics
Topics in Mathematics may include, but is not limited to, basic number operations, the metric system, inequalities, statistics, algebra, geometry, trigonometry, graphing, and functions. This course may be taken more than once but with a different topic emphasis.

Prerequisites:
• ABE MATH 085 or ABE IALG 011 or a level 7 on the MSI(Math Skills Indicator)

MATH 040-160 hours
Mathematics 040
This entry level mathematics course will focus on basic whole number concepts up to a place value of millions. Estimation, addition, subtraction and multiplication operations, as well as identifying coins and money, basic geometry shapes, and time concepts in the context of appropriate practical problems are examined. Emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
• Admission interview

MATH 041-80 hours
Mathematics 041
This entry-level mathematics course focuses on basic whole number concepts up to a place value of hundreds. Estimation, addition and subtraction operations, as well as identifying coins, basic geometry shapes, and time concepts in the context of appropriate practical problems are examined. Emphasis is on concepts, applications, and skills and strategies for learning.

Prerequisites:
• Admission Interview
MATH 042-80 hours  
Mathematics 042  
This course focuses on basic whole number concepts up to a place value of millions. Estimation, addition, subtraction, and basic multiplication operations, as well as a review and further study of money and time concepts in the context of appropriate practical problems are examined. The emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • Admission Interview

MATH 050-160 hours  
Mathematics 050  
This course will focus on estimation, multiplication and division operations of whole numbers and decimals to the place value of the-thousandths, as well as an introduction to and development of the metric system and geometry is in the context of appropriate practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • ABE MATH 042\(^1\) or ABE MATH 040\(^1\) or Level 2 on the MSI(Math Skills Indicator) and an admission interview.

\(^1\) minimum grade of 60 required

MATH 051-80 hours  
Mathematics 051  
This course focuses on estimation, multiplication and division operations, as well as an introduction to the metric system, and geometry is introduced in the context of appropriate practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • ABE MATH 042\(^1\) or ABE MATH 040\(^1\)
  • ABE MATH 042\(^1\) or a level 2 on the MSI (Math Skills Indicator) and an admission interview

\(^1\) minimum grade of 60 required

MATH 052-80 hours  
Mathematics 052  
This course focuses on basic operations of decimals to the place value of ten-thousandths, as well as a review and further study of the metric and imperial system and geometry, all in the context of appropriate practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • ABE MATH 051\(^1\) or Admissions Interview

\(^1\) minimum grade of 60 required

MATH 060-160 hours  
Mathematics 060  
This course will focus on basic operations of common fractions and measurement, including perimeter and area from a formula approach, ratio, proportion, percent, and graphing, all in the context of appropriate and practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • ABE MATH 050\(^1\) or ABE MATH 052\(^1\) or Level 3 on the MSI(Math Skills Indicator) and an admission interview.

\(^1\) minimum grade of 60 required

MATH 061-80 hours  
Mathematics 061  
This course focuses on basic operations of common fractions and measurement, including perimeter and area from a formula approach, all in the context of appropriate and practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • ABE MATH 061\(^1\) or an acceptable score on the skills assessment

\(^1\) minimum grade of 60 required

MATH 062-80 hours  
Mathematics 062  
This course focuses on ration, proportion, percent, and graphing, all in the context of appropriate and practical problems. Emphasis is on concepts, applications, and skills and strategies for learning.  
Prerequisites:
  • ABE MATH 061\(^1\)

\(^1\) minimum grade of 60 required

MATH 070-160 hours  
Mathematics 070  
This course offers a review and further study of decimals, fractions, ratios, proportions, percent and the metric system with an emphasis on practical applications. Perimeter, area and volume are studied from a formula approach. Terminology and angle properties of triangles and parallel lines are introduced.
and applied. Operations with integers and signal rational numbers, powers, roots and scientific notation are introduced. Basic algebraic expressions, equations and formulas, coordinate graphing, right-angle triangle trigonometry, graphing and statistics are introduced.

Prerequisites:
- ABE MATH 060\(^1\) or ABE MATH 062\(^1\) or a level 4 on the MSI (Math Skills Indicator).

\(^1\) minimum grade of 60 required

MATH 071-80 hours
Mathematics 071
This course offers a review and further study of decimals, fractions, ratios, proportions, percent and the metric system with an emphasis on practical applications. Perimeter, area and volume are studied from a formula approach. Terminology and angle properties of triangles and parallel lines are introduced and applied. If space allows, students can enrol in the following modules: MATH 071A: Whole Numbers and Fractions - 15 hours, MATH 071B: Ratio and Proportion - 10 hours, MATH 071C: Percent - 15 hours, MATH 071D: Measurement - 10 hours, MATH 071E: Perimeter, Area and Volume - 10 hours, MATH 071F: Geometry: angles, triangles, parallel lines - 20 hours

Prerequisites:
- ABE MATH 062\(^1\)
- ABE MATH 060\(^1\) or a level 4 on the MSI (Math Skills Indicator)

\(^1\) minimum grade of 60 required

MATH 071A-15 hours
Whole Numbers & Fractions

MATH 071B-10 hours
Ratio and Proportion

MATH 071C-15 hours
Percent

MATH 071D-10 hours
Measurement

MATH 071E-10 hours
Perimeter, Area & Volume

MATH 071F-20 hours
Geometry: Angles, Triangles, Parallel Lines

MATH 072-80 hours
Mathematics 072
This course is an introduction to operations with integers and signed rational numbers, powers, roots and scientific notation. Basic algebraic expressions, equations and formulas, coordinate graphing, right-angle triangle trigonometry, geometric constructions, and statistics are introduced. If space allows, students can enrol in the following modules: MATH 072A: Geometry: constructions - 15 hours, MATH 072B: Rational Numbers - 10 hours, MATH 072C: Equations and Applied Problems - 15 hours, MATH 072D: Powers, Roots, and Scientific Notation - 10 hours, MATH 072E: Trigonometry - 10 hours, MATH 072F: Graphs - 10 hours, MATH 072G: Statistics - 10 hours

Prerequisites:
- ABE MATH 071\(^1\)

\(^1\) minimum grade of 60 required

MATH 072A-15 hours
Geometry: constructions

MATH 072B-10 hours
Rational Numbers

MATH 072C-15 hours
Equations and Applied Problems

MATH 072D-10 hours
Powers, Roots and Scientific Notation

MATH 072E-10 hours
Trigonometry

MATH 072F-10 hours
Graphs

MATH 072G-10 hours
Statistics

MATH 073-80 hours
Mathematics 073
This course prepares students for further study in business and personal mathematics. Included is an introduction to operations with rational numbers and solving equations and formulas. As well, practical application problems involving probability, banking, finance, budgeting, taxes, estimating, scale drawing and trigonometry are explored.

Prerequisites:
- ABE MATH 071\(^1\)

\(^1\) minimum grade of 60 required

MATH 080-160 hours
Mathematics 080
This course refreshes basic numerical skills and prepares students for further studies in algebra. Topics include operations with real numbers, percents, SI units (metric system), rational numbers, powers, graphing linear equations, first-degree equations and inequalities, formulas, polynomials, factory, graphing and interpreting linear equations, systems of linear equations, fractional expressions and equations, radical expressions and equations, quadratic equations and trigonometry.

Prerequisites:
- ABE MATH 070 or MATH 072 or level 5 on the MSI (Math Skills Indicator).

1 minimum grade of 70 required

MATH 084-80 hours
Mathematics 084
This course covers the topics of operations with real numbers, ratio and proportion, percents, SI units (metric system), rational numbers, powers, radicals, first degree equations and formulas.

Prerequisites:
- ABE MATH 072 or ABE MATH 070 or a level 5 on the MSI (Math Skills Indicator)

1 minimum grade of 60 required

MATH 085-80 hours
Mathematics 085
This course prepares students for further study in algebra. Topics include polynomials, factoring, graphing and interpreting linear equations, systems of linear equations, fractional expressions and equations, radical expressions and equations, quadratic equations and trigonometry.

Prerequisites:
- ABE MATH 084

1 minimum grade of 60 required

MATH 086-80 hours
Mathematics 086
This course prepares students for further study in the fundamentals of trades mathematics including basic geometry, perimeter, area, volume, estimating and scale drawing and introductory trigonometry.

Prerequisites:
- ABE MATH 084

1 minimum grade of 60 required

MATH 011-112 hours
Mathematics 011
This course includes a study of polynomials; rational expressions and fractional equations; powers and radicals; related equations; second-degree equations; systems of linear equations; relations, functions, graphing and trigonometry. Optional topics are circle geometry, including guided proofs, or data analysis (statistics). This course is equivalent to Principles of Mathematics 11.

Prerequisites:
- ABE IALG 011 or ABE MATH 080 or ABE MATH 085 or Foundtns of Math & Pre-Calc 102 or a level 7 on the MSI (Math Skills Indicator)

1 minimum grade of 60 required

MATH 012-96 hours
Mathematics 12
This course is designed to prepare students for further study in mathematics including, calculus and technology courses. Topics include a brief algebra review, polynomial, exponential, logarithmic and trigonometric functions, inequalities, sequences and series. Optional topics are conic sections, permutations and combinations, binomial expansion, probability and an introduction to calculus. This course is equivalent to Pre-Calculus 12 (formerly Principles of Mathematics 12)

Prerequisites:
- ABE MATH 011 or Principles of Math 11 or a level 8 on the MSI (Math Skills Indicator)

1 minimum grade of 60 required

MATH 111-3-4
Essential Mathematics for Arts
This course may help you answer questions like: - How can I avoid spending thousands of extra dollars on buying my first house? - How can I beat the odds and win in Las Vegas? - How can I convince my boss that giving me a raise will save the company money?
It is a course for students in arts who want to see useful, real life applications of mathematics and how that mathematics directly relates to problems they encounter every day. Topics in this course may include: logic, set theory, combinatorics, probability, matrix algebra, linear programming, Markov chains, graph theory and financial mathematics. If you’ve been told your entire life that mathematics is important but you’ve never been able to figure out why, this course is for you!

Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree. (4,0,0)

Prerequisites:
- ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 11

MATH 112-3-5
Calculus I
An introductory course in differential calculus for science and engineering students, beginning with a review of basic algebra, equations and inequalities, analytic geometry, functions and graphs. Further topics include limits; continuity; rate of change; the derivative; differentiation of algebraic, trigonometric, exponential, logarithmic and inverse trigonometric functions; local and global extrema; Mean Value theorem; graph-sketching; related rates; linear approximation; L'Hopital's Rule; optimization; Newton's method. (4,1,0)

Prerequisites:
- ABE MATH 0121 or Principles of Math 122 or Pre-Calculus 122 or MATH 120

1 minimum grade of 67 required
2 minimum score of 67 required

Also offered by Distance Education

MATH 113-3-4
Business Mathematics
This course is intended for students in the Business Administration diploma and degree programs. Topics include but are not limited to the use of a business calculator; ratios and proportions; percentages; merchandising applications; review of linear functions and applications to break-even analysis; simple and compound interest; present values, future values and payment streams; effective rates of interest; simple and general annuities and applications to RRSPs, RRIFs and pension plans; and amortization schedules and mortgages. (4,0,0)

Prerequisites:
- ABE MATH 084 and ABE MATH 085 or ABE IALG 011 or ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 12 or Applications of Mathematics 11 or Introductory Mathematics 11 or admission to any Business program.

Also offered by Distance Education

MATH 120-3-4
Pre-Calculus
This course is intended to prepare students for an introductory calculus course such as MATH 112. Topics include but are not limited to a review of basic algebra; equations and inequalities; functions and graphs; composition; inverses; transformations; polynomials; rational functions; exponential and logarithm functions; laws of logarithms; trigonometric functions; trigonometric identities; trigonometric equations; inverse trigonometric functions; analytic geometry, and an introduction to sequences and series.

Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree. (4,0,0)

Prerequisites:
- ABE MATH 0111 or Pre-Calculus 112 or Principles of Math 11

1 minimum grade of 67 required
2 minimum score of 67 required

Also offered by Distance Education

MATH 122-3-5
Calculus II
This course is a continuation of MATH 112. Topics include antiderivatives; the definite integral; Fundamental Theorem of Calculus; applications of

Prerequisites:
- ABE MATH 0111 or Pre-Calculus 112 or Principles of Math 11

1 minimum grade of 67 required
2 minimum score of 67 required

Also offered by Distance Education
integration including area, volume, average value; techniques of integration; numerical integration; improper integrals; introduction to differential equations; direction fields; Euler's method; separable differential equations and applications; infinite sequences and series; convergence; power series; Taylor series and Taylor polynomial approximation.

(4,1,0)

Prerequisites:
• MATH 112 or MATH 1451 or MATH 1231

1 minimum grade of 80 required

Also offered by Distance Education

MATH 123-3-4
Mathematics for Civil Engineering Technology II
Introduction to statistics, descriptive statistics, probability, statistical inference, application to materials testing, quality control and work sampling; linear algebra and linear programming, applications to pipe networks, structures, and resource allocation; differential calculus, applications to maximization, rates and highway curves; integral calculus, areas and volume, numerical integration and estimation on areas and volumes, applications to beam analysis.

(4,0,0)

Prerequisites:
• MATH 113

MATH 125-3-4
Mathematics for Viticulture
This course covers four main topics: units, algebra, geometry and statistics. Students will understand S.I. and U.S. measurement systems, unit conversions and analyses with applications to spraying, volume and area calculations. The algebra section includes simplifying expressions, solving equations, systems of equations, mixture problems and the use of logarithms. The statistics section involves sampling techniques, descriptive and inferential statistics.

(4,0,0)

Prerequisites:
• Admission to the Viticulture Program.

MATH 127-3-4
Math for Network & Telecom Engineering Tech
This course provides NTEN students with the basic problem solving strategies and techniques using various mathematical tools found in algebra, coding theory, graph theory, logic, number theory, and set theory. The topics also include binary, octal and hexadecimal systems and subnetting.

(4,0,0)

Prerequisites:
• Admission to the Network and Telecommunications Engineering program.

MATH 128-3-4
Mathematics for Water Engineering Technology
This course includes the use of scientific calculators, a review of basic algebra, solving linear and quadratic equations, word problems, linear, quadratic, exponential and logarithmic functions, the graphical description of data including log-log and semi-log graphs, and introductory trigonometry. Elementary statistics including descriptive statistics, frequency distributions, measures of central tendency and measures of variation is covered. The material is used in applications to hydrology, biology; geometry, areas and volumes of standard and composites figures, vectors, surveying and chemistry.

(4,0,0)

Prerequisites:
• admission to the Water Engineering Technology program

MATH 134-3-4
Mathematics for SCMT
This course, for students in the SCMT program, will cover the three main topics of finance, geometry and units. The finance section will include trade discounts, markups/markdowns, cost-volume-profit analysis, break-even analysis, simple and compound interest, annuities, business investment decisions, net present value, return on investment(ROA), payback period, and the use of a financial calculator. The geometry section includes areas, volumes, surface areas, estimating and trigonometry. The measurements and units requires students to understand S.I. and U.S Customary systems of measurement, unit conversion, evaluating formulas and unit analyses.

(4,0,0)

Prerequisites:
• admission to the SCMT program

MATH 135-3-5
Mathematics for Mechanical Engineering Technology I
Students will be introduced to scientific calculators, trigonometry, the laws of sines and cosines, and applications of vectors to mechanics. Mathematical functions and graphical description of data are studied. The use of linear, quadratic, trigonometric, exponential and logarithmic functions will be outlined with applications relating to component design, areas, volumes and moments of standard figures and composite. Emphasis is on industrial applications in mechanical engineering.

(5,0,0)

Prerequisites:
• admission to the Mechanical Engineering Technology program
MATH 136-3-4  
Mathematics for Analytical Chemistry Technology  
This course includes topics from basic algebra, functions, graphs, logarithmic and exponential functions, trigonometry, vectors, matrices and geometry. Applications to chemical technology will be emphasized. Computer software will be introduced and used to assist in solving mathematical problems. (4,0,0)  
Prerequisites:  
• admission to the Analytical Chemistry Technology diploma program  

MATH 137-3-4  
Mathematics for Electronic Engineering Technology I  
Topics include a review of intermediate algebra, functions, graphs, matrices, determinants, trigonometry, complex numbers, logarithms and exponentials. Emphasis is on applications in electronics. (4,0,0)  
Prerequisites:  
• admission to the Electronic Engineering Technology program  

MATH 139-3-4  
Mathematics for Information Technology  
This course includes a review of algebra including linear equations, logarithms, exponentials and complex numbers, basic logic, Boolean algebra, number type conversations from base 10 to binary, octal and hex, an introduction to recursion, an introduction to set theory and an introduction to graph theory. (4,0,0)  
Prerequisites:  
• admission to the Computer Information Systems diploma or degree program or the Network and Telecommunications Engineering Technology program.  

MATH 145-3-4  
Mathematics for Mechanical Engineering Technology II  
A continuation of MATH 135. Complex applications in mechanical engineering are investigated. Topics include differential calculus, integral calculus, areas and volumes, numerical integration; introduction to statistics, frequency distributions, probability, statistical inference and confidence levels. (4,0,0)  
Prerequisites:  
• MATH 135  

MATH 147-3-4  
Mathematics for Electronic Engineering Technology II  
Topics include differentiation and integration of algebraic and transcendental functions with emphasis on applications in electronics. (4,0,0)  
Prerequisites:  
• MATH 137  

MATH 149-3-3  
Math for Network & Telecom Engineering Tech II  
This course is an introduction to differential and integral calculus and to applied statistics for students in the Network and Telecommunications Engineering diploma program. Topics include differentiation and integration of algebraic functions with applications to engineering and physics, basic concepts of statistics and introduction to reliability engineering. (3,0,0)  
Prerequisites:  
• MATH 127 or MATH 137 or MATH 139 with a minimum of 67% in one of the following: Pre-Calculus Grade 12 or Principles of Math 12  

MATH 160-3-4  
Mathematics for Elementary Teachers  
This course is intended for students planning to enter a program in Elementary Education. Topics include problem-solving strategies; elementary set theory; numeration systems; algorithms; elementary number theory; rational numbers; irrational numbers; real numbers; plane geometry; and measurement. Students should be aware that MATH 160 is a course in mathematics and not a course in teaching methodologies.  
Note: This course cannot be used for credit towards an Okanagan College Bachelor of Business Administration. Students should be aware that certain universities will not accept this course as credit towards a Bachelor of Arts or a Bachelor of Science degree (4,0,0)  
Prerequisites:  
• Pre-Calculus 11 or Apprent. and Workplace Math 11 or Foundations of Mathematics 11 or Principles of Math 11 or Applications of Mathematics 11  
Also offered by Distance Education  

MATH 201-3-3  
Mathematical Structures and Proofs  
This course provides students with a transition from mathematics courses at the first-year level to rigorous, theoretical courses at the upper-division in which mathematical proof is emphasized. The course begins with a discussion of the nature and purpose of mathematical proof. Formal logic, truth tables, logical
connectives, logical quantifiers, conditional and biconditional statements, converse and contrapositive are studied. Discussion includes common proof techniques and presents a large number of elementary proofs selected to illustrate these techniques. No single area of mathematics will be emphasized; at the instructor's discretion, examples may be chosen from abstract algebra, number theory, analysis and combinatorics. Students should expect to spend a considerable amount of time analyzing sample proofs and constructing their own proofs. (3,0,0)

Prerequisites:
- MATH 122

MATH 212-3-4
Calculus III
Topics include three-dimensional geometry; vectors; dot- and cross-products; lines and planes in 3-space; functions of several variables; limits and continuity; partial derivatives; the tangent plane; differentiability; multivariable Chain Rule; gradients; directional derivatives; Taylor series; gradients; directional derivatives; Taylor series; Lagrange multipliers; multiple integrals; integration in polar, cylindrical and spherical coordinates; change of variable in multiple integrals; applications. (4,0,0)

Prerequisites:
- MATH 122 or admission to the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering

MATH 221-3-4
Introduction to Linear Algebra
Topics include systems of linear equations and matrices; determinants, vectors in R2 and R3; vector spaces; linear transformations; eigenvalues and eigenvectors; diagonalization. (3,1,0)

Prerequisites:
- MATH 112
Corequisites:
- MATH 122

MATH 222-3-3
Calculus IV
This course covers parametrized curves, curvature, torsion, Frenet-Serret formulas, vector fields, gradients, line integrals, Fundamental Theorem of Calculus for line integrals, Green's Theorem, parametrized surfaces, surface integrals, divergence and curl, Gauss' Divergence Theorem, Stokes' Theorem, and the application of vector calculus to physics. (3,0,0)

Prerequisites:
- MATH 212

MATH 225-3-4
Differential Equations
Topics in this course include first-order equations, initial value problems, existence and uniqueness theorems, second-order linear equations, superposition of solutions, independence, general solutions, non-homogeneous equations, introduction to phaseplane analysis, introduction to numerical methods, matrix methods for linear systems, fundamental matrix and diagonalization, and applications of differential equations to the physical, biological and social sciences. (3,1,0)

Prerequisites:
- MATH 122
- MATH 221 is a recommended corequisite

MATH 231-3-4
Introduction to Cryptography
This course is an introduction to cryptography and data security. Topics include the Euclidean algorithm, division algorithm, groups, fields, Fermat's little theorem, Chinese remainder theorem, symmetric key cryptosystems including Advanced Encryption Standard and Digital Encryption Standard, the Fermat test, sieve methods, the discrete log problem, hash functions, digital signatures, and public key encryption. (4,0,0)

Prerequisites:
- MATH 122 or MATH 139

MATH 251-3-4
Introduction to Discrete Structures
This course is an introduction to sets, logic, combinatorics and graph theory, as applied in computing: sets and propositions, permutations and combinations, graphs and trees, Boolean algebra, algorithms and applications. This course is also offered as COSC 221. Students with credit for COSC 221 cannot take MATH 251 for further credit. (4,0,0)

Prerequisites:
- MATH 112 or MATH 139 or MATH 147 or MATH 149 or MATH 221

MATH 257-3-3
Mathematics for Electronic Engineering Technology III
Topics include Taylor series, Fourier series, differential equations and Laplace transforms, with application in electronics. (3,0,0)

Prerequisites:
• MATH 147 or admission to one of the OC Engineering Technology Bridges to UBCO Engineering

MATH 290-3
Directed Studies in Mathematics & Statistics
Students will undertake a supervised investigation or directed reading in mathematics or statistics. The topic will be agreed upon by the students and the supervising faculty member. Evaluation methods may include, but are not limited to, a project proposal, regular progress reports, regular assignments, a final written report, a final oral presentation, tests, or a final examination.

Prerequisites:
• 6 credits of 100-level or 200-level MATH or STAT

MATH 314-3-3
Calculus and Linear Algebra with Business Applications
This calculus and linear algebra course covers business applications. Topics include but are not limited to functions and linear equations, systems of equations, matrix algebra, linear programming, differentiation and integration. Applications to cost, revenue and profit functions, break-even models, the production mix problem, the portfolio problem, profit maximization and optimization in several variables and a calculus-based approach to the mathematics of finance. (3,0,0)

Prerequisites:
• MATH 114
• third-year standing

MATH 390-3-3
Special Topics in Mathematics
This course will focus on advanced or specialized topics in Mathematics. Students should consult the department chair for the specific topic to be offered in any given year. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:

MATH 490-3-4
Selected Topics in Mathematics
This course will focus on advanced or specialized topics in Mathematics. Students should consult the department chair for the specific topic to be offered in any given year. With different topics, this course may be taken more than once for credit. (4,0,0)

Prerequisites:
• Permission of the Instructor

Mechanical Engineering Technology

Prerequisites may be waived by the Mechanical Engineering Technology department. See prerequisite waiver.

MECH 131-3-4
Engineering Graphics I
In this course students learn how to read and create engineering drawings using 2D software. Topics include drafting principles, orthographic projection, dimensioning, sectional views, detail drawings, assembly drawings, and drawing call-outs. (2,2,0)

Prerequisites:
• admission to the Mechanical Engineering Technology program

MECH 133-3-5
Materials Technology
In this course macroscopic and microscopic properties of engineering materials including ferrous and nonferrous metals, polymers and ceramics are examined. Topics include inspection and testing (destructive and non-destructive), corrosion; and the effects of microstructure, alloying elements, and heat treatment on mechanical behavior. (3,2,0)

Prerequisites:
• admission to the Mechanical Engineering Technology program or the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering program

MECH 134-3-4
Statics
In this course the basic static forces on mechanical structures, analysis of vectors, and couples and moments in two and three dimensions (co-planar and non-coplanar) are studied. Free body diagrams are used to analyze trusses, frames, and machines. (2,2,0)

Prerequisites:
• admission to the Mechanical Engineering Technology program or the OC Electronic Engineering Technology Bridge to UBCO Electrical Engineering program

MECH 136-3-4
Application of Engineering Principles
Topics covered in this course include measurements, force and motion, energy, simple harmonic motion, thermal energy, waves, sound, light and optics. Emphasis is placed on using an engineering problem-solving approach to subject material. (2,2,0)
Prerequisites:
  • admission to the Mechanical Engineering Technology program

**MECH 139-3-5**
**Mechanical Fabrication**
formerly MECH 143

This is a practical course involving instruction in machine shop processes and the selection and use of tools. Students will use milling machines, lathes, other fabrication equipment and measuring instruments. Topics of study include but are not limited to metal cutting techniques, forming processes, bonding and welding. Safety and shop discipline are emphasized. (2,3,0)

Prerequisites:
  • admission to the Mechanical Engineering Technology program

**MECH 142-3-4**
**Engineering Graphics II**

In this course students learn 3D solid modeling of parts and mechanical assemblies. Topics include creation of part models and assemblies, production of detail and assembly drawings, documentation of drawing revisions, and advanced tolerance methods including Geometric Dimensioning and Tolerancing. (2,2,0)

Prerequisites:
  • MECH 131

**MECH 144-3-5**
**Dynamics**

In this course learners solve dynamics problems by employing kinematics to describe motion, and kinetics to resolve the associated forces and torques. They study friction, mass properties, (moments of inertia), acceleration, and Newton's laws applied to rigid bodies that are undergoing linear and angular motion. Energy methods and conservation laws are also covered. (3,2,0)

Prerequisites:
  • MECH 134
  • MECH 136
  • MATH 135

**MECH 146-3-4**
**Fluid Mechanics**

This course covers the study of fluid statics and dynamics with applications in mechanical engineering. Topics include fluid viscosity, pressure measurement, manometry, continuity and energy equations, Bernoulli’s equation, laminar and turbulent flows, pumps, flow rates, and flow measurements. (2,2,0)

Prerequisites:
  • MECH 133
  • MECH 134
  • MECH 136
  • MATH 135

**MECH 147-3-5**
**Strength of Materials**

Topics covered in this course are direct, torsion, bending, shear, and thermal stresses and deformation; beam deflection, indeterminate beams, and columns. Mechanical components are analyzed considering loading conditions, stress concentrations and safety factors. (3,2,0)

Prerequisites:
  • MECH 133
  • MECH 134
  • MECH 136
  • MATH 135

**MECH 148-3-4**
**Manufacturing Processes**
formerly MECH 242

Topics covered in this course include forming, foundry, machining, and joining processes, and plastic and reinforced polymer processing. Emphasis is placed on the proper selection of manufacturing processes for production of mechanical components. (2,2,0)

Prerequisites:
  • MECH 133
  • MECH 139

**MECH 149-3-4**
**Manufacturing Applications**
formerly MECH 252

During this course, students study standard approaches in the design and specification of jigs and fixtures for manufacturing. Catalogue selection of components and current drafting practices will be used to generate CAD drawings. The designed jig and fixtures will be fabricated in the lab. Students will also study the design and analysis of bolted and welded connections. (2,2,0)

Prerequisites:
  • MECH 133
  • MECH 134
  • MECH 139

**MECH 152-3-30**
**Welding**
formerly MECH 153
Students will study the theory of welding practice and gain hands-on experience with welding techniques during this course. Welding codes and standards are covered. Standard weld inspection and testing techniques will be performed.

This course is offered over a one-week period following the winter semester. (15,15,0)

Prerequisites:
• MECH 139

MECH 232-3-5  
**Machine Design**
This course covers mechanical component design and analysis including connections (bolts and welds), failure and fatigue theories, shafts, gears, belt drives, chain drives, other power transmission and drive systems, plain bearings, antifriction bearings, clutches, brakes and springs. Selection of components from manufacturers' catalogues is emphasized. (3,2,0)

Prerequisites:
• MECH 147

MECH 233-3-5  
**Technology Management and Quality**
In this course students will study project management, lean production systems, process improvement techniques, and quality management systems. Current software is used for the application of project management, statistical process control, problem solving and continuous improvement of production processes. Current quality standards will be introduced including International Standards Organizations (ISO). (3,2,0)

Prerequisites:
• MATH 145

MECH 234-3-4  
**Thermodynamics**
This course covers topics including gas laws, equations of state, mass conservation, and the first and second laws of thermodynamics. Applications of thermodynamic principles will be used to examine assorted processes and cycles with an emphasis on steam power systems, gas power cycles, performance and efficiency of processes and systems, heat engines, refrigeration and heat pump cycles. (2,2,0)

Prerequisites:
• MECH 136

MECH 235-3-5  
**Hydraulics and Pneumatics**
This course covers the design of hydraulic and pneumatic systems as applied to mechanical devices. Topics include hydraulics and pneumatics equipment and components, control circuits and schematics, pumps and compressors, heat and energy loss, and flow control. Current software is used to produce and simulate hydraulic and pneumatic systems. (2,3,0)

Prerequisites:
• MECH 146
• MECH 144

MECH 237-3-5  
**Engineering Graphics III**
In this course students learn 3D solid modeling of parts and mechanical assemblies. Students learn to create complex mechanical parts and assemblies, and to apply standard tolerancing methods. This course will conclude with a special project in which the student designs a mechanical assembly and creates production drawings. (2,3,0)

Prerequisites:
• MECH 142

Corequisites:
• MECH 235

MECH 239-3-3  
**Automation**
Design of production and manufacturing automation technologies are introduced in this course. Topics are part-identification systems, feed systems, conveyance systems, work-cell design, assembly line design, package finishing lines, automation sequencing, commissioning, and analytical troubleshooting. (3,0,0)

Prerequisites:
• MECH 144

Corequisites:
• MECH 235

MECH 240-3-5  
**Project**
(formerly MECH 226)
In this course students apply mechanical design methods to specific projects. Materials and topics from previous courses are utilized to solve design problems. Students generate and evaluate concepts, develop designs, and produce engineering drawings, reports and presentations. (2,3,0)

Prerequisites:
• MECH 144
• MECH 232
• MECH 233
• MECH 235
• MECH 257
Corequisites:
• CMNS 144

MECH 243-3-4
Operations Management
A variety of operations and management issues are studied with application to mechanical engineering. Topics include, but are not limited to, contract law, finance, economics and consequences of business decisions, cost estimating, capacity planning, constraint management, supply chain management, inventory control and material resource planning. (2,2,0)

Prerequisites:
• MECH 233

MECH 244-3-4
Applied Thermodynamics and HVAC
Students will study topics in heat transfer, heat exchangers, heat transfer systems, refrigeration systems, psychrometry, and HVAC (heating, ventilation, and air conditioning) processes. Industrial applications are emphasized. (2,2,0)

Prerequisites:
• MECH 234

MECH 247-3-5
Computer Aided Manufacturing
This course covers current CAD/CAM (Computer Aided Design/Computer Aided Manufacturing) software for creating part geometry and toolpaths for CNC (Computer Numerical Control) machine programming. Students are introduced to the programming and operation of CNC equipment, including lathes and milling machines. (2,3,0)

Prerequisites:
• MECH 142

MECH 249-3-6
Robotics and CIM
(formerly MECH 245)
This course focuses on the design and specification of robotic and computer integrated manufacturing (CIM) systems. Students program both the simulation of robot work cells and real robots, for applications in material handling, machine loading, processing, and assembly operations. Machine-vision systems are also introduced. (3,3,0)

Prerequisites:
• ELEN 236
• MECH 144
• MECH 235

MECH 257-3-42
Engineering Graphics IV
This course covers additional topics in solid modeling. Topics include, but are not limited to: file management, working with sheet metal designs and analyzing the motion of mechanisms. A main component of the course will be a project creating a moderately sized assembly using solid modeling software. (21,21,0)

Prerequisites:
• MECH 237
• MECH 144

Medical Device Reprocessing

MEDR 110-48 hours
Anatomy and Physiology
This introductory course develops the learner’s understanding of the basic structure and functions of selected organs and systems in the human body. Medical terminology and pathology are introduced.

MEDR 111-48 hours
Human Workplace Relations
Designed to develop the learner's interpersonal skills and their understanding and application of teamwork, problem-solving and critical thinking, conflict resolution, patient relations, death and dying, health care delivery systems, and legal, moral and ethical aspects of health care.

MEDR 112-36 hours
Introduction to Medical Terminology
Study of prefixes, suffixes, and word roots from which most medical terms are derived. Introduction to abbreviations is also included.

MEDR 113-42 hours
Microbiology and Infection Control Concepts
Overview to material management, an introduction to microbiology, infection control, aseptic techniques and workplace environmental hazards.

MEDR 114-66 hours
Decontamination Procedures and Recommended Practices
Introduction to decontamination, structural requirements, dress code, workflow, cleaning and disinfecting, including various types of equipment used, and collection and transportation of used materials and surgical instruments.

MEDR 115-48 hours
Packaging Instruments and Patient Care Equipment
Introduction to packaging materials, labeling, shelf life, hand-held surgical instruments, power instruments,
surgical instruments inspection parameters, and patient care equipment.

MEDR 116-54 hours  
Sterilization Concepts and Techniques  
Key principles of steam and dry heat, factors affecting sterilization cycle, lot controls, air powered instruments, ethylene oxide, and chemical sterilization.

MEDR 117-60 hours  
Quality Assurance and Introduction to Surgical Instrumentation  
In this course Quality and Quality Control are explained as well as how a Quality Program is documented. The technician's role and practices in the Quality Assurance System is also identified. The basic categories of surgical instruments and how they function are addressed, and there is some hands-on with basic instruments. Also addressed are specialty instruments and inventory replenishing.

MEDR 118-12 hours  
MEDR Workshop  
This course provides basic training in skills and techniques as preparation for work in the health industry.

MEDR 119-400 hours  
Practicum  
This supervised experience provides the learner with an opportunity to integrate the theory into practice at one of several accredited practicum sites. During this hands-on experience, the students will gain further insights, awareness and knowledge of the working setting.

Manufacturing Management

Medical Office Assistant

MOA 01-72 hours  
Medical Terminology  
This course introduces learners to medical terminology focusing on accurate spelling and pronunciation of terms. Learners will build knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots and combining vowels. Learners practice using anatomical, physiological, and pathological terminology as it relates to body systems.

Also offered by Distance Education

MOA 02-36 hours  
Medical Office Procedures  
This course will provide students with an introduction to receptionist and administrative duties required in a medical office. Basic clinical procedures, booking appointments, patient record management, confidentiality and communication skills, will also be included.

MOA 03-20 hours  
Medical Office Observation  
Students will have an opportunity to become familiar with routines and procedures in a medical office, by participating in directed observation.

MOA 06-30 hours  
Medical and Surgical Transcription  
Students will have an opportunity to practice transcription of medical and surgical dictation, using a computer. Emphasis will be placed on spelling, punctuation, acceptable abbreviations, setting up letters and reports, and speed improvement.

Pre-requisites: experience in a medical office or completion of MOA 01 and keyboarding speed of 40 words per minute.

MOA 104-45 hours  
Medical Office Practice Management Systems  
In this course students will learn about managing the flow of information in the medical office and will be introduced to the role of computers. Students apply the skill of entering patient information, scheduling, coding medical procedures, billing and claims management. Students will have hands-on training in a computer lab and in using practice management computer systems, an essential in today's medical office.

Modern Languages

MODL 295-3-3  
Special Topics I  
Conducted in English, this course is an examination of selected topics in Modern Languages. Topics may include an introduction to translation studies, Hispanic cultures and language, second language acquisition theory and practice. Please consult with the department for current offerings. This course may be taken more than once but with a different topic emphasis. (3,0,0)

Prerequisites:
• second-year standing or permission of instructor.

MODL 296-3-3  
Language for Specific Purposes  
Conducted in the language of the topic, this course is an examination of selected topics in Modern Languages. Learners will enhance their language skills for professional and cultural purpose. Please consult with the department for the current topic. This
course may be taken more than once but with a different topic. (3,0,0)

Prerequisites:
- 6 credits of the language conducted in this course or permission of the instructor.

Microcomputer Accounting

MSAC 105-24 hours
Simply Accounting for Windows - Introduction
In this course students will explore the GL, AR and AP functions in an integrated software package for small businesses.

MSAC 201-24 hours
Simply Accounting for Windows - 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 T4s.

Computer Animation

Software Systems Support

Microcomputer Graphics

Computers in the Workplace

MSCW 110-51 hours
Computers in the Workplace
A practical introduction to the use of Windows, word processing, spreadsheets and email.

Microcomputer Data Management

Electronic Publishing

File and Desktop Management

MSFD 101-12 hours
File and Desktop Management
Proper file and desktop management skills are essential in today's workforce. This course will enable students to become proficient with the current operating system used by most employers. Topics covered include creating and customizing folders, organizing and managing files and folders, selecting, copying, deleting and renaming files and folders, formatting floppy disks, customizing the desktop and using various items in the control panel.

Microcomputer Applications - Internet

MSIN 102-15 hours
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.

MSIN 103-24 hours
Basic Web Page Development
This course provides an introduction to basic web page creation and site management. In a hands-on environment, students will learn how to create and edit web pages, work with graphics, create links between files, maintain a web site, and add special effects to web pages.

Microcomputer Supporting Applications Software

MSMS 103-24 hours
Microsoft Office Integration
In this course you will learn how the integration of the components offers possibilities far beyond the sum of its parts. By employing technologies such as drag-and-drop, object linking and embedding (OLE), and Dynamic Data Exchange (DDE) students will learn how to create cross-platform applications such as Word mail merges from Access databases, PowerPoint presentations based on Excel charts, and multimedia components tied into Office binders. Only students who have successfully completed the previous three courses in this program will be admitted to this course.

PowerPoint Presentation Manager

MSPP 101-18 hours
PowerPoint Presentation Manager
In this course, students will learn how to create professional-looking presentations using PowerPoint Presentation Manager. Discover how to develop slides, apply design templates and custom backgrounds, insert graphics and drawing images, and apply features to enhance the delivery of your presentation including audience handouts and speaker's notes.

Also offered by Distance Education

Management Skills

MSS 01-30 hours
Interpersonal Skills for Supervisors
The focus of this course is on effective communication, with topics including communicating effectively and persuasively, improving relationships with others, enhancing interviewing techniques, and using an effective system for making quality decisions.

**MSS 02-30 hours**
**Team Building**
This course emphasizes the development of leadership skills and includes such topics as setting the climate for motivation, using the preferred leadership style effectively, team building, and running meetings.

**MSS 03-30 hours**
**Performance Management Skills**
Developing a comprehensive performance management process, conducting a performance review, job training skills, managing change, managing time effectively, preventing performance barriers related to harassment, dealing with substance abuse, hiring effectively.

### Microcomputer Spreadsheets

**MSSS 101-18 hours**
**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.

**MSSS 201-24 hours**
**Spreadsheets Intermediate - Excel**
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of larger, more complex spreadsheets and workbooks. Topics include templates, database operations, functions and macros. There may be other topics that are specific to the version of software being taught.

### Microcomputer Word Processing

**MSWP 101-18 hours**
**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. There may be other topics that are specific to the version of software being taught.

**MSWP 201-24 hours**
**Word Processing Intermediate - Word**
Building on the skills learned in the introductory course, students will develop skills important for the creation and management of large multipage documents. Topics include file management, text manipulation, tables, merging, sorting, page numbering and headers and footers. There may be other topics that are specific to the version of software being taught.

Also offered by Distance Education

**MSWP 301-30 hours**
**Word Processing Advanced - Word**
Building upon skills learned in earlier classes, students will learn advanced features to enhance productivity and document design. Topics include: working with long documents, generating a table of contents and index, design printed and online forms, apply document design features such as backgrounds and styles, work with text boxes, insert and customize graphics, insert WordArt, link and embed worksheets, track changes to a document and use passwords for protection.

Also offered by Distance Education

### Metal Fabricator (Fitter)

**MTFB 101A-12 hours**
**TH:Safety**
This course introduces students to specific occupational health and safety rules and regulations currently in effect in the metal fabrication industry and instructs students on safe work practices.

**MTFB 101B**
**PR:Safety**
This course introduces students to specific occupational health and safety rules and regulations currently in effect in the metal fabrication industry and instructs students on safe work practices.

**MTFB 102-66 hours**
**Trades Mathematics**
This course reviews basic math skills for students who have completed Grade 10 Math and further develops math skills required in the metal fabrication industry. Topics covered include fractions, ratio and proportion, squares and square roots, geometry, and trigonometry relating to the metal fabricating industry.

**MTFB 103A-40 hours**
**TH:Hand Tools/Power Equipment**
This course introduces students to the operating methods and maintenance of basic hand and power tools.
tools and shop equipment that are used in the metal fabricating industry.

MTFB 103B
PR: Hand Tools/Power Equipment
This course introduces students to the operating methods and maintenance of basic hand and power tools and shop equipment that are used in the metal fabricating industry.

MTFB 104A-96 hours
TH: Blueprint Reading/Sketching
This course introduces students to basic symbols, lines and techniques used to create blueprints. Students will learn how to extract information and measurements from construction drawings and will learn the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the metal fabricating industry.

MTFB 104B
PR: Blueprint Reading/Sketching
This course introduces students to basic symbols, lines and techniques used to create blueprints. Students will learn how to extract information and measurements from construction drawings and will learn the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the metal fabricating industry.

MTFB 105A-60 hours
TH: Patterns and Templates
This course introduces students to concepts associated with the design and development of patterns and templates. Students also learn how to increase productivity and minimize material through the use of patterns and templates.

MTFB 105B
PR: Patterns and Templates
This course introduces students to concepts associated with the design and development of patterns and templates. Students also learn how to increase productivity and minimize material through the use of patterns and templates.

MTFB 106A-107 hours
TH: Welding and Cutting
This course introduces students to the various welding and burning methods that are used by metal fabricators and further develops the pertinent welding skills of the students.

MTFB 106B
PR: Welding and Cutting
This course introduces students to the various welding and burning methods that are used by metal fabricators and further develops the pertinent welding skills of the students.

MTFB 107A-33 hours
TH: Material Handling
This course introduces students to various material handling devices such as hoists, cranes, and forklifts and the associated gear such as ropes, cables, chains, slings, shackles, and clamps and other rigging attachments. Students also learn hand signals and appropriate piling and storage procedures and handling techniques of heavy objects.

MTFB 107B
PR: Material Handling
This course introduces students to various material handling devices such as hoists, cranes, and forklifts and the associated gear such as ropes, cables, chains, slings, shackles, and clamps and other rigging attachments. Students also learn hand signals and appropriate piling and storage procedures and handling techniques of heavy objects.

MTFB 108A-90 hours
TH: Fitting-Plate & Structural
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 108B
PR: Fitting-Plate & Structural
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 109A-12 hours
TH: Cleaning & Painting
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 109B
PR: Cleaning & Painting
This course introduces students to the development of many irregular shapes for fabricating chutes, hoppers, conveyors, and other structural assemblies.

MTFB 110A-168 hours
TH: Metal Fabrication Projects
In this course students build a variety of projects allowing them to apply the various metal fabricating techniques learned in the program.

MTFB 110B
PR: Metal Fabrication Projects
In this course students build a variety of projects allowing them to apply the various metal fabricating techniques learned in the program.

MTFB 111-6 hours
Metal Fabricator (Fitter) Level 1 Apprenticeship Exam
In this course students will review program materials prior to writing the Metal Fabricator (Fitter) Level 1 Apprenticeship exam.

**Nail Technician**

**NATE 101-20 hours**
**Introduction to Nail Technologies**
This course will review the origins of appearance enhancement and describe the advancements made in cosmetology during the 19th, 20th and early 21st centuries. As well, students will be introduced to the career opportunities available to licensed nail technicians.

**NATE 102-180 hours**
**General Sciences**
This course will review types of disinfectants and how they are used in a modern spa facility. In addition students will learn about hepatitis and HIV transmission and how to safely clean and disinfect salon tools and equipment. Students will be introduced to the differences between cleaning, disinfection and sterilization and will discuss Universal Precautions and their responsibilities as salon professionals.

**NATE 103-180 hours**
**Nail Care**
This course will introduce the four types of nail implements and/or tools required to perform a manicure and demonstrate the safe and correct handling of nail implements and tools. In addition, students will demonstrate three-part procedures for nail services, identify five basic nail shapes and perform a basic and conditioning oil manicure incorporating all safety, sanitation and disinfection requirements. This course will also cover nail polish applications, hand and arm massage techniques, basic paraffin-wax treatment and define and understand aromatherapy and its use in salon services.

**NATE 104-20 hours**
**Business Skills**
This course will cover issues related to self-employment and factors to consider when opening a salon. Also covered will be issues related to ownership, the importance of accurate business records, proper reception area techniques and effective phone service and advertising.

**Nursing, BSN**

**NRSU 101-2-4.5**
**Nursing Lab Practice I**
In this course learners will develop evidence-informed nursing practice through theory laboratory and simulation learning. Learners gain knowledge, skills and abilities needed to practice foundational nursing assessments and safe ethical care. Concepts align with NRSU 136 intentional learning activities. (1.5,3,0)

Prerequisites:
- NRSU 110\(^1\) and NRSU 111\(^1\) and NRSU 112\(^1\) and NRSU 113\(^1\) and BIOL 131\(^1\)

Corequisites:
- NRSU 120 and NRSU 122 and NRSU 123 and NRSU 126 and NRSU 136 and BIOL 133

\(^1\) minimum grade of 60 required

**NRSU 110-3-3**
**Applied Research in Nursing I**
In this course learners develop a basic understanding of statistical concepts and procedures with the goal of developing statistical literacy in nursing and health care contexts. Includes the use of both descriptive and inferential statistical methods as well as an introduction to software used in quantitative data analysis. (3,0,0)

Prerequisites:
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153
- Admission to the Bachelor of Science in Nursing (Years 1 and 2)

Corequisites:
- NRSU 111 and NRSU 112 and NRSU 113 and BIOL 131
- ENGL 100

**NRSU 111-3-3**
**Foundations of Health**
In this course learners explore the meaning of health and healing; recognize diversity of beliefs, values, and perceptions of health. They are introduced to the Canadian Health Care System, conceptual frameworks of health promotion, determinants of health, disease and injury prevention, and primary health care. (3,0,0)

Prerequisites:
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153
- Admission to the Bachelor of Science in Nursing (Years 1 and 2)

Corequisites:
- NRSU 112
- NRSU 113
- BIOL 131 ENGL 100
- NRSU 110
NRSU 112-1.5-1.5  
**Introduction to the Profession of Nursing I**  
In this course learners develop critical reflection of the historical, political and socioeconomic evolution of nursing. They explore foundational theories, nursing practice standards, ethical principles, ethical decision making, and health law that guides evidence informed professional nursing practice. (1.5,0,0)

**Prerequisites:**
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153-Admission to the Bachelor of Science in Nursing (Years 1 and 2)

**Corequisites:**
- NRSU 110 and NRSU 111 and NRSU 113 and BIOL 131  
- ENGL 100

NRSU 113-1.5-1.5  
**Relational Practice I**  
In this course learners develop an understanding of self and the capacity to be in caring relation with others (individual, groups, populations, communities). They reflect on personal perspectives and experiences to understand their own attitudes, beliefs, and values. (1.5,0,0)

**Prerequisites:**
- the corequisite of ENGL 150 or the corequisite of ENGL 151 or the corequisite of ENGL 153-Admission to the Bachelor of Science in Nursing (Years 1 and 2)

**Corequisites:**
- NRSU 110 and NRSU 111 and NRSU 112 and BIOL 131  
- ENGL 100

NRSU 120-3-3  
**Applied Research in Nursing II**  
In this course learners are introduced to nursing research to gain knowledge, skills, and abilities to engage in evidence-informed nursing practice. Topics include research concepts, approaches, procedures/processes, ethics and application in diverse health care settings. (3,0,0)

**Prerequisites:**
- NRSU 110\(^1\) and NRSU 111\(^1\) and NRSU 112\(^1\) and NRSU 113\(^1\) and BIOL 131\(^1\)  
- ENGL 100\(^1\) or ENGL 150\(^1\) or ENGL 151\(^1\) or ENGL 153\(^1\)

**Corequisites:**

NRSU 122-1.5-1.5  
**Introduction to the Profession of Nursing II**  
Learners explore the historical development of nursing knowledge, theory, contemporary understandings of nursing as a discipline, the current body of knowledge defining it, and the relationship between practice and theory. It includes the development of teaching and learning knowledge, skills and abilities. (1.5,0,0)

**Prerequisites:**
- NRSU 110\(^1\) and NRSU 111\(^1\) and NRSU 112\(^1\) and NRSU 113\(^1\) and BIOL 131\(^1\)  
- ENGL 100\(^1\) or ENGL 150\(^1\) or ENGL 151\(^1\) or ENGL 153\(^1\)

**Corequisites:**
- NRSU 101 and NRSU 120 and NRSU 123 and NRSU 126 and NRSU 136 and BIOL 133

\(^1\) minimum grade of 60 required

NRSU 123-1.5-1.5  
**Relational Practice II**  
Learners develop an understanding or relational care and relational ethics to build knowledge, skills and abilities to engage in relational practice with diverse individuals, families, and groups. Learners explore concepts and evidence for caring, therapeutic communication, and relational identity. (1.5,0,0)

**Prerequisites:**
- NRSU 110\(^1\) and NRSU 111\(^1\) and NRSU 112\(^1\) and NRSU 113\(^1\) and BIOL 131\(^1\)  
- ENGL 100\(^1\) or ENGL 150\(^1\) or ENGL 151\(^1\) or ENGL 153\(^1\)

**Corequisites:**
- NRSU 101 and NRSU 120 and NRSU 123 and NRSU 126 and NRSU 136 and BIOL 133

\(^1\) minimum grade of 60 required

NRSU 126-3-3  
**Health Assessment**  
Learners develop introductory knowledge of adult health assessment with a focus on the older adult with stable chronic health conditions. Concepts align with NRSU 136 intentional learning activities. Nursing theories and evidence informed frameworks guide approaches to care, assessments, clinical reasoning, and care planning. (3,0,0)
Prerequisites:
- NRSU 110¹ and NRSU 111¹ and NRSU 112¹ and NRSU 113¹ and BIOL 131¹
- ENGL 100¹ or ENGL 150¹ or ENGL 151¹ or ENGL 153¹

Corequisites:
- NRSU 101 and NRSU 120 and NRSU 122 and NRSU 123 and NRSU 136 and BIOL 133

¹ minimum grade of 60 required

NRSU 136-3-6
Nursing Practice I
In this first nursing practicum learners develop knowledge, skills and abilities to provide safe ethical nursing care to adults with stable chronic health conditions. Intentional learning activities integrate knowledge from NRSU 101 and NRSU 126. The focus is on assessment, clinical reasoning, care planning, and documentation. (0,6,0)

Prerequisites:
- NRSU 110¹ and NRSU 111¹ and NRSU 112¹ and NRSU 113¹ and BIOL 131¹
- ENGL 100¹ or ENGL 150¹ or ENGL 151¹ or ENGL 153¹

Corequisites:
- NRSU 101 and NRSU 120 and NRSU 122 and NRSU 123 and NRSU 136 and BIOL 133

¹ minimum grade of 60 required

NRSU 201-2-4.5
Nursing Lab Practice II
In this course, learners develop evidence-informed practice through theory, laboratory and simulation learning. Learners advance their knowledge, skills, and abilities in preparation to practice nursing assessments and safe ethical care in acute care settings. Concepts align with NRSU 236 intentional learning activities. (1.5,3,0)

Prerequisites:
- NRSU 122¹ and NRSU 123¹ and NRSU 126¹ and NRSU 136¹ and BIOL 133¹

Corequisites:
- NRSU 210 and NRSU 213 and NRSU 226 and NRSU 229 and NRSU 236 and NRSU 239 and BIOL 260

¹ minimum grade of 60 required

NRSU 202-2-4.5
Nursing Lab Practice III
This course is a continuation of NRSU 201. Learners are provided additional opportunities to develop evidence-informed approaches for safe ethical care. Concepts align with NRSU 237 intentional learning activities. (1.5,3,0)

Prerequisites:
- NRSU 201¹ and NRSU 210¹ and NRSU 213¹ and NRSU 226¹ and NRSU 229¹ and NRSU 239¹ and BIOL 260¹

Corequisites:
- NRSU 220 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 261

¹ minimum grade of 60 required

NRSU 210-1.5-1.5
Pharmacology I
In this course learners develop an understanding of the principles of pharmacology, including pharmacokinetics and pharmacodynamics of major drug classes using prototype drugs they develop knowledge and systematic approaches to safely and ethically administer drug therapy. (1.5,0,0)

Prerequisites:
- NRSU 101¹ and NRSU 120¹ and NRSU 122¹ and NRSU 126¹ and NRSU 136¹ and BIOL 133¹

Corequisites:
- NRSU 201 and NRSU 213 and NRSU 226 and NRSU 229 and NRSU 236 and NRSU 239 and BIOL 260

¹ minimum grade of 60 required

NRSU 213-1.5-1.5
Relational Practice III
In this course learners critically reflect on their understanding of how relationships, and the creation of therapeutic relationships, impact the health and healing of individuals and families. Learners explore various relational theories and lenses, evidence-informed approaches, and practice issues, to develop strategies for therapeutic, ethical, and holistic care. (1.5,0,0)

Prerequisites:
- NRSU 101¹ and NRSU 120¹ and NRSU 122¹ and NRSU 123¹ and NRSU 126¹ and NRSU 136¹ and BIOL 133¹
Corequisites:
- NRSU 201 and NRSU 210 and NRSU 226 and NRSU 236 and NRSU 239 and BIOL 260

1 minimum grade of 60 required

**NRSU 220-1.5-1.5**  
**Pharmacology II**

This is a continuation of NRSU 210. Learners develop further knowledge of the principles of pharmacology, and systematic approaches to safely and ethically administer drug therapy. (1.5,0,0)

Prerequisites:
- NRSU 2011 and NRSU 2101 and NRSU 2131 and NRSU 2261 and NRSU 2291 and NRSU 2361 and NRSU 2391 and BIOL 2601

Corequisites:
- NRSU 202 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 238 and BIOL 261

1 minimum grade of 60 required

**NRSU 223-1.5-1.5**  
**Relational Practice IV**

In this course, learners adopt an “inquiry” approach to relational nursing care and develop capacity to provide responsive care to complex psycho-social challenges. Learners also explore theories and approaches to support unique challenges of diverse populations within and ethical, socio-cultural, and political context; they will also develop and reflect on a holistic and collaborative nursing practice. (1.5,0,0)

Prerequisites:
- NRSU 2011 and NRSU 2101 and NRSU 2131 and NRSU 2261 and NRSU 2291 and NRSU 2361 and NRSU 2391 and BIOL 2601

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 261

1 minimum grade of 60 required

**NRSU 226-1.5-1.5**  
**Health and Healing I**

In this course learners develop knowledge of evidence-informed assessment and management of health challenges in both episodic and chronic illness. Concepts align with NRSU 236 intentional learning activities. (1.5,0,0)

Prerequisites:
- NRSU 2011 and NRSU 2101 and NRSU 2131 and NRSU 2261 and NRSU 2291 and NRSU 2361 and NRSU 2391 and BIOL 2601

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 261

1 minimum grade of 60 required

**NRSU 228-1.5-1.5**  
**Community Health**

Learners will develop an understanding of theories, ethics, and evidence informed approaches to community health nursing including primary health care, population health, health maintenance and promotion, and disease and injury prevention. They explore concepts of community based assessment, planning, intervention and evaluation with community-as-client. (1.5,0,0)

Prerequisites:
- NRSU 2011 and NRSU 2101 and NRSU 2131 and NRSU 2261 and NRSU 2291 and NRSU 2361 and NRSU 2391 and BIOL 2601

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 227 and NRSU 228 and NRSU 237 and NRSU 238 and BIOL 261

1 minimum grade of 60 required

**NRSU 229-1.5-1.5**  
**Mental Health**
In this course, learners develop evidence-informed promotion of mental well-being, and assessment and management of episodic and chronic mental health challenges across the life span. (1.5,0,0)

Prerequisites:
- NRSU 1011 and NRSU 1201 and NRSU 1221 and NRSU 1231 and NRSU 1261 and NRSU 1361 and BIOL 1331

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 2271 and NRSU 228 and NRSU 238 and BIOL 261

1 minimum grade of 60 required

NRSU 236-3-6
Nursing Practice II
In this acute care setting practicum, learners develop basic knowledge, skills, and abilities to provide safe ethical nursing care to adults with episodic and chronic health challenges. Intentional learning activities integrate knowledge from NRSU 201 and NRSU 226. The focus is on assessment clinical reasoning, care planning, and documentation. (0,6,0)

Prerequisites:
- NRSU 1011 and NRSU 1201 and NRSU 1221 and NRSU 1231 and NRSU 1261 and NRSU 1361 and BIOL 1331

Corequisites:
- NRSU 201 and NRSU 210 and NRSU 213 and NRSU 226 and NRSU 236 and NRSU 239 and BIOL 260

1 minimum grade of 60 required

NRSU 237-3-6
Nursing Practice III
This second acute care practicum is a continuation of NRSU 236. In this course, learners further develop their knowledge, skills, and abilities to provide safe ethical nursing care for adults with episodic and chronic health challenges. Intentional learning activities integrate evidence informed knowledge from NRSU 202 and NRSU 227. (0,6,0)

Prerequisites:
- NRSU 2011 and NRSU 2101 and NRSU 2131 and NRSU 2261 and NRSU 2291 and NRSU 2361 and NRSU 2371 and BIOL 261

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 2271 and NRSU 228 and NRSU 237 and BIOL 261

1 minimum grade of 60 required

NRSU 238-3-6
Nursing Practice in Community
In this practicum in community health nursing develops knowledge, skills and abilities needed to provide safe ethical nursing care within varied community settings with diverse populations. Students draw on principles of social justice and the social determinants of health to engage in evidenced-informed community assessments, health promotion/illness prevention activities, and health teaching. (0,6,0)

Prerequisites:
- NRSU 2011 and NRSU 2101 and NRSU 2131 and NRSU 2261 and NRSU 2291 and NRSU 2361 and NRSU 2391 and BIOL 2601

Corequisites:
- NRSU 202 and NRSU 220 and NRSU 223 and NRSU 2271 and NRSU 228 and NRSU 237 and BIOL 261

1 minimum grade of 60 required

NRSU 239-3-6
Practice in Mental Health
In this mental health practicum provides opportunities to acquire knowledge, skills, and abilities to promote wellness, through safe, ethical nursing care, in a variety of contexts. The students present a mental well-being project to a specific target population. Other experiences will provide students an understanding of the mental health nursing process. (0,6,0)

Prerequisites:
- NRSU 1011 and NRSU 1201 and NRSU 1221 and NRSU 1261 and NRSU 1361 and BIOL 1331

Corequisites:
- NRSU 201 and NRSU 210 and NRSU 213 and NRSU 226 and NRSU 229 and NRSU 236 and BIOL 260

1 minimum grade of 60 required

Nursing

NSGU 111-3-3
Health and Healing I: Living Health
This course provides opportunities for participants to examine the meaning of health (personal, family, community, and societal) and the theoretical and conceptual frameworks of health (health promotion, primary health care, prevention, health determinants). Reflecting on personal experiences, participants identify personal resources and challenges impacting health. Participants will recognize the diversity of beliefs, values, and perceptions of health. (3,0,0)

**Corequisites:**
- BIOL 131

**Concurrent Registration:** NSGU 112, NSGU 113, NSGU 114

**NSGU 112-3-3**
**Professional Practice I: Intro to the Professions of Nursing**
This course provides opportunities for participants to: examine the relationship of the foundational curriculum concepts to nursing practice; explore and critically reflect upon nursing history and political/socioeconomic forces shaping the status of women and the evolution of the nursing profession; and, explore nursing practice standards and safe ethical practice. (3,0,0)

**Concurrent Registration:** NSGU 111, NSGU 113, NSGU 114

**NSGU 113-3-3**
**Relational Practice I: Self and Others**
This course provides opportunities for participants to: explore multiple factors influencing their capacity to be in caring relation to others (individual, family, groups, populations, communities); question personal perspectives of experience in order to uncover attitudes, beliefs, and values; and, to share and acknowledge differences. Emphasis will be place on the phenomenological attitude. (3,0,0)

**Concurrent Registration:** NSGU 111, NSGU 112, NSGU 114

**NSGU 114-3-6**
**Nursing Practice I: Introduction to Nursing Practice**
This course provides opportunities for participants to integrate their learning from other BSN semester one courses with their beginning understanding of nursing practice. Students will engage with healthy families in the community and with nurses in practice to explore the breadth of nursing practice. This course is graded as pass or fail. (3,3,0)

**Concurrent Registration:** NSGU 111, NSGU 112, NSGU 113

**NSGU 121-3-3**
**Health and Healing II: Health Indicators**
This course provides opportunities for participants to focus on individual, family, and community health assessment. Students explore and critique theoretical and conceptual frameworks of health assessment including: early childhood development; family development; healthy aging; and, community development. Assessment within the context of decision-making is explored. (3,0,0)

**Prerequisites:**
- BIOL 131
  - and NSGU 111
  - and NSGU 112
  - and NSGU 113
  - and NSGU 114

**Corequisites:**
- BIOL 133

**Concurrent Registration:** NSGU 122, NSGU 124
  - 1 minimum grade of 60 required
  - 2 minimum grade of P required

**NSGU 122-3-3**
**Professional Practice II: Introduction to the Discipline of Nursing**
This course provides participants with an introduction to the discipline of nursing. Participants explore historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge defining it. Relationships between practice, theory, and research are explored. (3,0,0)

**Prerequisites:**
- BIOL 131
  - and NSGU 111
  - and NSGU 112
  - and NSGU 113
  - and NSGU 114

**Concurrent Registration:** NSGU 121, NSGU 124
  - 1 minimum grade of 60 required
  - 2 minimum grade of P required

**NSGU 124-6-13**
**Nursing Practice II: Coming to Know the Client**
This course provides opportunities for participants to develop caring relationships with groups, families, and individuals across the lifespan. Emphasis will be placed on health assessment, coming to know how clients understand and promote their health, and the nurse’s role in partnering with the client in this process. Students will work in the home and community, agencies, and care facilities. This course is graded as a pass or fail. (3,3,7)

**Prerequisites:**
- NSGU 111
  - and NSGU 112
  - and NSGU 113
  - and NSGU 114

**Concurrent Registration:** NSGU 121, NSGU 122
NSGU 130-2-30
Consolidated Practice Experience I
This course provides participants with two weeks of laboratory and clinical practice to assist them as they move forward from a health focus to a health challenge focus. Students develop an understanding of nurses' responsibilities in health and health promotion. The course is graded as pass or fail. (0,30,0)

Prerequisites:
- NSGU 121 and NSGU 122 and NSGU 124

1 minimum grade of 60 required
2 minimum grade of P required

NSGU 211-3-6
Health and Healing III: Health Challenges/Healing Initiatives
This course provides participants opportunities to focus on people's experience with healing and health challenges (chronic and episodic) and integrate theory and concepts of health and healing. Complementary to BIOL 231, students are provided opportunity to integrate pathophysiology with understanding of health and healing and nursing approaches. (6,0,0)

Prerequisites:
- NSGU 114 and NSGU 121 and NSGU 122 and BIOL 133 and NSGU 124 and NSGU 130

Corequisites:
- BIOL 231

Concurrent Registration: NSGU 213, NSGU 214
1 minimum grade of P required
2 minimum grade of 60 required

NSGU 213-3-3
Relational Practice II: Creating Health-Promoting Relationships
This course provides participants with opportunities to focus on relational caring and relational practice with individuals, families, and groups (diverse age, culture, and experience). Students develop understanding of caring and the connection between caring and relationship, and health and healing. Students also explore theories/processes of caring, relational identity development of self as nurse, and relational practice. (3,0,0)

Prerequisites:
- NSGU 113

Concurrent Registration: NSGU 211, NSGU 214
1 minimum grade of 60 required

NSGU 214-6-16
Nursing Practice III: Promoting Health and Healing
This course provides participants opportunities to develop caring relationships with individuals and families for health promotions, while coming to understand their unique health and healing processes. Students work with individuals and families experiencing common health challenges (both episodic and chronic) in home, community, agencies, and care facilities. The course is graded as pass or fail. (3,3,10)

Prerequisites:
- NSGU 114 and BIOL 133 and NSGU 121 and NSGU 122 and NSGU 124 and NSGU 130

Concurrent Registration: NSGU 211, NSGU 213
1 minimum grade of P required
2 minimum grade of 60 required

NSGU 221-3-6
Health and Healing IV: Health Challenges/Healing Initiatives
This course provides participants opportunities to continue to develop an understanding of people's experience with healing related to increasingly complex chronic and episodic health challenges within a variety of practice contexts. Complementary to BIOL 235, students integrate pathophysiology, health and healing, and nursing approaches. (6,0,0)

Prerequisites:
- NSGU 211 and NSGU 214

Corequisites:
- BIOL 235

Concurrent Registration: NSGU 224
1 minimum grade of P required
2 minimum grade of 60 required

NSGU 224-6-16
Nursing Practice IV: Promoting Health and Healing
This course is a continuation of NSGU 214 and provides participants an opportunity to focus on increasingly complex episodic health challenges. Students develop caring relationships with individuals and families for health promotion while coming to understand their health and healing processes when experiencing more complex health challenges (episodic and chronic). Students practice nursing approaches while working in home, community, agencies, and care facilities. This course is graded as a pass or fail. (3,13,0)
Prerequisites:
- NSGU 211 and NSGU 214

Concurrent Registration: NSGU 221
1 minimum grade of P required

**NSGU 230-4-36**  
**Consolidated Practice Experience II**  
This five week course provides participants opportunities to develop caring relationships with individuals and families experiencing increasingly chronic and episodic health challenges. Participants consolidate learning from the first and second years of the program in a variety of settings. This course is graded as pass or fail. (0,36,0)

Prerequisites:
- BIOL 2351 and NSGU 2211 and NSGU 2242

1 minimum grade of 60 required  
2 minimum grade of P required

**Network and Telecommunications Engineering Technology**

*Prerequisites may be waived by the Network and Telecommunications Engineering Technology department. See prerequisite waiver.*

**NTEN 111-3-5.5**  
**Computer Components and Peripherals**  
This course is an introduction to the technologies and terminologies of Personal computer and operating systems. Computer components and their interactions are examined as well as the configuration and management of a workstation operating system. Special emphasis is given to PC components, peripheral data storage, disk management, file systems, boot process, operating system configuration and basic scripting. Students with credit for ELEN 115 cannot take NTEN 111 for further credit. (3,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program

**NTEN 112-3-5.5**  
**Computer Programming I**  
formerly NTEN 224

This course is an introduction to the design, implementation, and understanding of computer programs. Topics include problem solving, modeling, algorithm design, and abstraction, with the emphasis on the development of working programs. This course should be followed by COSC 121. Students with credit for COSC 111 cannot take NTEN 112 for further credit. (3,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program

**NTEN 117-3-5.5**  
**Networks and Telecommunications I**  
This course introduces the theory and practice of modern telecommunications with an emphasis on the TCP/IP (Transmission Control Protocol/Internet Protocol) stack. Students will learn to install and troubleshoot the electronic components necessary for telephony and data communications. Students with credit for COSC 118 or COSC 218 cannot take NTEN 117 for further credit. (3,2.5,0)

Prerequisites:
- admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program

**NTEN 123-3-5.5**  
**Network Applications of Analog and Digital Systems**  
Learners will explore analog and digital concepts involved in the interconnection of electronic equipment. Fundamental electrical principles will be studied in DE electrical circuits. Methods for representing analog data in digital form will be studied with emphasis on current telecommunications and industrial networking technology. (3,2.5,0)
Prerequisites:
• NTEN 113
• NTEN 117

NTEN 124-3-5.5
Desktop Applications Programming
In this course students will use high-level programming languages to write routines for automation, user interaction and data manipulation. Dynamic data exchange between applications and OLE (Object Linking and Embedding) automation will be explored. Database theory is introduced. Students will program a desktop database engine into a stand-alone application. (3,2.5,0)

Prerequisites:
• COSC 111

NTEN 126-3-5.5
Basic Digital Circuits and Microprocessors
Students in this course will explore the analog and digital concepts and circuits of electronics. Fundamental electrical concepts such as voltage, current and power will be studied and measured in analog AC and DC circuits. Methods for representing real world analog data in digital form will be studied along with basic digital circuits (combinational logic and sequential logic) and systems (timers, counters, microprocessors). This course is also offered as COSC 150. Students with credit for COSC 124 or COSC 150 cannot take NTEN 126 for further credit. (3,2.5,0)

NTEN 127-3-5.5
Local Area Network Management
This course introduces students to various operating systems and their characteristics as both clients and servers in a networked environment. Emphasis is given to user and resource management, security, and dissimilar environments. (3,2.5,0)

Prerequisites:
• NTEN 117
• NTEN 111

NTEN 128-3-5.5
Scripting for Network and System Administrators
Shell Scripting is the foundation for efficiently and effectively administering a growing number of operating systems and software products. Building on knowledge of general programming structures, this course will teach students to create and maintain scripts that automate day-to-day server and workstation functions. Students will be provided with a full-featured interactive command line environment. Upon successful completion, students will be able to automate administrative tasks utilizing both user-created and built-in scripts, as well as understand and implement security mechanisms provided within the operating system environment. Credit will not be given for both NTEN 128 and NTEN 228. (3,2.5,0)

Prerequisites:
• NTEN 112 or COSC 111

Corequisites:
• NTEN 128

NTEN 199-3-60
Topics in Internetworking
formerly ELEN 199
Students will work on various all-day projects that relate to practical scenarios and problems in the industry such as fault tolerance, redundancy, interaction between dissimilar systems and network management.

This course is offered 6 hours per day after the winter semester final exam period. (30,30,0)

Corequisites:
• NTEN 127
• NTEN 137

NTEN 207-3-5.5
Enterprise Telecommunications
Students will learn to install, configure and maintain modern enterprise telecommunications systems. Topics will range from fundamental switching concepts through to advanced call handling applications, IVR and IP based trunking. This will provide students with a vendor neutral enterprise telecommunications skill set. Upon completion, students should display the ability to work with a variety of systems, and the ability to use vendor technical manuals in all related tasks. (3,2.5,0)

Prerequisites:
• NTEN 123
• NTEN 137

NTEN 211-3-5.5
Virtualization for Enterprise System Administrators
This course examines the implementation of
virtualization to support an enterprise environment. Students will learn how virtualization can consolidate workloads, improve equipment utilization, and apply resources on demand. Virtualization will be used to support desktop environments and enable dynamic provisioning in a cloud infrastructure. (3,2.5,0)

Prerequisites:
• NTEN 127

**NTEN 214-3-5.5**
**Database Development**
This course introduces the power and versatility of client/server database systems. An in-depth look at database connectivity standards and various SQL dialects will allow students to write nested query structures and develop sophisticated end-user applications based on client/server technologies. This course complements NTEN 215. (3,2.5,0)

Prerequisites:
• NTEN 124

**NTEN 215-3-5.5**
**Intranet Technologies I**
This course focuses on the commercial use of intranets and the Internet. Students will learn how to set up FTP (file transfer protocol), World Wide Web and commerce servers, and link them to remote databases. An introduction to HTML (hypertext markup language) and active content programming will allow students to build online interactive solutions for integrated corporate information needs. (3,2.5,0)

Prerequisites:
• NTEN 124

**NTEN 216-3-5.5**
**Data Communications**
This course covers the electronic aspect of data communications and the properties of service available from communication service providers. Theory and laboratory work associated with transmission lines, antennas, electromagnetic wave propagation, RF (radio frequency) circuit design and analysis, telephone switching, broadband communications and microwave are included. (3,2.5,0)

**NTEN 217-3-5.5**
**Routing and Switching II**
In this course, students learn the technologies and protocols needed to design and implement a converged network. Students configure switches for basic functionality and implement Virtual LANs and Inter-VLAN routing. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. (3,2.5,0)

Prerequisites:
• NTEN 137

**NTEN 218-3-5.5**
**Client and Server Security**
In this course students learn the fundamentals of network system security and gain insight into the issues behind securing a network system on the Internet. Students will develop a framework for an enterprise security policy and learn to install, configure and maintain applications to enforce this security policy. This course covers a comprehensive overview of security technologies and best practices with particular emphasis on hands on skills in the following areas: firewalls, client and server security, antivirus and malware protection, products, setup and troubleshooting. (3,2.5,0)

Prerequisites:
• NTEN 127

**NTEN 219-3-3**
**Linux Server Management**
This course builds on the concepts introduced in NTEN 127 with specific emphasis on open source operating systems and tools. Students will study installation and configuration of servers, user and file management, performance tuning, backup and recovery. (3,2.5,0)

Prerequisites:
• NTEN 127

**NTEN 221-3-5.5**
**Fundamentals of Wireless Networking**
This introductory course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs (Local Area Network) and WANs (Wide Area Networks). It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN technologies, products, setup and troubleshooting, radio technologies, wireless LAN applications, security and site surveys and emerging wireless technologies. (3,2.5,0)

Prerequisites:
• NTEN 137

**NTEN 222-3-5.5**
**IP Telephony**
IP (Internet Protocol) Telephony provides an introduction to converged voice and data networks as well as the challenges faced by its various
technologies. The course presents solutions and implementations to address those challenges. Students work with both vendor and open source call manager architectures and components and apply both Voice-Over-IP and Quality of Service technologies. (3,2.5,0)

Prerequisites:
• NTEN 217
• NTEN 207

NTEN 223-3-5.5
Internet of Things
Learners will explore the involved interconnection of IoT concepts from network edge through data storage and analysis. IoT data transport protocols, data storage solutions and introductory data analysis techniques will be introduced. Learners will compare and utilize existing enterprise IoT solutions as potential platforms. Emphasis is placed on building and utilizing an edge to storage solution, enabling detailed data discovery and analysis. (3,2.5,0)

Prerequisites:
• NTEN 123 and NTEN 128 and NTEN 211 and NTEN 219

NTEN 225-3-5.5
Internetwork Security I
This course is a fundamental evaluation of network security that focuses on the overall security process with particular emphasis on hands-on skills in security policy design and management on routers and firewalls. An in-depth look at security technologies includes identity services, intrusion detection and VPN (Virtual Private Network) implementations. (3,2.5,0)

Prerequisites:
• NTEN 217

NTEN 227-3-5.5
Carrier Telecommunications
With their knowledge of wide-area networking, students will be introduced to the services and infrastructure provided by local, national and international telecommunications carriers. Students will gain an understanding of current distribution and core transport technologies. (3,2.5,0)

Prerequisites:
• NTEN 217 and NTEN 207

NTEN 299-3-5
Network Project
This project course is dedicated to the analysis of theoretical and practical aspects of selected examples of networking. It forms the application and extension of knowledge from previous and current courses as it relates to practical network scenarios. Students will be required to submit a technical report based on a major architectural project and do a presentation before a selected audience. (2,3,0)

Prerequisites:
• NTEN 199
• NTEN 217

Corequisites:
• NTEN 225

NTEN 317-3-5.5
Routing and Switching III
This course extends students’ understanding of routing protocols. Theory and laboratory work associated with scalable Internet addressing, advanced routing protocols, access list configuration and edge router connectivity included. (3,2.5,0)

Prerequisites:
• NTEN 217

Also offered by Distance Education

NTEN 327-3-5.5
Local Area Network Management II
This course addresses the theory and practice of directory implementation. It will focus on preventing, troubleshooting, and solving common problems related to network directory communication, synchronization, caching, and replication processes and on such integral tasks as server maintenance, database backup, and disaster prevention and recovery. (3,2.5,0)

Prerequisites:
• NTEN 127
• third-year standing

Also offered by Distance Education

NTEN 355-3-5.5
Internetwork Security II
This course focuses on advanced network security technologies and appliances as well as remote security management. This course brings together all the components learned in previous security courses to produce a secure, modular, framework for designing, managing and securing a network infrastructure. (3,2.5,0)

Prerequisites:
• NTEN 225
NTEN 357-3-5.5
Advanced Telecommunications II
Wireless network topics, including a review of networking fundamentals, queuing models and theory and network calculus, i.e. the application of min-plus algebra to packet networks, form the core of this course. The characteristics and design philosophy of existing wireless networking protocols are analysed while state-of-the art technologies are examined.
(3,2.5,0)
Prerequisites:
• NTEN 227

Nursing Unit Assistant

Office Administration (Introduction)

OA 90-30 hours
Communication Skills
This module will teach the learner to recognize and identify parts of speech, apply grammar and punctuation rules, understand and use business vocabulary and develop written material specific to business scenarios.

OA 92-30 hours
Basic Office Procedures
This course will teach the student basic office procedures including effective telephone techniques, postal services, banking duties, receptionist skills, and basic filing rules.

OA 93-30 hours
Business Math
This course will teach the learner basic mathematical skills, use of an electronic calculator to solve business problems and to complete a variety of business documents.

OA 94-30 hours
Basic Accounting
Upon completion of this course, the learner will be able to journalize and post business transactions, prepare a trial balance, an income statement and a classified balance sheet for a service business.

OA 98-6 hours
Basic Supervisory Skills
This course will teach the learner strategies for stress management, setting priorities, time management, leadership skills, organizational skills, and interpersonal skills.

OA 99-30 hours
Sage 50
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.

Office Administration

OADM 100-120 hours
Word Processing I
This course includes word processing functions to produce and format simple business documents, organization of word processing files, proofreading, editing and revision skills, development of speed and accuracy. Students with credit for ABT 100 cannot take this module for further credit. Prior Learning Assessment: Challenge Exam - must achieve 40 wpm and be able to produce basic word processing documents.
Prerequisites:
• admission to the program
Also offered by Distance Education

OADM 110-90 hours
Communications I
This course includes recognizing and identifying parts of speech, applying grammar and punctuation rules, understanding and using business vocabulary and summarizing written material. Students with credit for ABT 110 cannot take this module for further credit. Prior Learning Assessment: Challenge Exam available.
Also offered by Distance Education

OADM 111-60 hours
Letter Writing
Learners study the principles of effective business writing in order to compose clear, concise, and effective correspondence. Learners compose memos, emails, letters, reports and proposals for a variety of audiences and situations.
Prerequisites:
• OADM 110
• OADM 128
Also offered by Distance Education

OADM 120-60 hours
Office Procedures and Records Management
Upon completion of the Office Procedures course, the student will be able to effectively handle business telephone, postal and shipping systems, complete basic business forms, manage work, time and resources efficiently, perform reception duties and
manage alphabetic, geographic, subject and number filing systems. Students with credit for ABT 120 cannot take this course for further credit. Prior Learning Assessment: Challenge Exam

### OADM 121-75 hours
**Administrative Office Procedures**
Upon completion of this course, the student will understand how to prepare for and document business meetings; how to plan, host and document a conference; make travel arrangements; build rapport with customers, and use effective sales techniques. Students will complete office simulation assignments featuring realistic situations and documents to reinforce course content. Students with credit for ABT 121 cannot take this course for further credit.

**Prerequisites:**
- OADM 100
- OADM 110

### OADM 126-30 hours
**Transcription**
In this course, the student will use transcription equipment and a word processing program to transcribe dictated material. Students will learn about digital and analog transcription equipment, specialized transcription software, effective transcription techniques and the transcription process. Students will also apply and improve previously-learned grammar, punctuation and word processing skills.

**Prerequisites:**
- OADM 100
- OADM 110

### OADM 128-75 hours
**Word Processing I**
This course introduces word processing software. Learners key, format, proof, and edit business documents from text and speech. Prior Learning Assessment is an exam that includes both theory and practical components. Students with credit for OADM 175 or both OADO 175 and OADO 176 cannot take this course for further credit.

**Prerequisites:**
- OADM 167 or OADO 175

### OADM 129-75 hours
**Word Processing II**
This course is a continuation of the study of common word processing functions used to produce, edit, revise, format, organize, and transmit professional documents. Learners also identify, set up and operate transcription equipment to transcribe business documents. Students with credit for OADM 175 or both OADO 175 and OADO 176 cannot take this course for further credit.

**Prerequisites:**
- OADM 128 or OADM 167 or OADO 175

### OADM 130-60 hours
**Business Math and Calculators**
This course presents two essential skills for business students: number literacy and the ability to operate electronic calculators. Upon completion of this course the student will demonstrate proficiency in manipulating numbers for business application. The student will also demonstrate competency in touch control of an electronic calculator and full utilization of special features of electronic calculators to solve business problems. Students with credit for ABT 130 cannot take this module for further credit.

**Prerequisites:**
- OADM 111
- OADM 128
- OADM 129
- OADM 152
- OADM 165
- OADM 168
- OADM 169
- OADM 171
- OADM 174
- OADM 180
- OADM 181
- keyboarding speed of 40 net words per minute (nwpm)

Also offered by Distance Education

### OADM 135-30 hours
**Records Management**
This course will introduce alphabetic, subject,
geographic, numeric, and electronic filing systems as well as records management procedures, terminology, supplies and equipment.

Also offered by Distance Education

OADM 136-75 hours
Office Procedures
This course will introduce common business procedures. Students will operate telephone, postal, and shipping systems, create forms, perform reception duties, prepare for and document business meetings, and make travel arrangements.

Also offered by Distance Education

OADM 141-60 hours
Accounting 2

Also offered by Distance Education

OADM 142-45 hours
Payroll Accounting
Payroll accounting includes computing earnings, calculating deductions, recording and maintaining payroll records and disbursing cash payments. Upon completion of this course, the student will possess the skills necessary to complete all payroll functions for small to medium businesses, including journalizing payroll entries, issuing payments, managing payroll benefits and reporting to CRA, HRDC and Work Safe BC. Students with credit for ABT 142 cannot take this module for further credit.

Prerequisites:
• OADM 143

Also offered by Distance Education

OADM 143-90 hours
Accounting I
Learners study and apply basic accrual accounting theory to the analysis and recording of business transactions. Learners demonstrate the ability to journalize and post business transactions; prepare trial balance, income statements, and balance sheets for service businesses; reconcile bank accounts; and manage petty cash funds.

Prerequisites:
• OADM 130 or OADO 130

Also offered by Distance Education

OADM 144-60 hours
Accounting II
The course is a continuation of OADM 143

Accounting I. Topics include accounting for payables, receivables, and sales taxes; creating and analyzing budgets and financial statements for corporations and partnerships. Students with credit for OADM 140 or OADO 140 cannot take this course for further credit.

Prerequisites:
• OADM 130 or OADM 143

Also offered by Distance Education

OADM 145-45 hours
Essential Office Skills
This course introduces essential skills for the accounting office including customer service, communication, records management, documentation, and time management.

Also offered by Distance Education

OADM 152-60 hours
Accounting Software I
Learners create company files, record transactions in the General, Receivable, Payroll, Inventory and Job Costing ledgers, and print month-end statements using a computerized accounting program. Learners use different software in OADM 152 and OADM 155.

Prerequisites:
• OADM 143

Also offered by Distance Education

OADM 155-60 hours
Accounting Software II
Learners create company files, record transactions in the General, Receivable, Payroll, Inventory and Job Costing ledgers, and print month-end statements using a computerized accounting program. Learners use different software in OADM 152 and OADM 155.

Prerequisites:
• OADM 143

Also offered by Distance Education

OADM 156-30 hours
Accounting Assistant Simulation
In this capstone course learners extend and apply spreadsheet, manual and computerized accounting knowledge by completing a variety of practical, integrated projects.

Prerequisites:
• OADM 142
• OADM 144
OADM 152
• OADM 155
• OADM 169

OADM 165-30 hours
Presentation Graphics
Upon successful completion of this course, the student will understand how to create a slide presentation and enhance it with graphs, tables, embedded visuals, builds, and transitions. Students will also learn how to plan and organize presentation content, evaluate the content, and to design an effective slide show. Students with credit for ABT 165 cannot take this course for further credit.

Prerequisites:
• OADM 100 and OADM 167

Also offered by Distance Education

OADM 167-30 hours
Computer Essentials and the Internet
Learners study correct computer terminology and ethical business uses of current social media. Learners manage electronic files in a networked or cloud environment, navigate the Internet, conduct basic research necessary in a business office, communicate with others using online tools, and become familiar with an online learning management system.

Also offered by Distance Education

OADM 168-45 hours
Database
Learners study basic and advanced database functions using Microsoft Access. Learners demonstrate the ability to create and modify a database; sort, index and query a database; to use a database to print labels and simple reports and to create complex queries and reports.

Prerequisites:
• OADM 167

Also offered by Distance Education

OADM 169-60 hours
Spreadsheets
This course includes spreadsheet terminology, concepts, commands, functions and capabilities of Microsoft Excel. Learners create professional, attractive, multi-tabbed workbooks that include formulas, charts, graphics, maps, and macros. Learners manage spreadsheet templates, combine multiple worksheets and workbooks, and work with data lists and queries.

Prerequisites:
• OADM 130
• OADM 167

Also offered by Distance Education

OADM 170-45 hours
Managing a Website for Business
Upon successful completion of this course the student will be able to complete routine website maintenance tasks. Using a hands-on, practical approach, students will learn how to manipulate Hypertext Markup Language (HTML), tags, tables, images, links, special formatting, and forms using text and web authoring programs. Students with credit for LSEC ABT 170 cannot take this course for further credit.

Also offered by Distance Education

OADM 171-30 hours
Desktop Publishing
This course introduces desktop publishing software. Students will plan, design, and produce business-quality publications such as web pages, letterhead, flyers, brochures, forms, and newsletters.

Prerequisites:
• OADM 167
• OADM 174
• OADM 175
• keyboarding speed of 40 net words per minute (nwpm)

Also offered by Distance Education

OADM 174-30 hours
Keyboarding
This course focuses on keyboarding technique, accuracy, and speed. Students will learn to touch type accurately to a minimum of 40 net words per minute.

Also offered by Distance Education

OADM 180-30 hours
Self-Management Skills
This 30-hour course will help the student discover strategies for personal, educational and professional success. This course will identify critical academic, personal management and teamwork skills required by the Canadian workforce. Topics include stress management, interpersonal relationships, leadership skills, problem solving, conflict resolution and working effectively as a member of a group. Students with
credit for ABT 180 cannot take this course for further credit.

Also offered by Distance Education

OADM 181-30 hours  
Job Search Techniques  
This course provides learners with skills to identify attitudes and behaviours that will lead to career success. Students will master effective job search techniques and understand the importance of matching skills and abilities with employer’s needs. Students will complete pre-employment skills inventories, assess and access job markets, prepare a professional resume, write employment correspondence, and practice employment interview techniques. Prior Learning Assessment: Students interested in receiving PLA for this course should contact the department chair for more information. Students with credit for ABT 181 cannot take this course for further credit.

Prerequisites:  
• OADM 128

Also offered by Distance Education

OADM 182-90 hours  
Office Practicum  
Learners participate in a three-week practicum in a business office to apply skills and knowledge acquired in course work. Learners assist with the business’s day-to-day operations and learn industry-specific concepts and procedures.

Prerequisites:  
• OADM 111  
• OADM 127  
• OADM 130  
• OADM 135  
• OADM 136  
• OADM 142  
• OADM 152  
• OADM 171  
• OADM 180  
• OADM 181  
• successful completion of all courses in the Administrative Assistant program

Also offered by Distance Education

OADM 183-90 hours  
Practicum - Accounting  
Learners participate in a three-week practicum in a business office to apply skills and knowledge acquired in course work. Learners assist with the business’s day-to-day operations and learn industry-specific concepts and procedures.

Prerequisites:  
• OADM 145 or OADM 156  
• OADM 181

Online Office Administration

OADO 099-15 hours  
Online Learner Success  
Online Learner Success (OLS) is designed to provide the online learner with a working knowledge of the program call Desire 2 Learn (D2L). Assignments or activities in the course have been designed to demonstrate the use of various tools in the D2L program.

Only offered by Distance Education

OADO 110-90 hours  
Business English  
Business English focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development.

Prerequisites:  
• OADO 099

Only offered by Distance Education

OADO 111-60 hours  
Business Communications  
Business Communications teaches you how to plan, organize, and write correct and effective “reader friendly” business documents appropriate for use in today’s global business environment. The student will learn how to write business letters, memo, reports, and electronic messages.

Prerequisites:  
• OADO 176 or OADO 110

Only offered by Distance Education

OADO 126-30 hours  
Transcription  
This course will provide the student with the opportunity to learn how to transcribe a variety of business documents from digital audio files using digital transcription software, transcription equipment, and word processing. The student will also learn transcription terminology and effective transcription techniques.
Prerequisites:
• OADO 110
• OADO 176

Only offered by Distance Education

OADO 127-40 hours
Integrated Projects - Administrative
This capstone course helps the student extend word processing, spreadsheet, database, desktop publishing, and presentation software knowledge by completing a variety of practical, integrated projects. The student will also develop decision-making, prioritizing, and other administrative skills.

Prerequisites:
• OADO 136
• OADO 165
• OADO 168
• OADO 169
• OADO 171

Only offered by Distance Education

OADO 130-45 hours
Business Math and Calculators
Business Math and Calculators follows current trends in office technology, teaches the touch method of calculator use, explains common calculator features, and emphasizes business problem solving.

Prerequisites:
• OADO 099

Only offered by Distance Education

OADO 135-35 hours
Records Management
This course will provide the student with the knowledge, skills, and abilities to create, store, use, retrieve, protect, control, archive, and dispose of paper-based and electronic files.

Prerequisites:
• OADM 099

Only offered by Distance Education

OADO 136-40 hours
Administrative Procedures
In this course, the student will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

Prerequisites:
OADO 156-40 hours
Integrated Project - Accounting
This course is a capstone course that helps accounting assistant students extend and apply their spreadsheet, database, manual and computerized accounting knowledge by completing a variety of practical, integrated projects. Learners will also develop decision-making, prioritizing, and other administrative skills.

Prerequisites:
• OADO 141
• OADO 152
• OADO 168
• OADO 169

Only offered by Distance Education

OADO 165-30 hours
Presentation Software
The course provides the student with the opportunity to apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations.

Prerequisites:
• OADO 167

Only offered by Distance Education

OADO 167-50 hours
Introduction to Computers and the Internet
This course will introduce the student to a Windows computer operating system and electronic file management. The student will also be introduced to the Internet, including email basics and advanced features, web browser basics, web navigation, and web research.

Prerequisites:
• OADO 099

Only offered by Distance Education

OADO 168-50 hours
Database
This course focuses on planning, designing, and creating a database to meet the information management needs of today’s workplace. The student will learn terminology, database concepts, and features of relational databases. The student will use various commands and features to create tables, queries, forms, and reports; and will enter data, work with calculations, extract information; and generate and print reports.

Prerequisites:
• OADO 167

Only offered by Distance Education

OADO 169-50 hours
Spreadsheets I
This course provides the student with a working knowledge of electronic spreadsheets. The student will learn how to design, create, modify, and present professional-looking spreadsheets for use in today’s workplace. Exercises include using formulas and built-in functions to solve mathematical problems. The student will also learn how to illustrate and present spreadsheet data in graphic form.

Prerequisites:
• OADO 167

Only offered by Distance Education

OADO 170-45 hours
Website Design and Maintenance
This course will provide the student with the skills required to complete routine website maintenance and updates. Using a hands-on, practical approach, the student will learn how to manipulate hypertext markup language (HTML), tags, tables, images, graphics, hyperlinks, special formatting, and forms using text and web authoring programs.

Prerequisites:
• OADO 167
• OADO 175

Only offered by Distance Education

OADO 171-45 hours
Desktop Publishing
This course will introduce elements of page design and organizational tools, and the planning, design, and production process. Students will apply word processing and desktop publishing software, as well as integration elements, to produce publications such as letterheads, flyers, brochures, business forms, web pages, and newsletters.

Prerequisites:
• OADO 176

Only offered by Distance Education
OADO 173-45 hours
Keyboarding I
The course provides the learner with the necessary techniques to keyboard accurately at a minimum of 25 net words per minute (nwpm) using the alpha and numeric keyboard.

Prerequisites:
• OADO 099

Only offered by Distance Education

OADO 174-35 hours
Keyboarding II
The course provides the learner with the necessary techniques to keyboard accurately at a minimum of 45 net words per minute (nwpm) using the alpha and numeric keyboard.

Prerequisites:
• OADO 099
• OADO 173 or proof of minimum 25 net wpm on a 3-minute keyboarding assessment

Only offered by Distance Education

OADO 175-50 hours
Word Processing I
Work Processing I is designed to tech the student the basic functions of a word processing program as as how to properly formate documents such as letters and memorandums.

Prerequisites:
• OADO 099
• OADO 167
• OADO 173 or proof of minimum 25 net wpm on a 3-minute keyboarding assessment

Only offered by Distance Education

OADO 176-50 hours
Word Processing II
Word Processing II will cover additional instruction and practice with letter styles, tables, and charts and reports plus many advanced features of word processing software such as merge, macros, outlines, graphics, and stules.

Prerequisites:
• OADO 175

Only offered by Distance Education

OADO 180-30 hours
Human Relations
Human Relations concentrates on personal and professional development skills needed by workers in today’s workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

Prerequisites:
• OADO 175

Only offered by Distance Education

OADO 181-30 hours
Job Search
Job Search techniques will help the student develop successful job search strategies, for today’s competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumes, employment-related communications, application forms, portfolios, and interviews.

Prerequisites:
• OADO 110
• OADO 175

Only offered by Distance Education

Palliative Care

PAL 01-30 hours
Understanding Palliative Care
This course explores attitudes to and definitions of death, dying and grief through the use of audio-visual materials, lectures and group discussions. The role of cultural and religious influences is considered and the importance of effective communication is highlighted.

PAL 02-30 hours
Caring for the Terminally Ill
This course addresses specific issues such as HIV and AIDS, nutrition in palliative care, care planning, modification of personal care as required and resource management. Ethical issues and caring for the caregiver are also examined.

Pharmacy Technician

Philosophy

Prerequisites may be waived by the Philosophy department. See prerequisite waiver.
PHIL 111-3-3
Introduction to Philosophy I
This course introduces students to outstanding philosophers and their systems by examining the following topics: ethics, political philosophy, metaphysics and philosophy of religion. (3,0,0)

PHIL 114-3-3
Introduction to Logic and Critical Thinking I
This course is intended to develop critical thinking and reasoning skills. Topics include the diverse functions of language, analysis and resolution of confusion, ambiguities, fallacies, techniques of persuasion, and the place of reasoning in human knowledge. (3,0,0)

PHIL 121-3-3
Introduction to Philosophy II
This course introduces students to outstanding philosophers and their systems by examining the following topics: theory of knowledge, logic, and contemporary philosophy. (3,0,0)

PHIL 124-3-3
Introduction to Logic and Critical Thinking II
This course provides practice in evaluating arguments by examining foundations of scientific reasoning, decision making techniques and problem solving methods. (3,0,0)

Prerequisites:
- PHIL 114

PHIL 211-3-3
Ethics
This course is designed to familiarize the student with some of the major traditional theories of moral value and key issues in moral thought, such as absolutism, relativism and various criteria for evaluating both moral reasoning and ethical theories. (3,0,0)

Prerequisites:
- second-year standing

PHIL 222-3-3
Knowledge and Reality
This course is intended to familiarize students with fundamental issues about the nature of and our knowledge of reality. Topics may include time, causality, personal identity, and the mind-body problem. (3,0,0)

Prerequisites:
- PHIL 111 or PHIL 121 or PHIL 114

PHIL 231-3-3
Symbolic Logic
This course is an introduction to symbolic or formal logic. Topics include: sentential and predicate logic, the development of a system of natural deduction, and the translation of natural language into formal language. (3,0,0)

PHIL 240-3-3
Social and Political Philosophy
This course is an introduction to philosophical issues concerning society, its fundamental institutions, and their nature. How is society constituted? How does it relate to the individual? How should one arrange the social lives of human beings? How are basic political concepts such as freedom, equality, community and nation-state understood? Why might they be valuable? Lectures will also address philosophic questions concerning legal reasoning. The approach will be mainly systematic, although some reference to the history of certain philosophical views may be included. (3,0,0)

Prerequisites:
- second-year standing

PHIL 241-3-3
Contemporary Moral Issues
This course is an introduction to moral philosophy through selected contemporary issues such as abortion, euthanasia, pornography, Aboriginal rights, poverty, war and terrorism and other current moral issues. Students will learn basic moral theory and moral reasoning using real world personal and social ethical issues. (3,0,0)

Prerequisites:
- second-year standing

PHIL 250-3-3
Applied Ethics for Criminal and Social Justice Professions
The course will create an understanding of the nature of ethical conflict, reasoning and decision-making in the context of society's practices of criminalization. The focus will be on ethical dilemmas that will confront criminal justice professionals, and on the ethical principles that apply in such situations. Students with credit for CRIM 240 may not take PHIL 250 for additional credit. (3,0,0)

Prerequisites:
- CRIM 111 and CRIM 121

PHIL 251-3-3
Environmental Ethics
This course is a study of moral problems arising in the context of human relations to nature and to non-human living things. Principal among these problems are animal rights, obligations to future generations, pollution, use of hazardous materials, depletion of natural resources, treatment of non-living things,
poverty as an environmental problem, and ecology of property rights. (3,0,0)

Prerequisites:
• second-year standing

PHIL 260-3-3
Science and Pseudoscience
This course provides an introduction to the philosophy of science by investigating the difference between science and pseudoscience. By studying theories about science, students will learn why astronomy but not astrology is considered a science. Other examples include creationism, UFOs, psychics and the paranormal. Topics covered include religion versus science, scientific realism and anti-realism and the role of evidence in science. (3,0,0)

Prerequisites:
• second-year standing

PHIL 331-3-3
Ethics of Computer Usage
This course examines ethical and professional issues facing those who work with computers. Issues include piracy, hacking, responsibility and liability for the use of software, cyberpornography and freedom of information, computerised invasion of privacy, computers in the workplace, the use of artificial intelligence and expert systems. (3,0,0)

Prerequisites:
• third-year standing in the Bachelor of Computer Information Systems program.

PHIL 350-3-3
Business Ethics
This course examines moral and ethical principles as they apply to business. The case method will be used extensively. This course is integrated with the other Business Capstone courses by a small-business-across-the-curriculum theme. (3,0,0)

Prerequisites:
• admission to the Business Administration Degree program

PHIL 361-3-3
Practical Ethics
This course will familiarize students with general theoretical approaches to questions of right and wrong, and the application of these approaches to both general ethical problems and ethical problems specific to the writing and publishing industry such as intellectual property, civil disobedience, conflict of interest, and protection of sources. (3,0,0)

Prerequisites:
• third-year standing

Pharmacy Technician

PHRM 101-21 hours
Introduction to Pharmacy Practice
This course familiarizes the learner with the role of the pharmacy technician, pharmacist and pharmacy in the Health Care delivery system. The learner is introduced to common concepts, principles and procedures in pharmacy practice (fundamentals).

Prerequisites:
• Admission to Pharmacy Technician Program.

PHRM 102-63 hours
Medical Terminology
This course introduces learners to human anatomy, including the major body systems. Learners will study anatomical language, studying basic word structure, including prefixes, suffixes and terms pertaining to the body as a whole.

Prerequisites:
• Admission to Pharmacy Technician Program.

PHRM 103-42 hours
Pharmacy Law
In this course, learners will study the federal and provincial Acts, the records required for the acquisition and use of pharmaceuticals, and the types of contracts used for payment by third party agencies. The relationship and authority of each position is clearly delineated.

Prerequisites:
• Admission to Pharmacy Technician Program.

PHRM 104-47.5 hours
Pharmacy Computer Applications
This course provides an introduction to the use of computers in pharmacy using pharmacy software programs.

Corequisites:
• PHRM 101

PHRM 105-42 hours
Communications and Employment Preparation
This course focuses on the study and application of effective written and oral communication skills essential to the pharmacy technician. Topics include interpersonal, intercultural and intra-professional communication in the health care industry. Learners will have the opportunity to develop and use active listening and conflict management skills in a manner
that encourages and emphasizes ethical communication, self-evaluation and critical thought.

Prerequisites:
- Admission into the Pharmacy Technician Program.

**PHRM 106-91 hours**
**Pharmacology I**
This course presents the major prescription drug classes used in health care. Learners will acquire knowledge in the technician’s role concerning medications used in pharmacy practice.

Corequisites:
- PHRM 101

**PHRM 107-102.5 hours**
**Drug Distribution**
This course introduces the learner to all aspects of dispensing including basic pharmaceutical calculations and how to interpret and fill prescriptions in a simulated practice setting. Learners apply information for the e-CPS and Low Cost Alternative program for applicable prescriptions.

Prerequisites:
- PHRM 104

**PHRM 108-91 hours**
**Pharmacology II**
This course deals primarily with the non-prescription (over-the-counter) medications available in Canada and their use, merchandising, and operation of community pharmacies.

Prerequisites:
- PHRM 101

**PHRM 109-77 hours**
**Product Preparation I**
This course is a continuation of all aspects of dispensing introduced in PHRM 107, and also focuses on the principles of compounding and the preparation of a variety of pharmaceuticals. Pharmacy compounding calculations are completed using the appropriate system of measurement.

Corequisites:
- PHRM 106 and PHRM 107

**PHRM 110-110.5 hours**
**Product Preparation II**
In this course, learners receive individual as well as group instruction in the preparation of sterile products under aseptic conditions. Special techniques involved in the preparation of anti-neoplastic drugs will also be presented and practiced.

Prerequisites:
- PHRM 101 and PHRM 104

Corequisites:
- PHRM 106 and PHRM 107 and PHRM 108

**PHRM 111-150 hours**
**Hospital Practicum**
The practicum provides the student with practical experience as a Pharmacy Technician in a hospital setting. Students will be placed in a hospital pharmacy. If PHRM 112 is the learner's second practicum, a pass (P) grade in PHRM 111 is required.

Prerequisites:
- PHRM 102 and PHRM 103 and PHRM 105 and PHRM 107 and PHRM 108 and PHRM 109 and PHRM 110

**PHRM 112-140 hours**
**Community Practicum**
The practicum provides the student with practical experience as a Pharmacy Technician in a community setting. Students will be placed in a community pharmacy. If PHRM 111 is the learner's second practicum, a pass (P) grade in PHRM 112 is required.

Prerequisites:
- PHRM 102 and PHRM 103 and PHRM 105 and PHRM 107 and PHRM 108 and PHRM 109 and PHRM 110

**Physics**

For courses numbered 100 or higher, the prerequisite(s) may be waived by the Physics and Astronomy department. See prerequisite waiver.

For courses numbered less than 100, the prerequisite(s) may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.

**PHYS 075-40 hours**
**Topics in Physics**
Topics in Physics may include, but are not limited to, the scientific method, scientific knowledge and social issues, vectors, mechanics, kinematics, dynamics, statics, energy, work, power, electricity, waves, and electromagnetism.

**PHYS 085-40 hours**
**Topics in Physics**
Topics in Physics may include, but are not limited to,
the scientific method, scientific knowledge and social issues, vectors, mechanics, kinematics, dynamics, statics, energy, work, power, electricity, waves, and electromagnetism.

Prerequisites:
- ABE MATH 085¹ or MATH 010¹ or ABE IALG 011¹ or Principles of Mathematics 10² or Introductory Algebra 11² or the corequisite of ABE ENGL 011 or the corequisite of ABE COMP 011 or English 11 or Composition 11 or Creative Writing 11 or Literary Studies 11 or New Media 11 or American Sign Language 11

Corequisites:
- ABE ENGL 080

¹ minimum grade of 60 required
² minimum score of 60 required

PHYS 095-40 hours
Topics in Physics
Topics in Physics may include, but are not limited to, the scientific method, scientific knowledge and social issues, vectors, mechanics, kinematics, dynamics, statics, energy, work, power, electricity, waves, and electromagnetism.

Prerequisites:
- ABE PHYS 011¹

Corequisites:
- ABE MATH 011

¹ minimum grade of 60 required

PHYS 011-112 hours
Physics 011
This course is an algebra-based introduction to physics. The basic concepts of Physics in the areas of kinematics, dynamics, energy, work, power and electricity will be studied. Selected concepts will be investigated experimentally and the scientific method will be developed. A laboratory component is included.

Prerequisites:
- ABE MATH 085¹ or ABE IALG 011¹ or Principles of Mathematics 10² or Introductory Algebra 11² or Pre-Calculus 10² or ABE ENGL 070¹ or ABE ENGL 071¹ or ABE ENGL 072¹ or a minimum ABLE test score of 68/80 and an Advanced Level writing sample

¹ minimum grade of 60 required
² minimum score of 60 required

PHYS 012-96 hours
Physics 012
This course is a study of basic kinematics and dynamics, statics, equilibrium conditions, electrostatics, electricity and magnetism, momentum and collisions, work, energy and power. SI units and vector analysis are used throughout. A laboratory component is included.

Prerequisites:
- ABE PHYS 011¹ or Physics 11²

Corequisites:
- ABE MATH 011

¹ minimum grade of 60 required
² minimum score of 60 required

PHYS 111-3-6
Calculus-Based Physics I
A calculus-based introduction to mechanics for students who intend to pursue careers in the physical sciences (e.g., physics, chemistry, astronomy, mathematics) or engineering. Topics covered include: Newtonian mechanics; translational and rotational kinematics and dynamics, momentum and energy conservation principles; transformations between reference frames; and a brief introduction to special relativity. In any centre where PHYS 112 is not offered, PHYS 111 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar. (3,3,0)

Prerequisites:
- MATH 120 or ABE MATH 012¹ or Principles of Math 12² or Pre-Calculus 12² or ABE PHYS 012 or Physics 12 or ABE PHYS 011¹ or Physics 11²

Corequisites:
- MATH 112

¹ minimum grade of 67 required
² minimum score of 67 required
³ minimum grade of 73 required
⁴ minimum score of 73 required

PHYS 112-3-7
Introductory Physics I
This course is an algebra-based introduction to Physics. This course is generally for students of the life sciences or others who do not plan to pursue careers in the physical sciences or engineering. This course studies the basic concepts of physics in the areas of mechanics, fluids, waves and modern physics. Topics include particle kinematics and dynamics, work and energy, momentum, gravitation and satellite motion, simple harmonic motion and
sound, fluid statics and dynamics, and topics in modern physics. Some important concepts will be investigated experimentally to reinforce the concepts and to develop the experimental method of investigating and reporting results. (4,3,0)

Prerequisites:
• MATH 120 or ABE MATH 012 or Pre-Calculus 12 or Principles of Math 12
• Physics 11 or ABE PHYS 11 strongly recommended

**PHYS 117-3-5.5**
**Physics for Analytical Chemistry Technology**
This course introduces Newtonian mechanics including both kinematics and dynamics, heat, waves, optics, basic electricity, and fluids. Topics will be discussed with special reference to application in the field of instrumentation and electronics for the Analytical Chemistry Technology program. Laboratory experiments (three hours every second week) will be completed to expand on the topics covered in the lectures and will emphasize data acquisition and analysis using computers. (4,1.5,0)

Prerequisites:
• admission to the Analytical Chemistry Technology diploma program

**PHYS 121-3-6**
**Calculus-Based Physics II**
An introductory survey of electricity, magnetism and light: electrostatics, electric fields, capacitance, potential, currents, resistance, electric circuits, magnetic forces, magnetic fields, electromagnetic induction, alternating currents; waves and light, interference and diffraction. Experimental laboratory investigations in electricity, magnetism and light, and consideration of numerical problems and special topics are included. In any centre where PHYS 122 is not offered, PHYS 121 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar. (3,3,0)

Prerequisites:
• PHYS 111 or PHYS 112 with permission of the department

Corequisites:
• MATH 122

**PHYS 122-3-7**
**Introductory Physics II**
An algebra-based introduction to physics. This course is generally for students of the life sciences or others who do not intend to pursue careers in the physical sciences or engineering. This course is a study of the basic concepts of physics in the areas of electricity, magnetism, physical optics and special relativity. Topics include electrostatics, electric currents, resistance, DC circuits, magnetic forces and fields, electromagnetic induction, alternating current, waves and light, interference, diffraction and special relativity. Experimental laboratory investigations in electricity, magnetism and light and consideration of numerical problems and special topics are included. (4,3,0)

Prerequisites:
• PHYS 112 or PHYS 111

**PHYS 125-3-5.5**
**Physics for Electronic Engineering Technology**
An introduction to Newtonian mechanics, fluid dynamics, heat, waves, optics, acoustics and electromagnetic radiation. Topics will be discussed with special reference to application in the field of electronics. Laboratory experiments (three hours every second week) will be completed to expand on the topics covered in the course work. (4,1.5,0)

Prerequisites:
• ABE PHYS 011 or Physics 11; and MATH 147

**PHYS 126-3-6**
**Physics for Electronic Engineering Technology**
This course is an introduction to Newtonian mechanics, kinematics, conservation of energy, simple harmonic motion, electrostatics, magnetism, and electromagnetic radiation. Topics will be discussed with special reference to applications in the field of electronics. Laboratory experiments will be completed to expand on the topics covered in the course work. (3,3,0)

Prerequisites:
• Acceptance to Electronic Engineering Program(ELEN)

Corequisites:
• MATH 137

**PHYS 130-3-3**
**Physics for Future Leaders**
This course examines the physics underlying major technological aspects of modern society and issues of global concern. It will address themes such as global warming, the energy problem and alternative sources of energy, nuclear power and nuclear weapons, health and medical technology, pollution of the atmosphere, satellites, telecommunication, and the internet. This course is meant for future leaders in business, politics, arts, and science. This course requires no scientific or mathematical background and is accessible to students in any discipline. (3,0,0)
PHYS 200-3-4  
Relativity and Modern Physics  
Special relativity: Lorentz transformation, dynamics and conservation laws. Quantum physics: the experimental evidence for quantization; a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei. (3,0,1)

Prerequisites:  
- PHYS 122 or PHYS 121  
- MATH 122

PHYS 202-3-4  
Engineering Mechanics I  
This course begins with a review of vector algebra and continues with forces, moments, conditions of equilibrium and application to particles and rigid bodies. Analysis of statically determinate structures including beams, trusses and arches using free body diagrams (FBD) will be covered. The kinematics component will include rectilinear and curvilinear motion, and the dynamics component will include Newton's second law, dry friction, impulse, momentum, work and energy. Although exceptional students may do the course in their first year, it is strongly recommended that they wait until second year after PHYS 111 and MATH 112 and 122 are complete before attempting this course. (3,0,1)

Prerequisites:  
- ABE PHYS 012 or Physics 12

Corequisites:  
- PHYS 111 and MATH 112

PHYS 215-3-3  
Thermodynamics  
Thermodynamics at an intermediate level. Topics include temperature, heat and work, the First Law, heat transfer, heat engines, entropy and the Second Law. (3,0,0)

Prerequisites:  
- PHYS 121 or PHYS 112 and PHYS 122

PHYS 219-3-4  
Methods of Measurement I  
This course covers basic laboratory techniques with emphasis on the use of computers in the collection and analysis of data. The student will be expected to write basic computer programs to allow interface boards to collect data. The course will use various transducers to measure physical quantities such as temperature, sound, velocity and acceleration, pressure and magnetic field. Spread sheets for the analysis of data and word processors for the preparation of formal reports are used. The construction of basic equipment will be encouraged. Technical writing of reports is emphasized. (0,3,1)

Prerequisites:  
- MATH 122  
- PHYS 121 or PHYS 122

PHYS 220-3-3  
Environmental Physics  
This course examines contemporary environmental issues, focusing on the Physics of climate modification, ozone depletion, energy sources for electrical generation, energy storage, energy conservation strategies, transportation, pollutant transport, non-ionizing radiation, risk analysis, and other current topics of interest. This course is also offered as EESC 220. Students with credit for BIOL 290 or EESC 220 cannot take PHYS 220 for further credit. (3,0,0)

Prerequisites:  
- MATH 122  
- PHYS 121 or PHYS 122  
- second-year standing  
- a first-year course(s) in BIOL, CHEM, EESC, and/or GEOG would be useful but is (are) not required.

1 minimum grade of 60 required

PHYS 225-3-3  
Intermediate Electricity and Magnetism  
Electrostatics, Gauss' law, electric potential, DC circuits, conduction models, strain gauges, RTD, circuit analysis theorems, magnetic fields, Hall effect, Ampere's law, Faraday's law, inductance, and semiconductors with basic applications. (3,0,0)

Prerequisites:  
- MATH 122  
- PHYS 121 or PHYS 122  
- second-year standing  
- admission to an OC Engineering Technology Bridge to UBC Okanagan.

1 minimum grade of 68 required

PHYS 227-3-4  
Instrumentation Physics for Analytical Chemistry Technology (ACT)  
This course covers basic laboratory techniques with emphasis on process control instrumentation and the use of computers in the collection and analysis of data. This course will provide an introduction to analogue and digital signals, data acquisition, signal
Conditioning, measurement theory, instrument calibration and process control loops. Students will be expected to use spreadsheets for the analysis of data and word processors for the preparation of formal reports. Technical writing of reports will be emphasized. (2,2,0)

Prerequisites:
- COSC 171
- MATH 136
- PHYS 117

**PHYS 228-3-4 Classical Mechanics**
Classical mechanics at an intermediate level in inertial and non-inertial reference frames. (3,0,1)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 1121 and PHYS 1221

Corequisites:
- MATH 225

1 minimum grade of 68 required

**PHYS 229-3-4 Methods of Measurement II**
A continuation of the PHYS 219 laboratory course. Experiments will be selected from appropriate areas of physics to complement the other physics courses currently taken by the students enrolled. Experiments from other scientific disciplines may be included if enrollment warrants. Emphasis will be on the use of computers as a tool in collecting, analyzing and reporting data. Topics include transducers, interfacing, statistical data analysis, curve fitting and report writing. Programming related to the collection of data is included. Software packages related to the above topics are used. (0,3,1)

Prerequisites:
- PHYS 219

**BIOL 240.** Students with credit for BIOL 240 cannot take PHYS 240 for further credit. (3,0,0)

Prerequisites:
- MATH 122
- PHYS 121 or PHYS 1221
- second-year standing
- BIOL 121, or both BIOL 112 and BIOL 122, would be useful but is not required

1 minimum grade of 60 required

**PHYS 290-3 Directed Studies in Physics & Astronomy**
This course involves undertaking a supervised investigation or directed readings in Physics or Astronomy. The topic will be agreed upon by the students and the supervising faculty member. Evaluation methods may include, but are not limited to, a project proposal, regular progress reports, regular assignments, a final written report, a final oral presentation, tests, or a final.

Prerequisites:
- Permission of the Instructor, and 6 credits of 100-level or 200-level PHYS or ASTR.

**Production & Inventory Management**

**PIM 07-36 hours Basics of Supply Chain Management**
This is an introductory course for production and inventory management personnel and Certified in Production and Inventory Management (CPIM) candidates. This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and just-in-time manufacturing.

**PIM 27-39 hours Master Planning of Resources**
In this course, students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to the environment, and developing and validating the master schedule.
In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic operations plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule.

PIM 28-39 hours
Detailed Scheduling and Planning
This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.

PIM 29-39 hours
Execution and Control of Operations
This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback.

PIM 30-39 hours
Strategic Management of Resources
In this course, students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply-chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

For maximum comprehension of course content, students should be familiar with the information and concepts presented in other CPIM modules before taking this course.

Programmable Logic Controls

Plumber

PLMB 101-60 hours
Trades Mathematics

PLMB 102-90 hours
Plumbing Science

PLMB 103-30 hours
Safety

PLMB 104-60 hours
Hand Tools and Power Equipment

PLMB 105-180 hours
Pipes, Valves, & Fitting

PLMB 106-30 hours
Rigging

PLMB 107-60 hours
Soldering and Brazing

PLMB 108-30 hours
Drafting and Blueprint Reading

PLMB 109-60 hours
Electricity

PLMB 110-30 hours
Level One Technical Exam

Practical Nursing Access - HSRCA

Practical Nursing

PNSG 111-30 hours
Health Promotion I
Health promotion by definition includes: health enhancement, health protection, disease prevention, health restoration/recovery, care, and support. Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions. (WHO, 2010). This course introduces the learner to the concepts of health promotion, determinants of health and health inequities. Students will also gain a beginning knowledge of normal growth and development.

Prerequisites:
- Admission to the Practical Nursing program

Concurrent Registration: PNSG 112, PNSG 113, PNSG 114, PNSG 115, PNSG 116, PNSG 117

PNSG 112-25 hours
Professional Practice I
This theory course provides the learner with an introduction to the profession of practical nursing.
Legislation that informs practical nursing practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of practical nursing within the Canadian health care system will be discussed. The philosophy and the foundational concepts of the Provincial Practical Nursing Program are explore.

Prerequisites:
• admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 113, PNSG 114, PNSG 115, PNSG 116, PNSG 117

PNSG 113-40 hours
Variations in Health I
This introductory course provides the learner with the foundational knowledge of disease and illness across the lifespan. Learners gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices is explored as well as the incorporation of evidence informed practice.

Prerequisites:
• admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 115, PNSG 116, PNSG 117

PNSG 114-30 hours
Pharmacology I
This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, Indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.

Prerequisites:
• admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 115, PNSG 116, PNSG 117

PNSG 115-35 hours
Professional Communication I
This course provides the learner with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice.

Communication theory, the nurse-client relationship, therapeutic communication, cross-cultural communication, and effective teamwork are covered.

Prerequisites:
• admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 113, PNSG 114, PNSG 116, PNSG 117

PNSG 116-140 hours
Integrated Nursing Practice I
This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. The learner applies nursing knowledge through the practice of clinical decision making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist learners to integrate theory from other semester-one courses.

Prerequisites:
• admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 115, PNSG 116, PNSG 117

PNSG 117-90 hours
Consolidated Practice Experience (CPE) I
This first clinical experience provides the learner with an opportunity to integrate theory from semester-one coursework into practice. The learner gains experience in various settings with a focus on the healthy client. Learning the role of the Practical Nurse, personal care skills, organization of care, focused assessment, beginning medication administration and professional communication are emphasized in this course. Continued enrolment in this course is contingent on successful completion of all other semester-one courses.

Prerequisites:
• admission to the Practical Nursing program

Concurrent Registration: PNSG 111, PNSG 112, PNSG 113, PNSG 114, PNSG 115, PNSG 116

PNSG 211-30 hours
Health Promotion II
This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.
Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 213, PNSG 214, PNSG 215, PNSG 216, PNSG 217, PNSG 212

**PNSG 212-20 hours**
**Professional Practice II**
This course examines the legislation influencing Practical Nursing (PN) practice with clients experiencing chronic illness and those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in the residential care are explored. Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice are also addressed.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 215, PNSG 216, PNSG 217

**PNSG 213-45 hours**
**Variations in Health II**
This course will increase the learners understanding of pathophysiology as it relates to the ageing process and selected chronic illness. The main focus of this course is the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 215, PNSG 216, PNSG 217

**PNSG 214-30 hours**
**Pharmacology II**
This course builds on Pharmacology I to increase the learners understanding of pharmacotherapeutics and prescribed for illnesses across the life span. Topics include drug classifications and links with common diseases/illnesses based on a body system approach and drug resistance.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 216, PNSG 217

**PNSG 215-30 hours**
**Professional Communication II**
This course provides the learner with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 212, PNSG 213, PNSG 214, PNSG 216, PNSG 217, PNSG 211

**PNSG 216-175 hours**
**Integrated Nursing Practice II**
This practical course builds on the foundation of semester-one and emphasizes the development of clinical decision making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences will help learners to integrate theory from semester-one and semester-two courses to provide safe, competent, and ethical nursing care with older adults.

Prerequisites:
- PNSG 117

Concurrent Registration: PNSG 211, PNSG 212, PNSG 214, PNSG 215, PNSG 216, PNSG 217

**PNSG 217-120 hours**
**Consolidated Practice Experience (CPE) II**
This clinical experience provides learners with the opportunity to integrate theory from semester-one and semester-two courses into practice. Students will work with ageing clients and/or those with chronic illness in residential care settings. Medication administration, nursing care, organization, comprehensive health assessment, wound care and introduction to leadership are emphasized in this course. Continued enrolment in this course is contingent on successful completion of all other semester-two courses.

Prerequisites:
- completion of all semester-two courses

Concurrent Registration: PNSG 211, PNSG 212, PNSG 213, PNSG 214, PNSG 215, PNSG 216

**PNSG 311-24 hours**
**Health Promotion III**
This course focuses on health-promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Relevant health promoting strategies during hospitalization may improve or help maintain the client's health status after discharge. The learner focuses on preparing clients for discharge, through teaching and learning of health promoting strategies.
Prerequisites:
• PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 316, PNSG 317

PNSG 312-20 hours
Professional Practice III
This course prepares the learner for the role of the practical nurse (PN) in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and specifically the working partnership with registered nurses in the acute care setting are explored.

Prerequisites:
• PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 316, PNSG 317

PNSG 313-50 hours
Variations in Health III
This course increases the learner's understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including, nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses - the implications of these complexities are addressed. Cultural diversity in healing practices are explored as well as evidenced informed research and practice.

Prerequisites:
• PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 316, PNSG 317

PNSG 315-20 hours
Professional Communication III
The focus of this course is on the advancement of professional communication within the acute care setting across the lifespan. The practice of collaboration with health care team members and clients will be further developed.

Prerequisites:
• PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 316, PNSG 317

PNSG 316-186 hours
Integrated Nursing Practice III
This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences help learners build on theory and practice from semester one, two and three to integrate new knowledge and skills relevant to the acute care setting.

Prerequisites:
• PNSG 217

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 317

PNSG 317-200 hours
Consolidated Practice Experience (CPE) III
This clinical experience provides the learner with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. Learners focus on clients with exacerbations of chronic illness and/or acute illness across the lifespan and will consolidate knowledge and skills such as: post operative care, surgical wound management, IV therapy, focused assessment, and clinical decision-making in acute care settings. Continued enrolment in this course is contingent on successful completion of all other semester three courses.

Concurrent Registration: PNSG 311, PNSG 312, PNSG 313, PNSG 315, PNSG 316

PNSG 411-36 hours
Health Promotion IV
This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and maternal child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.

Prerequisites:
• PNSG 317

Concurrent Registration: PNSG 412, PNSG 413, PNSG 415, PNSG 416, PNSG 417

PNSG 412-20 hours
Professional Practice IV
This course integrates the concepts from previous professional practice courses and introduces the
The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.

**Prerequisites:**
- PNSG 317

**Concurrent Registration:** PNSG 411, PNSG 413, PNSG 415, PNSG 416, PNSG 417

**PNSG 413-45 hours**
**Variations in Health IV**
This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. The learner explores athophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities. Cultural diversity in healing approaches are explored as well as the incorporation of evidence informed research and practice.

**Prerequisites:**
- PNSG 317

**Concurrent Registration:** PNSG 411, PNSG 412, PNSG 415, PNSG 416, PNSG 417

**PNSG 415-20 hours**
**Professional Communication IV**
This course provides learners specific professional communication skills used with community care clients of all ages. Communication with members of the health care team is also covered.

**Prerequisites:**
- PNSG 317

**Concurrent Registration:** PNSG 411, PNSG 412, PNSG 413, PNSG 415, PNSG 417

**PNSG 416-119 hours**
**Integrated Nursing Practice IV**
This course builds on the theory and practice from semesters 1, 2 and 3. Through a variety of approaches (e.g., simulation), learners will continue to develop knowledge and practice of comprehensive nursing assessment, planning for, and interventions with clients experiencing multiple health challenges in a variety of settings.

**Prerequisites:**
- PNSG 317

**Concurrent Registration:** PNSG 411, PNSG 412, PNSG 413, PNSG 415, PNSG 417

**PNSG 417-60 hours**
**Consolidated Practice Experience (CPE) IV**
This practice experience will introduce learners to community care settings and provide an opportunity to apply and adapt knowledge gained in semester one, two, three and four within a continuum of care for clients across the lifespan. Learners may gain experience through simulation and in a variety of settings with a focus on concepts outlined in PNSG 416.

**Prerequisites:**
- PNSG 317

**Concurrent Registration:** PNSG 411, PNSG 412, PNSG 413, PNSG 415, PNSG 416

**PNSG 511-30 hours**
**Transition to Preceptorship**
This course prepares the learner for the preceptorship. A combination of faculty-led simulation experiences and self-directed learning provides the learner with increased competence and confidence in their final practice experience.

**Prerequisites:**
- PNSG 417

1 minimum grade of P required

**PNSG 512-180 hours**
**Preceptorship**
This final practice experience provides an opportunity for the learner to demonstrate integration and consolidation of knowledge, skills and abilities within the realities of the workplace.

**Prerequisites:**
- PNSG 511

**Practical Nursing**

**PNUR 113-52 hours**
**Human Anatomy and Physiology**
This course is an overview of the structure and function of ten body systems. Various health promotion strategies that work toward optimal function of these systems are discussed.

**Prerequisites:**
- A minimum grade of 67% in a Grade 12 biology course which includes human anatomy and physiology or an equivalent Provincial Level Adult Basic Education Biology course. However, students with a minimum grade of 80% in Biology 11 or an equivalent Advanced Level Adult Basic
Education Biology course may take Biology 12 as a corequisite.

Only offered by Distance Education

**Political Science**

*Prerequisites may be waived by the Political Science department. See prerequisite waiver.*

**POLI 101-3-4**  
*Introduction to Politics*
As a comprehensive introduction, this course explores the major concepts, issues and institutions of the process of politics and various methodologies used in understanding the political world. Taking a comparative approach, this course studies the traditional components of politics as well as contemporary issues such as transitional politics, terror and politics, ethnic nationalism, and religion and politics. (4,0,0)

**POLI 111-3-4**  
*The Government of Canada*
This course introduces students to the basic institutions and processes of government in Canada. It deals with the major challenges Canada faces in its political process. Specific emphasis is given to the origins, development and changing nature of Canadian political institutions. Constitutional, regional, gender and aboriginal issues, and the impact of economic and social cleavages on political behaviour are analyzed. (4,0,0)

**POLI 112-3-3**  
*Understanding International Development*
In this introductory survey course, students will identify, analyse, and evaluate the key approaches, actors, institutions and issues in international development. Students will engage with global issues such as imperialism, poverty and exclusion, environmental degradation, gender discrimination, global health issues, corruption, and conflict. The course will explore concepts such as development, inequality, colonialism, neoliberalism, dependency, and gender. (3,0,0)

**POLI 202-3-3**  
*Women and Politics*
This course provides a critical examination of women as political actors in contemporary societies. Using gender as a unit of analysis, the course will study changing societal and political roles of women, traditional and non-traditional ways of participation of women in politics, and impact of women's movements in defining the political agenda from various theoretical perspectives. This course is also offered as GSWS 202. Students with credit for WMST 202 or GSWS 202 cannot take POLI 202 for further credit. (3,0,0)

**Prerequisites:**
- POLI 101 or WMST 100  
- or GSWS 100 or second-year standing

**POLI 204-3-3**  
*Canadian Environmental Policy*
This course explores the process of environmental policymaking and the major factors that influence governments in developing and implementing environmental policy in Canada. After introducing the historical development and current issues of environmental policy in Canada, the course examines basic perspectives, processes and institutions and major developments in Canadian environmental policy and politics. The roles, interests and powers of main stakeholders in shaping environmental policies are also studied. (3,0,0)

**Prerequisites:**
- second-year standing

**POLI 206-3-3**  
*Religion and Politics*
This course explores the close interconnection between religion and politics in the contemporary world. In this course, students will comparatively analyse the bodies of theory in the political science and international relations literature around religion and politics. Students will evaluate the practical nature and role of specific governments in religious politics, with a focus on state religion policies. Students will engage with global issues including but not limited to: development, migration, conflict and violence, democracy, human rights, and foreign policies of states. (3,0,0)

**POLI 210-3-3**  
*Canada and the United States*
This course fosters an understanding of the complex and multilayered relationship between Canada and the United States with particular emphasis upon the distinguishing features of Canadian and American social, economic, and political interests, and security related concerns (3,0,0)

**Prerequisites:**
- second-year standing

**POLI 211-3-3**  
*Comparative Government*
This course examines the function of different political systems. It introduces key concepts in comparative politics, surveying the historical trajectories of social and political institutions, political representation and participation. Further examination includes how
elements of political culture and identity and
interactions among policy actors and institutions
shape public policies of developed and developing
countries. (3,0,0)

Prerequisites:
• second-year standing

POLI 219-3-3
Canadian Public Administration
This course introduces students to the theory and
practice of public administration and the machinery of
government in Canada. Topics covered include the
structures and processes of government
bureaucracies, key components and concepts of
modern public sector administration and the changing
roles Canadian bureaucrats play in policy formulation
and implementation processes. (3,0,0)

Prerequisites:
• second-year standing

POLI 220-3-3
The Politics of Human Rights
This course introduces students to the issues of
human rights with respect to international, regional
and national politics, and legal conventions. It will
study the origins of the current human rights regime;
the transformations and extensions of human rights
into the second- and third-generation rights; the
institutionalization of human rights in the global arena
and the limitations of the international treaty system.
The last section of the course examines several
distinct human rights issues such as torture,
genocide, humanitarian intervention, and punitive and
restorative justice. This course is also offered as
CRIM 220. Students with credit for POLI 220 cannot
take CRIM 220 for further credit. (3,0,0)

Prerequisites:
• POLI 101
• POLI 101 or second-year standing

POLI 221-3-3
Global Politics
This course explores developments in global politics
and provides a context for better understanding the
impact of global developments on individuals.
Different theoretical perspectives are used to analyze
the interplay of nation-states, multinational
corporations, international organizations and non-
governmental organizations in shaping current global
issues including terrorism, poverty and global
governance. (3,0,0)

Prerequisites:
• second-year standing

POLI 222-3-3
Global Political Economy
This course develops an understanding of the
interaction of economics and politics in shaping global
relations. After studying the historical development of
global economy from a political perspective, basic
concepts and theoretical approaches of the field are
explored. An interdisciplinary approach is employed to
examine the trade, finance, security and knowledge
structures in the current global political economy.
(3,0,0)

Prerequisites:
• second-year standing

POLI 240-3-3
Contemporary Political Ideologies
formerly POLI 121
This course reviews political phenomena through
different lenses, by examining the major ideologies
that have determined politics within the last two
centuries. The ideologies examined include, but are
not limited to, liberalism, conservatism, fascism,
communism, feminism, environmentalism, and
religious fundamentalism. Each ideology is studied with
reference to its historical development, its major
tenets, and its applications to the political arena.
(3,0,0)

Prerequisites:
• second-year standing

POLI 326-3-3
Politics of the Middle East
This course focuses on current issues in the Middle
East and sheds light on the root causes of these
issues. It provides a comprehensive analysis of
historical, cultural, economic, sociological and political
factors in a broader context and illustrates the
interplay of different actors at different levels in
shaping the politics in the region. (3,0,0)

Prerequisites:
• 6 credits of POLI or third-year standing

POLI 339-3-3
Sustainable Development
This course explores the major challenges that have
to be confronted in achieving sustainable
development, the existing national and international
responses to these challenges, and the search for a
better system of governance for sustainability.
Following an exploration of theoretical approaches
and practical applications of sustainability, the course
studies the problems of sustainable development in
contemporary societies and the social, cultural,
economic and institutional aspects of sustainable
development. (3,0,0)
Prerequisites:
- Third-year standing or six credits of POLI. Of the six credits POLI required, at least three credits must be at the 200-level.

POLI 346-3-3
Institutions of Global Governance
This course assists students to develop an understanding of the concept of global governance, the evolution of global governance institutions and their roles in the contemporary world, as well as their failures and successes in responding to the challenges posed by global developments. It explores the structures, processes, and functions of global institutions, and the problems and prospects of cooperation at the global level. (3,0,0)

Prerequisites:
- 6 credits of POLI or third-year standing

Pre-LPN Biology

Plumbing and Pipefitting

PPTF 101-48 hours
Use Safe Work Practices
This course introduces specific occupational health and safety rules and regulations in effect in the piping industry and instructs students on safe work practices including use of Personal Protective Equipment (PPE), fire safety training, equipment lockout procedures and the Workplace Hazardous Materials Information System (WHMIS).

PPTF 102-240 hours
Use Tools and Equipment
This course introduces principles of operation, methods of use and maintenance of basic hand and power tools and shop equipment that are used in the piping industry. Various material handling devices such as hoists, cranes and forklifts and the associate gear such as ropes, knots, cables, chains, slings, shackles and clamps and other rigging attachments are covered. Learners also learn hand signals, appropriate piling and storage procedures, handling techniques for heavy objects, ladders, scaffolding and shoring used in the piping trades as well as cutting, soldering and brazing of metal using air-fuel and oxy-fuel.

PPTF 103-252 hours
Organize Work
This course introduces math and science concepts relating to the piping trades including properties of matter, pressure and force, displacement and flotation, fluid power, expansion and contraction, and heat measurement and transfer. It also includes drafting and blueprint reading and an introduction to the codes and standards, including manufacturers’ documents used in the piping trades.

PPTF 104-180 hours
Install and Service Piping Systems
This course introduces the learner to the various materials and methods used to convey fluids in the piping trades. Concepts such as threading and welding steel pipe, as well as soldering and brazing copper tubing and the installation, testing, identification and protection of piping systems will also be covered.

PPTF 105-30 hours
Technical Exam
This course reviews prior courses in preparation for writing the Level One technical training examination. On successful completion of the examination learners are granted Level One Technical Training credit for the Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter and Sprinkler Installer Apprenticeship.

Project Management

PRM 111-12 hours
Introduction to Project Management
This course is designed to provide the student with the foundational knowledge upon which today’s project management practices are based. Topics covered include the definition of project management, the role of the project manager and stakeholders, the life cycle and phases of a project, and an overview of current and emerging project management tools and processes.

PRM 112-16 hours
Initiating a Project
This course provides students with a detailed understanding of the initiation phase of project management. Students establish the project requirements, define the project scope, and identify the elements of a business case. Emphasis is given to defining project milestones and timelines resulting in successful project delivery. Topics covered include: the role of stakeholder, the purpose of a project charter, and the importance of having a project charter signed off by the project sponsor.

Only offered by Distance Education

PRM 113-30 hours
Project Time and Cost Management
This course requires students to create a project scope statement, a project schedule, define the project’s activities, and identify key milestones. Students will use project management software to create a responsibility matrix, Work Breakdown Structure (WBS), and WBS dictionary. Students
identify the critical path for their project and learn how it can be used to monitor the project’s progress. Students will discuss the different types of project costs and explore different estimation tools and techniques. Students also create a project budget and establish a cost baseline for their project.

Only offered by Distance Education

**PRM 114-27 hours**
**Planning the Management of a Project**
This course engages the student in the tasks necessary to plan and manage a project. Managing projects in the workplace requires practical skills to work through issues that arise during a project’s life cycle and manage factors that impact project scope. Students will develop plans for procurement management, quality management, risk management, human resource management, and communications.

Only offered by Distance Education

**PRM 115-20 hours**
**Project Execution and Leadership**
This course discusses leadership styles, roles and effective strategies for leading a project team. The ability to create, develop, and lead a team is vital to the success of the project manager in the completion of a project. Students use technology to direct and manage the work on their project. Discussion focuses around challenging areas such as team formation, decision making, and conflict resolution. The course covers how to effectively report on progress, schedule, and deliverables from project inception to completion.

Also offered by Distance Education

**PRM 116-21 hours**
**Monitoring, Controlling and Closing a Project**
This course requires students to demonstrate their ability to monitor and control projects. Students will learn to manage project change by implementing a change control process. Students measure the success of their project by using earned value principles to determine how the project is progressing against the original project plan, and to forecast the project outcome. Students will learn how to successfully close a project and enable final sign-off by the project sponsor.

Only offered by Distance Education

**PRM 117-12 hours**
**Capstone Project**
This capstone course is designed to have students demonstrate their ability to interview a project sponsor to establish the purpose and scope of a project, and their aptitude to working with a project team to plan the project. The program culminates with each student presenting a project plan for evaluation by the instructor and industry representatives.

**Psychology**

*Prerequisites may be waived by the Psychology department. See prerequisite waiver.*

**PSYC 012-80 hours**
**Psychology 012**
Students will explore the historical foundations of psychology, biological basis of behaviour, learning and memory, social psychology, theories on personality and motivation as well as psychological disorders through the use of lecture, research, scenarios, guest speakers and questioning. Understanding will be demonstrated through written reports, essays, summaries, responses, informal presentations, and seminars. As this is a provincial level course, a research paper exhibiting proper APA citation will be required.

Prerequisites:
- ABE ENGL 071\(^1\) and ABE ENGL 072\(^1\) or ABE ENGL 070\(^1\)
- or ABE ENGL 081\(^2\) and ABE ENGL 082\(^2\) or ABE ENGL 080\(^2\)
- or minimum ABLE test score of 72/80 and an Advanced Level writing sample.

\(^1\) minimum grade of 80 required
\(^2\) minimum grade of 60 required

**PSYC 111-3-3**
**Introduction to Psychology: Basic Processes**
This course is a survey of topics in psychology which relate to basic processes. The topics covered will include: the nervous system and physiological processes, sensation and perception, learning, cognition, and memory. Introductory methods and statistics will also be studied. (3,0,0)

Also offered by Distance Education

**PSYC 121-3-3**
**Introduction to Psychology: Personal Functioning**
This course will include a survey of topics in psychology, which relate to personal functioning. The topics covered in this course will include: motivation, emotion, development, social processes, personality, abnormal behaviour, and psychotherapy. Introductory research methods and statistics will also be studied. (3,0,0)

Also offered by Distance Education
PSYC 204-3-3
Environmental Psychology
Humans are affected by their physical surroundings, by simple elements such as light and sound, and by complex situations such as park design and city planning. This course focuses on the science of the interrelationships between individuals and their physical surroundings. Learners study the fundamental theories of place attachment and place identity in relation to natural, built, and social environments. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 210-3-3
Perception
This course introduces the study of perception (seeing, hearing, touching, smelling and tasting) and discusses the basic principles that govern perception, action and knowledge. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 214-3-3
Child Development
This course is an introduction to the field of child development. It will examine biosocial, cognitive, and psychosocial development of the individual from conception to late childhood. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 219-3-3
Human Information Processing
formerly PSYC 226
A survey of topics involved in the study of humans as information processors. Specific topics may include signal detection, attention, memory, storage and retrieval strategies and problem solving. Current theories and perspectives will be considered. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 220-3-3
Lifespan Development
An introduction to the field of lifespan developmental psychology. Examination of the physical, cognitive, and psychosocial development of the individual from conception through later adulthood. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 225-3-3
Adult Development
This course is an introduction to the field of adult development. It will entail an interdisciplinary examination of biosocial, cognitive, and psychosocial development of the individual through the adult years. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 230-3-3
The Biopsychology of Behaviour
formerly PSYC 216
This course surveys topics in the study of the biopsychology of behaviour. Topics include the structure and function of the nervous system related to a combination of the following topics: human brain damage, vision, movement, eating and drinking, sex, sleep, drug addiction, memory, neuroplasticity, lateralization, and mental disorders. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 231-3-3
Drugs and Behaviour
This course surveys topics related to the effects of drugs on behaviour. Specific topics will include cellular mechanisms of action, drug absorption, tolerance, addiction, withdrawal and placebo effects. Classes of drugs studied will include alcohol, tranquilizers, nicotine, stimulants, opiates, marijuana, hallucinogens, antidepressants and antipsychotics. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 240-3-3
Health and Adjustment
formerly PSYC 222
An introduction to the characteristics of human
adjustment, physical health, and psychological health, this course includes an examination of the adjustment demands of major life events such as friendship and love, marriage, school, and work. Current research and major theories regarding the effect of stress will be covered, along with preventative health behaviour and strategies for coping. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 241-3-3
Personality
formerly PSYC 217

This course will focus on a variety of personality theories, including psychoanalytic, behaviouristic, cognitive, humanistic and trait perspectives. Topics may include methods of research and critical analysis of theoretical foundations and research. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 242-3-3
Abnormal Psychology
formerly PSYC 227

An examination of contemporary paradigms in psychopathology and therapy and application of these paradigms to the analysis of selected disorders currently classified in the DSM IV. The investigation of classification systems up to the present DSM IV with an accompanying exploration of assessment techniques will be included. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 250-3-3
Interpersonal Relations

Students will be exposed to the research on interpersonal relations and social processes in this course. Topics may include social interaction, language and communication, power, conflict, negotiation, gender, racism, violence and altruism. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 252-3-3
Social Psychology

formerly PSYC 211

An introduction to social psychology, topics include attitudes, opinions and beliefs, persuasion, mass communication, group processes, prejudice, interpersonal attraction, conformity, aggression and conflict. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 255-3-3
Introduction to Psychology and Law

This course is a survey of topics involved in the application of psychology to the legal system. Topics may include eyewitness memory, criminal profiling, theories of crime, forensic assessment, police psychology, detecting deception, recovered memories, and jury decision-making. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 260-3-4
Introduction to Research Methods and Design

Introduction to the procedures and difficulties in the design and critical evaluation of research in experimental psychology. Topics include various research designs, probability theory, and simple statistics. A recommended course for students considering a psychology major. (3,1,0)

Prerequisites:
• PSYC 111
• PSYC 121
• STAT 121 is recommended

PSYC 270-3-3
Statistics and Data Analysis

This course in statistical data analysis is designed to provide an introduction to descriptive and inferential statistics in the behavioural sciences. Lectures will help students to develop a conceptual understanding of statistical techniques, as well as the ability to carry out many of these techniques. Assignments will provide an opportunity for students to gain experience in working with actual research data. (3,0,0)

Prerequisites:
• PSYC 111
• PSYC 121

PSYC 309-3-3
Selected Topics in Personality

This course will focus on critically evaluating research
and theory in the area of personality. Topics will include psychoanalytic, behaviourist, cognitive, and humanist theories. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121
- third-year standing

PSYC 320-3-3
Applied Development Psychology
Applied development psychology applies the theories, methods, and research findings of developmental psychology to contemporary social, developmental, and educational issues. Topics examined during the course may include prenatal health, parenting practices, child abuse, daycare, education, peer relations, substance abuse, sexuality, delinquency, and psychopathology. (3,0,0)

Prerequisites:
- PSYC 111
- PSYC 121
- PSYC 214 and PSYC 260 recommended.

PSYC 340-6
Directed Studies in Psychology
Directed investigation of a problem, requiring a written report of findings.

Prerequisites:
- third-year standing permission of a faculty member who is prepared to supervise the investigation.

PSYC 341-3-3
Theory of Personality
(3,0,0)

Refrigeration & Air Conditioning Mechanic

RACM 100-30 hours
Application of Trades Math for the Refrigeration Mechanic Trade
In this course students will review math principles used by Refrigeration and Air Conditioning Mechanics. Students will then apply those principles to perform calculations and create graphs required for refrigeration mechanics projects.

RACM 101-30 hours
Safety Techniques
This course introduces the student to various job hazards, B-52 Code, WorkSafeBC rules and regulations, and safe rigging procedures. Students will also complete the CFC/HCFC/HFC Control course.

RACM 102-30 hours
Welding and Brazing Techniques
This course introduces the student to the use of air-acetylene and oxy-acetylene welding methods.

RACM 103-30 hours
Basic Work Skills
This course introduces students to the refrigeration trade, employer/employee rights and obligations, as well as basic mechanical concepts. The course will also introduce the student to the development of communication skills within the trade.

RACM 104-30 hours
Application of Drafting Skills
This course introduces the students to the use of drafting skills and interpretation of mechanical drawings.

RACM 105-60 hours
Use of Tools
This course describes the proper use of tools (hand, power, powder-actuated, and precision measuring tools) and electric meters. The course also describes the proper use of charging, evacuation and reclaiming tools.

RACM 106-12 hours
Application of Computers
This course introduces students to the basic terminology of computers and their use in the refrigeration and air conditioning mechanics trade.

RACM 107-60 hours
Basic Electrical Concepts
This course introduces students to the fundamentals of electricity and transformer theory. The course also introduces students to single-phase and three-phase power characteristics.

RACM 108-60 hours
Electrical Wiring Schematics
This course prepares the student to identify circuit components and analyze simple circuits.

RACM 109-30 hours
Single-Phase Motor Theory
This course introduces students to the operation of motors and the analysis and causes of motor failure.

RACM 110-60 hours
Piping Practices
This course introduces students to the identification of copper pipe, fittings and connectors used within this trade. The course also introduces students to working
with coiled tubes along with the proper use of tube cutters.

RACM 111-222 hours
Fundamentals of Refrigeration
This course introduces students to the properties of matter and heat; principles of gases; forms of energy; and properties of refrigerants.

RACM 112-60 hours
Refrigeration Systems Cycles
This course introduces students to basic refrigeration systems, mechanical refrigeration cycles, direct expansion system components and flooded system components.

RACM 113-30 hours
Refrigeration System Components
This course introduces students to compressor performance by calculating theoretical and actual displacement and factors limiting performance.

RACM 114-6 hours
Final Exam
In this course, students will write the first-year Refrigeration and Air Conditioning Mechanic exam.

Residential Building Drafting Technician

RBDT 100-18 hours
Residential Blueprint Reading
This course is an introduction to blueprint reading. Students will be introduced to the design process from conceptualization to finalization and will attain the skills and knowledge to read complete working sets for residential construction. Students will also be introduced to common North American home styles, to recognize and categorize the homes.

Topics covered:
- Residential blueprints
- Types of residential home styles
- Drawings from consultants
- Basic drawing package

RBDT 110-18 hours
Residential Site Plans
Within this course, students will be introduced to the basics of property site design. Upon completion, students will be able to read and draft a residential site plan and will know how to properly locate a home on the piece of property as determined by local building codes. Topics covered:
- Reading a legal survey plan
- Local bylaws, building codes and covenants and differences between
- Site services

- Contour lines
- Soil conditions
- Geotechnical information and conditions
- Proper placement of home on site
- Zoning Prerequisite: Residential Blueprint Reading

RBDT 120-36 hours
Building and Construction Theory
An introductory understanding of building materials and structural loads is critical when drafting home design. Students will learn how typical forces apply to a residential dwelling, understand the effects of forces on structural members and recognize and understand the use of conventional building materials and manufactured structural materials. Upon completion, students will have general working knowledge to understand building and construction theory and how it applies to blueprint design.

Topics covered include introduction to:
- Roof structures
- Live and static loads
- Bearing walls and beams
- Floors
- Foundations and footings
- Joist plans
- Building calculations
- Building codes
- R - Values
- Building materials Prerequisite: Residential Site Plans

RBDT 130-45 hours
Working Drawing Package
Within this course, students will receive an introduction to designing and drafting a working drawing package. Students will work towards completing a full to-scale working drawing package. Students will create working drawings using predetermined specifications. Field trips to construction sites will further student knowledge in relevant areas. Upon completion, students will understand and be able to draw elevations, sections and details in relation to residential blueprint design. The course covers functional characteristics of a home, floor plan dimensioning, sections elevations and schedules. Topics covered: - functional characteristics of a home - garage access - windows and doors - electrical - plumbing - ventilation - stairs, layout, function and construction - foundation or basement - floor plan dimensioning - roof plan - section elevations - roof drainage - schedules
Prerequisite: Building and Construction Theory.

RBDT 140-30 hours
Residential Building Design
This course is an introduction to interior and exterior design. Upon successful completion, students will understand the key concepts of interior design and building styles and how they relate to residential design. The course covers home styles, client
relationships and lifestyle considerations, barrier-free
design, room relationships, and kitchen, bathroom
and lighting design. Topics covered: - identification of
home styles and design features of those home styles
- working with the client - lifestyle considerations -
budgeting - functional characteristics of a home -
traffic patterns and clearances - room relationships -
lighting - barrier-free design - kitchen and bathroom
design Prerequisite: Working Drawing Package

RBDT 150-12 hours
Blueprint Design - Final Project
Using theory and skills learned in previous courses,
students will design a single-level, single-family
residential home for a specified site plan. Prerequisite:
Residential Building Design.

Residential Construction

RCST 01-60 hours
Work Safe

RCST 02-50 hours
Trades Mathematics

RCST 03-70 hours
Drawings & Specifications

RCST 04-110 hours
Materials

RCST 05-204 hours
Tools and Equipment

RCST 06-60 hours
Bldg. Science/Special Const.

RCST 09-150 hours
Site Layout, Concrete Forms

RCST 10-190 hours
Frame Residential Housing

RCST 11-6 hours
Level One Carpentry Final Exam

Recreation Vehicle Partsperson

Recreation Vehicle Technician

RVTE 101A-72 hours
TH:Tools & Safety

RVTE 101B-64 hours
PR:Tools & Safety
RVTE 111A-12 hours
TH:Accessories

RVTE 111B-18 hours
PR:Accessories

RVTE 112A-12 hours
TH:Computer Skills

RVTE 112B-18 hours
PR:Computer Skills

RVTE 113A-12 hours
TH:Hydraulic Systems

RVTE 113B-18 hours
PR:Hydraulic Systems

RVTE 114A-12 hours
TH:Leveling Systems

RVTE 114B-18 hours
PR:Leveling System

RVTE 115A-12 hours
TH:Slide-out Systems

RVTE 115B-18 hours
PR:Slide-out systems

RVTE 116A-18 hours
Prepare for Employment

RVTE 117A-6 hours
First Level Final Exam

Early Childhood Education - School-Age Care

Science

SCIE 070-80 hours
Science 070
This course includes units in the scientific method, biology, chemistry and physics. Topics may include mechanics, heat, ecology, earth science and chemistry of gases. It prepares students for entry into the trades or ABE advanced level sciences.

SCIE 080-80 hours
Advanced General Science 080

Sustainable Construction Management Technology

Prerequisites may be waived by the Sustainable Construction Management department. See prerequisite waiver.

SCMT 110-3-5
Surveying for Construction
Learners are introduced to land surveying practices as they relate to equipment, methods, and calculations used in the construction industry. Learners are provided a foundation in surveying theory and fundamentals for levelling, traversing, transits and theodolites, electronic survey measurements, topographic surveying and drawing, construction control surveys, and building construction surveys. (2,3,0)

Prerequisites:
• admission to the SCMT program

SCMT 112-3-3
Construction Measurements and Drafting
Learners gain an understanding of construction terminology and drawings (architectural, structural, electrical, plumbing, HVAC and landscaping) through interpretation and measurement of construction project plans and specifications. Learners are introduced to Building Information Modeling (BIM) and 3D drafting via Tremble Sketch-up. (3,0,0)

Prerequisites:
• admission to the SCMT program

Concurrent Registration:

SCMT 113-3-3
Quantity Surveying and Estimating I
Learners are introduced to the role and responsibilities of the quantity surveyor and construction estimator. Topics covered include overhead contingencies, labor and equipment costs in construction, estimating by division, and due diligence methods associated with determining the accuracy of estimating takeoffs. Learners are introduced to the General Conditions costs on a project (Division 1) and prepare cost estimates for various construction projects. (3,0,0)

Prerequisites:
• SCMT 1121
Concurrent Registration:
1 minimum grade of 60 required

SCMT 114-3-3
Sustainability and Ethics in Construction
Learners are introduced to the ethical foundations of sustainability for construction professionals, the various interpretations and applications of sustainability, and the role of technology in addressing sustainability issues. Learners explore the fundamental principles involved in making and implementing decisions in the midst of complex sustainability issues including intergenerational equity, social justice in the global community, interspecies respect and protection, and ecological economics. (3,0,0)

Prerequisites:
• Admission to the SCMT Program.

SCMT 115-4-6
Construction Methods I
This introductory course on construction methods provides an overview of the equipment and materials associated with construction projects. Learners study the basic principles of equipment and material selection, safety implications and operational procedures. Learners physically construct a range of construction systems and details that are commonly used in projects. Many of these construction elements are related to foundations and formwork. (3,3,0)

Prerequisites:
• Admission to SCMT Program.

SCMT 116-2-2
Scheduling and Cost Control
This course provides an introduction to critical path scheduling and budget management for construction projects. Learners review the construction contract to the context of completion dates, penalties, hours of work, and implications to the project budget. Learners are introduced to Critical Path Management (CPM) scheduling software commonly used in construction, as well as project cash flow, profitability, cost planning, and cost accounting. (1,1,0)

SCMT 120-3-3
Procurement Process
Learners are introduced to the different procurement methods commonly used in construction projects. Learners gain knowledge in basic principles of procurement, the associated risks and benefits of varying procurement options, the efficient implementation of sustainability in each route and the effect of project delivery methods on sustainability objectives. (3,0,0)

Prerequisites:
• SCMT 112

SCMT 124-3-3
Sustainability and the Built Environment
This introductory course provides learners with an overview of the history and global perceptions of the sustainability movement as it relates to the built environment. Through case studies and live projects, learners investigate the effect that sustainable policies and green building certifications have on energy efficiency, water conservation, and indoor environmental quality issues. (3,0,0)

Prerequisites:
• SCMT 114
• Admission to SCMT Program.

SCMT 125-4-6
Construction Methods II
This introductory course is a continuation of SCMT 115 and expands on equipment and materials associated with construction projects. Learners study basic principles of equipment and materials selection, safety implications and operational procedures. Learners physically construct a range of construction systems and details that are commonly used in projects. Many of these construction elements are related to framing. (3,3,0)

Prerequisites:
• SCMT 115

SCMT 132-3-3
Introduction to Sustainability Assessment
Students are introduced to nationally and internationally recognized methodologies used by the construction industry to measure and assess sustainability. This includes Leadership in Energy and Environment Design (LEED), the Living Building Challenge (LBC) and other international frameworks as selected by the professor and/or student investigation. The students tour local sustainable buildings and investigate the sustainable interventions that were made in the design and construction process, as well as carrying out their own assessments. (3,0,0)

Prerequisites:
• SCMT 114

Concurrent Registration:
SCMT 134-3-3
Green Building Principles
Learners are introduced to a whole systems thinking approach to the development of green buildings which includes: modern and vernacular design strategies, the human needs for comfort and shelter, heat transfer and loss, building form, bioclimatic design, passive heating and cooling, green roofs and walls, daylighting, and ultra-low energy buildings. (3,0,0)

Prerequisites:
• SCMT 124

Corequisites:
• SCMT 216

SCMT 144-3-3
Sustainable Methods and Technologies
Learners study construction technologies and methods that reduce or eliminate the environmental impacts of construction activities and projects. Methods and technologies include low impact development, wastewater and rainwater systems, high performance building envelopes, waste segregation and recycling, and natural building methods. (3,0,0)

Prerequisites:
• SCMT 124

1 minimum grade of 60 required

SCMT 148-3-4
Statics and Strength of Materials I
A study of the basic static forces on structures, analysis of vectors, couples, and moments in two dimensions (coplanar). Simple stress and strain and thermal effects are included. Students with credit for CIEN 134 cannot take SCMT 148 for further credit. (2,2,0)

Prerequisites:
• Admission to the Civil Engineering Technology program or admission to the Sustainable Construction Management Technology program.

SCMT 206-3-3
Lean Construction
The learners pursue an in-depth exploration of the application of lean initiatives in the construction industry that are based on a holistic pursuit of continuous improvements aimed at minimizing costs and maximizing value on a construction project: planning, design, construction, activation, operations, maintenance, salvaging, and recycling. The learners investigate the risks associated with manpower costs, construction delays, rework and overtime. (3,0,0)

Prerequisites:
• SCMT 116

SCMT 212-3-3
Quantity Surveying and Estimating II
Learners investigate complex construction project documents. Learners analyze construction projects and prepare takeoffs for earthworks, concrete, formwork, structural steel, and lumber and prepare a complete bid document for the project tender package. The elements of the bid include a bill of materials, construction costs, general condition costs and scheduling costs. Learners are introduced to WinEst electronic takeoff and estimating software. (3,0,0)

Prerequisites:
• SCMT 113

Concurrent Registration:

SCMT 216-3-3
Conflicts in Construction
Learners investigate common conflicts that arise during construction projects. Through the analysis of case studies and live projects, learners identify the causes of conflicts, the impact of delays upon projects, and the respective financial penalties. Learners are introduced to risk management practices and principles to identify and avoid potential conflicts, as well as methods of conflict resolution for appropriate site management. (2,1,0)

Prerequisites:
• SCMT 116

Corequisites:
• SCMT 206

1 minimum grade of 60 required

SCMT 223-3-3
Sustainable Materials
Learners identify and select suitable materials and design methods to meet project sustainability goals including low emitting materials, use of renewable, recycled, regional materials, and cradle-to-cradle design. Learners review materials through lifecycle building assessment and environmental product declarations, and design high performance building envelope systems. Learners are also introduced to developing and presenting a business case for sustainable materials. (2,1,0)

Prerequisites:
• SCMT 144
SCMT 224-3-3
Greening Existing Infrastructure
Learners examine the issues, techniques and processes that are involved in sustainably renewing the existing built environment. Topics include restorative design, building performance studies, building commissioning, improving energy and water efficiency, limiting (re)construction waste, improving indoor environmental quality supporting sustainable operations, passive survivability, consideration of renewable energy sources, and post-occupancy evaluations. (3,0,0)

Prerequisites:
• SCMT 134

SCMT 226-3-3
Leadership and Innovation
This course draws together the knowledge from other courses and asks the learner to consider the roles and responsibilities of team members throughout a typical construction project. Topics covered are transformational and value-based leadership, creating conditions open for innovative solutions by all team members. The course is taught partly through role-play in the context of real-life construction projects. (3,0,0)

Prerequisites:
• SCMT 216¹

¹ minimum grade of 60 required

SCMT 228-3-3
Renewable Energy Technologies
This course provides a comprehensive overview of alternative energy sources, applications, technologies and strategies. Topics cover the latest developments relating to wind power systems, solar thermal heating and photovoltaic generation, geothermal heating, and electrical production, bio-fuels, waste-to-energy systems, energy storage, fuel cells, and hydroelectric power among others. Economic issues along with financial methodologies and incentives will also be considered. (2,1,0)

Prerequisites:
• SCMT 134¹

¹ minimum grade of 60 required

SCMT 234-3-3
Sustainable Design and Development
Learners perform an advanced investigation into how the design and development procedures of construction projects can be improved to meet Owner Project Requirements (OPRs) and sustainability goals. Learners, drawing experience from previous courses, develop their own sustainable design proposals and present these in a financial format suitable for consultant review and appropriate for developers/owners. (3,0,0)

Prerequisites:
• SCMT 223¹

¹ minimum grade of 60 required

SCMT 238-3-3
Sustainable Business Case
Learners are introduced to the fundamentals of business cases and Intellectual Property Law. Learners conduct feasibility studies that review the functional, technical and operational feasibility of a service or product proposed to the construction industry. Learners also conduct an economic analysis of whole life costs, simple paybacks and life cycle assessments in order to assess the financial, environmental, and social impacts of the proposed service or product. (3,0,0)

Prerequisites:
• SCMT 223

SCMT 244-3-3
Regenerative Design
Learners explore the fundamentals of ecosystems which promote designs for regeneration. Learners are taught the fundamentals of regenerative approaches to sustainable development and design which include place and potential, regenerative capacity, partnering with place, and progressive harmonization. Underlying topics include biomimicry, biomimetic, restorative design, and regenerative design and development. (3,0,0)

Prerequisites:
• SCMT 228¹

¹ minimum grade of 60 required

SCMT 248-3-5
Construction Law
In this course basic contract law and its application to construction contracts from the engineering technologist’s viewpoint are examined. Major Canadian contractual litigation cases will be explored. Students with credit for CIEN 248 cannot take SCMT 248 for further credit. (3,2,0)

Prerequisites:
• completion of eight CIEN courses or CIEN 134 and admission to the Sustainable Construction Management Technology program.
SCMT 251-3-4  
Project Planning  
This final-year project course provides learners with a challenging project requiring the demonstration of skills and knowledge gained throughout the program. This team-based project is selected based on potential to contribute to the economic, environmental, and social well-being of the community. Learners will prepare and present to members of the community a complete proposal outlining the project schedule, estimates, costs, and contribution to community sustainability. (1,3,0)  

Prerequisites:  
• SCMT 125\(^1\)  
  1 minimum grade of 60 required  

SCMT 252-3-4  
Project Delivery  
This final-year project course is a continuation of the project proposed in SCMT 251. This team-based project is selected on its potential to contribute to the economic, environmental, and social well-being of the community. Learners will manage the construction of the proposed project and officially present the final constructed project to the members of the community. (0,4,0)  

Prerequisites:  
• SCMT 251\(^1\)  
  1 minimum grade of 60 required  

Sheet Metal Worker  
SHMT 110-30 hours  
Safe Work Practices  
Students will learn occupational health and safety rules and regulations currently in effect in the sheet metal worker trade. Students will focus on safe work practices including basic crane operator hand signals, fire safety training, and Workplace Hazardous Materials Inform  

SHMT 111-90 hours  
Tools and Equipment  
Students will learn to select, use, inspect and maintain tools appropriate to the sheet metal processes. Students will learn different methods of welding and cutting. Students will be able to cut using plasma and oxyacetylene tools and weld using Gas Metal Arc Welding(GMAW) and Shield Metal Arc Welding(SMAW). The student will also be able to describe hoisting, lifting and rigging equipment.  

SHMT 112-80 hours  
Organize Work  
Students will solve mathematical problems using whole numbers, fractions, decimals, measurements, volumes, ratio and proportion, percent, powers and roots, simple graphs, formulas, geometry, and Imperial and metric conversion relating to the sheet metal worker trade. The student will learn to interpret the information on a shop drawing and construct a project from shop drawing.  

SHMT 113-240 hours  
Layout and Development Patterns  
Students will learn how to create construction drawings using symbols and lines, how to extract information and measurements from construction drawings and the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the sheet metal worker trade. They will also develop geometric constructions and patterns using parallel line development, radial line development and triangulation.  

SHMT 114-100 hours  
Fabricate Trade-Related Products  
Students will learn and apply the theory involved in layout procedures including calculations for seams, locks, edges and joints while utilizing various tools including sheet metal hand and power tools, shop equipment, soldering methods, riveting techniques and the use of CAD/CAM equipment.  

SHMT 115-30 hours  
Install Air Handling Systems  
The student will be able to describe and install air handling ductwork and components to given project specifications.  

SHMT 116-30 hours  
Level One Review and Examination  
Students will review all courses taken in preparation for writing the Level One technical training examination. On successful completion of the examination students are granted Level One Technical Training credit for the Sheet Metal Worker Apprenticeship.  

Silviculture/Nursery Production  
(Introduction)  

Service and Support in a Learner-Centred Organization  
SLCO 101-10 hours  
Know Yourself  
To be able to recognize the characteristics within yourself that enhance support and service in a learner-centred organization. At the conclusion of SLCO 101, students will be able to: 1. describe their strengths and abilities. 2. identify their level of self-
esteem and how it pertains to their role at work. 3. list some areas of self-improvement with regard to service goals and career goals. 4. explain the characteristics needed for good client service 5. identify the components of a professional image

Only offered by Distance Education

SLCO 102-10 hours
Know your Organization
To draw on knowledge of the institution to enhance service and support in a learner-centred organization. At the conclusion of SLCO 102, students will be able to: 1. describe what service and support means in a learner-centred organization 2. articulate how the goals of the institution align with their personal professional goals 3. apply their knowledge to challenging referral scenarios involving service and support situations across the institution

Only offered by Distance Education

SLCO 103-10 hours
Know Your Client
To identify their clients’ characteristics and needs to enhance service and support in a learner-centred organization At the conclusion of SLCO 103, students will be able to: 1. assess client needs. 2. recognize how issues of diversity can impact how they provide client service. 3. identify best practices and apply their knowledge to their work environment.

Only offered by Distance Education

SLCO 104-10 hours
Know How to Communicate Effectively
To utilize effective communications skills to enhance service and support in a learner-centred organization. At the conclusion of SLCO 104, students will be able to: 1. identify nonverbal communication and active listening. 2. use clear language in verbal and written communication. 3. apply knowledge to get their message across appropriately. 4. describe how they use communication effectively in their workplace

Only offered by Distance Education

SLCO 105-10 hours
Know How to Find Solutions
To apply decision making, problem solving, and conflict resolution techniques to enhance service and support in a learner-centred organization. At the conclusion of SLCO 105, students will be able to: 1. acquire and practice the skills of diagnosing and resolving conflict to achieve a positive outcome. 2. practice problem-solving techniques. 3. use decision-making methods to achieve quality results

Only offered by Distance Education

SLCO 106-10 hours
Know Your Team
To identify and practice ways of working together to enhance service and support in a learner-centred organization. At the conclusion of SLCO 106, students will be able to: 1. determine strengths and abilities of themselves and their team members. 2. describe the stages of team development and apply them to their current team situations. 3. apply their decision making skills in a collaborative team environment. 4. develop a client service and support promotion plan for their current work team

Only offered by Distance Education

Special Needs Worker

SNW 110-30 hours
Foundations of Community Living
Students will be provided with an historical overview of the development of services and supports to persons with disabilities. Social, political and economic factors will be examined. An introduction to the values and beliefs of the disability rights movement will be included. Students will have the opportunity to explore personal experiences, beliefs and behaviours concerning people with disabilities.

SNW 111-68 hours
Health, Safety and Wellness
This course introduces students to the basic concepts and issues related to health, safety and wellness. Coursework will cover the characteristics of good health, the values of caring, and support strategies needed to enhance and promote a safe and healthy lifestyle. Skills in effective personal care, understanding of medication, nutrition, and lifting and transferring are included. Practicing safety and examining issues relating to abuse and neglect will be emphasized.

SNW 112-30 hours
Interpersonal Skills for the Human Services Professional
This course introduces students to the skills required to work effectively as members of the human services team. Positive, respectful and effective communication and interpersonal skills will be emphasized. Opportunities are provided to develop and practice the skills to collaborate effectively with others, resolve conflicts and problem solve as part of a team.

SNW 113-30 hours
Human Development/Lifespan Development
This course provides an overview of human development from birth through to death. Theories of
development will be introduced emphasizing the understanding of human social, emotional and cognitive behavior. An understanding of typical growth and development patterns will provide students with the ability to distinguish between normal stages of growth and development that have been affected by a disability. Issues and experiences relating to aging, death and dying are explored.

**SNW 114-50 hours**
**Individualized Supports and Services**
This course is an introduction to the concept of individualized or person-centred supports and services. Strategies for developing a person-centred plan will be covered. Approaches that offer positive and valuing support to individuals who experience communication and behavioural challenges are studied. The use of effective personland community advocacy is presented.

**SNW 115-30 hours**
**Professional Practice in the Human Services**
This course reflects on the beliefs, values and attitudes in the field of human services. Students will examine their motives for working in this area, and the impact of values and beliefs on attitudes toward persons with disabilities. Professional and legislated standards/guidelines that direct a workers' behaviour and practice are reviewed. A problem-solving process will be applied to ethical situations that may be encountered in professional practice. Students will articulate their personal philosophy for practice and understand the importance of life long learning.

**SNW 116-40 hours**
**Relationship Development with and for People with Disabilities**
Students will explore relationships that individuals with disabilities may experience throughout their lifetime. Challenges and barriers to the development and support of relationships in the lives of these individuals are discussed as well as issues regarding sexuality, intimacy and vulnerability.

**SNW 117-27 hours**
**SNW Workshops**
This course consists of a variety of workshops to provide basic training in skills and techniques as preparation for work in the Special Needs Industry.

**SNW 118-70 hours**
**Practicum**
This supervised experience provides the learner with an opportunity to integrate the theory into practice at one of several practicum sites. During this hands-on experience, the learner will gain further insights, awareness and knowledge of the working setting.

### Sociology

Prerequisites may be waived by the Sociology department. See prerequisite waiver.

**SOCI 111-3-3**
**Introduction to Sociology I**
This course provides students with opportunities to explore some of the basic questions that sociologists ask: What is the relationship between individuals and society? How is society organized and structures? How does socialization, the groups we belong to, and the way society is organized and structured affect the way we think and act? Why is there inequality in the world? Students will learn theories and methods sociologists use to examine society and human behavior. Topics to be examined include culture, socialization, social interaction, social inequality, gender, sexuality, race, ethnicity and aging. (3,0,0)

Also offered by Distance Education

**SOCI 121-3-3**
**Introduction to Sociology II**
This course furthers the content of Sociology 111 by examining social structures and institutions in Canada as well as some global issues. Topics may include global inequality, work and the economy, politics and the state, media and technology, families, religion, education, crime and deviance, the environment, and social change. (3,0,0)

Prerequisites:
- **SOCI 111**

Also offered by Distance Education

**SOCI 202-3-3**
**Introduction to Social Problems**
This course examines the emergence of select social issues or problems and how these are influenced by socio-economic and political structures. It also considers the persistence of social problems and historically and currently employed strategies to improve the social condition. Topics will vary but will include some of the following: substance (mis)use, environmental concerns, economic concerns, economic inequality, healthcare, race and ethnicity, education and ageism. (3,0,0)

Also offered by Distance Education

**SOCI 203-3-3**
**Canadian Social Issues**
Issues facing Canadian society are examined from a theoretical perspective that focuses on inequality and social policy. Topics may include poverty, foreign domination, nationalism, multi-culturalism, ethnicity
and race, regional inequality, Aboriginal peoples, women, immigration, work and unemployment, health care and social welfare. (3,0,0)

SOCI 204-3-3  
**Women, Crime and Justice**  
In this course we will examine the history of women and crime and consider crime as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constructs women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social order. This course is also offered as GSWS 204 and CRIM 204. Students with credit for WMST 204 or GSWS 204 or CRIM 204 cannot take SOCI 204 for further credit. (3,0,0)

Prerequisites:  
- SOCI 111 or CRIM 111 or WMST 100 or GSWS 100

SOCI 205-3-3  
**Childhood and Society**  
An examination of children's cultural experience and the institutions that shape them. Topics may include the historical evolution of childhood; families, schools and socialization; violence against children; the state and social policy; street culture; and the media. Films and novels may be used to illustrate issues. (3,0,0)

Prerequisites:  
- SOCI 111
- SOCI 121

SOCI 210-3-3  
**Foundations of Sociological Thought**  
This course traces the foundations of the sociological thought of the key thinkers who contributed to the development of sociological theory. (3,0,0)

Prerequisites:  
- SOCI 111
- SOCI 121

Also offered by Distance Education

SOCI 211-3-3  
**Canadian Society I**  
An examination of the Canadian social structure and the relationship between social class and education, religion, ethnicity, regional location, politics and culture. The historical development of class and power in Canada and an analysis of various theories of development may be included. (3,0,0)

Prerequisites:
- SOCI 111
- SOCI 121

SOCI 212-3-3  
**Race and Ethnic Relations I**  
An analysis of the various perspectives, models and theories of race and ethnic relations. Ethnic stratification systems and the sources of racial and ethnic inequality are examined under different social conditions. (3,0,0)

Prerequisites:  
- SOCI 111
- SOCI 121

SOCI 213-3-3  
**Sex, Gender and Society I**  
Sex and gender differences are examined through an analysis of how socialization and the structure of society affect women's and men's behaviour, roles, and relationships. The cultural, historical and economic foundations of the position of women are explored with reference to topics such as the family, class, politics, religion, deviance, health care, the media and popular culture. Multi-disciplinary explanations for gender differences and a cross-cultural comparison of sex and gender roles will add to the understanding of contemporary gender relations. (3,0,0)

Prerequisites:  
- SOCI 111

SOCI 216-3-3  
**Media and Society**  
Examination of the form and content of mass communication in contemporary society. The relationship between culture, social behaviour and public channels of communication such as the news, advertising, television, film and popular literature will be subject to critical and contextual analysis. (3,0,0)

Prerequisites:  
- SOCI 111
- SOCI 121

SOCI 217-3-3  
**Consumer Society**  
This course provides students with an overview of theories and debates about consumption in sociology and related disciplines. It examines consumer society and culture in relation to topics such as identity, desire, social inequality, political economy, globalization, the environment, and social change. Students will be engaged in analyzing political, socioeconomic, and cultural aspects of consumption in sociological context. They will also have an
opportunity to explore alternative visions and practices. (3,0,0)

Prerequisites:
• SOCI 111

SOCI 218-3-3
Introduction to Research Methods
This course introduces students to a foundational understanding of social science research methods as practiced within sociology. Specifically, this course focuses on the theory of inquiry, scientific method, inductive versus deductive reasoning, qualitative and quantitative approaches to research design and data collection, data sources, common errors in research, and research ethics. (3,0,0)

Prerequisites:
• SOCI 111
• SOCI 121

SOCI 219-3-3
Sociology and Religion
This course provides an overview of theoretical issues in the sociology of religion. In addition to basic themes such as the social function of religion, more complex themes such as religion's relation to social cohesion and conflict, and to social change will be considered. (3,0,0)

Prerequisites:
• SOCI 111
• SOCI 121

SOCI 221-3-3
Canadian Society II
A study of Canadian social issues including poverty, regional disparity, national unity, urbanization, deviance, social change, social movements, political protest, Canadian identity, minority groups, prejudice and Canadian independence. Social theories will be tested for their applicability to Canada. (3,0,0)

Prerequisites:
• SOCI 111
• SOCI 121

SOCI 222-3-3
Race and Ethnic Relations II
Canadian race and ethnic relations will be examined by testing models and theories. Specific ethnic and racial groups, social policy, and bilingual, bi-cultural, multicultural and immigration issues are analyzed. (3,0,0)

Prerequisites:
• SOCI 111

SOCI 223-3-3
Sex, Gender and Society II
Theoretical perspectives on sex and gender roles and social change within a Canadian context are examined. A historical introduction will analyze the social and political roots of the women's movement as a case study in social change, and the effect such change has on men, the family and institutions in society. Contemporary social issues such as sexual abuse, prostitution, pornography and family violence may be discussed within the context of gender relations. (3,0,0)

Prerequisites:
• SOCI 111
• SOCI 121

SOCI 224-3-3
Men and Masculinities
This course is a critical study of the multiple forms of oppression and privilege that are produced through interpretations, interactions and definitions of masculinity. Learners explore masculinities as maintained and reproduced on individual, cultural and institutional levels of society. Specific topics may vary but will include some of the following intersections with masculinity: sport, violence, religion and ethnicity, geography, health, crime and punishment, sexuality, education and social class. This course is also offered as GSWS 225. Students with credit for WMST 225 or GSWS 225 cannot take SOCI 224 for further credit. (3,0,0)

Prerequisites:
• SOCI 111
or WMST 100
or GSWS 100

SOCI 225-3-3
Adolescence and Society
This course will examine the cultural and structural contexts of the social construction of adolescence. Topics may include contemporary youth culture; socialization, identity, and development; class, gender, ethnic, and sexual diversity; family life, friendships, intimate relations, education, work, and leisure; economic and demographic issues; violence; cultural resistance and social change; historical and cross-cultural comparisons. (3,0,0)

Prerequisites:
• SOCI 111
• SOCI 121

SOCI 226-3-3
Work, Technology and Social Change
An examination of the relationship between work, technological innovation and social change with particular emphasis on the industrial and communications revolutions. The effects of modern technology and changes in the economy, work, social stratification, the family, gender, religion and politics may be studied. (3,0,0)

**Prerequisites:**
- SOCI 111
- SOCI 121

**SOCI 250-3-3**  
**Crime and Society**  
An introduction to crime as a social phenomenon, focussing on the changing definitions of crime in relation to social and political change in Canada and other societies; the scope and nature of the crime problem; the growth of criminology; and the institutional responses to criminal behaviour by the Canadian justice system. (3,0,0)

**Prerequisites:**
- SOCI 111

**SOCI 260-3-3**  
**Youth, Crime and Deviance**  
From the minor deviance of green hair and loud music to the serious crime of patricide, this course examines norm-breaking behaviour as it applies to youth as perpetrators and victims. By studying how and why social control is applied to juveniles as distinct from adults, students can develop an understanding of the place and perception of youth in modern society. By comparing theories of crime and delinquency with actual findings, this course will critically examine the "social problem" of youth through the dimensions of class, race, gender and social change. (3,0,0)

**Prerequisites:**
- SOCI 111

**SOCI 269-3-3**  
**Studies in Sexualities**  
This course is designed to provide an introduction to a number of perspectives on sexualities, sexual practices and sexual identities. It will explore historical and contemporary approaches to sexuality and how these intersect with gender, class, and racialization. This course takes into account structural influences that shape experiences and understandings of sexuality and how resistance has brought about social change. This course is also offered as GSWS 269. Students with credit for GSWS 269 cannot take SOCI 269 for further credit. (3,0,0)

**Prerequisites:**

**SOCI 303-3-3**  
**Environmental Sociology**  
This course examines the reciprocal interactions between the physical environment, social organization, and social behaviour. It will take a sociological approach to the study of environmental issues, including the impact of economic growth, land use planning and natural resource development, focusing on environmental values, community change, social impact assessment as well as environmental activism. (3,0,0)

**Prerequisites:**
- SOCI 111

**SOCI 270-3-3**  
**Deviance and Social Control**  
This course is a critical examination of deviance and social control in society. Theoretical perspectives on deviance, social control, moral regulation, surveillance, penalty and law are studied. Theoretical issues will be stressed rather than social problems and their remedies. (3,0,0)

**Prerequisites:**
- SOCI 111
- SOCI 121

Also offered by Distance Education

**SOCI 271-3-3**  
**Statistical Analysis in Sociology I**  
(formerly SOCI 371)

This course is an introduction to the logic and interpretations of elementary statistics in the social sciences, with special emphasis on problems unique to sociology. The calculation and interpretation of basic measures of central tendency, variability and association will be stressed. Problems of measurement, sampling, estimation, and inference are covered. (3,0,0)

**Prerequisites:**
- SOCI 111
- SOCI 121

**SOCI 295-3-3**  
**Current Topics in Sociology**  
This course is an examination of selected topics in contemporary sociology. Consult with the department for current offerings. With different topics, this course may be taken more than once for credit. (3,0,0)

**Prerequisites:**
- SOCI 111

**SOCI 303-3-3**  
**Environmental Sociology**  
This course examines the reciprocal interactions between the physical environment, social organization, and social behaviour. It will take a sociological approach to the study of environmental issues, including the impact of economic growth, land use planning and natural resource development, focusing on environmental values, community change, social impact assessment as well as environmental activism. (3,0,0)
Prerequisites:

- SOCI 111 and SOCI 121
  or third-year standing

**SOCI 304-3-3**
Globalization and Social Change
The term globalization describes global connectivity, integration and interdependence in economic, cultural, technological, political, social and ecological fields. This course offers a sociological approach to the subject of globalization with a focus on social justice. Globalization affects people worldwide in diverse ways. This course explores the major theories and debates with these differences in mind. (3,0,0)

Prerequisites:

- SOCI 111
- SOCI 121 or third-year standing

**Social Work**

*Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.*

**SOCW 200A-3-3**
An Introduction to Social Work Practice
An introduction to the general practice of social work with emphasis in interdisciplinary approaches and the roles of consumer and self-help groups in the helping process. This course reviews the knowledge base and skills of social work practice, and assists students to evaluate their interests and capacities for entering the profession of social work. (3,0,0)

Also offered by Distance Education

**SOCW 200B-3-3**
An Introduction to Social Welfare in Canada
An introduction to and analysis of major social policies and programs in Canada. Emphasis will be given to policies on income security, corrections, health, family and children, and housing, and will include an examination of the role of the social worker in formulating policy. (3,0,0)

Also offered by Distance Education

**Social Studies**

*Prerequisites may be waived by the Adult Academic and Career Preparation department. See prerequisite waiver.*

**SOST 070-80 hours**
Social Studies 070
Course content consists of four units: Canadian government; law and citizenship; economics and people; and multiculturalism. The role of the citizen, family member, consumer, community member, worker and learner are examined. All units offer a broad, and yet integrated, cross-section of contemporary social studies.

Prerequisites:

- ABE ENGL 061¹ and ABE ENGL 062¹ or ABE ENGL 060¹
  or a minimum ABLE test score of 56/80 and an Intermediate Level writing sample.

¹ minimum grade of 60 required

**SOST 011-80 hours**
Social Studies 011
The history of Canada from Confederation to the present with emphasis on the evolution of political and social institutions. Current Canadian problems are analyzed in the perspective of our recent history. A study of population and urbanization and an assessment of world-wide trends are included.

Prerequisites:

- ABE ENGL 071¹ and ABE ENGL 072¹ or ABE ENGL 070¹
  or a minimum ABLE test score of 68/80 and an Advanced Level writing sample.

¹ minimum grade of 60 required

**Spanish**

**SPAN 111-3-3**
Spanish I
This course is an introduction to Spanish. It covers reading, writing, speaking and listening skills through the study of basic Spanish. (3,0,0)

**SPAN 121-3-3**
Spanish II
This course is a continuation of SPAN 111. (3,0,0)

Prerequisites:

- SPAN 111

**SPAN 203-3-3**
Oral Expression I
This course will build oral communication skills and expand vocabulary through a variety of interactive
activities in different media. Activities will include
individual and group presentations, conversational
strategies, discussion of current topics, video and
audio comprehension, cultural awareness, online
assignments and study and review of relevant
grammar. Readings and short compositions will
further develop students' communicative ability.
Students with credit for SPAN 231 may not take
SPAN 203 for credit. (3,0,0)

Prerequisites:
• SPAN 121 or Spanish 12
• not suitable for native Spanish speakers

1 minimum score of 70 required

SPAN 204-3-3
Oral Expression II
This course is a continuation of SPAN 203 with a
focus on the development of speaking interaction and
production skills for academics and everyday contexts
and the study of relevant grammar and vocabulary.
Student with credit for SPAN 241 may not take SPAN
204 for credit. (3,0,0)

Prerequisites:
• SPAN 203 or SPAN 211 or SPAN 231
• not suitable for native Spanish speakers

SPAN 211-3-3
Spanish III
This course continues the study of Spanish,
emphasizing the development of reading and writing
skills. (3,0,0)

Prerequisites:
• SPAN 121

SPAN 221-3-3
Spanish IV
This course is a continuation of SPAN 211. (3,0,0)

Prerequisites:
• SPAN 211 or SPAN 231

SPAN 231-3-3
Conversation and Reading
This is a course in conversation and reading that
assumes sufficient oral ability and knowledge in
grammar to succeed. Topics will include composition,
conversation, and reading about current topics. This
course may be taken concurrently with SPAN 211 and
SPAN 221. (3,0,0)

Prerequisites:
• SPAN 121

1 minimum grade of 65 required

SPAN 351-3-3
Spanish for Business
This course develops reading, writing, listening, and
oral communication skills through an integrated skills
approach. The course will target vocabulary,
structures, cross-cultural situations, and written
communication which are useful in a variety of
business contexts. (3,0,0)

Prerequisites:
• 6 credits of SPAN with a minimum grade of 70%
  per course
• third-year standing

Sterile Processing & Distribution

SPD 11-400 hours
Practicum
Students will complete the practicum requirements at
accredited practicum sites. Practicum experience will
include decontamination processing, prep and pack
(processing and OR instruments), sterilization steam
and ETO where available, supply and distribution and
case cart picking.

SPD 21-48 hours
Anatomy and Physiology
This introductory course develops the learner's
understanding of the basic structure and functions of
selected organs and systems in the human body.
Medical terminology and pathology are introduced.

Also offered by Distance Education

SPD 23-48 hours
Human Workplace Relations
Designed to develop the learner's interpersonal skills
and their understanding and application of teamwork,
problem-solving and critical thinking, conflict
resolution, patient relations, death and dying,
healthcare delivery systems and legal, moral and
ethical aspects of healthcare.

Also offered by Distance Education

SPD 24-36 hours
Introduction to Medical Terminology
Study of prefixes, suffixes and word roots from which
most medical terms are derived. Introduction to
abbreviations is also included.

Also offered by Distance Education

SPD 25-36 hours
Microbiology and Infection Control Concepts
Overview to material management, an introduction to microbiology, infection control, aseptic techniques and workplace environmental hazards.

**SPD 26-54 hours**
**Decontamination Procedures and Recommended Practice**
Introduction to decontamination, structural requirements, dress code, workflow, cleaning and disinfection including various types of equipment used, and collection and transportation of used materials and surgical instruments.

**SPD 27-42 hours**
**Packaging Instruments and Patient Care Equipment**
Introduction to packaging materials, labeling, shelf life, hand-held surgical instruments, power instruments, surgical instruments inspection parameters, and patient-care equipment.

**SPD 28-48 hours**
**Sterilization Concepts and Techniques**
Key principles of steam and dry heat, factors affecting sterilization cycle, lot controls, air powered instruments, ethylene oxide, and chemical sterilization.

**SPD 29-42 hours**
**Hospital Policies, Management of Supplies and Distribution**
Introduction to material management functions, orthopedic equipment, inventory control, distribution systems and case carts, portering, sterile storage, stock rotation, medical device alerts, quality assurance, and accreditation and hospital policies.

**SPD 30-9 hours**
**SPD Workshop**
This course provides basic training in skills and techniques as preparation for work in the health industry.

**Special Education**

**SPED 013-60 hours**
**Workshop I**
Basic training in skills and techniques as preparation for work in school libraries, positioning and handling techniques, recreation and leisure activities for the handicapped. Workshops in children's creative activities.

**SPED 014-120 hours**
**Fieldwork I**
Fieldwork experiences by individual arrangement. This course may be waived for persons currently working in a relevant setting.

**SPED 015-39 hours**
**Implementing and Integrating Curriculum**
Development of an appreciation of the processes necessary for curriculum modification to meet the needs of special education students.

**SPED 016-21 hours**
**Computers in Special Education**
A practical introduction to microcomputers in the school system. Familiarization with common application programs, including operating systems and spreadsheets. The focus of the program will be on word processing and working with equipment and software used with special needs children at the school-level.

**SPED 021-21 hours**
**Issues in Education**
Theory and philosophy relating the school to society from historical and contemporary perspectives. Examination of some controversial issues in education, public school legislation, discipline, and child management.

**SPED 022-54 hours**
**Exceptional School Children**
Overview of developmental child psychology and approaches to education of the exceptional child, with emphasis on the study of adolescents and the role of schools in the education of exceptional children.

**SPED 023-66 hours**
**Workshop II**
Continuation of training in skills and techniques for working with the handicapped.

**SPED 011-12 hours**
**School Organization**
Introduction to the organization and administration of schools with emphasis upon the school and the community. Role of the Education Assistants in the classroom and their relationships with other professional groups and constituencies.

**SPED 012-54 hours**
**An Introduction to Exceptional School Children**
Review of development of child psychology, approaches to the education of exceptional children, and introduction to general educational principles and the process of individualized instruction. Focus on contact with and understanding of children in schools.

**Statistics**

Prerequisites may be waived by the Mathematics & Statistics department. See prerequisite waiver.
STAT 121-3-4  
Elementary Statistics  
This course is an introduction to descriptive and inferential statistics. Topics include but are not limited to descriptive statistics; elementary probability; the normal probability distribution; introduction to simple sampling strategies; introduction to randomized, controlled experiments; estimation of parameters; confidence intervals; hypothesis testing; and correlation and linear regression.

Students with credit for STAT 124 cannot take STAT 121 for further credit. CPA credit. Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree. (3,1,0)

Prerequisites:
- ABE MATH 011 or Pre-Calculus 11 or Foundations of Mathematics 12 or Principles of Math 11 or permission of the department.

Also offered by Distance Education

STAT 124-3-4  
Business Statistics  
An introduction to surveys and simple sampling strategies; descriptive methods for one and two variables, from frequency distributions to correlation and regression; descriptive methods for time series and index numbers, and probability and its relationship to statistical inference.

Students with credit for STAT 121 cannot take STAT 124 for further credit. CPA credit. (3,1,0)

Prerequisites:
- ABE MATH 011 or Pre-Calculus 11 or Foundations of Mathematics 12 or Principles of Math 11 or Applications of Mathematics 11 or Introductory Mathematics 11 or Admission to any Business program.

STAT 230-3-4  
Elementary Applied Statistics  
An introductory course in applied statistics with a focus on life sciences for students with a first-year calculus background. Topics include estimation and testing of hypotheses about population parameters, an introduction to analysis of variance, linear regression, chi-square analysis, and some non-parametric tests. Essential preliminary topics in descriptive statistics and probability are presented as a basis for such procedures. Emphasis includes problem formulation, models, assumptions and interpretation of results. This course is also offered in the Department of Biology as BIOL 202. Students will receive credit for only one of BIOL 202, STAT 230, STAT 121, STAT 124 (4,0,0)

Prerequisites:
- MATH 112

Corequisites:
- MATH 122

STAT 240-3-4  
Applied Statistics II  
Topics include simple and multiple linear regression, correlation, nonlinear regression, analysis of variance, factorial experiments, nonparametric methods, and basic quality control charts. (3,1,0)

Prerequisites:
- STAT 230

STAT 310-3-3  
Regression Analysis  
In this course learners study the theory and application of regression analysis, including residual analysis, diagnostics, transformations, model selection and checking, weighted least squares, and nonlinear models. Additional topics may include inverse, robust, ridge and logistic regression. (3,2,0)

Prerequisites:
- STAT 230 and MATH 221 or Admission to the Post Baccalaureate Degree in Marketing and Data Analysis

STAT 311-3-3  
Modern Statistical Methods  
In this course learners study hypothesis, testing, bootstrap, jackknife, permutation tests, additive models, robust smoothers, m-estimators, rank-based methods, nonparametric methods, and unsupervised methods. (3,2,0)

Prerequisites:
- MATH 221
- STAT 230 or Admission to the Post Baccalaureate Degree in Marketing and Data Analytics

STAT 390-3-3  
Special Topics in Statistics  
This course will focus on advanced or specialized topics in Statistics. Students should consult the department chair for the specific topic to be offered in any given year. With different topics, this course may be taken more than once for credit. (3,0,0)

Prerequisites:
- Permission of Instructor
STAT 490-3-6
Selected Topics in Statistics
This course will focus on advanced or specialized topics in Statistics. Students should consult the department chair for the specific topic to be offered in any given year. With different topics, this course may be taken more than once for credit. (3,3,0)

Prerequisites:
- Permission of Instructor

Staffing Services Clerk

STSC 110-48 hours
Workplace Relations
Designed to develop the learner's interpersonal skills and their understanding and application of teamwork, problem-solving and critical thinking, conflict resolution, time management, customer service, and good communication skills from a Human Resource perspective.

STSC 120-6 hours
Workplace Skills
Introduction to healthcare-industry standards, confidentiality, policies and procedures, and a basic understanding of collective agreements.

STSC 130-27 hours
Environment for Scheduling Personnel
Learn how to manage staffing and scheduling in hospitals and community health environments by using a fully automated system that is used in health facilities.

STSC 140-100 hours
Practicum
Students will complete the practicum requirements at accredited practicum sites. This placement introduces students to hands-on experience in performing Staffing Services Clerk duties in a planned, supervised manner.

Steel Worker

Studio Woodworking

STWW 101-10 hours
Safe Work Practices
This course introduces students to a variety of shop hazards and to the Worksafe BC and WHMIS regulations.

STWW 102-90 hours
Organizational Skills
This course introduces students to standard drafting practices, layout and quantity calculations, trade communications, and the use of quality standards.

STWW 103-60 hours
Materials
This course introduces students to the structure and properties of wood, species identification, production and grading, panel products, adhesives, fasteners and hardware, specialty materials and materials handling.

STWW 104-90 hours
Hand Tools
This course introduces students to the use and maintenance of hand tools. Topics include tools for measuring, layout, sawing, planing, scraping, edge cutting, boring, fastening, filing, and honing.

STWW 105-90 hours
Portable Power Tools
This course introduces students to the use and maintenance of both electric and air-operated portable power tools. Topics include the following tools: saws, drills, drivers, power planes, routers, spline cutters, sanders, staplers, and nailers.

STWW 106-214 hours
Woodworking Machines
This course introduces students to stationary woodworking machinery. Topics include the following machines: radial arm saw, tablesaw, jointer, thickness planer, bandsaw, scrollsaw, drilling and boring machines, routing machines, sanding machines, edgebanding machines, and lathes. Students will use machinery appropriately to perform initial breakout of solid wood and sheet goods, and detail machining.

STWW 107-150 hours
Assemble Products
This course introduces students to the use of handclamps, preparation for assembly, assembly procedures, and preparation for shipping.

STWW 108-40 hours
Apply a Finish
This course introduces students to prefinishing repairs, abrasives, sanding aids and techniques.

STWW 109-200 hours
Specialty Techniques
This course introduces students to a number of topics beyond the typical level 1 curriculum and will allow students the opportunity to use advanced techniques in their designs. Topics include mortise and tenon machines, shapers, panel saws, creating curved products, CNC equipment, clamping and pressing machines, the layup and use of veneer, and the selection and use of finishing products.
STWW 110-190 hours
Professional Presentation and Portfolio
A brief history of the trade, including design basics, will be explored in this course. This course is also the integration of all the trade-specific hand skills with a focus toward a professional presentation of the product. Topics to be discussed range from the development of proper shop drawings and estimates to photographing your work to its best advantage. Students will design, construct and present a finished final project for a public showing of the class's work.

STWW 111-6 hours
Final Exam
In this course the student will write the Level 1 Cabinetmaker/Joiner exam.

Travel Counsellor

Teaching English to Speakers of Other Languages

TEOL 100-10 hours
Cross-cultural Communication - Concepts
This course examines the impact of culture on communication and on cross-cultural communication skills. Cultural concepts are studied as they relate to multicultural classroom considerations, teacher-student relations, and other language acquisition.

Only offered by Distance Education

TEOL 101-10 hours
Cross-cultural Communication - Classroom Implications
This course focuses on examining how culture influences both language and non-verbal communication and on building intercultural competence in the classroom.

Only offered by Distance Education

TEOL 102-20 hours
Overview of TESOL
This course designed to introduce students to the concepts of second language acquisition, teaching principles, classroom management, and diversity in learning styles. Attention will also be paid to types of curricula, teaching objectives, and material selection and development.

Only offered by Distance Education

TEOL 103-20 hours
Teaching and Learning
In this course, testing and assessment, textbook selection and lesson planning are covered, including how to write learning outcomes. Suggestions for ongoing professional development are also included.

Only offered by Distance Education

TEOL 104-10 hours
Teaching Listening
This course focuses on teaching theory and methodology used to develop English language students' listening skills in a second language classroom and it offers practical applications toward improving these skills.

Only offered by Distance Education

TEOL 105-10 hours
Teaching Speaking
The focus of this course is on developing speaking skills, distinguishing between accuracy and fluency, and practicing teaching techniques. Various techniques for fostering motivation, targeting student challenges, and directing student progress in speaking are addressed.

Only offered by Distance Education

TEOL 106-10 hours
Teaching Vocabulary
This course focuses on teaching theory and methodology used to develop English language students' listening skills in a second language classroom and it offers practical applications toward improving these skills.

Only offered by Distance Education

TEOL 107-10 hours
Teaching Pronunciation
In this course, current trends in teaching pronunciation are investigated and various pronunciation activities are demonstrated. The sounds of English and intonation patterns are explored and suggestions are made on how to integrate pronunciation into most lessons.

Only offered by Distance Education

TEOL 108-10 hours
Grammatical Concepts
In this course, students will study about the most important concepts of English grammar to apply to English Language Teaching.

Only offered by Distance Education
TEOL 109-10 hours
Teaching Grammar
In this course students receive training in grammar teaching methodology and examine various teaching techniques to create engaging and effective grammar lessons.

Only offered by Distance Education

TEOL 110-10 hours
Teaching Reading
This course focuses on teaching theory and methodology used to develop students’ reading in a foreign language classroom. It also offers practical application in teaching reading, using various techniques for fostering motivation, targeting student challenges, and directing student’s progress in reading.

Only offered by Distance Education

TEOL 111-10 hours
Teaching Writing
The focus of this course is on developing writing skills and responding to errors in writing. Process writing and genres are included.

Only offered by Distance Education

TEOL 112-20 hours
Capstone
In this course, students will review and reflect on the TESOL course in conjunction with their own teaching and classroom experience. Students will examine an outline-based e-portfolio in order to identify ways to develop their own portfolio. Students will also review their own teaching philosophy and consider practical ways to continue pursuing their own professional development.

Only offered by Distance Education

Teaching English as a Second Language

TESL 014-20 hours
Teaching Vocabulary
This module provides participants with a linguistic understanding of vocabulary as well as an examination of vocabulary in context. Throughout the module, students examine the various ways in which vocabulary is learned, used, understood in context, and tested in a language classroom.

TESL 015-20 hours
Teaching Grammar and Phonology
In this module, participants receive training in grammar-teaching methodology and examine various teaching techniques to create engaging and effective grammar lessons. Participants also examine the various aspects of pronunciation and learn how to assess, target, and improve student pronunciation.

TESL 016-20 hours
Supervised Practicum
This module enables teacher trainees to apply their studies of theory and methodology of second language teaching in an ESL classroom. Trainees will have the opportunity to observe experienced teachers, and reflect on classroom considerations and the needs of various types of students. Trainees will plan and teach observed lessons with subsequent feedback and guidance on their teaching.

TESL 017-20 hours
Project
This module is designed to meet the needs of students interested in conducting further studies within the field of TESL. Students will have the opportunity to investigate and write a response paper regarding one of several inquiries into second-language teaching. These topics may include teaching methodology and theory, curriculum or program issues, or ESL material usage and development.

TESL 023-20 hours
Language Skills Development: Reading and Writing
This module focuses on teaching theory and methodology used to develop students’ reading and writing skills in a second-language classroom. It also offers practical application in teaching these skills, using various techniques for motivation, targeting student challenges, and directing student progress in reading and writing.

TESL 032-20 hours
Language Skills Development: Speaking and Listening
This module focuses on teaching theory and methodology used to develop students’ speaking and listening skills in a second-language classroom. It examines the skills needed for oral proficiency and offers practical application toward improving these skills. Various techniques for motivation, targeting student challenges, and directing student progress in speaking and listening are addressed.

TESL 041-20 hours
Cross-Cultural Communication
This interactive module examines the impact of culture on communication and on cross-cultural communicative skills. Cultural concepts are studied as they relate to multicultural classroom considerations, teacher-student relations, and second-language acquisition.
TESL 051-20 hours
Teaching English as a Second Language
This module is designed to introduce participants to the concepts of second-language acquisition, teaching principles, classroom management, and diversity in learning styles. Attention will also be paid to types of curricula; teaching objectives; and material selection and development.

TESL 114-20 hours
Teaching Pronunciation and Vocabulary
In this course, teacher trainees receive training in how to integrate pronunciation and vocabulary skills into their ESL teaching. They will be introduced to basic linguistic tools for pedagogical use and will examine various techniques to create engaging and effective activities in both pronunciation and vocabulary. Current trends in pronunciation and vocabulary instruction will be investigated and teacher trainees will be required to develop two pronunciation activities and a vocabulary activity for use with an existing lesson plan.

TESL 115-20 hours
Teaching Grammar
In this course, teacher trainees receive training in grammar teaching methodology and examine various teaching techniques to create engaging and effective grammar lessons. In addition, teacher trainees review some of the challenging concepts in English grammar and learn effective strategies for teaching these concepts.

TESL 116-20 hours
Supervised Practicum
This course enables teacher trainees to apply their studies of theory and methodology of second-language teaching in an ESL classroom. Teacher trainees will have the opportunity to observe experienced teachers, and reflect on classroom considerations and the needs of various types of ESL students. Teacher trainees will plan and teach observed lessons with subsequent feedback and guidance on their teaching. Prerequisites: TESL 151, TESL 141, and TESL 123 or 132

TESL 117-20 hours
Project
This course is designed to have teacher trainees reflect on their learning and prepare for a career in the field of TESL. Teacher trainees will have the opportunity to investigate and write a response paper regarding one of several inquiries into second language teaching. Teacher trainees will also have the opportunity to create a professional portfolio which contains lesson plans, micro-teaching self evaluations, and teaching philosophy. Prerequisites: TESL 151, TESL 141, and TESL 123 or 132

TESL 123-20 hours
Language Skills Development: Reading and Writing
This course focuses on teaching theory and methodology used to develop ESL students' reading and writing skills in a second language classroom. It also offers practical application in teaching these skills, using various techniques for motivation, targeting ESL student challenges, and directing ESL student progress in reading and writing.

TESL 132-20 hours
Language Skills Development: Speaking and Listening
This course focuses on teaching theory and methodology used to develop ESL students' speaking and listening skills in a second language classroom. It examines the skills needed for oral proficiency and offers practical application toward improving these skills. Various techniques for motivation, targeting student challenges, and directing student progress in speaking and listening are addressed.

TESL 141-20 hours
Cross-Cultural Communication
This interactive course examines the impact of culture on communication and on cross-cultural communicative skills. Cultural concepts are studied as they relate to multicultural classroom considerations, teacher-student relations, and second language acquisition.

TESL 151-20 hours
Teaching English as a Second Language
This course introduces teacher trainees to the concepts of second language acquisition, teaching principles, classroom management, and diversity in learning styles. Attention will also be paid to types of curricula; teaching objectives; and material selection and development.

Therapist Assistant

THER 102-3-3
Communication and Group Process
This course will introduce the fundamentals of interpersonal communication, group dynamics and group leadership skills. Key concepts such as active listening, verbal and non-verbal communication strategies, conflict management and resolution and managing group processes will be addressed. (3,0,0)

Prerequisites:
- admission to the Therapist Assistant program or by permission of the department

THER 103-3-3
Disease and Disability
This course is an overview to the mechanism of common physical diseases and disabilities across the lifespan. The student will acquire skills in gathering and organizing relevant medical and clinical information on selected conditions. Medical management strategies and the impact on the individual will be considered. Relevant medical terminology will be included and discussed. (3,0,0)

Prerequisites:
- admission to the Therapist Assistant program

Also offered by Distance Education

THER 104-3-5
Client Care Principles & Practice: Introductory
This course introduces the principles of professional practice skills including effective communication (written and oral), the establishment of the therapeutic relationship, critical thinking, professional responsibility and accountability. Client care skills including principles of safety, medical asepsis, client positioning, transfers, basic mobility, dressing, feeding and swallowing, bathing, and managing elimination are introduced through lab demonstration and practice. (2,3,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131
- PSYC 111
- 3 credits ENGL 100,150,153,154

1 minimum grade of 50 required

THER 120-3-5
Occupational Therapist Assistant: Principles & Practice I
This course is an introduction to Occupational Therapy theory and practice and the role of the assistant. Knowledge and skills will be applied to the role of the Occupational Therapist and Assistant (OTA) in the practice areas of geriatrics, orthopedics and with the medically complex client. This course has a lab component where skills will be demonstrated and practiced. (3,2,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131
- PSYC 111
- 3 credits ENGL 100,150,153,154

1 minimum grade of 50 required

THER 125-1-1
Practicum Preparation
This course will prepare the student for success in first year practicum placements. The student will explore different practice settings in the disciplines of Occupational Therapy, Physiotherapy and Recreation Therapy through research, observations and site visits. The students will share clinical experiences to expand their knowledge of practicum sites. The students will be prepared for their performance expectations in their placements. (0,1,0)

Prerequisites:
- THER 102
- THER 103
- THER 140
- BIOL 131
- PSYC 111
- 3 credits ENGL 100,150,153,154

1 minimum grade of 50 required

THER 130-3-5
Physical Therapist Assistant: Principles & Practice I
This course is an introduction to Physical Therapy theory and practice. Knowledge and skills will be applied to the role of the Physical Therapist and Assistant (PTA) in the practice areas of the older adult, orthopedics and the medically-complex client. This course has a lab component. (3,2,0)

Prerequisites:
- THER 102
- THER 103
- THER 104
- BIOL 131
- PSYC 111
- 3 credits ENGL 100,150,153,154

1 minimum grade of 50 required

THER 140-3-5
Recreation Therapy Assistant: Principles & Practice I
This course is an introduction to the basic principles, purpose, and practice of leisure activity. Leisure's contribution to quality of life and the role of the Recreation Therapist and the Therapist Assistant (RTA) in facilitating leisure activities in the areas of gerontology and neurology will be explored. Case-based scenarios will be used to enhance the learning process. (3,2,0)

Prerequisites:
• admission to the Therapist Assistant program or by permission of the department

THER 141-3-5
Recreation Therapist Assistant II: Principles & Practice
Theory and Skills learned in THER 140 and other foundational courses are applied to recreation intervention strategies in the practice areas of pediatrics, mental health, developmental disability, and the community. Case-based scenarios will be used to enhance learning in these areas. Therapeutic activities will be implemented in a variety of clinical settings offering Recreational Therapy programs. (3,2,0)

Prerequisites:
• THER 102
• THER 103
• THER 140
• BIOL 131¹
• PSYC 111¹
• 3 credits ENGL 100,150,153,154

¹ minimum grade of 50 required

THER 150-3-36
Practicum I: Recreation Therapist Assistant
In this three-week practicum learners provide direct and indirect treatment programs under the supervision of a Recreation Therapist (RT). Using a partnership model (student, site and Therapist Assistant program), learners apply the knowledge, skills and professional behaviours learned through classroom instruction to the role of the Recreation Therapist Assistant (RTA). (0,36,0)

Prerequisites:
• THER 104
• THER 120
• THER 125
• THER 130
• THER 141
• BIOL 133¹
• PSYC 121¹

¹ minimum grade of 50 required

THER 151-3-36
Practicum II: OTA and/or PTA Placement
In this five-week practicum learners provide direct and indirect treatment programs under the supervision of an: Occupational Therapist (OT) or a Physical Therapist (PT). Using a partnership model ( student, site and Therapist Assistant program), learners apply the knowledge, skills and professional behaviors learned through classroom instruction to the role of the Therapist Assistant (OTA/PTA). (0,36,0)

Prerequisites:
• THER 150¹

¹ minimum grade of P required

THER 201-3-6
Gross Anatomy & Kinesiology
This lecture- and lab-based course is designed to examine the musculoskeletal system and how it interfaces with the neuromuscular and vascular systems in the human body. Surface anatomy and kinesiology of the musculoskeletal system is explored for each quadrant of the body. (3,3,0)

Prerequisites:
• THER 151

THER 203-3-3
Psychiatry & Mental Health
This course examines social, emotional and cognitive development over the lifespan; psychiatric classifications and common psychiatric illnesses; and cognitive disorders in psychogeriatrics. Conditions will be examined from a perspective of effect on occupational function. Models of intervention from acute care to the community and the roles of the multidisciplinary team in mental health will be discussed. (3,0,0)

Prerequisites:
• THER 151

THER 204-3-5
Client Care Principles & Practice: Advanced
This course will examine health care and social service systems from a variety of perspectives, including future directions, trends, ethical and professional issues. Advanced client care skills including managing the challenging client, applied principles of pharmacology, pain management, and the care needs of the complex and medically fragile client will be covered. (2,3,0)

Prerequisites:
• THER 151

THER 205-3-4
Therapeutic Modalities
This lecture- and lab-based course is designed to introduce electrical, thermal and mechanical therapeutic modalities for treatment. The lecture will discuss theories and how these modalities work, their limitations and contraindications. The lab section will give the student the opportunity to apply the
modalities safely and to learn how to maintain them. Case studies will be used to facilitate learning. (2,2,0)

Prerequisites:
- THER 201
- THER 203
- THER 204
- THER 220
- THER 230

THER 215-3-3

Professional Practice
This course prepares the student for professional practice as a Therapist Assistant. Emphasis will be on clinically focused communication with the client and health care team, and will include charting and documentation, supervisory skills, advocacy, and promotion of the profession. Clinical simulations will enhance learning in these areas. Outcomes are based on national competency guidelines for Therapist Assistants. (3,0,0)

Prerequisites:
- THER 201
- THER 203
- THER 204
- THER 220
- THER 230

THER 220-3-6

Occupational Therapist Assistant: Principles & Practice II
Theory and skills learned in THER 120 and other foundational courses will be applied to the areas of Rheumatology, Plastics and Neurology. The student will learn occupational therapy treatment approaches and skills applicable to these practice areas and the role of the Occupational Therapist Assistant (OTA) through the acute, transition and community re-integration phases. (3,3,0)

Prerequisites:
- THER 151

THER 221-3-6

Physical Therapist Assistant: Principles & Practice II
This course is an application of theory and skills learned in THER 130 and other foundational courses to the areas of orthopedics, rheumatology and neurology. The student will learn treatment approaches and skills applicable to these areas and the role of the assistant. Learning opportunities will include case studies, guest speakers and visits to clinical settings. This course has a lab component. (3,3,0)

Prerequisites:
- THER 151

THER 250-3-36

Preceptorship I: Occupational or Physical Therapist Assistant
This advanced five-week placement is either an Occupational Therapist Assistant (OTA) or Physical Therapist Assistant (PTA) experience. Learners provide direct and indirect treatment programs under the supervision of an Occupational Therapist (OT) or a Physical Therapist (PT). Using a partnership model (student, site and Therapist Assistant Diploma program), learners apply the knowledge, skills and professional behaviours developed during class instruction. (0,36,0)

Prerequisites:
• THER 205
• THER 231
• THER 221
• THER 215
• THER 260
• all Therapist Assistant program course work

THER 251-3-36
Preceptorship II: Occupational or Physical Therapist Assistant
This advanced five-week placement is either an Occupational Therapist Assistant (OTA) or Physical Therapist Assistant (PTA) experience. Learners provide direct and indirect treatment programs under the supervision of an Occupational Therapist (OT) or a Physical Therapist (PT). Using a partnership model (student, site and Therapist Assistant Diploma program), learners apply the knowledge, skills and professional behaviours developed during class instruction. (0,36,0)

Prerequisites:
• THER 250
• all Therapist Assistant program course work

THER 260-3-3
Capstone Project
The student will integrate their academic learning, practicum experience and awareness of the rehabilitation needs of the community into a capstone project. The student will: identify a specific need, research relevant information, and provide a product, service or presentation. The capstone project will encourage innovation, self-directed learning, and cooperation. The intent of the capstone project is to provide a practical contribution to the health care community. (0,3,0)

Corequisites:
• THER 205
• THER 215
• THER 221
• THER 231

Tourism Management

TOUR 105-3-3
Introduction to Tourism
This course provides students with an understanding of the complex nature of tourism including economic, environmental and social impacts. Topics include: components of the tourism industry; linkages between tourism and hospitality; the size, scope and infrastructure of the tourism industry; trends and issues in the industry; travel motivators; career opportunities and the role of management. Students with credit for BUAD 206 cannot take TOUR 105 for additional credit. (3,0,0)

TOUR 130-3-3
Tourism Marketing
This course introduces students to the principles and practices of marketing and how they can be applied to the tourism context. Tourism marketing processes are considered from supply and demand perspectives. Topics include identifying needs, monitoring changes in the environment, managing services and tourism products, distribution, promotion, people, and pricing. Students with credit for BUAD 116 cannot take TOUR 130 for additional credit. (3,0,0)

TOUR 200-6-6
Tourism Sector Study
The tourism sector study course integrates academic learning with real work tourism sector experiences. Students will propose and execute a structured tourism study plan. These tourism sector studies provide the medium to explore, analyze, and integrate their prior learning with sector experiences related to the role and influence of business practices. Students will demonstrate their understanding of the principles and practices required to support the success and sustainability of business in the tourism sector. (0,6,0)

Prerequisites:
• TOUR 105
• BUAD 123
• CMNS 112
• MATH 114 and second -year standing in the Tourism Management Diploma

TOUR 209-3-4
Tourism Law
This course provides an overview of the law as it relates to the tourism and hospitality industry, including an examination of the fundamentals of tort law, contract law and special types of contracts commonly encountered by tourism professionals. A basic understanding of the law of torts and contacts will assist students to recognize and resolve simple legal problems of tourism business. Students with credit for BUAD 209 cannot take TOUR 209 for additional credit. (4,0,0)

TOUR 240-3-3
Service Design for Tourism
Students learn strategies of marketing intangible service offerings in the tourism and hospitality sectors. Emphasis will be placed on designing and delivering services that manage the gap between tourist expectations and perceived service quality. Students will engage in understanding tourist expectations, designing services, training, delivering, and communicating appropriate expectations. (3,0,0)
Prerequisites:
• TOUR 130 or BUAD 116

TOUR 299-3-3
Conventions Management
This course focuses on the conventions, meeting and trade show industry. Topics include: the size and scope of the industry, industry trends, the characteristics of the corporate, association and other market segments, and preparation of a marketing plan. How to plan, organize, direct and control the key aspects of a successful convention will also be covered. This course is also offered as BUAD 299. Students with credit in BUAD 299 cannot take TOUR 299 for additional credit. (3,0,0)

Trades Technology Teacher Education

TTTE 112-3-3
Drafting and Design
This course is an introduction to the fundamentals of drafting, graphical communications and design using manual and computer aided drafting (CAD) tools. Learners focus on using CAD to generate 3-dimensional models and also gain experience generating 2-dimensional drawings. Learners analyze technical aspects of drafting such as scale, dimensions, tolerance, and projections. (3,0,0)

Only offered by Distance Education

TTTE 119-3-3
Learning for Success
In this course, learners develop skills to help with their success in an academic program as well as help them become lifelong learners. Learners discover and practice skills for self-management, studying, self-reflection, communication, and information literacy. By relating these skills to their courses and to their life, learners develop the ability to address any learning topic in formal and informal settings. (3,0,0)

TTTE 121-3-3
Math for TTTE
This course is an introduction to the general mathematical concepts and calculations commonly used in trades and technologies. Learners practice solving practical problems by applying concepts of simple physics combined with various mathematical competencies, and as: arithmetic with whole numbers, fractions, and decimals; geometry, trigonometry, and vectors; elementary algebra, and measurement systems. (3,0,0)

TTTE 125-3-3
Pedagogy of Trades I
This course is an introduction to four topics common to educational shop settings: health and safety, tools of the trades, metalworking, and woodworking. Learners will identify, describe, and select specified materials, components, tools, applications, and processes integral to the four topics covered in the course. Identifying safe work practices for shop environments is emphasized. (3,0,0)

Prerequisites:
• TTTE 112
• TTTE 119
• CMNS 130

TTTE 127-3-3
Pedagogy for Trades II
This course is an introduction to three topics common to educational shop settings: power technology, automotive technology, and heavy mechanical trades. Learners identify, describe, and select specified materials, components, tools, applications, and processes integral to the three topics covered in the course. Identifying safe work practices for shop environments is emphasized. (3,0,0)

Prerequisites:
• TTTE 112
• TTTE 119
• CMNS 130

TTTE 210-4-40
Applied Pedagogy for Trades
This course provides TTTE students with practical (hands-on) opportunities to apply what they learned while in TTTE 125 and 127. Materials and tools will need to be correctly identified and utilized, and processes will need to be properly performed in order to complete coursework and projects. Particular emphasis will be placed on promoting and demonstrating safe work practices. (0,40,0)

Prerequisites:
• TTTE 121
• TTTE 125
• TTTE 127

TTTE 213-3-3
Introduction to Electronic Technology
This course is an introduction to electrical and electronic circuits. Learners use electrical and electronic circuit theory to analyze, design, build and troubleshoot electrical circuits and electronic systems. These systems include analog systems, digital systems and microcontrollers. Hands-on aspects of circuit design and troubleshooting tie together theory and practice. (3,0,0)

Prerequisites:
• CMNS 130
• TTTE 119
• TTTE 121

TTTE 218-3-3
Making Robots
In this course, learners design, build, and program simple robots. Learners program microcontrollers for robots, design and use sensor sensors and motor controllers, use communications protocols, and select appropriate power sources for their robots. Learners also apply the concepts of building a robot powertrain. Finally, learners build, test and troubleshoot their own robots. (3,0,0)

Prerequisites:
• TTTE 213

TTTE 230-3-40
Applied Pedagogy for Technologies
In this course, learners apply knowledge and skills learned during TTTE 215 and TTTE 218 in an electronics/robotics lab. Learners follow safe lab practices while developing the skills necessary to create an electronics/robotics prototype. The course culminates with a presentation of a final project along with the learnerâ€™s portfolio that was developed over the TTTE program. (0,40,0)

Prerequisites:
• TTTE 218

Vehicle Detailer

Viticulture

VIT 04-27 hours
Operation, Management and Safety of Vineyard Equipment
Participants will be introduced to the machinery and equipment used in the vineyard. Safety in handling equipment will be explored. The opportunity for certification in WHMIS and Transportation of Dangerous Goods (TDG) will be included in this section.

VIT 13-40 hours
Practicum
Orientation to, and practical experience in, a vineyard.

VIT 22-72 hours
Introduction to Grape Growing
This course will focus on the following fundamental areas of grapevine biology: taxonomy, nomenclature and grapevine species; cultivars; clones; vine growth and development; physiology of the grape plant; vine propagation; pests; and soil chemistry.

VIT 23-123 hours
Vineyard Management
All aspects of the day-to-day activities and decisions involved in the growing of grapes will be observed and practised. Topics such as the choice of a trellis system, the purpose and objectives of pruning, soil and irrigation management, nutrient requirements and pest control, canopy management, human resource management, and financial considerations will be examined in depth.

Viticulture Diploma

VITT 125-3-6
Introduction to Viticulture and Wine
This course introduces the basic concepts of grape growing and winemaking. Seasonal vineyard practices, major grape cultivars, and basic wine making technologies are introduced. A general overview of the Canadian and international grape and wine industry is presented. This course includes a tasting lab component where varietal wines and wine styles from Canada and other major grape growing areas around the world are introduced. Basic wine appreciation concepts are discussed. (3,3,0)

VITT 130-3-3
Introduction to Viticulture
Current Practices relating to the planting of a commercial vineyard and the maintenance of its productivity through seasonal operations will be introduced. The topics include major types of grapevines and varieties used for wine grape production, principles of grapevine propagation, planting of grapevines, training, trellising and seasonal vineyard practices. (3,0,0)

VITT 135-3-6
Grapevine Science
This course introduces the anatomy, morphology, and physiology of the grapevine species, cultivars, rootstocks, and clones. Additional topics covered include: the primary and secondary metabolites involved in fruit quality, the annual growth cycle, phenological phases, the process of berry ripening, and cold hardiness of grapevines. Ampelographic techniques used in grapevine identification will be introduced. In addition, the effect of terroir (external factors) on plant grapevine physiology and grape quality as well as propagation techniques and technologies will be discussed. (3,3,0)

Prerequisites:
• VITT 125

VITT 140-3-6
Vineyard and Canopy Establishment
This course focuses on the decision making factors involved within a commercial vineyard establishment.
Principles of propagation are introduced and various techniques are demonstrated. Topics such as current design, trellis, material calculation, and training system practices related to the planting and maintenance of commercial vineyards are discussed. Canopy management techniques such as pruning, shoot thinning, shoot positioning, leaf removal, and crop thinning are discussed and demonstrated. (3,3,0)

Prerequisites:
- VITT 125

VITT 150-3-6
Integrated Pest Management
This course introduces the concept of integrated pest management (IPM). Different groups of pests affecting vineyard production including insects, acarids, nematodes, plant pathogens, vertebrate pests, weeds, and abiotic stresses are discussed. The concepts of thresholds, pesticide activity, resistance management, disease cycles, environmental impacts, applications technology, and organic production methods are introduced. Strategies associated with the management of complex pest control issues and the subsequent actions required to address the vineyard health are reviewed. (3,3,0)

Prerequisites:
- VITT 135

VITT 160-3-6
Irrigation Technology and Water Management
This course introduces the requirements, construction, installation, inspection, maintenance, and repair of irrigation systems. Different soil and plant water status parameters will be explored. The effect of drought on vine physiology, fruit quality, and water efficiency will be presented. Sustainability concepts will be discussed, and the various organizations involved in water management will be introduced. (3,3,0)

Prerequisites:
- VITT 170

VITT 170-3-6
Vineyard Technologies and Operations
This course provides an overview of vineyard operations. The principles and practices involved in vineyard operation for commercial grape growing including safety practices, tools, equipment, and machinery are reviewed theoretically and demonstrated. BC safety legislation as well as provincial and regional safety organizations are introduced. Spraying certification and new vineyard technologies are explored. (3,3,0)

Prerequisites:
- VITT 140

- VITT 125

VITT 200-0
VITT Co-op Work Term
Prerequisites:
- VITT 170

VITT 210-3-6
Soil and Water Management for Vineyards
This course focuses on the analysis of physical, chemical and biological characteristics of soil for the determination of the site suitability. Attention will be given to the determination and management of soil health, erosion prevention strategies, and the operation of a soil management program. Irrigation and drainage design principles will be presented and irrigation control systems are discussed. In addition, fertilizer applications to meet the nutritional requirements of the grapevine are presented. (3,3,0)

Prerequisites:
- VITT 160

VITT 220-3-6
Grape Harvest Sensory Principles
This course provides a theoretical grounding in harvest and sensory principles for viticulture. Sampling of grades for maturity, harvest techniques, and harvest operations and equipment will be covered. Optimal conditions for sensory evaluation will be reviewed and evaluated. Learners will assess different wine sensory characteristics and learn how to distinguish which originates from grapes of the wine-making process, and which can be described as wine faults. (3,3,0)

Prerequisites:
- VITT 150
- VITT 160
- VITT 170

VITT 250-3-6
Vineyard Management
This course examines daily commercial vineyard operations. Risk and asset management, vineyard development planning, and seasonal operations including appropriate measurements to ensure vineyard health are examined. The management of insects, weeds, diseases, and pests are reviewed as well as green initiatives and sustainable farming practices. Yield forecasting methods and new and emerging technologies used to improve viticulture management are also discussed. (3,3,0)

Prerequisites:
- VITT 140
VITT 270-3-3
Viticulture Capstone Project
This course provides a culminating experience for learners and is designed to integrate the knowledge and skills from the Viticulture Technician diploma program, to gain insight into the meanings of professional practice and to reflect on the norms of the disciplines studied. Learners will work in teams investigating a real-world viticulture challenge providing the opportunity to apply their knowledge and skills under the direction of the professor and an industry mentor. (3,0,0)

Prerequisites:
• VITT 220

Welding

WELD 100A-30 hours
TH:Safety (P1)

WELD 100B
PR: Safety (P1)

WELD 101A-45 hours
TH:Oxy Fuel Cutting (P2)

WELD 101B
PR:Oxy Fuel Cutting (P2)

WELD 102A-75 hours
TH:Oxy-Acet Weld/Brazing (P3)

WELD 102B
PR:Oxy-Acet Weld/Brazing (P3)

WELD 103A-360 hours
TH:Shielded Metal Arc Weld(P4)

WELD 103B
PR:Shielded Metal Arc Weld(P4)

WELD 104A-30 hours
TH:Air Carbon Arc Cutting (P5)

WELD 104B
PR:Air Carbon Arc Cutting (P5)

WELD 105A-100 hours
TH:Gas Metal Arc Welding (P6)

WELD 105B
PR:Gas Metal Arc Welding (P6)

WELD 106A-100 hours
TH:Flux Cored Arc Welding (P6)

WELD 106B
PR:Flux Cored Arc Welding (P6)

WELD 107-30 hours
RK-1 Material Handling
The student will be required to tie knots, bends and hitches.

WELD 108-40 hours
RK-2 Blueprint Reading I
This course introduces the student to the use of alphabet of lines, the principles of orthographic projection, principles of scale drawings and sectioning. Students will be shown how to make three-view sketches of simple objects to the required scale.

WELD 109-30 hours
RK-3 Metallurgy I
The course introduces students to the terms ferrous and nonferrous. The course also describes tensile strength, elasticity, elongation, yield strength and ultimate tensile strength, ductility and malleability, brittleness, physical properties of metals and corrosion resistance. The course defines brittleness, impact, compression and fatigue strength and hardness.

WELD 200A-240 hours
TH:Shielded Metal Arc Weld(P7)

WELD 200B
PR:Shielded Metal Arc Weld(P7)

WELD 201A-25 hours
TH:Gas Metal Arc Welding (P8)

WELD 201B
PR:Gas Metal Arc Welding (P8)

WELD 202A-25 hours
TH:Fluxed Core Arc Welding(P9)

WELD 202B
PR:Fluxed Core Arc Welding(P9)

WELD 203A-90 hours
TH:Gas Tungsten Arc Weld (P10)

WELD 203B
PR:Gas Tungsten Arc Weld (p10)
WELD 204-25 hours
RK-4 Weld Quality Control and Inspection Procedures

WELD 205-25 hours
RK-5 Welding Codes, Standards and Specifications

WELD 206-25 hours
RK-6 Blueprint Reading II

WELD 207-25 hours
RK-7 Welding Metallurgy II

WELD 300A-120 hours
TH: Shield Metal Arc Weld (P11)

WELD 300B
PR: Shield Metal Arc Weld (P11)

WELD 301A-80 hours
TH: Gas Tungsten Arc Weld (P12)

WELD 301B
PR: Gas Tungsten Arc Weld (P12)

WELD 302-20 hours
RK-8 Welding Metallurgy III

WELD 303-20 hours
RK-9 Blueprint Reading III

Water Engineering Technology

Prerequisites may be waived by the Water Engineering Technology department. See prerequisite waiver.

WET 100-1-30
Surveying
An introductory one-week course on basic surveying principles to include types of survey equipment, equipment use, equipment care and maintenance, level and transit loops, loop adjustment, basic computations and record keeping, and selected construction layout exercises. (0,30,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 111-3-4
Hydrology
This course introduces the basic principles of hydrology, including the examination of the components of the hydrological cycle and their interaction with elements of the physical environment and human activities. Applied aspects of hydrology and land use activities that affect the storage, movement and quality of water resources are also discussed. The acquisition, analysis and interpretation of hydrologic data also are emphasized. (2,2,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 112-3-4
Water Quality and Treatment Processes
This course provides essential theory and understanding of treatment methods that will be applied to water, wastewater and solids residuals in further courses. Methods of water treatment are examined, including physical, chemical and biological operations and processes, as well as the nature of water and its contaminants. (2,2,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 115-3-4
Basic Instrumentation
This course provides an introduction to applied physics as a foundation to instrumentation. Topics include mass, force, velocity, acceleration, volume, weight, density, viscosity, heat, electricity, Newton's laws, friction, energy, work, power, thermodynamics and statics, hydraulics and pressure. (2,2,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 120-1-30
Chlorine Handling and Disinfection Technologies
This one week course will cover the areas of safe handling of chlorine and chlorine compounds, plus hypo-chlorination and gas chlorination as means of disinfection. Topics include: the Transportation of Dangerous Goods Act; properties of chlorine, safety and emergency procedures. Hypo-chlorination and gas chlorination equipment, equipment maintenance and troubleshooting are emphasized. (0,30,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 121-3-4
Introduction to Water and Wastewater Management
This course provides an overview of water and wastewater quality management issues and treatment
processes. Quality characteristics and criteria for various water sources and uses, as well as wastewater, are studied along with an overview of treatment processes and approaches for both water and wastewater treatment. (2,2,0)

Prerequisites:
• WET 112
• admission to the Water Engineering Technology program

WET 122-3-4
Hydraulics
An introduction to various hydraulic phenomena with emphasis on understanding the hydraulic operation of municipal water distribution systems, industrial water delivery systems, wastewater collection systems, and municipal and industrial water and wastewater treatment systems. Delivery systems for fish farms, and closed conduit and stream flow measurements are covered. (2,2,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 123-3-4
Instrumentation
This course provides a survey of the instrumentation used for pressure, temperature, level, flow and chemical analysis. Particular emphasis is on the maintenance and calibration of transmitters and sensing elements for dissolved oxygen, conductivity, pH and turbidity analysis. (2,2,0)

Prerequisites:
• WET 115 or WQT 115

WET 125-3-4
Operations, Planning and Maintenance for WET
This course provides an introduction to a variety of topics in operations, planning and maintenance in the Water Engineering Technology field. The course focuses on the planning, supervision and implementation of maintenance schedules including safety standards and standard operating procedures. Hands on skills such as blueprint reading and troubleshooting common water engineering equipment are also covered. (2,2,0)

Prerequisites:
• admission to the Water Engineering Technology program

WET 201-3-5
Applied Environmental Hydrogeology
This course covers fundamentals of hydrogeology with a focus on the important aspects of major design calculations used in the field of soil and groundwater remediation. Topics covered include fundamental principles of hydrogeology, groundwater flow, well hydraulics, groundwater quality and contamination, soil and groundwater assessment and remediation, data analysis and problem solving. Labs and local field work will introduce students to relevant techniques and reinforce concepts introduced in the lectures. (2,3,0)

Prerequisites:
• WQT 111 or WET 111

WET 202-3-4
Wet Capstone Project
This capstone course introduces students to project management and includes a supervised project on an advanced topic related to Water Engineering Technology (WET). This course provides the student with a general background in project management and an opportunity to apply their technical, creative, communication and teamwork skills to significant projects. It includes research, problem analysis, project comparisons and solutions, proposal and report writing and technical presentations. (2,2,0)

Prerequisites:
• Successful completion of 38 credits in the WET program.

Concurrent Registration: WET 225

WET 211-3-4
Wastewater Treatment
The course reviews conventional treatment of municipal wastewater. Students investigate primary and secondary/biological treatment principles and processes. Management of municipal wastewater treatment sludge and disinfection of municipal effluents are also covered. This course prepares students for advanced wastewater treatment processes, including industrial wastewater, in further treatment courses. (2,2,0)

Prerequisites:
• WQT 121 or WET 121

WET 214-3-4
Water Treatment
This course is a continuation of WET 121 focusing on the theory, design, and operations of water treatment plants and processes and how they meet the standards required for drinking water and industrial water treatment. Present practices and future trends in control and monitoring water distribution systems and treatment plants are included. Water supply assessment relative to various standards and legislative requirements are also explored. (2,2,0)
Prerequisites:
• WET 121 or WQT 121

WET 215-3-4
Applied Process Analysis for WET
This course provides an introduction to a variety of topics in process analysis for the Water Engineering Technology field, with emphasis on the application of Proportional, Integral and Differential control, rates of change of water fill/flow, and analysis of the Area/Volume of watersheds, vessels and pipes, data logging and analysis. (2,2,0)

Prerequisites:
• MATH 128; and WET 115 or WQT 115

WET 219-2-2
Applied Water Law
This course reviews water related acts and regulations with a focus on applying these laws to common water related industry activities. As part of this, permit applications, environmental monitoring standards and permitted tolerance levels, regulatory agencies, inter-agency relationships and jurisdictions are explored. The topics also include an overview of liability and ethics with emphasis on the responsibility of the water engineering technologist. (2,0,0)

Prerequisites:
• 36 credits in WET Program

WET 222-3-4
Water Distribution and Wastewater Collection
A continuation of WET 122, including the operation of complex water distribution and wastewater collection systems. The computer hydraulic model EPANET will be used extensively to simulate system operation and troubleshooting. (2,2,0)

Prerequisites:
• WQT 122 or WET 122

WET 225-3-4
Computer Applications for WET
This course covers computer aided drafting and design, geographic information systems and project scheduling software. (2,2,0)

Prerequisites:
• Successful completion of 38 credits in the WET program.

Concurrent Registration: WET 202

WET 226-3-4
Advanced Treatment Technologies
This course reviews advanced treatment technologies with emphasis on enhanced solids and nutrient removal, pathogens, anaerobic and alternate processes, and industrial wastewater treatment technologies. Landfill leachate collection and treatment is covered, along with wastewater recycling and reuse. (2,2,0)

Prerequisites:
• WET 211 or WET 214

WET 227-3-4
Process Control for WET
This course focuses on building an understanding of measurement and control in industrial processes, and includes an introduction to a variety of topics in control theory, including discrete control, analog control, PCL technology, valves and VFDs. (2,2,0)

Prerequisites:
• WET 123

Winery Assistant

WINE 14-50 hours
Practicum
Supervised practical experience in a winery.

WINE 21-45 hours
Introduction to Grapes and Wines
This course will introduce the various legal, health, historical, production, viticultural regions and marketing aspects of the wine trade in Canada. An overview of wine styles from around the world; packaging and presentation; cellaring; sensory evaluation; wine and food and wine marketing will be included.

Also offered by Distance Education

WINE 22-90 hours
Introduction to Winemaking
The annual cycle of winemaking activities will be explored including harvest and crush, the art of winemaking, and grape and wine analysis. Participants will be introduced to winery terminology, be able to assess grape quality, have an understanding of processing and preparation, gain knowledge of equipment, and recognize good winemaking practices.

WINE 23-60 hours
Cellar Management
The course presents the fundamentals of winery cellar operations, including equipment operation and maintenance, quality control, hygiene, and sanitation. Students will become familiar with the techniques
used to promote the ageing and clarification of the wine. The storage of wine will also be discussed.

**WINE 24-63 hours**

**Quality Control and Public Relations**

The importance of quality assessment will be discussed, and students will become familiar with the process of VQA wine evaluation, be able to evaluate wine for defects, identify varietal characteristics, assist in the packaging process, and be knowledgeable of industry standards. The role of the tasting room and wine shop and the importance of customer service will also be covered.

**WINE 31-45 hours**

**Understanding Food & Wine Pairing**

This course provides students with insight into successful food and wine pairing. Students are given an overview of wine styles, wine production and sensory evaluation of wine. A combination of theory and practical exercises will cover factors in food and wine that affect pairing. The course will discuss traditional pairings, the modern approach to pairing, and multi-course pairing with single and multiple wines. Students must be 19 years of age or older to register.

**Women's Studies**

*Prerequisites may be waived by the Interdisciplinary Studies department. See prerequisite waiver.*

**Water Quality and Environmental Engineering Technology**

*Prerequisites may be waived by the Water Engineering Technology department. See prerequisite waiver.*

**Wine Sales**

**WS 01-18 hours**

**Introduction to Wine Sales**

The role of wine sales staff; an overview of the industry, both past and present; the development of wine standards and the current regulations within the industry will be discussed. Strategies involved in implementing the marketing plan and gaining an understanding of marketing terminology and marketing research will be emphasized. Students will determine the importance of good industry and customer relations and identify techniques to maintain and develop accounts.

Also offered by Distance Education

**WS 02-21 hours**

**Retail Sales**

Classroom discussion and coursework will identify types of sales, the significance of documentation, types of liquor licensing, and the role of the Liquor Control Board. Students will identify current training programs within the industry and participate in field trips to various agencies and information centres. The relationship between food and wine; the importance of menu consultation; and the significance of merchandising will be discussed.

Also offered by Distance Education

**WS 03-21 hours**

**Wine Shop and Winery Promotions**

An understanding of the role and functions of the wine shop will be provided. The relationship between tourism and the wine industry will be discussed along with specific information relating to tours, merchandising, promotional materials, logos, tasting notes, information sheets, press kits, and point of sale. Tours to wineries will be included in this course.

Also offered by Distance Education

**WS 04-12 hours**

**Wine Sales Class Project**

Students will complete a class project and presentation on a specific wine sales topic.

Also offered by Distance Education

**WS 11-30 hours**

**Wine Sales Work Experience**

Supervised practical experience.

**Xeriscape**
GENERAL ACADEMIC REGULATIONS AND POLICIES

In this section the College refers to Okanagan College.

Admission Policies

1. Applications and Admission

A prospective student may apply for admission to one or more programs or one or more start dates (intakes) of the same program in any given semester or term, whether degree, associate degree, diploma or certificate, as described in this Calendar.

Okanagan College is a multi-campus institution, and many programs are offered at more than one campus. However, not all programs are offered at all campuses. A student may apply for admission to a given program at more than one campus location if this option is available on the online application. Some programs do not allow students to apply to the same program at multiple campuses in the same term such as the Practical Nursing Diploma and the Human Service Work Diploma.

A student must accept an offer of admission to a program, within a prescribed period of time, as articulated in the communication sent regarding the offer of admission. Once a student accepts an offer, all other applications and offers will be cancelled.

2. Determination of Admissibility

Notwithstanding the general and specific program prerequisites set out in this Calendar, Okanagan College reserves the right to determine the admissibility of all applicants and to deny admission when, in the opinion of the College, there is reason to conclude that granting admission would not be in the best interest of the applicant or the College. This includes, but is not restricted to, applicants with a criminal record. Applicants thus denied admission may appeal the decision to an Admissions Appeal Committee.

Criminal record searches are required for applicants to certain programs. The cost of this search is the responsibility of the student. Results which identify relevant criminal convictions may disqualify an applicant from admission into a program. Subsequent criminal record searches may be required by the program or provincial certification bodies prior to field placement or professional registration.

3. Unconditional Admission

Students granted "Unconditional Admission" on their letter of admission have satisfied all admission requirements for the program to which they are being admitted. The student can register into their program of study (see registration procedures).

4. Conditional Admission

Students granted "Conditional Admission", must complete or confirm all of the stated admission requirements by a specific deadline as indicated on their letter or email of admission. The student is cleared to register conditionally (see registration procedures). Applicants who do not meet admission requirements or proof of enrolment by dates specified are cancelled by the Office of the Registrar. Applicants may seek reinstatement on the date that the College receives the required documents provided there is still space in the program.

To expedite the processing of applications, the College strongly encourages applicants to take advantage of the online application form at www.okanagan.bc.ca/apply.

The College recognizes that students may be completing their studies at the time they apply for admission and consequently will not be able to submit their final, official transcript. Grade 12 students must submit an interim statement of all grade 11 and 12 subjects if they are applying for a program with specific admission requirements. If applicants are enrolled in the stated admission requirements, they will be admitted on a conditional basis according to the date on their completed application and statement of marks is received.

The conditional status will be removed when the College receives a final, official transcript confirming that all admission requirements have been satisfied. Okanagan College should be named as a recipient of the official provincial transcript. B.C. and Yukon grade 12 students must provide their provincial student I.D. number (PEN).

Mature applicants may be granted conditional admission on the basis of enrolment in a course of studies which, if successfully completed, will satisfy the specific admission requirements before registration or by a specific deadline as stated in their letter of admission. Failure to do so may lead to ineligibility and cancellation of the application.
5. Recipients of the President's Entrance Scholarships

Special consideration is granted to recipients of Okanagan College President's Entrance and Tuition Scholarships. Student recipients will be granted priority to program admission and course registration provided the application has been submitted and the award approved no later than May 1.

6. Aboriginal Admission

An Aboriginal applicant is a person of Native ancestry who is one of the Aboriginal peoples of Canada defined by the Constitution Act of 1982 to include the Indian, Inuit and Metis peoples of Canada.

The College is committed to enhancing the participation rate of Aboriginal peoples in post-secondary education to a level which is representative of the Aboriginal population of the region served by the College. It will strive to increase and maintain its Aboriginal student population to a level reflective of this ratio. The College, in collaboration with departments, will annually set aside a predetermined number of places specifically for Aboriginal students, the number being commensurate with student interest, available teaching and learning support resources. While the number may vary from program to program, it will not normally exceed six percent of the intake capacity for any given program in the first academic year.

Pursuant to College policy, qualified Aboriginal applicants will have access to the predetermined number of reserved places specific to each program during the period from November (first allowable application submission date) to March 15 (or the last day applications are being accepted) each year for programs commencing the immediately following September and up to eight weeks before commencement of classes for multiple-intake programs. Any remaining, unused reserved space will revert to the general application pool.

Qualified Aboriginal students who apply beyond the time limit or who apply within the time limit but after the predetermined number of reserved seats for a given program have been filled, will be admitted in accordance with the general admission policies of the College, subject to the availability of space.

7. Concurrent Enrolment for Secondary School Students

A student who is enrolled in grade 11 or 12 in a B.C. secondary school may be admitted to Okanagan College to pursue "Concurrent Studies". Normally, no more than 12 credits obtained through concurrent studies may be applied toward a certificate, diploma or degree at the College. The following conditions will apply:

- The applicant must have a superior academic record;
- The applicant must have the support and written recommendation of the secondary school principal;
- The applicant must be enrolled at the grade 11 or 12 level in a program of studies that meets the regular entrance requirements of the College program to which admission is sought;
- The applicant must have the written approval of the appropriate Okanagan College dean for the courses in which the applicant plans to enrol; and
- The applicant must have the written consent of the parent or legal guardian if under the age of majority on the first day of classes.

Admission will be limited to one academic year; however, this may be renewable with the continued support of the Regional Dean and the program dean. Students in concurrent studies will be treated as regular students except that they may not enrol in a full course load. Their selection of courses must be approved by the appropriate dean, and their eligibility to register is valid for one year unless renewed by the dean. Standard transcripts will be issued, and fees, deadlines and all other regulations will be as for regular students.

Students enrolled in concurrent studies at the College who satisfy program entrance requirements upon secondary school graduation will be treated as continuing students and will not be required to reapply. Students who have enrolled in concurrent studies at other recognized post-secondary institutions before secondary school graduation may also be eligible for transfer credit.

8. Career Technology Centre (CTC) Programs

In keeping with Ministry and industry initiatives CTC programs provide a seamless transition from secondary to post-secondary education and to employment. This policy provides the opportunity for
approved secondary school students to apply for and be admitted to Okanagan College programs/courses in Industrial Trades and Services, Engineering Technology and Business.

- CTC (dual credit) programs are based on the articulation of secondary and post-secondary programs/courses that allow secondary school students an opportunity to earn credits in both education levels simultaneously.
- During grades 11 and 12, secondary students must complete all Provincial foundation graduation required courses within a secondary school environment.
- Pre-determined grade 11 and 12 elective courses normally required for secondary school graduation are replaced with an educationally approved post-secondary program or course(s). The post-secondary program/course can be offered on a post-secondary institution campus or in another mutually agreed environment such as a secondary school or industry job site.
- Post-secondary credits earned are applied towards secondary school graduation.
- A CTC student must produce an approved grade 11 and 12 training plan that meets graduation requirements of both education levels. The sponsoring School District and/or secondary school are responsible for the approval process.
- Academic portions of the advertised admission requirements for post-secondary programs/courses must be met upon graduation from grade 12.
- A post-secondary credential will not be issued unless successful grade 12 graduation has been achieved.
- To be eligible as a CTC student, the student must be under the age of 19 prior to the commencement date of the post-secondary program/course and be currently enrolled in a secondary school of their choice.
- CTC students will have post-secondary fees paid by the sponsoring school district. Testing fees, the registration fee, and the nonrefundable deposit must be paid by the applicant.

(Note: for more information on CTC program admission procedures, see the online Calendar at www.okanagan.bc.ca/calendar/policy)

9. Apprenticeship Programs

Apprentices and trainees registered with the Industry Training Authority are given preferred admission into apprenticeship programs and will be considered in chronological order of receipt of their application. Apprentices may apply to be considered for more than one program level and program start date.

Waitlists: Registered apprentices and trainees may apply to be on more than one waitlist for a specific program, level and date. The waitlists for apprenticeship programs may be considered for a subsequent program. For example: if an apprentice does not secure a seat in a preferred class then the apprentice will be considered for a subsequent class date for the same program and level.

10. Criminal Record Check

Under the Criminal Records Review Act, students working with children and/or vulnerable adults or having unsupervised access to children and/or vulnerable adults must obtain a criminal record clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office.

Okanagan College Health and Social Development programs and some Continuing Studies programs include mandatory clinical, preceptorship or practicum placements involving work with children and/or vulnerable adults. Accordingly, all applicants to such programs are required to undergo a criminal record check as part of the admissions process and are advised that:

- A criminal record check clearance is a mandatory admission requirement to Okanagan College Health and Social Development programs and some Continuing Studies programs, as specified in the program admission requirements.
- The criminal record check must be completed through the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office within the timelines specified by the College's admissions offices.
- Should the criminal record check clearance not arrive at the College's admissions offices within the prescribed timelines, the
applicant's admission to, or registration in, the program to which they have applied may be cancelled.

Procedures:

The College's admissions offices will provide the applicant with the appropriate forms and instructions to obtain a criminal record check through the Solicitor General's Criminal Records Review Program Office. The Solicitor General's Criminal Records Review Program Office will determine the clearance of an applicant and issue a clearance letter to the College's admissions office.

If an applicant's record is not clear, the Solicitor General's Criminal Records Review Program Office will undertake adjudication to determine if there is risk and inform the College's admissions office of the result. An applicant determined to be a risk will be denied admission to the College in the program for which they have applied.

The decision to deny admission is made by the Solicitor General's Criminal Records Review Program Office. As a result, no appeal can be made by the applicant to Okanagan College on the denial of admission on this basis.

11. Program Waitlist - Policy and Procedure

- Applicants to a program who are not admitted because of enrolment limitations will be asked if they would like to place their name on a waitlist for admission to the program and, in the event space becomes available, they will be admitted in chronological order of receipt of their application except in the Bachelor of Science in Nursing, the Practical Nursing and the Certified Dental Assistant programs where admission may be competitive and based on factors other than date of application.

- In the event that a space in a program becomes available, the College shall notify the next applicant on the program waitlist by making an offer of admission. If the College does not receive a reply on or before the response deadline as stated in the offer of admission, the College shall remove the applicant's name from the waitlist and offer the space to the next qualified applicant. This process will continue until the end of the registration period or until the program is filled, whichever comes sooner.

- Immediately after the registration period, the waitlists for programs with an annual intake will be discontinued. Applicants not granted admission will be required to submit a new application for the same program or an alternate program. Re-applicants must be prepared to go through the full admission review process even though they may have met the admission requirements at the time of the original application.

12. Admission Appeals

An applicant who believes that he/she has been unjustly denied admission to a program due to an error in process or who believes that he/she is deserving of special consideration is encouraged to discuss the matter with the Associate Registrar, Recruitment and Admissions with the goal of an informal resolution of the issue.

If a resolution is not achieved, the applicant may submit an appeal for review by the Program Dean*, in writing to the Registrar, clearly stating the reason for the appeal, together with copies of relevant documents.

If a decision by the Program Dean, or designate, is not satisfactory to the applicant, the applicant will have seven calendar days to notify the Registrar of a request to appeal the decision. Unless the Registrar determines that the applicant has clearly contravened College policies or clearly has failed to comply with the specific academic entrance requirements of a program, the Registrar will forward the appeal to the Admissions Appeal Committee.

The Admissions Appeal Committee shall consist of:

- the Registrar, who shall act as non-voting committee chair;
- one member of Education Council appointed by the Chair of Education Council;
• one Program Dean or designate from an area other than the program area whose admission application is under appeal;
• one Department Chair from a department related to the admission application

The appellant and the Program Dean or designate whose decision is under appeal shall have the right to appear before the committee or may be requested by the committee to attend the appeal hearing. The committee's decision is final and shall be given in writing to the appellant and the Program Dean by the Registrar.

Except for unusual circumstances, the appeal process shall be completed within 35 calendar days of the date on which the Registrar forwarded the appeal to the committee.

*In the case of a Continuing Studies certificate admission appeal this will be the Director of Continuing Studies and Corporate Development.

Registration and Courses

1. Registration for Students

It is the responsibility of a student to become familiar with the information section of the calendar pertaining to the program in which he/she is enrolled. While academic advising and career planning are freely available, it is the student’s responsibility to ensure that the courses in which he/she is registered are appropriate to the specific requirements of the degree, diploma or certificate sought.

The accuracy of registration documents is ultimately the responsibility of the student. The courses and sections in which the student is registered are clearly stated on the receipt issued at the time of registration. The student is responsible for immediately notifying the Registrar’s Office of errors or discrepancies. Similarly, the student is responsible for ensuring that his/her name is entered on the class list for each course taken. Grades will be assigned only for the courses in which the student is officially registered. Proper registration can be verified with the instructor's class list.

2. Maximum Course Enrolment

Written approval from the appropriate dean or designate is required for academic degree, diploma and certificate students who wish to enrol in more than 18 credits in the fall or winter semester or more than 12 credits over the two Summer Sessions. This policy does not apply to students who are enrolled in the Engineering Technology programs.

3. Course Waitlist Policy

To provide students access to specific courses in an orderly, consistent and equitable manner should course vacancies occur or should additional space become available.

Students will be allowed to move from waitlists into courses, upon the availability of space, in a sequential manner. Where demand for a specific section of a given course exceeds capacity, a waitlist for that course section will be maintained. A student will be allowed to register in only one section of a given course or waitlist for one section of that course, but not both.

Okanagan College reserves the right to manage its course waitlists so as to best serve and respond to the needs of students. Therefore, the College may authorize a student to move into a course by pre-empting the waitlist.

The Registrar, or designate, is authorized to allow pre-emption of course wait-lists in the event of the following circumstances:

• It is clear that a student, in his or her last year of studies, requires a specific course to satisfy graduation requirements and avoid unnecessarily prolonging his or her studies.
• It is clear that the College bears some responsibility for the student not being able to register in a course(s).
• It is clear that a student accidentally cancelled his or her course registrations on the web and requires assistance in being re-instated in the same courses.

For circumstances other than these, the Registrar will make an assessment in consultation with the appropriate Dean or Associate Dean.

4. Audit Status

A student who has satisfied all course prerequisites and corequisites may attend that course as an auditor upon completion of the necessary registration procedures, which include written permission of the instructor.
Audit status entitles a student to enrol in and attend a course on the basis of reduced participation, including but not restricted to waiver of final examinations. The nature of the participation will be determined, within departmental guidelines, by way of a written agreement between the student and the instructor. A copy of the written agreement, bearing the signature of both the student and the instructor must be retained by the instructor.

Audit Registration will be restricted to the late registration period, subject to the availability of space.

No credit is awarded upon course completion and the course shall not be considered as meeting admission, prerequisite or other course requirements for a program.

While not required to write final examinations, the audit student is expected to attend classes as well as satisfy or comply with any other requirements of participation, within departmental guidelines, as agreed in writing by both the student and the instructor. Failure to do so will result in a failing grade of AUF, as recommended by the instructor in the submission of final grades.

A student may change registration status from audit to credit during the late registration course change period (see academic schedule for dates). With permission of the instructor, a student may change registration status from credit to audit at any time until the last day to withdraw from a course without penalty (see the academic schedule for dates). The course withdrawal deadline will apply to students with audit registration status.

Students who are auditing courses will pay reduced tuition fees. The tuition fee reduction will not apply in the following circumstances:

a. Students who change from credit to audit status after the late registration course period;
b. If the course is a studio, laboratory or practicum course;
c. If the course is offered on a cost recovery basis;
d. If the course is offered through Distance Education.

5. Course Changes, Withdrawals and Repeating Course

a. Course Changes: Students must sign all course change forms.

A student wishing to add or change a degree or diploma course must complete the necessary form available at Okanagan College campus offices or the Registrar's Office in Kelowna or complete the action themselves at myokanagan.bc.ca.

b. Withdrawal Regulations:

A student, in either the fall or winter semester, who withdraws from one or more courses before the end of the second week of classes for a one-term course, or before the end of the third week of classes for a two-term course will have no permanent record made of his/her registration in those courses.

A student enrolled in a degree, diploma, Adult Academic and Career Preparation or ESL program may withdraw from the courses in which he/she is registered at any time until the withdrawal deadline (see Important Dates.) Withdrawal standing will not be included in calculating a student's grade average.

c. Withdrawal Due to Unforeseen Circumstances:

After the withdrawal deadline, students requesting special permission to withdraw due to unforeseen circumstances beyond their control, will not be given the option to select only certain courses from which they wish to withdraw. The withdrawal must include all courses in progress unless the student has sustained a physical injury, thereby preventing continuation in a studio, laboratory or clinical course.

d. Withdrawals:

Students must sign all withdrawal forms. Before withdrawing, students are encouraged to speak with their instructor and/or a counsellor. Often, such discussion can result in continuation of studies and successful completion of the course or program.

Students who have received provincial or federal student loans must make themselves aware of the implications of withdrawing from courses. This information is available at the Registrar's Office or the regional campus office.

Students who wish to withdraw from one or more courses or who wish to withdraw completely from the College must complete the necessary form (or complete the action themselves at myokanagan.bc.ca,) which is available at all regional campus offices or the Registrar's Office Kelowna. Vocational students can obtain this form from their instructor. If a student is unable to submit the required form, he/she must notify the Registrar's Office in writing to enter the withdrawal on their record.
A student who ceases to attend classes or who otherwise fails to complete the requirements of a course in which the student is registered and who fails to formally withdraw from the course will be granted a final grade based on the coursework completed.

In cases where the withdrawal is due to circumstances beyond the control of the student, the provision outlined under "Withdrawals Due to Unforeseen Circumstances" will be followed. Such requests should be submitted in writing to the Registrar's Office and be accompanied by supporting documents or, in the case of illness, a physician's certificate.

A vocational student who ceases to attend classes in a program and who fails to submit a written notice of withdrawal is subject to the probation and termination policy for vocational programs. The student's registration in the program may be terminated with a notation on his/her permanent record.

e. Repeating Courses:

For courses leading toward a baccalaureate degree, an associate degree, a two-year post-secondary diploma or an Adult Academic and Career Preparation certificate or diploma or an English as a Second Language certificate, the following policy and practice shall apply.

No course, whether previously passed, failed, audited or from which the student has previously withdrawn, subsequent to the late registration deadline, may be repeated more than once without special permission of the appropriate dean, director or designate.

Unless determined otherwise, by the dean, a student granted such permission shall not be allowed to register in or waitlist for the course until after conclusion of the advanced and regular registration periods, which may vary depending on the program and its intake dates. Enrolment shall be subject to the availability of remaining space in the course at the time of the student's registration.

f. Financial Hold:

Okanagan College reserves the right to place a student on financial hold. When a student has been placed on financial hold, no subsequent registration activity will be allowed, no statement of grades or transcripts of academic record will be issued and the student will not be allowed to graduate. The Financial Aid and Awards office and the library will be notified and use of the library may be restricted. The student will not be eligible to register in any future courses until the financial hold is removed. The financial hold will be removed when the outstanding balance, including all interest penalties, is paid in full. In respect of any other indebtedness to Okanagan College, subsequent registration may be denied until these accounts are fully paid.

Attendance

1. Attendance

While attendance is mandatory in courses with practicums or preceptorships, regular attendance is expected in all courses. The specific attendance policy is determined by departmental guidelines and will be outlined in the program syllabus or course outline distributed to students at the commencement of the program or course.

2. Participation

Class participation may be evaluated in some courses or programs. Where participation is evaluated, as determined by the instructor or professor in compliance with departmental policies or guidelines, the program syllabus or course outline distributed to students at the commencement of the class will clearly state how participation will be assessed and its effect on the determination of final grades. See Audit Status for more information.

3. Holy Days

The College recognizes the diversity of religious practices among its students. The College will review requests from students to absent themselves from regularly scheduled classes and/or examinations on formal holy days of a recognized religion actively practiced by the requester. Consideration of such requests will be subject to operating constraints. Students will be required to make up missed work or other such requirements as may be deemed necessary and appropriate in granting the request.

Students shall inform their instructors or professors within the first two weeks of classes of the holy days on which they wish to be absent during a semester, and shall discuss possible alternative arrangements with the instructors or professors.

Instructors and professors shall make reasonable efforts to accommodate such requests. In some instances, consultation with the Program Dean or Director, or designate may be advisable.
4. Field Trips

Students enrolled in a formal course of studies at the College may on occasion have the opportunity to enrich or supplement their studies by way of a field trip arranged by instructional staff. Field trips must be formally authorized by the Program Dean or Director, or designate. Field trips may be scheduled outside of regularly scheduled class time and for some courses, the field trip is a mandatory component of the course and will be specified as such in the program syllabus or course outline.

Attendance Policy for Student Athletes on Okanagan College Competitive Sports Team

Okanagan College (OC) expects all student athletes on OC competitive sports teams to attend every scheduled class (lecture, lab or seminar) of the courses in which they are registered unless they are excused to participate in regularly scheduled college athletic competitions. Team practices, conditioning, meetings or other non-competition activities shall not be considered valid reasons for missing class.

Student-Athlete Responsibilities

It is the responsibility of the student athlete to schedule classes to eliminate as many conflicts between classes and scheduled competitions as possible.

It is the responsibility of the student athlete to provide professors or instructors with as much notice as possible when scheduled competition conflicts with class. Student athletes should meet with their professors and/or instructors during the first week of classes and provide, where possible, a schedule of their competitions. If there is a substantial conflict between class times and competitions such that there will be a significant number of absences the professor or instructor can limit the number of excused absences. In such cases the student athlete should explore registering in different sections or courses where absences will be minimal.

In all cases where a student athlete is excused for a scheduled competition it is the student's responsibility to obtain material and information missed and for making up work and assignments within the time designated by the professor or instructor.

After-the-fact notification is not acceptable. If there is a late change in the student-athlete's competition schedule the student athlete must communicate with his/her professors and/or instructors in the manner set out on the course outline.

Examinations

1. Final Examinations

The final examination time period is published annually in the College calendar and students are required to write final examinations at the scheduled times and dates. Students should be aware that examinations may be scheduled on days and times that differ from regular class schedules, including evenings and weekends. In the event of exceptional circumstances, students may apply to write a final examination at a time other than the scheduled time. These examinations are referred to as out-of-time final examinations; more information can be found below.

Also see "Aegrotat Standing" and "Standing Deferred" in Grading Practices.

a. Exam Papers

Final examination papers become the property of the College and remain in the possession of the College for a period of no less than one year until destroyed.

In the event of a grade appeal, all final examination papers will be retained by the College for 12 months beyond the resolution of the appeal.
b. Arts, Science and Business Administration Courses

Students shall not be required to complete a test or exam which contributes more than fifteen percent (15%) toward the final grade in a course during the last five teaching days of the semester or in the period between the end of the semester and the beginning of final examination period.

This policy does not apply to laboratory examinations or field courses and other courses whose schedules do not match that of the regular timetable, whether summer session or regular session.

2. Out-of-Time Final Examinations

In the event of an exceptional circumstance that meets the criteria outlined below, students may apply to write a final examination at a time other than the scheduled time. These examinations are referred to as out-of-time final examinations.

Procedure

A student may apply to write an out-of-time final examination by submitting a completed Out-Of-Time Final Examination Form to the appropriate Program Dean or Director, or designate. Except in unforeseen circumstances, as described below, students must complete and submit their request for an out-of-time examination at least two weeks in advance of their scheduled examination so an out-of-time examination can be organized at a suitable time.

Criteria for Approval of Out-of-Time Final Examinations

a. Exam Schedule Conflict

Approval of an out-of-time final examination request shall be granted if the student has two or more final examinations scheduled at the same time, has three or more final examinations scheduled within a 24-hour period or has insufficient time to travel between campuses for the purpose of writing final examinations.

b. Unforeseen Circumstances

Medical/Health: Approval of an out-of-time final examination request may be granted if the student has been injured, or hospitalized or is under the care of a health care professional/practitioner for a condition which prevents the student from writing the examination at the scheduled time.

Compassionate: Approval of an out-of-time final examination request may be granted for compassionate reasons such as, but not limited to, a death, serious illness or injury of a member of the student's immediate family. At the discretion of the Program Dean or Director, or designate, consideration may also be given for other unforeseen events beyond the student's control.

Legal Obligations: Approval of an out-of-time final examination request may be granted for legal obligations which include but are not restricted to jury duty or court appearances.

Note: In all cases the student must submit written confirmation and/or documentation verifying that the student is or was unable to write the final examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the final examination.

c. Religious Beliefs

Approval of an out-of-time final examination request shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian Charter of Rights and Freedoms. The student may be required to submit a letter from his or her church or equivalent.

d. Special Employment or Extraordinary Athletic Activities

Approval of an out-of-time final examination request may be given for reasons such as extraordinary employment (example: confirmation of a job overseas) or extraordinary athletic activities (example: participation in the B.C. Games, Canada Games or the Olympics).

e. Participation on College Athletic Teams and College-related Student Activities

Approval of an out-of-time final examination request may be given for participation as a team member in scheduled games of a College athletic team or for participation in College-related student activities such as competitions.

Note

Applications for out-of-time final examinations shall not be approved for vacations, trips or reasons other than those satisfying the aforementioned criteria.
Grading Practices

1. Official Transcript

Official transcripts are sent directly to the receiving institution by the Office of the Registrar at the request of the student only. If there are any outstanding financial obligations, the official transcript will not be released.

2. Transcript Request

Student transcripts shall disclose the outcome of all coursework performed successfully or unsuccessfully by the student. Student transcripts shall differentiate credits granted for successful completion of Okanagan College courses, transfer credits granted for equivalent courses successfully completed at another recognized post-secondary institution or credits that may have been granted through the process of Prior Learning Assessment.

3. Posting of Final Grades by Instructors

The earliest possible dissemination of final grades is critical to students. Therefore, in accordance with the provisions of the Freedom of Information and Protection of Privacy legislation, instructors may post final grades outside their office, subject to the following conditions.

a. That the instructor take reasonable precautions to ensure and protect confidentiality.

b. That the student number and not the name of the student appear on the posting.

c. That the posting clearly state that the final grades, as posted by the instructor, are tentative only and subject to final approval of the College.

Direct questions on reasonable precautions to ensure and protect confidentiality to the Registrar.

4. Standardized Grading System

Okanagan College's standardized grading system uses final percent grades to determine semester and cumulative grade averages. The system applies to all courses, irrespective of program.

Grades for all courses, regardless of credit value, will be based on a percentage system. The minimum and maximum grades for all courses will be 0 percent and 100 percent, respectively. Transcripts will include a percentage grade for each course, along with the number of credits awarded for the course. The following categories will be used. C- and D (marginal pass) will allow a student to continue in successive courses unless otherwise stated for specific programs or courses.

90 - 100 Percent - Letter Grade: A+
85 - 89 Percent - Letter Grade: A Grades = First Class
80 - 84 Percent - Letter Grade: A-
76 - 79 Percent - Letter Grade: B+
72 - 75 Percent - Letter Grade: B Grades = Second Class
68 - 71 Percent - Letter Grade: B-
64 - 67 Percent - Letter Grade: C+
60 - 63 Percent - Letter Grade: C Grades = Pass
55 - 59 Percent - Letter Grade: C-
50 - 54 Percent - Letter Grade: D Grade = Marginal Pass
0 - 49 Percent - Letter Grade: F Grade = Failure

C- and D (marginal pass) will allow a student to continue in successive courses unless otherwise stated for specific programs or courses.

The minimum grade for nursing courses for progression within the BSN program is 60%. The minimum cumulative average to continue in the program is 65%. Students must receive a passing grade in each nursing course to progress to the next nursing course. Students must satisfy the prerequisites, co-requisites and concurrent requirements for each nursing course. Students must maintain a cumulative grade average for all required courses of 65%, and may be required to withdraw from their program if their cumulative grade average falls below 65%.

A minimum pass in a vocational course is 70% unless otherwise stated, but students must receive a grade of 50% to pass the course. In apprenticeship programs, Okanagan College instructors will complete both theory and practical assessments as prescribed by the Industry Training Authority for the specific apprenticeship trade program and level. The assessments (school reports) are provided to the Industry Training Authority to be included on the apprentice's apprenticeship record. The apprentice must achieve a minimum grade of 70% to pass.

A marginal pass in Adult Academic and Career Preparation is 50%, based on the Okanagan College standardized grading system. However, 60% is required to move to the next level in any subject. English as a Second Language (ESL) courses require 65%.
For those science courses in which the laboratory component is evaluated separately from the lecture component, a student must pass both components to obtain a passing grade in the course. If one or both of the components are not successfully completed, the maximum possible grade awarded will be 49%. Students are not allowed to take successive laboratory courses unless they have completed the prerequisite course.

No student may repeat a course for additional credit, unless approval is given by the Registrar. The College reserves the right to review grades. The official grades awarded are those listed on the semester grade transcripts.

5. Grade Average (GA)

To determine your grade average, multiply each course credit value by the standard percent grade received. Add the weighted grades, and divide the sum by the total number of credit hours. This method produces an average grade between 0 percent and 100 percent, inclusive.

Calculation of the Grade Average for Duplicate Courses: If any course is repeated, the original and the repeated grades are listed on the student's record. Only the higher percentage is considered in the calculation of the grade average. Generally courses which are repeated are required course in which a passing grade has not been obtained.

Calculation of the Grade Average for Courses Completed Before December, 1989: Percent grades have been reported only since December 1989. For the purpose of determining grade averages, letter grades are converted to a percent grade on the following basis:

A = 87%  
B = 74%  
C + = 66%  
C = 64%  
D = 53%  
F = 42%

6. Aegrotat Standing

A student who has successfully completed the term work in a course but who is unable to write a final examination because of illness or compassionate reasons may be granted "Aegrotat" standing (a final mark based on the term work). Aegrotat standing is subject to approval by the dean.

The student must apply, in writing, to the dean and provide a physician's certificate or other supporting documents confirming his/her inability to write the final examination. Application for Aegrotat Standing should be made by the student before the date of the final examination or as soon as possible thereafter, but no later than the last day for submission of grade appeals, as stated in this calendar.

7. Anecdotal Grade

Under special circumstances an anecdotal grade may be granted to a student who is unable to complete all of the requirements of a course. Generally, the reason for granting an anecdotal grade will be a specific disability, but other extenuating circumstances may also be considered. An anecdotal grade is subject to approval by the appropriate program dean and the Registrar. The student and instructor (and support service in the case of a special needs student) together must submit a Recommendation for an Anecdotal Grade to the dean as soon as possible and no later than two weeks after the commencement of the program. At the end of the term, the final grade, plus confirmation of the completed components, will be submitted to the dean for approval. If approved, the grade will be forwarded to the Registrar. The student's transcript will be annotated to show a conventional grade only for those listed course components which he/she was able to complete.

8. Standings

AU: Audit applies only to diploma, Adult Academic and Career Preparation and university courses not taken by Distance Education
AUF: Audit Fail
AEG: Aegrotat Standing (see definition this page)
CIP: Course in Progress
P: Requirements of a subject completed satisfactorily, no quality grade assigned, credit granted where applicable. (Excluded from the calculation of grade average.)
SD: Standing Deferred: Based on the decision to grant a student an extension to complete outstanding course work, submission of a final grade by the instructor is deferred for up to four months. (Excluded from the calculation of all averages.)
T: Graduating essay not submitted - course continuing.
TA: Terminated for lack of attendance (Adult Academic and Career Preparation and vocational programs only).
TP: Terminated for unsatisfactory performance (vocational programs only).
W: Withdrawal: not included in the calculation of either semester or cumulative grade average.
I: Incomplete (Adult Academic and Career Preparation only)

a. Standards
A student who obtains a semester grade average of less than 55% in a credit program will be placed on academic notice. A student who obtains a grade average of less than 55% in two consecutive semesters in a credit program will be placed on academic probation. A student must obtain a minimum cumulative grade average of 60% to be eligible for graduation in a program of studies leading toward an associate degree, degree and some certificates. A minimum average of 70% is required to graduate from a vocational program.

b. Graduation with Distinction

For each degree, associate degree, diploma or certificate program, the top 15% of the graduating students shall have the words "with distinction" annotated on their degree, associate degree, diploma or certificate, provided that they achieve a minimum cumulative grade average of 80%. This designation will also be recorded on the student's transcript.

c. Dean's and Director's List

Students on the Dean's or Director's List are recognized and acknowledged each semester by having their names entered on the Dean's or Director's List for that semester. Their transcript shall be annotated and they shall receive a letter of commendation from the Dean or Director.

The level of scholastic excellence required for the Dean's or Director's List is based on all courses taken by the student during that semester/term and students must be taking a minimum of courses to qualify.

The required level of achievement varies by program according to the program area's requirements:

- Academic Degrees, Diplomas and Certificates: a semester grade average of at least 85% on at least nine credits.
- Health and Social Development diplomas: a program grade average of at least 85% on completion of the program and a recommendation from the program chair to the dean.
- Health and Social Development Certificates excluding Certified Dental Assistant: a program grade average of at least 85% on completion of the program and a recommendation from the program chair to the dean.
- Certified Dental Assistant, Business Vocational, and ESL certificates: a program grade average of at least 90% on completion of the program and a recommendation by the instructor to the Dean or Director.
- Vocational Trades certificates and Apprenticeship: students must be within the top 10 per cent of the class and be recommended by their instructor to the Dean.
- Foundational Programs (AACP and ASE): a term grade average of at least 85% on at least three courses or 15 hours a week of instruction.
- Continuing Studies Certificates: a program grade average of at least 90% on completion of the program and a recommendation by the instructor to the Director.

9. Graduating Grade Average

A student's graduating grade average (GGA) is the weighted average of grades for those courses, as specified in the regulations below, taken at Okanagan College which are used to satisfy the graduation requirements for a degree, associate degree, diploma, or certificate conferred by the College. A given course the weight is the number of credits and the value is the assigned grade.

The GGA shall be calculated according to the following regulations:

a. Transfer credits from other institutions shall not be used in the calculation of a GGA.

b. If a course is taken more than once, then only the highest grade for that course shall be included in the calculation of a GGA, with the exception of those courses that may be taken more than once for acceptable credit (e.g., directed studies, selected topics courses).

c. Courses for which a grade of "pass" or "fail" is assigned (e.g., practica) shall not be included in the calculation of a GGA.

d. If a student has been awarded more credits than are required for a degree, associate degree, diploma, or certificate, then only that set of courses that generates the highest GGA and that minimally satisfy the program graduation requirements shall be used in the calculation of the GGA.

e. Baccalaureate Degree Programs: The GGA will be based on grades for the last 60 credits used to satisfy the graduation requirements of the specific baccalaureate program (excluding those courses for which a pass or fail grade is assigned).

f. Associate Degree, Diploma and Certificate Programs: The GGA will be based on the grades of all courses taken at the College for credit toward satisfying the graduation
requirements of the specific program, (excluding those courses for which a pass or fail grade is assigned).

Note: A minimum GGA of sixty percent (60%) is required to be eligible for graduation in a baccalaureate degree, an associate degree, diploma or non-vocational certificate program.

A minimum GGA of seventy percent (70%) is required to be eligible for graduation in a vocational certificate program.

For more information, please see Academic Requirements for Program Completion and Graduation.

10. Grade Appeals

If the student believes that he/she has not been treated fairly in the assessment of his/her performance in a course, that he/she is deserving of a higher grade in a specific component of a course, or that the determination of the student's final course grade is inconsistent with the grading methodology outlined in the course syllabus, the student may request a formal review of his/her course work or final grade. Grade appeal is intended to provide an opportunity to students to have a review of the performance or final grade in a course objectively by an impartial panel from within the relevant instructional discipline. A grade appeal committee is not constituted to receive or review complaints about a course or grievances against an instructor. Such complaints and grievances must be submitted to the dean of the relevant department. Students are cautioned not to submit frivolous grade appeals. Grade appeals, which, in the opinion of the Registrar, are clearly frivolous, may be declined. The appeals committee, after reviewing the student's course work, also has the power to lower a final grade.

a. Appeal by the Student

A student who wishes to have a final grade for a course reconsidered is encouraged whenever possible to first discuss the matter with the instructor concerned. If this step does not lead to satisfactory resolution, or cannot be followed, a student may make formal request for reconsideration of a final grade by writing to the Registrar within 21 days of the date on which the final grade was made available to the student by the Registrar. This request must clearly state the reason for the appeal, and be accompanied by a deposit of $30 for each grade appealed. Appeals which are clearly frivolous may be rejected.

The deposit will be refunded in the event that the originally assigned grade is changed and results in a higher grade. Term work (tests, examinations, papers, assignment, etc.) used as part of the evaluation procedure for a course must accompany the request for the appeal. Any term work item not submitted for review shall retain the grade originally assigned. An appeal is not required for the correction of omissions or errors.

Except for unusual circumstances, the appeal process shall be completed within 35 days of the date on which the Registrar forwarded the final grade to the student. Each appeal shall be considered by an appeal committee, which shall normally have the following membership:

- the Registrar or his designate, in a non-voting capacity, shall act as chair, and shall name the members of the committee listed below, after consultation with the appropriate department and student association.
- three instructors, in a voting capacity, from the appropriate department. No instructor who has previously been substantively involved, directly or indirectly, in assessing the student's course performance and/or in determining the student's final course grade shall be eligible to serve as a member of the appeals committee. The department chair should be one of the three instructors when possible. If three instructors are not available from the department, a sufficient number of instructors shall be appointed from a related department.
- one student observer, in a non-voting capacity, who may otherwise participate in the review process.

The instructor whose grade is under review and the student appellant may request to appear before the committee, or may be requested by the committee to attend a hearing. The instructor shall state, in writing, the basis upon which the final grade was originally assigned. The committee shall review the student's performance in the course including term work and the final examination, if any, and decide whether the originally assigned grade should be changed. The committee, in its adjudication, may decide that the originally assigned grade should remain the same or should be changed to either a higher or a lower grade. The committee's decision shall be given in writing to the student and the instructor by the chair of the appeals committee.

A grade appeal committee is required by the College to perform a fair and impartial review, reassessment and adjudication of all appeals for review of final grades. Because final grades are the formal evaluation and measure of a student's comprehension
and/or performance in a specific course or discipline, and because a committee is comprised of instructors with relevant pedagogical, professional and academic expertise necessary to perform this task, its decision is deemed to be final and may therefore not be appealed to higher Okanagan College authority unless for contravention of procedure to process.

b. Instructor Grade Revisions

An instructor who considers that an error was made in assigning a final grade shall submit in writing a revised grade together with an explanation to the Registrar.

Probation and Termination

1. Academic Notice, Probation and Suspension Policy

The following policy shall apply to all students registered in an academic or professional degree, diploma or certificate program and enrolled in a minimum of three courses per semester. This policy only applies to the Fall and Winter semesters. It does not apply to the Summer sessions.

Notice

Students are placed on academic notice after earning a semester grade average below 55%. Academic notice will not be indicated on the student transcripts.

Students on academic notice will be advised of their academic status and provided with information about services for academic support.

Academic Probation

Students are placed on academic probation after earning a semester grade average below 55% in two consecutive semesters. Academic probation will be indicated on student transcripts. Students on academic probation will be required to withdraw from academic and professional classes for one semester.

Students on academic probation will be notified of their academic status and provided with information about services for academic support.

Subject to Dean approval, a student may be reinstated with conditions and allowed to register in a limited number of academic and/or professional classes for the following semester. Appeals for reinstatement must be submitted by the student to their Program Dean or designate no later than the first Friday of the semester during which academic probation is to commence. If reinstated, the Dean shall inform the Registrar’s Office of the conditions of the reinstatement. Students who are reinstated are returned to good academic standing upon earning a semester grade average of 55% or higher.

Students should be aware that academic probation can affect their eligibility for some awards and bursaries.

Suspension

Students will be subject to academic suspension after earning a semester grade average below 55% in three consecutive semesters. Students will not be permitted to register in academic and/or professional courses for 12 consecutive months following the notification of suspension. Academic suspensions may be reconsidered by both the Program Dean and Registrar upon student request. Appeals for reinstatement must be submitted by the student to their Program Dean or designate no later than the first Friday of the semester during which academic suspension is to commence.

2. Probation Policy (Vocational and Trades programs)

Okanagan College reserves the right to terminate the training of a vocational or vocational health program student. Vocational and vocational health training may be terminated for the causes listed below.

Procedure for the Imposition of Probation and Termination: This procedure is established for the imposition of probation and termination in the event of: unsatisfactory performance, unexcused absence, and failure to comply with safety standards.

In the event that a student is placed on probation by the dean for reasons of unsatisfactory performance, unexcused absence or failure to comply with safety standards, and after having met with the student to establish the terms and conditions of the probation:

- The dean shall inform the student, by means of a letter of probation, of the terms and conditions of probation. A copy of the letter will be sent to the instructor.
- The dean shall inform the Registrar, if applicable, and notify Human Resources Skills Development Canada (and any other agency involved in the student's training), of his/her probationary status.
• The instructor shall monitor the student's performance and report to the dean, in writing, no later than three (3) days before the end of the probationary period, on the student's progress with respect to the terms and conditions set down in the letter of probation.
• The dean, based on the instructor's report, may either terminate the student's training or revoke the probationary status.
• The dean's decision shall be communicated in writing to the student, the Registrar, and, if applicable, Human Resources and Skills Development Canada.
• The termination shall be annotated on the student's permanent record.

a. Illness or Incapacity

Illness or incapacity refers to missing all or part of any scheduled classroom, laboratory, shop, clinical or practicum placement due to illness or injury. It also includes inability to perform required training activities where such inability is apparently attributable to illness, injury, disability or mental disorder.

If, in the opinion of the instructor, a student is incapable of successfully completing a program by virtue of a disability or health-related problem, the instructor shall report to the dean who shall meet with the student and inform the student that a professional assessment of the disability or health-related problem is a required condition of continued enrolment in the program. The dean shall confirm the student's conditional status in a letter to the student.

While the dean may assist the student in identifying an appropriate person, the student must make his or her own arrangements for the professional assessment to be sent directly from the person conducting the assessment to the dean's office. The dean shall request, in writing, that the student arrange to have a copy of a professional assessment sent directly from the person conducting the assessment to the Dean's office.

The dean, based on the findings of the professional assessment report, may decide to either continue or terminate the student's training. A decision to terminate the student's training shall be communicated by the dean, in writing, to the student and the Registrar.

b. Misconduct

Misconduct means conduct unbecoming of a student. It includes, but is not limited to, academic misconduct such as cheating or plagiarism, disruption of instructional activities, theft or damage to property, abuse or threatening behaviour or assault.

i. The instructor shall forward a written report on student infractions to the dean.

ii. The dean shall meet with the student and the instructor, and subsequently make a written recommendation to the President.

c. Unsatisfactory Performance

Unsatisfactory performance means failure to demonstrate satisfactory attainment of knowledge, skills and attitudes as measured through the evaluation processes applied by the instructors in the program. Poor performance may lead to a decision by the dean to place a student on probation.

The purpose of probation is to alert a student to the seriousness of the matter and to establish a set of clear objectives and strategies which have as their aim the improvement of the student's performance. However, failure to attain the objectives set down for the probationary period may result in termination of the student's training.

i. As general policy, whenever an instructor believes a student may not succeed in completing his or her training, the instructor shall meet with the student, discuss the circumstances, inform the student that he/she may not succeed, advise the student on steps which may improve the chances or his/her success, make a record of the discussion and recommendations, communicate the essence of the discussion and recommendations in the form of a letter to the student, and request that the student sign a copy of that letter. The student's signature signifies only that he/she has read the letter and not that he/she agrees or disagrees with the contents.

ii. If the student's performance does not improve, the instructor shall notify the dean, make a written recommendation regarding terms and conditions of probation, and provide the dean with a copy of any letter(s) detailing unsatisfactory performance.

iii. The dean shall meet with the student to discuss his/her performance and the terms and conditions of any probationary period imposed. The procedure for formal imposition or probation and/or termination due to unsatisfactory performance is subsequently articulated within this policy.

d. Unexcused Absence
Regular attendance is required of all vocational and vocational health students. Absence means missing all or part of any scheduled classroom, laboratory, shop, clinical or practicum placement and includes arriving more than ten minutes late for class at commencement or following class breaks, and leaving the class at any time before the end of the scheduled instructional period.

When a student has been absent on three or more occasions within a period of three months for any reason other than: personal illness, medical treatment or a visit to a doctor, death in the immediate family, job interview, legal proceedings, care for an ill or injured dependent or spouse, or responsibilities as a parent or guardian (e.g. conference with a school teacher)

i. The instructor shall meet with the student and warn him/her that his/her training may be terminated if he/she continues to miss instructional time.

ii. The instructor shall prepare a letter documenting the meeting and the warning issued, and require the student to sign a copy of the letter to signify that the student has read its contents.

iii. If the student is unexcusably absent again, the instructor shall report the absences to the dean, and provide the dean with a copy of the letter of warning.

iv. The dean shall meet with the student to discuss his/her absences and the terms and conditions of any probationary period imposed.

v. The dean, or designate, shall inform the student, by means of a letter of probation, of the terms and conditions of probation. A copy of the letter will be sent to the instructor.

vi. The instructor shall monitor the student's attendance and report to the dean, or designate, in writing, no later than three (3) days before the end of the probationary period, on the student's attendance with respect to the terms and conditions set down in the letter of probation.

vii. The dean, or designate, based on the instructor's report, may either terminate the student's course registration or revoke the probationary status.

viii. The dean's, or designate's, decision shall be communicated in writing to the student and the instructor. In the event of the student's registration being terminated, the Registrar shall also be informed.

ix. The termination shall be annotated on the student's permanent record by way of assigning a standing of “TA” for the course.

e. Failure to Comply with Safety Standards

Failure to comply with safety standards refers to any practice which, in the opinion of the instructor, may cause personal injury to the student, to others, or which may cause property damage. In the case of failure to comply with safety standards:

i. The instructor shall meet with the student, explain the safety concern, and document the meeting in the form of a letter of warning to the student. The instructor shall require the student to sign a copy of the letter or warning to indicate that he/she has read it.

ii. In the event of any subsequent safety violation, the instructor shall provide a written report to the dean together with a copy of the letter of warning.

iii. The dean shall meet with the student and establish terms and conditions of probation, suspension or termination.

3. Probation Policy (Health and Social Development Performance and Practicum)

a. Withdrawal/Failure Policy

A student who withdraws from or receives a failing grade in any course may be required to withdraw from all other program courses due to concurrent registration requirements.

A student who withdraws or fails and who intends to apply for re-entry into the current program:

• should discuss the matter with the department chairperson;
• must normally return no later than one year from the time of withdrawal;
• must apply for re-entry through the Registrar's Office.

Re-entry following withdrawal: the College reserves the right to grant readmission to the program in accordance with its general admission policies. Students applying for re-entry will not be given preference over other applicants.

The decision to allow re-admission to the program is made on an individual basis. The following factors will be taken into account in making the decision:

• the student has demonstrated satisfactory performance in the program courses at the time of withdrawal.
• the student has not previously withdrawn or failed.
• the student has resolved the difficulty which led to the withdrawal (e.g. financial difficulties, onerous family responsibilities, obligations conflicting with studies).
• the student has kept the chairperson informed of his/her current plans for re-admission to facilitate the department planning during the student's period of absence from the program.

Concurrent registration requirements will determine courses the student must enrol upon re-entry.

b. Re-entry Following Failure

The College reserves the right to grant re-entry in accordance with its general admission policies. Students applying for re-entry will not be given preference over other applicants.

The decision to allow re-entry into the program is made on an individual basis. The following factors are taken into account in making the decision:

• the student has not withdrawn or failed previously;
• the student has resolved any difficulties which contributed to the failure (e.g. financial/work or family obligations; prerequisite knowledge deficiencies, etc.);
• the student has kept the chairperson informed of his/her current plans for readmission to facilitate the department planning during the student's period of absence from the program.

Attendance at clinical settings/practica sites is required. Students are expected to notify their instructor and the clinical/practicum site whenever they will be late or absent.

Students may be denied placement if the Dean of Health and Social Development programs determines their preparatory work is unsatisfactory. Students may also be denied placement if the dean determines his/her participation in a clinical or other placement puts the receiving agency or its clients at unreasonable risk.

A student may be required to withdraw on the basis of poor performance in a clinical or practicum setting. A student may be required to withdraw if the state of her/his health impairs ability to perform competently or poses a potential risk to clients.

4. Health & Social Development Review Committee

This policy applies to the following programs:

• Bachelor of Science in Nursing (Years 1 and 2)
• Certified Dental Assistant Certificate
• Early Childhood Education Diploma
• Health Care Assistant
• Practical Nursing Diploma
• Human Service Work Diploma
• Therapist Assistant Diploma
• Pharamacy Technician

If a student in a practicum of clinical placement for one of the above professional programs is alleged:

• to be incompetent, or
• to have violated the ethical, professional or safety standards of the profession, or
• to have violated a policy of the agency where their practicum or clinical placement is taking, or has taken, place or
• to have breached the law

and, as a consequence, in the sole opinion of the Dean of Science, Technology and Health, poses a risk to the agency or its clients, the Dean may suspend the student from the practicum or clinical placement and, if necessary, classes and laboratories until the Health and Social Development Review Committee has held a hearing that examines the allegations and has reached a decision on the allegations.

a. Committee
The Health and Social Development Review Committee will consist of:

- the Vice President Education or designate who shall act as Chair
- two department Chairs from the programs listed above
- one Okanagan College faculty member, other than the person making the allegation, from the program or a related program
- a practicing representative of the profession

b. Procedures

- The proceedings of this committee are not open to the public. However, the proceedings are open to the student and, if he or she wishes, his or her advisor. A representative of the student association may attend as an observer.
- The student may elect to give evidence and make submissions before the review committee. The student may be requested by the review committee to give evidence but cannot be compelled to do so.
- Both the student and the party making the allegation shall receive at least five calendar days notice in writing of any hearing. Such notice shall contain the allegation(s) to be dealt with in the hearing. If the student fails to attend at the time and place set for the hearing after having received proper notice of the hearing, the committee can proceed in the absence of the student.
- Evidence such as documents, photos and written reports presented by one party must be disclosed to the other party at least three calendar days before the hearing. At the request of either party the Vice President Education or designate can decide that some or all of the written evidence may be disclosed in camera.

c. Decision of the Committee

The Committee's decision may exonerate the student and require immediate reinstatement into the program or may impose a penalty that can range from a written warning to expulsion from the program with such recommendations as the committee deems appropriate.

Decisions of the Health and Social Development Review Committee must be in writing and should be made available to the student within five working days of the end of the hearing. Decisions of the committee may be appealed in sequence to the General Appeals Committee and the Okanagan College Board of Governors.

General Appeals on Academic Standing

Students have a right to a fair and impartial hearing of any College decision on matters of academic standing.

A student who wishes to appeal a decision pertaining to academic standing must file a written notice of appeal with the Registrar within ten (10) days of being informed of the decision to be appealed. The Registrar shall provide the student with a copy of the Education Council Policy and Procedure for General Appeals on Academic Standing.

1. Policy

This policy affirms the student's right to a fair and impartial hearing of any Okanagan College decision on matters of academic standing, other than grade and admission appeals, which shall be governed by the College's grade and admission policies and procedures.

2. Jurisdiction

   a. The Education Council shall establish an Academic Appeals Committee, hereafter called the committee.
   b. The committee is the forum of final appeal for students in matters of academic standing as mandated in Section 24 of the College and Institute Act.
   c. The committee has no jurisdiction where the sole question raised in an appeal turns on the exercise of academic judgement of a student's work or performance by a faculty member.

3. Composition of the Committee

   a. The committee shall consist of the following: one faculty member from each of the program areas, one student enrolled in a degree or two-year diploma program (selected by Education Council), one student enrolled in a developmental or vocational
program (selected by Education Council), Vice President, Education or designate.
b. The committee shall be chaired by the Vice President, Education or designate.
c. If any member of the committee is directly or indirectly involved in a matter that may be considered by the committee to put the member in a conflict of interest, a replacement for that member shall be named by the Chair of the committee. If the Chair is involved, he or she shall be replaced temporarily by a person named by the Chair of the Education Council and a temporary Chair shall be elected by the committee.
d. All members of the committee shall be voting members (one vote each). In the event of a tie vote, a motion fails.
e. The appellant may challenge for cause the neutrality of any member of the committee scheduled to hear his or her appeal. The chair, on the advice of the committee, will rule on the validity of the challenge. If the challenge is upheld, the member challenged shall not take any part in the appeal.
f. Members of the committee shall be reimbursed for travel expenses to attend meetings, in accordance with College policy.

4. Terms of Reference

a. The committee shall hear and adjudicate appeals by students pertaining to decisions on matters of academic standing.
b. The committee shall allow an appeal where it decides on the basis of clear and convincing evidence that the decision has been arrived at through improper or unfair procedures and that as a result, a wrong decision on the merits has been reached. Without limiting the generality of the phrase “improper or unfair procedures”, it shall include the consideration of information which ought not to have been considered or the failure to consider information that should have been considered.
c. Where the committee allows an appeal, it may:
   ○ Reverse the decision and grant such academic standing to the appellant as the committee thinks fit in the circumstances; or
   ○ Quash the decision and send the matter back to the dean to be dealt with in accordance with proper procedures.
d. In all cases other than those falling within paragraph 4.b the committee shall confirm the decision being appealed.
e. “Dismiss the Appeal” means to decide that the decision being appealed is confirmed.

5. Grounds of Appeal

a. A student may appeal a decision on a matter of academic standing on one or more of the following grounds:
   i. There was unfairness in the process leading to the decision.
   ii. New evidence has come to light that was not available at the time of the decision which, if presented initially, could have resulted in a different decision.

6. Procedures Prior to the Hearing

a. A student (hereafter referred to as the appellant) shall make every reasonable effort to resolve an issue related to academic standing through discussions with the relevant instructor, department chairperson and dean, with the dean (hereafter referred to as the respondent) deciding the final position on the issue. A written decision on the issue under discussion shall be provided to the appellant by the respondent, within a time limit agreed to by the parties.
b. A student who wishes to appeal a decision on academic standing shall lodge a written notice of appeal with the Vice President, Education within ten days of being informed in writing of the dean’s final decision.
c. Within five days of receiving a written notice of appeal the Vice President, Education shall deliver to the appellant a copy of this policy and, in addition, shall inform the appellant that he or she is entitled to appear before the committee. This policy shall be deemed to have been received by the appellant five days after having been mailed.
d. The appellant and the respondent have the right to be represented by counsel provided reasonable notice is given to the committee. If the appellant chooses to be represented by counsel, this shall be at the expense of the appellant. The committee may have the assistance of counsel.
e. Within fifteen days of receiving the notice from the Vice President, Education (under 6.c), the appellant shall file a statement of appeal with the Vice President, Education. This should contain:
   ○ a statement of the decision from which the appeal is being taken.
   ○ a statement of the relief which the appellant seeks.
   ○ the reason for the appeal.
   ○ a brief chronological statement of the circumstances relating to the appeal.
f. Within five days of its receipt, the Vice President, Education shall send the appellant's statement of appeal to the respondent.

g. Within fifteen days of the receipt from the Vice President, Education of the appellant's statement of appeal, the respondent shall file a response with the Vice President, Education. This should contain:
   o a confirmation of the nature of the decision from which the student is appealing or, if the decision is not properly stated in the appellant's statement of appeal, a statement as to the nature of the decision;
   o the respondent's response to the grounds of appeal;
   o the respondent's comments on the chronological statements of events;
   o copies of any documents which the respondent intends to rely on at the hearings;
   o the names of any witnesses the respondent proposes to call at the hearing. It is the respondent's responsibility to ensure that such witnesses are present at the hearing.
   o the respondent's position on the relief sought and the reasons.

h. Within five days of the receipt of the respondent's response, the Vice President, Education shall send that response to the appellant.

i. Within ten days of the receipt of the respondent's response the Vice President, Education shall set a date for a hearing. The hearing shall take place within ten days of the receipt of the respondent's response unless the appellant and the respondent agree otherwise.

j. Prior to the hearing the Vice President, Education shall provide copies of material submitted by the appellant and the respondent to the members of the committee.

k. The Vice President, Education may, of his or her own volition or at the request of the appellant or the respondent, extend the time limits provided for in these regulations. If the Vice President, Education refuses to extend the time limits on the request of the appellant or the respondent, his or her decision may be appealed to the committee as a whole, and the committee may extend the time limits as it sees fit.

l. The committee may, at its discretion, dismiss an appeal for want of prosecution, for example, if timelines are not met.

7. Procedures at the Hearing

a. A quorum for any hearing before the committee shall consist of at least five members.

b. At the hearing, subject to the rulings of the committee, the following procedure should be followed.
   o The appellant may make an opening statement. The appellant may call and examine witnesses.
   o The respondent may cross-examine any of the witnesses called by the appellant, including, where appropriate, the appellant.
   o The respondent may make an opening statement. The respondent may call and examine witnesses. The appellant may cross-examine any of the respondent's witnesses.
   o The appellant may make a closing statement.
   o The respondent may make a closing statement.
   o The appellant may respond to any matters arising out of the respondent's statement to which the appellant has not yet spoken.
   o The committee may impose reasonable time limits for the hearing of witnesses and statements.

The committee may request that it be provided with further information other than that supplied initially by the appellant or the respondent. Without limiting this general power if, after a hearing, the committee is of the opinion that it requires further information in order to reach a decision, it may either ask that the additional information be supplied at a further hearing or, without a hearing. It may ask that the information be supplied to it in writing. In the latter case, both the appellant and the respondent must be given the opportunity of commenting on the information so supplied before the committee reaches a final decision.
8. The Decision

a. The committee shall arrive at a decision on the basis of a majority vote of those voting members of the committee present at the hearing.
b. In the event of a tie vote, an appeal shall be dismissed.
c. The decision of the committee shall be communicated in writing to the appellant and to the respondent within ten days of the final hearing of the appeal or such longer period as the committee decides is necessary.
d. The committee shall give reasons for its decision, and in the case of a minority vote, the minority may if it wishes give reasons for its dissent.
e. The decision of the committee is final.

9. Reporting

a. The committee shall report to the Education Council annually, summarizing its work in the previous year and make recommendations regarding modifications to the policy and procedures under which it operates.

10. Time Limits

a. In this policy, a reference to a number of days shall exclude Saturdays or Sundays and any days on which the College is closed.

Final Appeal Tribunal

Students have an entitlement to reviews and hearings, on matters relating to academic standing and grades, which are conducted in a manner which is procedurally fair and impartial.

1. Policy

This policy establishes a Final Appeal Tribunal (the “Tribunal”) to review student appeals relating to the process or procedure by which a Grade Appeal or General Appeal on Academic Standing has been determined.

The Tribunal shall hear and adjudicate student appeals which relate to the question of whether a hearing or other process was conducted in a manner which was not procedurally fair and impartial and whether that procedural defect substantially affected the outcome of the hearing or process.

2. Timing of and Content of Appeal to the Tribunal

A student wishing to initiate a review by the Tribunal must file a written notice of appeal with the Vice President, Education or his or her designate (the "Vice President, Education") within ten (10) days of the student's receipt of a decision from the Grade Appeal or General Appeal on Academic Standing committee.

The student's notice of appeal must:

a. identify the specific grounds upon which the student alleges the hearing or other process was not procedurally fair and impartial, including a chronological statement of the factual circumstances supporting the stated grounds for the appeal;
b. provide copies of any related documents or documents upon which the student intends to rely before the Tribunal;
c. provide the names of any persons whose conduct the appealing student alleges was not fair or impartial.

The student may submit other information or materials to the Vice President, Education as the student deems appropriate in the circumstances.

The Vice President, Education, Chair of Education Council and Vice Chair of Education Council shall review the information and materials submitted in the appealing student's notice of appeal to determine whether, without deciding the merits of the appeal, the notice of appeal discloses reasonable grounds for review of the hearing or process followed by the Grade Appeal or General Appeal on Academic Standing committee. No member of this group shall be involved in a matter that may be considered by the group to place that person in a conflict of interest. In the event that there is determined to be a conflict of interest, that person shall be replaced by a designate named by the Vice President, Education.

If, on a full consideration of the information and materials submitted by the appealing student, the Vice President, Education, Chair of Education Council and Vice Chair of Education Council conclude there are not reasonable grounds for a review, the appeal may be declined. In that event, the Vice President, Education shall notify the student of the decision and shall provide a synopsis of the reasons for the decision. This decision is final with no further appeal.

3. Jurisdiction of Final Appeal Tribunal

The Tribunal is the forum of final appeal for students in matters of procedural fairness and impartiality as mandated in section 24(2)(e) of the British Columbia College and Institute Act.
The Tribunal has no jurisdiction over questions raised in an appeal which relate to the merits of a Grade Appeal or General Appeal on Academic Standing. The Tribunal shall consider only appeals which relate to the question of whether a hearing or other process was conducted in a manner which was not procedurally fair and impartial.

The Tribunal has exclusive jurisdiction to inquire into, hear, and determine all matters of evidence and argument relating to the fairness and impartiality of the Grade Appeal or General Appeal on Academic Standing committees’ process. The decisions of the Tribunal are final and binding on the student and are not open to question, review, or appeal in any other forum.

It is not the intention of this policy to intrude upon or interfere with the Grade Appeal or General Appeal on Academic Standing committees’ discretion to conduct hearings and related processes in a manner which is expedient or efficient, within their stated terms of reference, so long as those hearings and processes are fair and impartial.

4. Composition of the Tribunal

The Tribunal shall comprise the following:

a. the Vice President, Education;
b. one student enrolled in a degree, diploma program or a certificate program of not less than 6 months, and not from the program area where the appealing student is, or has been, studying (selected by Education Council or a committee of Education Council as delegated); and
c. three faculty members from programs other than the one in which the appealing student is, or has been, studying (selected by Education Council or a committee of Education Council as delegated). The Chair of Education Council will fill one of the three faculty positions on the Tribunal in the event the Vice President, Education is found to be in conflict of interest.

The Tribunal shall be chaired by the Vice President, Education.

No member of the Tribunal shall be involved in a matter that may be considered by the Tribunal to place the member in a conflict of interest. In the event that a member of the Tribunal is found to be in a conflict of interest, that member shall be replaced by a person named by the Chair of the Tribunal. If the Chair of the Tribunal is in a conflict of interest, a replacement shall be named by the Chair of Education Council and a temporary Chair of the Tribunal shall be elected by the Tribunal.

All members of the Tribunal shall be voting members (with one vote each).

Prior to the Tribunal hearing the student’s appeal, the student shall be informed of the members of the Tribunal and shall have the opportunity to challenge, to Chair of Education Council, the neutrality of any member of the Tribunal.

5. Procedures Prior to the Appeal Before the Tribunal

Within twelve (12) days of receiving the student’s notice of appeal, or as soon thereafter as is reasonably possible in the circumstances (giving consideration to the time of year, especially during the months of July and August), the Vice President, Education shall deliver to the appealing student a copy of this policy and, in addition, shall inform the student of the date, location and time on which the student is entitled to appear before the Tribunal.

The Tribunal's hearing shall be scheduled for a date within forty-five (45) days of the Vice President, Education’s receipt of the student’s notice of appeal, or such date thereafter as is reasonably possible in the circumstances (giving consideration to the time of year, especially during the months of July and August).

The appealing student shall, no less than ten (10) days before the scheduled appeal date, notify the Tribunal if the student intends to be accompanied at the Tribunal hearing by an advocate.

Prior to the Tribunal's hearing, the Tribunal members shall each be provided with a copy of the student’s notice of appeal and related materials.

The Tribunal may, at its discretion, request the appealing student to provide more information or materials prior to the Tribunal Hearing and may designate dates on which that information or materials must be submitted.

The Tribunal may, at its discretion, allow the appealing student to submit such other supplemental materials which the student believes will be of relevance to the Tribunal's determination of the appeal.

The Tribunal may, at its discretion, allow the appealing student to make amendments to the notice of appeal prior to the Tribunal hearing when those grounds, or the related circumstances, could not

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reasonably have been known to the student at the time of submission of the notice of appeal.

The Tribunal may solicit submissions, information, and materials from such other persons as may, in the Tribunal's discretion, be deemed to be relevant to the student's appeal. The Tribunal may invite such other persons to appear at the Tribunal hearing as may, in the Tribunal's discretion, be deemed to be relevant to the student's appeal.

The Tribunal may at any time, at its discretion, dismiss a student's appeal if the student has substantially failed to cooperate with the Tribunal in the processing and advancement of the student's appeal including, for example, the student's failure to adhere to time limitations or to respond to the Tribunal's communications in relation to the appeal.

6. Procedures at the Tribunal Hearing

The Tribunal hearing shall take place on a date and time at which all five (5) members of the Tribunal are present.

The Tribunal shall not entertain submissions from the student on new grounds for appeal which were not identified in the student's notice of appeal or any amendment thereto.

At the Tribunal hearing, subject to the ongoing rulings of the Tribunal Chair, the following procedure shall be followed.

a. The appealing student (or advocate) may make a brief opening statement (recommended timeframe of no more than 10 minutes).

b. The Tribunal Chair may call upon any other persons in attendance to make a brief opening statement (recommended timeframe of no more than 10 minutes).

c. The appealing student (or advocate) may present information and materials which support the student's assertion that the manner in which the hearing or other process was conducted was patently unfair or biased and that this procedural defect substantially affected the outcome of the hearing or process (recommended timeframe of no more than 45 minutes).

d. The Tribunal Chair may call upon any other person in attendance to present information and materials which rebut the appealing student's assertions (recommended timeframe of no more than 45 minutes).

e. The appealing student (or advocate) may respond to any rebuttals made by any other persons in attendance (recommended timeframe of no more than 15 minutes).

f. The appealing student (or advocate) may make a brief closing statement (recommended timeframe of no more than 10 minutes).

g. The Tribunal Chair may call upon any other persons in attendance to make a brief closing statement (recommended timeframe of no more than 10 minutes).

h. The Tribunal may designate or make use of additional steps or procedures which, in the discretion of the Tribunal, are deemed appropriate in the circumstances to ensure the student has had a full and fair opportunity to be heard and to put forward the basis for the appeal. The Tribunal may, for example:

i. extend the recommended time frames set out above;

ii. request further information or materials from the student or another person;

iii. request submissions from or attendance by additional persons at a further hearing date; and

iv. make such enquiries or investigations as it considers appropriate in the circumstances.

i. At any time during the hearing the Tribunal members may ask questions of the student and any persons in attendance.

j. Upon the conclusion of the Tribunal Hearing, the Tribunal shall deliberate and shall, on that date or on such other date as the Tribunal may designate, determine the outcome of the student's appeal.

7. The Tribunal's Decision

The Tribunal shall arrive at a decision regarding the student's appeal on the basis of a majority vote of the Tribunal's five (5) members.

The Tribunal shall give full consideration to the relevant submissions of the student and of other persons. The Tribunal shall give full consideration to the processes and procedure utilized by the Grade Appeal or General Appeal on Academic Standing committee to determine whether the hearing conducted was patently unfair to the student or biased against the student and whether this procedural defect substantially affected the outcome of the hearing or process.

The Tribunal's decision shall be communicated to the appealing student within ten (10) days of the completion of the Tribunal hearing or as soon thereafter as is reasonably possible in the
circumstances (giving consideration to the time of year, especially during the months of July and August). The Tribunal shall provide the student with a synopsis of the reasons for its decision.

When the Tribunal allows a student's appeal it must send the matter back to the Grade Appeal or General Appeal on Academic Standing committee for re-hearing in a manner which is fair and impartial.

When the Tribunal denies a student’s appeal its decision is final and binding on the student and is not open to question, review, or appeal in any other forum.

8. Calculation of Time for the Purposes of This Policy

In this policy, a reference to a number of days shall exclude Saturdays, Sundays, statutory holidays, and any other days on which the College's administrative functions are not active.

Academic Requirements for Program Completion and Graduation

1. Baccalaureate Degrees

In addition to satisfying all course requirements for a specific degree, the student must also satisfy all other academic requirements set by the department granting the degree. This includes but is not limited to: Graduation, program and residency requirements as listed in this calendar.

Requirements for a Second or Subsequent Baccalaureate Degree:

The College currently offers the following baccalaureate degrees:

- Bachelor of Business Administration (BBA)
- Bachelor of Computer Information Systems (BCIS)

If the College has previously conferred a baccalaureate degree on a student, the College may confer a second or subsequent baccalaureate degree on the same student provided that:

- the second or subsequent baccalaureate degree is a baccalaureate degree from the above list, but different than the degree(s)
- that was (were) formerly conferred upon the student by the College.
- the student has satisfied the entrance requirements of the baccalaureate program of the second or subsequent degree.
- the student has successfully completed a minimum of 60 credits of course work toward the second or subsequent baccalaureate degree, beyond and in addition to the course credits required for any former baccalaureate degree.
- the student has successfully satisfied all other requirements for the second or subsequent baccalaureate degree.

Requirements for the Annotation of a Second or Subsequent Honours Designation on a Baccalaureate Degree Previously Confirmed:

If a student who has previously received an Okanagan College baccalaureate degree subsequently returns and successfully completes the requirement for an honours designation relevant to and within the same baccalaureate degree, then the student will be issued an updated certificate of the baccalaureate degree. The updated degree certificate will include an annotation specific to the second or subsequent honours designation. The student will be required to surrender the degree certificate previously conferred upon the issuance of the updated certificate for the baccalaureate degree.

2. Associate Degrees and Diplomas

Second or Subsequent Associate Degree or Diploma:

The College may confer a second or subsequent diploma or associate degree provided that the student has satisfied all program and residency requirements. The College may accept up to 30 credits from the student's previous diploma or associate degree toward satisfying the specific requirements of the second or subsequent diploma or associate degree.

In the event that the first diploma or associate degree conferred by the College is in general studies, the student will be required to complete only the outstanding requirements of the second or subsequent diploma or degree. If the outstanding requirements total less than 30 hours of credit the student will be required to surrender the Diploma in General Studies.
The College will not confer a Diploma in General Studies as a second of subsequent diploma, nor will the College confer a Diploma in General Studies concurrently with any other diploma.

3. Certificates

Refer to the respective program descriptions in this calendar for specific requirements of each certificate program.

4. Graduating Grade Average

A student's graduating grade average (GGA) is the weighted average of grades for those courses, as specified in the regulations below, taken at Okanagan College which are used to satisfy the graduation requirements for a degree, associate degree, diploma, or certificate conferred by the College. For a given course the weight is the number of credits and the value is the assigned grade.

The GGA shall be calculated according to the following regulations:

1. Transfer credits from other institutions shall not be used in the calculation of a GGA.
2. If a course is taken more than once, then only the highest grade for that course shall be included in the calculation of a GGA, with the exception of those courses that may be taken more than once for acceptable credit (e.g., directed studies, selected topics courses).
3. Courses for which a grade of "pass" or "fail" is assigned (e.g., practica) shall not be included in the calculation of a GGA.
4. If a student has been awarded more credits than are required for a degree, associate degree, diploma, or certificate, then only that set of courses that generates the highest GGA and that minimally satisfy the program graduation requirements shall be used in the calculation of the GGA.
5. Baccalaureate Degree Programs: The GGA will be based on grades for the last 60 credits used to satisfy the graduation requirements of the specific baccalaureate program (excluding those courses for which a pass or fail grade is assigned).
6. Associate Degree, Diploma and Certificate Programs: The GGA will be based on the grades of all courses taken at the College for credit toward satisfying the graduation requirements of the specific program, (excluding those courses for which a pass or fail grade is assigned).

Note: A minimum GGA of sixty percent (60%) is required to be eligible for graduation in a baccalaureate degree, an associate degree, diploma or non-vocational certificate program.

A minimum GGA of seventy percent (70%) is required to be eligible for graduation in a vocational certificate program.

For more information, please see Academic Requirements for Program Completion and Graduation.

5. Transfer Credits Towards a Degree, Diploma or Certificate program

Please also see Transfer Credit Requests.

Courses taken at Okanagan College will not be Transfer Credit. Please see Course Equivalency.

Transfer credit will be granted for a course taken at a post-secondary institution recognized by the College provided that the course grade is at least 50% and provided that an equivalent Okanagan College course exists. General or unassigned credit may be granted, at the discretion of the department, in the event that no equivalent Okanagan College course exists.

Transfer credit awarded for courses completed 10 years or more prior to the request for transfer may not be used as credit towards a degree or diploma at the College unless specifically approved by the Registrar after review and recommendation by the Dean or designate. Programs may, with the approval of Education Council, specify a shorter time period for courses to apply to a specific degree or diploma. Consult the appropriate program section in this calendar for detailed information.

The granting of credit for a transfer course does not guarantee that the transfer course will meet a particular program requirement. For courses completed at out-of-province institutions ($50 charge), course descriptions sufficiently detailed to facilitate comprehensive evaluation may be requested by the College's Admissions Office.

a. Residency Requirements

For all Bachelor Degree programs, a minimum of 25% of the program including a minimum of 30 credits at the 300-level or higher must be completed through OC.

For the Commercial Aviation diploma program, 100% of the program must be completed through OC.
For the **Culinary Management** diploma program, a minimum of 50% of the program must be completed through OC.

For all **Other Diploma and Associate Degree** programs, a minimum of 50% of the program must be completed through OC including the following additional requirements:

- **Business Administration** diploma: completion of a minimum of 15 credits of 200-level courses or higher;

- **Human Kinetics** diploma: completion of a minimum of 15 credits of 200-level courses or higher;

- **Practical Nursing** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;

- **Human Service Work** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;

- **Therapist Assistant** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;

- **Early Childhood Education** diploma: completion of all semester 3 and 4 courses including practica and preceptorships;

- **All other** diploma and associate degree programs: completion of a minimum of 18 credits of 200-level courses or higher.

For all **Certificate** programs including those offered through Continuing Studies, a minimum of 50% of the program must be completed through OC.

**b. Program Completion under Special Circumstances**

Notwithstanding the Okanagan College Residency Requirement, a student who lacks one or two courses for graduation, and who is no longer a resident of the College region, may be granted transfer credit for up to two courses taken at another institution. Requests for special consideration may be directed to the Registrar.

The College reserves the right to determine whether transfer credit for courses completed at other institutions will be accepted. Students are strongly advised to contact the Registrar's Office in advance to ensure that the courses they intend to take are appropriate to the College's specific associate degree, diploma or certificate requirements.

**c. Limitation on Course Acceptability**

Okanagan College reserves the right not to accept courses as satisfying degree, diploma or certificate requirements when the courses were completed at the College 10 or more years before the College year in which application is made for a degree, diploma or certificate.

The College does not allow transfer credit for courses that were completed at another institution 10 or more years before the College year in which application is made for transfer credit.

**d. Transfer Credit for Adult Academic and Career Preparation**

The following transfer credit guidelines from the Ministry of Advanced Education apply toward an Adult Basic Education certificate or diploma.

i. **Fundamental Certificate**: At the Fundamental Level, transfer credit will not be given for work completed in the public school system. Transfer credit may be given for courses at the Fundamental level with a 50% (C) grade or better from British Columbia colleges.

ii. **Intermediate Certificate**: Transfer credit may be given for previous study for up to two courses, with a 50% (C) grade or better, at the Intermediate or Grade 10 level or higher.

iii. **Advanced Certificate**: Transfer credit may be given for previous study for up to two courses, with a 50% (C) grade or better, at the Advanced or Grade 11 level or higher.

iv. **Provincial Diploma**: Transfer credit may be given for previous study for courses, with a 50% (C) grade or better, at the Provincial or Grade 12 level or higher.

In addition to the courses listed, transfer credit may be approved for courses chosen from (but not limited to) such programs as entry-level occupational trades training; business administration; administrative assistant (formerly applied business technology); consumer education; university courses; education and career planning; visual graphic and performing arts; and appropriate Continuing Studies certificate programs.
Graduation

1. Application for Graduation

It is the responsibility of every candidate for a degree, associate degree, diploma or certificate to make formal application for graduation. Application forms are available at the Registrar's Office or campus offices and must be returned to the Registrar's Office by the deadlines indicated below. Students are required to inform the Registrar's Office of their intent to attend the convocation ceremony (graduation).

2. Convocation Dates

See Ceremonies page: http://www.okanagan.bc.ca/Ceremonies.

Eligibility for participation at convocation: Student eligibility is based on satisfactory completion of the requirements for degree, associate degree, diploma or full time certificate program. Certificate programs must be 14 weeks in length or longer. Students will receive transcripts and certificates by mail for programs less than 14 weeks in length.

3. Academic Achievement Awards

The College presents several achievement awards to students who achieve academic excellence. These awards, in addition to awards from the Federal and Provincial Governments are presented during the graduation ceremonies. These awards are honorary with no monetary value attached. All students completing a degree, associate degree, diploma or certificate program who have applied to graduate will automatically be considered.

a. Silver Governor General's Academic Medal
   Presented to the graduate who has successfully completed an Okanagan College baccalaureate program on a full-time basis with the highest graduating grade average.

b. Governor General's Collegiate Bronze Medal
   Presented to the graduate who has successfully completed an associate degree or diploma program on a full-time basis with the highest graduating grade average.

c. Lieutenant Governor's Silver Medal for Vocational Studies
   Presented to the graduate who has successfully completed a vocational certificate program on a full-time basis with the highest grade average.

d. President's Award for Diploma Programs
   This award is presented to the two graduates who have successfully completed an associate degree or diploma program on a full-time basis, with the highest grade average (excluding the Governor General's Collegiate Bronze Medal recipient).

e. President's Award for Certificate Programs
   This award is presented to the two graduates who have successfully completed a vocational certificate program on a full-time basis, with the highest grade average (excluding the Lieutenant Governor's Silver Medal recipient).

f. Okanagan College Academic Medals
   The College, in recognition of outstanding scholastic achievement, bestows a medal annually at convocation to the graduate with the highest graduating grade averages in each of the following degree programs: Bachelor of Business Administration, Bachelor of Computer Information Systems, the Associate of Science degree and the Associate of Arts degree.

Academic Integrity

1. Principles of Academic Integrity

1. Academic integrity is a cornerstone in the development and acquisition of knowledge. It is founded on values of trust, fairness, respect, honesty and responsibility[1]. Academic integrity protects the quality of education at Okanagan College.

2. It is expected that all students will adhere to these ethical values in all of their activities at the College. Students who are in doubt as to what constitutes a violation of academic integrity in any particular instance should consult their College professor, vocational instructor, distance education tutor or continuing education instructor (“Instructor”).

[1] see the Centre for Academic Integrity, Clemson University; see www.academicintegrity.org

2. Scope

1. This policy applies to all current and former students and applies to all course activities.
3. Academic Integrity Violations

1. If an instructor suspects that a student has acted in a manner that would normally be perceived as a violation of this policy, but the instructor believes that the student was not acting with dishonest intent and that the student's actions may have been due in part to the student's weak scholarship and/or a lack of understanding of what constitutes academic integrity, the instructor shall consult with the student. Poor scholarship, with no dishonest intent, is not a violation of academic integrity. That consultation will include:
   a. the instructor's concerns regarding the student's actions that have resulted in the need for the consultation;
   b. reviewing the principles of academic integrity;
   c. possible repercussions that a student would face if found in violation of this policy; and
   d. any other points as the instructor determines.

2. Academic integrity violations covered by this policy can take a number of forms. While the following list of examples characterizes the most common instances of integrity violations, the list is not intended to be exhaustive:
   a. Plagiarism includes but is not limited to, when a student:
      i. submits or presents work of another person, in whole or part, as that of the student's own work;
      ii. fails to provide adequate attribution (author/creator must be acknowledged in the text, in footnotes, in endnotes, or in another accepted form of academic citation) to an author or creator whose work is incorporated into the student's work, including another person's words, ideas, or entire works;
      iii. paraphrases material from a source without sufficient acknowledgement;
      iv. does not ensure the work is the student's own after the student has sought assistance from a tutor or other scholastic aids.
   b. Cheating in assignments, projects, examinations or other forms of evaluation, may include, but is not limited to:
      i. using or attempting to use another person's answers/work;
      ii. purposely exposing or providing answers to another student(s), or failing to take reasonable measures to protect answers from use by another student(s);
      iii. unless permitted by the instructor, a student submitting identical or virtually identical assignments/materials for evaluation, in the case of students who study/work together, or otherwise, as the student's own work;
      iv. sharing information or answers when doing take-home or take-away assignments, tests or examinations except where the instructor has authorized collaborative work;
      v. consulting with another person or unauthorized use or possession of materials or equipment in a lab, test or examination, including, concealing and accessing such aids outside the evaluation room during the evaluation period (e.g. emergency evacuation, washroom break, etc.);
      vi. resubmitting altered test or examination work after it has already been evaluated;
      vii. students communicating with one another in any way during a test or examination;
      viii. accessing or attempting to access examinations or tests before the student is authorized to do so;
      ix. impersonating another student on a lab,
examination or test, facilitating the impersonation of a student, unauthorized use of another person's signature or identification in order to impersonate someone else, or benefiting from the results of such impersonation. Impersonation includes both the impersonator and the person initiating the impersonation.

c. Multiple submissions - submitting the same, or substantially the same, work more than once (whether the earlier submission was at the College or another institution) unless prior approval has been obtained from the Instructor to whom the material is to be submitted.

d. Aiding or attempting to aid others in any academic integrity violation.

e. Academic fraud:
   i. falsifying or submitting false records or information, orally or in writing;
   ii. failing to provide relevant information when requested;
   iii. falsifying or submitting false documents, transcripts or other academic credentials.

f. Any behaviour that undermines the College's ability to evaluate a student's academic achievement, or any behaviour that a student knew, or reasonably ought to have known, could gain him/her or others unearned academic advantage or benefit, is a violation of academic integrity.

4. Procedures - Academic Integrity Violation

1. If a student is suspected of violating this policy during an examination, the Instructor, in most cases, should allow the student to complete the examination. Unless the Instructor deems it necessary, the examination shall not be interrupted. The Instructor shall take the following steps once the student in question has completed/submitted his/her examination:

   a. the Instructor shall ask the student to remain in or return to the examination room after the examination period has ended and all remaining students have vacated the examination area;

   b. the Instructor shall inform the student that he/she is suspected of violating this policy during the examination, and that the Instructor will be following the necessary procedures as outlined in this policy.

2. When an Instructor has grounds to suspect that a student has violated this policy in their course, the Instructor will:

   a. provide to the student in writing information regarding the nature of the allegation;

   b. allow the student an opportunity to respond to the allegation, whether in writing or verbally within five (5) days;

   c. meet with the student to consider the student's account; and

   d. discuss the incident in relation to the Academic Integrity Policy.

3. If the student fails to provide a response within five (5) days to the allegation or to participate in the process, the Instructor may continue with the process without the student's input. In exceptional circumstances, the five (5) day time limit for a response may be extended.

4. A student's withdrawal from a course will not end an inquiry into an allegation of a violation of academic integrity. The Academic Dean, Director, Associate Dean or Associate Director ("Dean/Director") has the right to assign the student a mark or grade at the conclusion of the inquiry.

5. If the Instructor reasonably believes that the student has violated the Academic Integrity Policy the Instructor will refer the matter to the Dean/Director for adjudication. The Instructor will provide the Dean/Director with the following information:
a. if applicable, a copy of the academic integrity related guidelines or directions from the course outline, any assignment specific guidelines or other instructions given to the student in the course that pertains to academic integrity;

b. copy of the written notice given to the student that outlined the allegation(s);

c. the student’s written reply, if provided, or a statement summarizing the student’s verbal reply;

d. statement summarizing the meeting with the student;

e. any other pertinent information; and

f. the penalty that the Instructor recommends.

6. The Instructor and Dean/Director may meet to discuss the incident if either believes that discussion is warranted.

7. The Dean/Director will contact the student to review the evidence and to hear the student’s perspective. The student will have five (5) days to respond. The Dean/Director may seek further clarification from the Instructor, if necessary, before making a decision on the matter. Failure by the student to respond will not prevent the Dean/Director from making a decision.

8. The Dean/Director will contact the Registrar’s Office to determine if the student’s record contains any confirmed academic integrity violations.

9. Decision makers will make reasonable efforts to acquire all the information needed to make a fair decision, and will do so in an unbiased manner. For a finding of an academic integrity violation to be supported, based on the information presented, it must be more likely than not that the student committed an academic integrity violation.

10. Where the student is found to have violated the Academic Integrity Policy, the Dean/Director will assess the seriousness of the violation, any mitigating circumstances, take into account any previous academic integrity violations, consider the Instructor’s recommended penalty, and make a decision on the appropriate penalty.

11. The Dean/Director will inform the student, in writing, of his/her finding and applicable penalty. The written correspondence will constitute part of the student's record. The Dean/Director may also provide the student with a formal warning that any additional violation of the Academic Integrity Policy may include a recommendation for immediate suspension from the College.

5. Student Appeals of an Academic Integrity Violation

1. The Dean/Director’s finding on an academic integrity violation is considered final.

2. A student may appeal the process or procedure that was followed if the student believes the investigation into the academic integrity violation was conducted in a manner that was not procedurally fair and impartial. The process may be appealed under the Final Appeal Tribunal policy.

3. A student wishing to initiate a review by the Final Appeal Tribunal must file a written notice of appeal with the Vice President, Education or his or her designate within ten (10) days of the student's receipt of the Dean/Director's decision.

4. In the event of a penalty entailing a suspension for just cause imposed by the President, the student has the right to appeal to the Okanagan College Board of Governors as per 37(4) of the College and Institute Act.

Student Conduct

Okanagan College is a community of students, faculty, staff, administration, Board of Governors and Education Council dedicated to the advancement of learning and the dissemination of knowledge and skills; the intellectual development of its members; and the betterment of society and the community at large.

Okanagan College’s students have the right to work, learn and socialize in a supportive, safe and healthy environment. The College is committed to developing a sense of community that is dedicated to creating a working and learning environment of the highest quality - one which is characterized by mutual respect, consideration, social and moral development of its members; and is free from harassment, discrimination and any form of disruptive behaviour or violence.

The College understands and recognizes that students have responsibility for:
1. taking full advantage of education, training and services offered;
2. informing themselves about the College's policies and procedures;
3. their conduct, either individually or in a group;
4. conducting their activities in a manner compatible with the College's commitment to creating a safe and supportive working and learning environment;
5. respecting and treating members of the College community without discrimination, harassment, intimidation, or physical or psychological abuse;
6. respecting College property and the property of members of the College community;
7. respecting College regulations and the exercise of legitimate authority;
8. respecting due process, including the avenues of redress and appeals as stated by the College;
9. participating in the governance of the College.

It is the policy of the College that smoking is prohibited in all buildings and vehicles. On College property, smoking is restricted to designated outdoor smoking areas. Moreover, cigarettes, tobacco, and other tobacco products will not be sold on premises occupied by the College. Smoking at the student residences of the College is governed by the Rules of Residence.

This is in accordance with Okanagan College Board policy to provide a smoke-free environment and with WCB Reg. 4.81(a)

3. Operation of Company Vehicles/Mobile Equipment

Only employees with a valid drivers license with the correct classification will be permitted to operate Okanagan College vehicles or mobile equipment. In addition to a valid drivers license specific training may be required for each type of vehicle. Vehicle and mobile equipment operators must wear seat belts.

4. Personal Protective Equipment

All College employees, students and visitors are required to wear the specified personal protective equipment (PPE) for the area or specific job being performed.

5. Reporting of Unsafe Conditions

All employees and students are required to report any unsafe or harmful conditions to their immediate supervisor. The supervisor must ensure that any necessary corrective action is taken without delay (Reg. 3.20) except in the case of an emergency where action must be taken immediately. Where after a one-week period, the employee is not satisfied with the action taken he/she may advise the Health & Safety Coordinator and the Safety Committee and explain the reason for dissatisfaction. Any follow-up that may be required should be reported to the Health & Safety Committee.

Potential hazards may include, but are not limited to:

- operating machinery, tool, appliances or other equipment without authority
- working at unsafe speeds
- removing or rendering guards ineffective
- defective tools or equipment
- poor material handling
- failure to lock-out or de-energize
- neglecting to wear personal protective equipment
- poor housekeeping

General Health and Safety Rules

General Health and Safety rules apply to all employees, students and contractors at the College. General rules are intended to ensure that Okanagan College is a safe campus and must be followed without exception.

1. Reporting of Injuries

In accordance with the Workers Compensation Act (sec. 53), all employees and students covered by the WCB are required to immediately report all work related injuries to an Occupational First Aid attendant or Supervisor/Instructor and the Safety Office (local 4573).

2. Smoking

Student Non-Academic Conduct Policy
Violent and Threatening Behaviour Policy and Procedure
Harassment & Discrimination Policy
Use of Information Technology Policy
Alcohol Policy - Serving and Consumption of Alcohol
Smoking Policy
Scholarly Integrity Policy
Scholarly Misconduct Policy
Student Complaint Policy

The above policies can be found in the Okanagan College Policies catalogue:
http://www.okanagan.bc.ca/about/Policies.html.
• horseplay

To ensure that housekeeping is maintained at a high level, all employees and students must ensure that:

• aisles are kept clear
• spilled material is cleaned up
• emergency eyewash and showers are kept clear
• tripping hazards are reported
• poor lighting is reported

6. Workers’ Compensation

Coverage by the Provincial Workers’ Compensation Board is to be in place for all students while participating in a required practicum at a recognized work site. For student apprentices only, the provincial Workers’ Compensation Board coverage will be in place during classroom, lab or shop instruction. This coverage will not be provided for any other students.

Freedom of Information and Protection of Privacy

Personal Information

Okanagan College is a public body governed by the Freedom of Information and Protection of Privacy Act (FIPPA), which permits us to collect, use and share your personal information only for authorized purposes. We collect, use and share personal information that relates directly to and is necessary for Okanagan College’s programs and activities. The information on this form is collected under the authority of the FIPPA and the College and Institute Act. The information will be used for the purposes of admission and registration. If admitted, your personal information is used and shared within our institution for a variety of purposes consistent with our mandate. Your information may be shared with the students’ association, the alumni association and the Okanagan College Foundation for purposes such as provision of student services; alumni development; recognition of academic excellence, convocation program and donor awards. Information may also be used for research purposes but in those cases, individual identities will not be disclosed. Additional information may be found in our Protection of Privacy Policy on the Okanagan College website. Questions about the collection, use and sharing of your personal information may be directed to the Registrar.

Under the FIPPA, staff may not release personal information such as your student record or registration to anyone other than you without your consent. We must, therefore, deal directly with you on all inquiries, transactions or appeals. If, for any reason, you need a parent or other person to act on your behalf, and wish to give them full authority to do so, you must provide Okanagan College with your written consent authorizing the release of your personal information to that person by completing a Consent to Release Personal Information form which can be found on the Okanagan College website: www.okanagan.bc.ca/forms.

Communication

Communications from the College will be by email in most cases. Other important information and policies can be found on the College website. Please notify the College of any change to your email address. Please refer to the Electronic Communication for Students and Applicants Policy in the Calendar for details: www.okanagan.bc.ca/calendar.

Declaration and Consent

I certify that the information contained herein and that all statements made in connection with this application are true, correct and complete. I understand that any misrepresentation, incomplete disclosure or falsified information on this application may result in the cancellation of my admission or registration status. I agree that Okanagan College may verify the information provided by contacting any secondary or post-secondary institutions. I authorize Okanagan College to access Okanagan University College (OUC) records in the event I previously attended OUC. I understand and agree that my admission will not be final until my file is complete and I have satisfied all document and other requirements by Okanagan College. I authorize the posting of my grades where such posting identifies me only by my personal OC student ID number.

I understand and agree to abide by the rules, regulations and policies of Okanagan College as outlined in the Calendar and on the Okanagan College website, as amended, while I am a student at Okanagan College. In the event there is a conflict between verbal advice and Okanagan College’s official Calendar, regulations and policies, I will rely on the official version only.

I agree to pay all tuition, fees and charges to Okanagan College within the payment deadlines posted by the College.
Electronic Communication for Students and Applicants

Purpose

The College communicates with students and individuals applying to be students at the College ("applicants") using electronic communication - in particular email - in lieu of many paper-based processes. It is students' and applicants' responsibility to read all email communication in a timely fashion and to ensure their email address on file with the College is current.

Electronic Communication

All references in the College Calendar or in other College policies regarding communications from the College to the student or applicant shall be deemed to include communication by electronic means.

Electronic communication by the College to students or applicants is at the option of the College.

Communications by Email

The College will use the email address that was originally provided by the student or applicant.

Students and applicants are required to regularly check their email account for information about their application status, course registrations, fee payments, programming information, student policies, as well as other important information and notices.

Some emails, such as from the Library, may be directed to the applicant's or student's myOkanagan email account. This account should be checked regularly as well.

It is the responsibility of the student or applicant to keep their email address on record with the College up to date (see "Change Email Address").

In those limited cases where an applicant or student does not have access to email to receive email communications from the College, the applicant or student must contact the Registrar to arrange another means of communication.

Communications via College Website and myOkanagan

To receive announcements, programming information, student policies and other important information and notices, students and applicants are advised to regularly check:

- College website;
- College Calendar; and
- myOkanagan student portal account.

Change Email Address

Students and applicants may change their email address by updating the email address in their myOkanagan account or by providing written notice of the change to the Registrar's Office in Kelowna or the Administration office in Salmon Arm, Revelstoke, Vernon or Penticton.

The new email address will become the primary email address used by the College. Some College departments such as the Library may continue to use myOkanagan email account to communicate with students and applicants. Hence, even with the notice of change of email address, students and applicants are still required to check their myOkanagan email account for communications.

Receipt of Communication

Students and applicants are responsible to ensure that they can receive, access, read and act upon all email and notices from the College in a timely fashion.

Emails sent by the College are deemed to have been received by the student or applicant the next College business day after the email was sent.

Failure to receive or read in a timely manner College email, announcements, important notices and
information about programming and policies does not absolve students and applicants from knowing, responding to or complying with the content of that communication.
<table>
<thead>
<tr>
<th>Academic Schedule</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for Fall and Winter</td>
<td>Wed., Jul. 4 - Fri., Sep 14</td>
<td>Wed., Jul 4 - Fri., Jan 18</td>
</tr>
<tr>
<td>Registration for new students starting in Winter</td>
<td>Mon., Jul. 23</td>
<td>Mon., Jul 23</td>
</tr>
<tr>
<td>Fees due</td>
<td>Tue., Aug. 14 (Fall)</td>
<td>Mon., Dec 17 (Winter)</td>
</tr>
<tr>
<td>Okanagan College will be closed to the public</td>
<td>-</td>
<td>Mon., Dec 24 at 3 p.m. - Tue., Jan. 1</td>
</tr>
<tr>
<td>Statutory Holiday (no classes)</td>
<td>Mon, Sep 3</td>
<td>Tue., Jan 1</td>
</tr>
<tr>
<td>College-wide orientation day for academic programs</td>
<td>Tue., Sep. 4</td>
<td>-</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Wed., Sep. 5</td>
<td>Mon., Jan 7</td>
</tr>
<tr>
<td>Last day to register for a course this term</td>
<td>Fri., Sep 14</td>
<td>Fri., Jan 18</td>
</tr>
<tr>
<td>Last day to receive a refund of tuition fees for course drop</td>
<td>Fri., Sep 14</td>
<td>Fri., Jan 18</td>
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<tr>
<td>Last day to drop a course without a withdrawal being recorded on the student's record</td>
<td>Fri., Sep 14</td>
<td>Fri., Jan 18</td>
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<tr>
<td>Last day to change course registration status from audit to credit</td>
<td>Fri., Sep 14</td>
<td>Fri., Jan 18</td>
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<tr>
<td>Last day to process student requests for waiver of medical/dental insurance</td>
<td>Fri., Sep. 21</td>
<td>Fri., Jan 25</td>
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<tr>
<td>Statutory Holiday (no classes)</td>
<td>Mon., Oct 8</td>
<td>Mon., Feb 18</td>
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<tr>
<td>Mid‐semester study break (no classes, Saturday classes will be held)</td>
<td>-</td>
<td>Tue., Feb 19 - Fri., Feb 22</td>
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<tr>
<td>Last day to withdraw from a course without academic penalty</td>
<td>Fri., Oct 26</td>
<td>Fri., Mar 8</td>
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<tr>
<td>Last day to change registration status from audit to credit</td>
<td>Fri., Oct 26</td>
<td>Fri., Mar 8</td>
</tr>
<tr>
<td>Last day of regularly scheduled classes for academic programs</td>
<td>-</td>
<td>Fri., Apr 12</td>
</tr>
<tr>
<td>Statutory Holiday (no classes)</td>
<td>Sun., Nov. 11 - Mon, Nov 12</td>
<td>Fri. Apr 19 - Mon., Apr 22</td>
</tr>
<tr>
<td>Last day of regularly scheduled classes for academic programs</td>
<td>Thu., Dec. 6</td>
<td>-</td>
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<tr>
<td>Final exam period (distance education courses)</td>
<td>Sat., Dec. 8 - Sun., Dec. 16</td>
<td>Wed., Apr 24 - Mon., Apr 29</td>
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<tr>
<td>Final exam period (face-to-face courses)</td>
<td>Sat., Dec. 8 - Wed., Dec. 19</td>
<td>Mon., Apr 15 - Mon., Apr 29*</td>
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<tr>
<td>Fees due for next term</td>
<td>Mon., Dec. 17 (Winter)</td>
<td>Tue., Apr 16 (Summer Session I &amp; II)</td>
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<tr>
<td>Last day to submit final grades</td>
<td>Fri., Dec. 21</td>
<td>Thu., May 2*</td>
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<tr>
<td>Last day to submit a grade appeal for a Fall course to the Registrar’s Office</td>
<td>Fri., Jan. 11 4 p.m.</td>
<td>Fri., May 24</td>
</tr>
<tr>
<td>End-of-term course(s) for Mechanical Engineering Technology Diploma</td>
<td>-</td>
<td>Mon. Apr 29 - Fri., May 10</td>
</tr>
<tr>
<td>End-of-term course for Water Engineering Technology Diploma Year 1</td>
<td>-</td>
<td>Tue. Apr 30 - Fri., May 10</td>
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<tr>
<td>End-of-term course(s) for Network and Telecom. Eng. Technology Diploma Year 1</td>
<td>-</td>
<td>Wed. May 1 - Tue., May 14</td>
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<tr>
<td>Last day of classes for Electronic Engineering Tech. Diploma program</td>
<td>-</td>
<td>Fri. May 3</td>
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<tr>
<td>Final exam period for Electronic Engineering Technology Diploma program</td>
<td>-</td>
<td>Tue., May 7 - Fri., May 17</td>
</tr>
<tr>
<td>Statutory Holiday (no classes)</td>
<td>-</td>
<td>Mon., May 20</td>
</tr>
<tr>
<td>Last day to submit final grades for Electronic Engineering Technology Diploma program</td>
<td>-</td>
<td>Tue., May 21</td>
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* except Electronic Engineering Technology Diploma

as of January 25, 2019
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<th>FALL 2019</th>
<th>Winter 2020</th>
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<tbody>
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<tr>
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<td>TBD</td>
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<tr>
<td>Fees due</td>
<td>Tue., Aug. 13 (Fall)</td>
<td>Mon., Dec. 16 (Winter)</td>
</tr>
<tr>
<td>Okanagan College will be closed to the public</td>
<td>-</td>
<td>Tue., Dec 24 at 3 p.m. - Wed., Jan. 1</td>
</tr>
<tr>
<td>Statutory Holiday (no classes)</td>
<td>Mon. Sep. 2</td>
<td>Wed., Jan 1</td>
</tr>
<tr>
<td>College-wide orientation day for academic programs</td>
<td>Tue., Sep. 3</td>
<td>-</td>
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<tr>
<td>Classes begin</td>
<td>Wed., Sep 4</td>
<td>Mon., Jan 6</td>
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<td>Midterm exam period (distance education courses only)</td>
<td>TBD</td>
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<td>Fri., Oct. 25</td>
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<td>Last day of regularly scheduled classes for academic programs</td>
<td>-</td>
<td>Tue, Apr 9*</td>
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<tr>
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<td>Mon., Nov. 11</td>
<td>Fri., Apr 10 - Mon., Apr 13</td>
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<td>Tue., Apr 28</td>
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<td>Last day of regularly scheduled classes for academic programs</td>
<td>Mon., Dec. 7</td>
<td>Tue. Apr 13*</td>
</tr>
<tr>
<td>Final exam period (distance education courses)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Final exam period (face-to-face courses)</td>
<td>Wd., Dec. 9 - Sat., Dec. 19</td>
<td>Fri., Apr 16 - Tue., Apr 27*</td>
</tr>
<tr>
<td>Fees due for next term</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to submit final grades</td>
<td>Tue., Dec 2s</td>
<td>Tue., Apr 27</td>
</tr>
<tr>
<td>Okanagan College will be closed to the public</td>
<td>Thu., Dec 24 at 3 p.m. - Sun., Jan. 3</td>
<td>-</td>
</tr>
<tr>
<td>End-of-term course(s) for Mechanical Engineering Technology Diploma</td>
<td>-</td>
<td>Mon. Apr 26 - Fri., May 7</td>
</tr>
<tr>
<td>End-of-term course for Water Engineering Technology Diploma Year 1</td>
<td>-</td>
<td>Tue. Apr 27 - Fri., May 7</td>
</tr>
<tr>
<td>End-of-term course(s) for Network and Telecom. Eng. Technology Diploma Year 1</td>
<td>-</td>
<td>Wed., Apr 28 - Tue., May 11</td>
</tr>
<tr>
<td>Last day of classes for Electronic Engineering Tech. Diploma program</td>
<td>-</td>
<td>Fri., Apr 30</td>
</tr>
<tr>
<td>Final exam period for Electronic Engineering Technology Diploma program</td>
<td>-</td>
<td>Tue., May 4 - Fri., May 14</td>
</tr>
<tr>
<td>Last day to submit final grades for Electronic Engineering Technology Diploma program</td>
<td>-</td>
<td>Tue., May 18</td>
</tr>
<tr>
<td>Statutory Holiday (no classes)</td>
<td>-</td>
<td>Mon., May 24</td>
</tr>
</tbody>
</table>

* except Electronic Engineering Technology Diploma as of September 24, 2018
Okanagan College is on an academic break in the summer (May to August inclusive). Select courses are offered during condensed 6-week summer sessions at the Kelowna campus only.

<table>
<thead>
<tr>
<th>SUMMER SESSION I &amp; II</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for Session I and II and distance education continuing students starts</td>
<td>late February</td>
<td>late February</td>
<td>late February</td>
</tr>
<tr>
<td>Registration for new students starting in Session I and II and distance education starts</td>
<td>early March</td>
<td>early March</td>
<td>early March</td>
</tr>
<tr>
<td>Fees due for Session I and II and distance education courses</td>
<td>Tue., Apr 16</td>
<td>Tue., Apr 20</td>
<td>TBD</td>
</tr>
<tr>
<td>Classes begin for distance education courses</td>
<td>Mon., May 6</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Classes begin for Session I courses</td>
<td>Mon., May 13</td>
<td>Mon., May 11</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to register for a Session I course</td>
<td>Fri., May 17</td>
<td>Fri., May 15</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to receive a refund of tuition fees for Session I course drop</td>
<td>Fri., May 17</td>
<td>Fri., May 15</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to drop a Session I course without a withdrawal being recorded on the student’s record</td>
<td>Fri., May 17</td>
<td>Fri., May 15</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to change Session I course registration status from audit to credit</td>
<td>Fri., May 17</td>
<td>Fri., May 15</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to register for a distance education course</td>
<td>Fri., May 17</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to receive a refund of tuition fees for course drop (distance education course)</td>
<td>Fri., May 17</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Statutory holiday (no classes)</td>
<td>Mon., May 20</td>
<td>Mon., May 18</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to withdraw from a Session I course without academic penalty</td>
<td>Fri., Jun 7</td>
<td>Fri., Jun 5</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to change registration status for a Session I course from credit to audit</td>
<td>Fri., Jun 7</td>
<td>Fri., Jun 5</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day of regularly scheduled classes for Session I</td>
<td>Fri., Jun 21</td>
<td>Fri., Jun 19</td>
<td>TBD</td>
</tr>
<tr>
<td>Midterm exam period (distance education courses)</td>
<td>Sat., Jun 22 - Mon., Jun 24</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to submit final grades Session I</td>
<td>Mon., Jun 24</td>
<td>Mon., Jun 22</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to submit a Grade Appeal to the Registrar’s Office</td>
<td>Fri., Sep 13</td>
<td>Fri., Sep 11</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to drop a course without an academic penalty (distance education course)</td>
<td>Fri., Jun 28</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to change course registration status from audit to credit (distance education course)</td>
<td>Fri., Jun 28</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Okanagan College is on an academic break in the summer (May to August inclusive). Select courses are offered during condensed 6-week summer sessions at the Kelowna campus only.

<table>
<thead>
<tr>
<th>Event</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory holiday (no classes)</td>
<td>Mon., Jul 1</td>
<td>Wed., Jul 1</td>
<td>Thu., Jul 1</td>
</tr>
<tr>
<td>Classes begin Session II</td>
<td>Mon., Jul 8</td>
<td>Mon. Jul 6</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to register for a Session II course</td>
<td>Fri., Jul 12</td>
<td>Fri., Jul 10</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to receive a refund of tuition fees for a Session II course drop</td>
<td>Fri., Jul 12</td>
<td>Fri., Jul 10</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to drop a Session II course without a withdrawal being recorded on the student’s record</td>
<td>Fri., Jul 12</td>
<td>Fri., Jul 10</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to change Session II course registration status from audit to credit</td>
<td>Fri., Jul 12</td>
<td>Fri., Jul 10</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to withdraw from a Session II course without academic penalty</td>
<td>Fri., Aug 2</td>
<td>Fri., Jul 31</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to change registration status for Session II from credit to audit</td>
<td>Fri., Aug 2</td>
<td>Fri., Jul 31</td>
<td>TBD</td>
</tr>
<tr>
<td>Final exam period (distance education courses)</td>
<td>Sat., Aug 10 - Thu., Aug 15</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Fees due for next term (Fall)</td>
<td>Tue., Aug 13</td>
<td>Mon., Aug 17</td>
<td>TBD</td>
</tr>
<tr>
<td>Regular classes and final exams end Session II</td>
<td>Mon., Aug 19</td>
<td>Mon., Aug 17</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to submit final grades Session II</td>
<td>Wed., Aug 21</td>
<td>Wed., Aug 19</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to submit a Grade Appeal to the Registrar’s Office</td>
<td>Fri, Sep 13</td>
<td>Fri. Sep 11</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Last update Feb. 5, 2019
# VOCATIONAL HEALTH & SOCIAL DEVELOPMENT

## SCHEDULE 2017-18

### Early Childhood Education Diploma

**Kelowna**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017</strong></td>
<td></td>
</tr>
<tr>
<td>August 28</td>
<td>Classes start for Semester I and Semester III</td>
</tr>
<tr>
<td>September 4</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>October 9</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>November 13</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>December 15</td>
<td>Classes end for Semester I and Semester III</td>
</tr>
<tr>
<td>December 24 – January 1</td>
<td>Christmas closure (no classes) – Okanagan College closed to the public</td>
</tr>
<tr>
<td><strong>2018</strong></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day (no classes)</td>
</tr>
<tr>
<td>January 3</td>
<td>Classes start for Semester II and Semester IV</td>
</tr>
<tr>
<td>February 12</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>March 30 – April 2</td>
<td>Easter (no classes)</td>
</tr>
<tr>
<td>May 4</td>
<td>Classes end for Semester II</td>
</tr>
<tr>
<td>May 11</td>
<td>Classes end for Semester IV</td>
</tr>
<tr>
<td>May 12</td>
<td>Infant/Toddler Practicum begins</td>
</tr>
<tr>
<td>June 16</td>
<td>Infant/Toddler Practicum ends</td>
</tr>
</tbody>
</table>
# Therapist Assistant Diploma

## Kelowna

### 2017
- **September 4**: Labour Day (no classes)
- **September 5**: Classes start
- **October 9**: Thanksgiving Day (no classes)
- **November 11**: Remembrance Day
- **November 13**: Statutory Holiday (no classes)
- **December 5**: Classes end
- **December 7 - 18**: Final exam period
- **December 24 – January 1**: Christmas closure (no classes) – Okanagan College closed to the public

### 2018
- **January 1**: New Year’s Day (no classes)
- **January 3**: Classes start
- **February 12**: Family Day (no classes)
- **March 30 – April 2**: Easter (no classes or exams)
- **April 8**: Classes end
- **April 11 – 26**: Final exam period
- **April 16**: Start of Fall Intake 2016 Preceptorship
- **April 30**: Start of Fall Intake 2017 Practicum
- **June 22**: End of Fall Intake 2016 Preceptorship
- **June 22**: End of Fall Intake 2017 Practicum
## Human Service Work Diploma

### Kelowna and Vernon (Salmon Arm Second Year)

#### 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>September 5</td>
<td>Classes start (Program + College Wide Orientation) for Semester I</td>
</tr>
<tr>
<td>September 6</td>
<td>Classes start Semester III</td>
</tr>
<tr>
<td>October 9</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>November 13</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>December 5</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 7-18</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 24 – January 1</td>
<td>Christmas closure (no classes) – Okanagan College closed to the public</td>
</tr>
</tbody>
</table>

#### 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day (no classes)</td>
</tr>
<tr>
<td>January 3</td>
<td>Classes start for Semester II</td>
</tr>
<tr>
<td>January 3</td>
<td>Classes start for Semester IV</td>
</tr>
<tr>
<td>February 12</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>March 30 – April 2</td>
<td>Easter (no classes or exams)</td>
</tr>
<tr>
<td>April 12</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 16 – 26</td>
<td>Final exam period</td>
</tr>
<tr>
<td>April 17</td>
<td>Start of Practicum Period (all intakes) (Note: practica agencies will usually accommodate students’ exam schedules)</td>
</tr>
<tr>
<td>June 22</td>
<td>End of Practicum Period (all intakes)</td>
</tr>
</tbody>
</table>
Certified Dental Assistant
Kelowna

2017
August 28  Classes start for Semester I
September 4  Labour Day (no classes)
October 9  Thanksgiving Day (no classes)
October 26  Classes end for Semester I
November 11  Remembrance Day
November 13  Statutory Holiday (no classes)
December 15  Semester I ends
December 24 – January 1  Christmas closure (no classes) – Okanagan College closed to the public

2018
January 1  New Year’s Day (no classes)
January 2  Semester II starts
February 12  Family Day (no classes)
March 29  Semester II ends
March 30 – April 2  Easter (no classes or exams)
April 9  Classes start for Semester III
May 21  Victoria Day (no classes)
June 20  Classes end for Semester III
# Health Care Assistant Certificate

## Kelowna
**Fall 2017**
- **August 21**: Classes start
- **September 4**: Labour Day (no classes)
- **October 9**: Thanksgiving Day (no classes)
- **November 11**: Remembrance Day
- **November 13**: Statutory Holiday (no classes)
- **December 22**: Last day of classes before Christmas closure
- **December 24 – January 1**: Christmas closure (no classes) – Okanagan College closed to the public

## 2018
- **January 1**: New Year’s Day (no classes)
- **January 3**: Classes resume
- **February 12**: Family Day (no classes)
- **February 21**: Classes End

## Penticton, Vernon
**Fall 2017**
- **October 23**: Classes start
- **November 11**: Remembrance Day (no classes)
- **November 13**: Statutory Holiday (no classes)
- **December 22**: Last day of classes before Christmas closure
- **December 24 – January 1**: Christmas closure (no classes) – Okanagan College closed to the public

## 2018
- **January 1**: New Year’s Day (no classes)
- **January 3**: Classes resume
- **February 12**: Family Day (no classes)
- **March 30 – April 2**: Easter (no classes or exams)
- **April 25**: Classes End

---

as of Oct. 2, 2018
### Winter 2018 (Kelowna)

- **January 1**: New Year’s Day
- **January 2**: Classes begin
- **February 12**: Family Day (no classes)
- **March 30 – April 2**: Easter (no classes or exams)
- **May 21**: Victoria Day (no classes)
- **June 20**: Classes End

### Summer 2018 (Kelowna and Salmon Arm)

- **April 30**: Classes begin
- **May 21**: Victoria Day (no classes)
- **July 1**: Canada Day
- **July 2**: Statutory Holiday (no classes)
- **August 6**: BC Day (no classes)
- **September 3**: Labour Day (no classes)
- **October 8**: Thanksgiving Day (no classes)
- **October 24**: Classes end

### Pharmacy Technician Certificate

- To be determined at a later date

### Practical Nursing Diploma

**Kelowna, Salmon Arm (August 2017)**

- **2017**
  - **August 21**: Classes start for Semester I
  - **September 4**: Labour Day (no classes or CPE)
  - **October 9**: Thanksgiving Day (no classes or CPE)
  - **October 26**: Classes end for Semester I
  - **October 30**: Consolidated Practice Experience (CPE) 1 starts
  - **November 11**: Remembrance Day (no classes or CPE)
  - **November 13**: Statutory Holiday (no classes or CPE)
  - **November 16**: Consolidated Practice Experience 1 ends
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 16</td>
<td>Semester I ends</td>
</tr>
<tr>
<td>November 20</td>
<td>Classes start for Semester II</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of classes before Christmas break</td>
</tr>
<tr>
<td>December 24 – January 1</td>
<td>Christmas closure (no classes or CPE) – Okanagan College closed to the public</td>
</tr>
<tr>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day (no classes or CPE)</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes resume</td>
</tr>
<tr>
<td>February 12</td>
<td>Family Day (no classes or CPE)</td>
</tr>
<tr>
<td>February 15</td>
<td>Classes end for Semester II</td>
</tr>
<tr>
<td>February 19</td>
<td>Consolidated Practice Experience 2 starts</td>
</tr>
<tr>
<td>March 15</td>
<td>Consolidated Practice Experience 2 ends</td>
</tr>
<tr>
<td>March 15</td>
<td>Semester II ends</td>
</tr>
<tr>
<td>March 19</td>
<td>Classes start for Semester III</td>
</tr>
<tr>
<td>March 30 – April 2</td>
<td>Easter (no classes or CPE)</td>
</tr>
<tr>
<td>May 21</td>
<td>Victoria Day (no classes or CPE there is no CPE at this time)</td>
</tr>
<tr>
<td>May 24</td>
<td>Classes end for Semester III</td>
</tr>
<tr>
<td>May 28</td>
<td>Consolidated Practice Experience 3 starts</td>
</tr>
<tr>
<td>July 1</td>
<td>Canada Day (no classes or CPE)</td>
</tr>
<tr>
<td>July 2</td>
<td>Statutory Holiday (no classes or CPE)</td>
</tr>
<tr>
<td>July 12</td>
<td>Consolidated Practice Experience 3 ends</td>
</tr>
<tr>
<td>July 12</td>
<td>Semester III ends</td>
</tr>
<tr>
<td>July 16 – August 16</td>
<td>Summer Break</td>
</tr>
<tr>
<td>August 20</td>
<td>Classes start for Semester IV</td>
</tr>
<tr>
<td>September 3</td>
<td>Labour Day (no classes or CPE)</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day (no classes or CPE)</td>
</tr>
<tr>
<td>October 11</td>
<td>Classes end for Semester IV</td>
</tr>
<tr>
<td>October 15</td>
<td>Consolidated Practice Experience 4 starts</td>
</tr>
<tr>
<td>October 25</td>
<td>Consolidated Practice Experience 4 ends</td>
</tr>
<tr>
<td>October 29</td>
<td>Transition starts</td>
</tr>
<tr>
<td>November 1</td>
<td>Transition ends</td>
</tr>
<tr>
<td>November 5</td>
<td>Preceptorship starts</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day (Preceptorship will run)</td>
</tr>
<tr>
<td>November 12</td>
<td>Statutory Holiday (Preceptorship will run)</td>
</tr>
<tr>
<td>December 13</td>
<td>Preceptorship ends</td>
</tr>
<tr>
<td>December 13</td>
<td>Semester IV ends</td>
</tr>
</tbody>
</table>
Kelowna, Penticton (January 2018)

2018

January 1  New Year’s Day (no classes or CPE)
January 2  Classes start for Semester I
February 12 Family Day (no classes or CPE)
March 8  Classes end for Semester I
March 12  Consolidated Practice Experience (CPE) 1 starts
March 29  Consolidated Practice Experience 1 ends
March 29  Semester I ends
March 30-April 2  Easter (no classes or CPE)
April 3  Classes start for Semester II
May 21  Victoria Day (no classes or CPE)
June 14  Classes end for Semester II
June 18  Consolidated Practice Experience 2 starts
July 1  Canada Day (no classes or CPE)
July 2  Statutory Holiday (no classes or CPE)
July 12  Consolidated Practice Experience 2 ends
July 12  Semester II ends
July 16 – August 17  Summer Break
August 20  Classes start for Semester III
September 3  Labour Day (no classes or CPE)
October 8  Thanksgiving Day (no classes or CPE)
October 25  Classes end for Semester III
October 29  Consolidated Practice Experience 3 starts
November 11  Remembrance Day (no classes or CPE)
November 12  Statutory Holiday (no classes or CPE)
December 13  Consolidated Practice Experience 3 ends
December 13  Semester III ends
December 22 – January 1  Christmas closure (no classes or CPE) - Okanagan College closed to the public

2019

January 1  New Year’s Day (no classes or CPE)
January 7  Classes start for Semester IV
February 11  Family Day (no classes or CPE)
February 28  Classes end for Semester IV

as of Oct. 2, 2018
March 4  Consolidated Practice Experience 4 starts
March 14  Consolidated Practice Experience 4 ends
March 18  Transition starts
March 21  Transition ends
March 25  Preceptorship starts
April 19 - 22  Easter (no classes, Preceptorship will run)
May 2  Preceptorship ends
May 2  Semester IV ends

as of Oct. 2, 2018
Adult Basic Education
Schedule 2018 - 2019

**Fall 2018**

September 3  
Labour Day (no classes)

September 4  
College-wide orientation day

September 5  
Classes begin – all campuses

October 8  
Thanksgiving (no classes)

November 11  
Remembrance Day (no classes)

November 12  
Statutory Holiday (no classes)

December 19  
Classes and exams end

December 24  
College closes at 3 p.m.

December 25 – January 1  
Christmas closure (no classes) - Okanagan College will be closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

**Winter 2019**

January 1  
New Year's Day

January 3  
Classes begin – all campuses

February 18  
Family Day (no classes)

March 15 to 22  
Study break – all campuses (no classes)

April 19 – April 22  
Easter (no classes)

April 26  
Classes and exams end for four-month classes

May 20  
Victoria Day (no classes)

May 24  
Classes and exams end for five-month classes: Salmon Arm

Continuous intake classes may be available. Check at the campus you wish to attend.

**Spring (Summer Session I) 2019**

May 1  
Two-month classes begin

May 20  
Victoria Day (no classes)

June 21  
Classes and exams end

**Summer (Summer Session II) 2019**

No classes offered Penticton, Vernon and Salmon Arm this session

July 1  
Statutory Holiday (no classes)

July 2  
Two-month classes begin: Kelowna

August 5  
BC Day (no classes)

August 22  
Classes and exams end
Early Childhood Education Diploma
Kelowna

2018
September 3 Labour Day (no classes)
September 4 Classes start for Semester I and Semester III
October 8 Thanksgiving Day (no classes)
November 11 Remembrance Day
November 12 Statutory Holiday (no classes)
December 21 Classes end for Semester I and Semester III
December 24 College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) – Okanagan College closed to the public

2019
January 1 New Year’s Day (no classes)
January 7 Classes start for Semester II and Semester IV
February 18 Family Day (no classes)
April 19 – 22 Easter (no classes)
May 3 Classes end for Semester II
May 10 Classes end for Semester IV
May 13 Infant/Toddler Practicum begins
June 14 Infant/Toddler Practicum ends

as of Oct. 2, 2018
Human Service Work Diploma
Kelowna and Salmon Arm (Vernon Second Year)

2018

September 3 Labour Day (no classes)
September 4 Classes start (Program Orientation) for Semester I
September 5 Classes start Semester III
October 8 Thanksgiving Day (no classes)
November 11 Remembrance Day
November 12 Statutory Holiday (no classes)
December 6 Classes end
December 8 - 19 Final exam period
December 24 College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1 New Year’s Day (no classes)
January 7 Classes start for Semester II
January 7 Classes start for Semester IV
February 18 Family Day (no classes)
April 12 Classes end
April 15 – 29 Final exam period
April 19 – 22 Easter (no classes or exams)
April 16 Start of Practicum Period (all intakes) (Note: practica agencies will usually accommodate students’ exam schedules)
June 21 End of Practicum Period (all intakes)
### Therapist Assistant Diploma

**Kelowna**

**2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>September 4</td>
<td>Classes start</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>November 12</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>December 6</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 8 - 19</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 24</td>
<td>College closes at 3 p.m.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>Christmas closure (no classes) – Okanagan College closed to the public</td>
</tr>
</tbody>
</table>

**2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day (no classes)</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes start</td>
</tr>
<tr>
<td>February 18</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>April 8</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 15 – 29</td>
<td>Final exam period</td>
</tr>
<tr>
<td>April 19 – 22</td>
<td>Easter (no classes or exams)</td>
</tr>
<tr>
<td>April 15</td>
<td>Start of Fall Intake 2017 Preceptorship</td>
</tr>
<tr>
<td>April 29</td>
<td>Start of Fall Intake 2018 Practicum</td>
</tr>
<tr>
<td>June 21</td>
<td>End of Fall Intake 2017 Preceptorship</td>
</tr>
<tr>
<td>June 21</td>
<td>End of Fall Intake 2018 Practicum</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>August 27</td>
<td>Classes start for Semester I</td>
</tr>
<tr>
<td>September 3</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>November 12</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>December 14</td>
<td>Semester I ends</td>
</tr>
<tr>
<td>December 24</td>
<td>College closes at 3 p.m.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>Christmas closure (no classes) – Okanagan College closed to the public</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year's Day (no classes)</td>
</tr>
<tr>
<td>January 2</td>
<td>Semester II starts</td>
</tr>
<tr>
<td>February 18</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>April 5</td>
<td>Semester II ends</td>
</tr>
<tr>
<td>April 8</td>
<td>Classes start for Semester III</td>
</tr>
<tr>
<td>April 19 – 22</td>
<td>Easter (no classes or exams)</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day (no classes)</td>
</tr>
<tr>
<td>June 20</td>
<td>Classes end for Semester III</td>
</tr>
</tbody>
</table>

as of Oct. 2, 2018
Health Care Assistant Certificate

Kelowna and Salmon Arm

Fall 2018

August 20  Classes start
September 3  Labour Day (no classes)
October 8   Thanksgiving Day (no classes)
November 11 Remembrance Day
November 12 Statutory Holiday (no classes)
December 21 Last day of classes before Christmas closure
December 24 College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1  New Year’s Day (no classes)
January 2  Classes resume
February 18 Family Day (no classes)
February 21 Classes End

Penticton, Vernon

Fall 2018

October 22  Classes start
November 11 Remembrance Day (no classes)
November 12 Statutory Holiday (no classes)
December 21 Last day of classes before Christmas closure
December 24 College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1  New Year’s Day (no classes)
January 2  Classes resume
February 18 Family Day (no classes)
April 19 – 22 Easter (no classes or exams)
April 24  Classes End
<table>
<thead>
<tr>
<th>Kelowna</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2019</td>
</tr>
<tr>
<td>January 1</td>
</tr>
<tr>
<td>January 2</td>
</tr>
<tr>
<td>February 18</td>
</tr>
<tr>
<td>April 19 – 22</td>
</tr>
<tr>
<td>May 20</td>
</tr>
<tr>
<td>June 19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vernon and Oliver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2019</td>
</tr>
<tr>
<td>February 4</td>
</tr>
<tr>
<td>February 18</td>
</tr>
<tr>
<td>April 19 – 22</td>
</tr>
<tr>
<td>May 20</td>
</tr>
<tr>
<td>July 1</td>
</tr>
<tr>
<td>July 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 2019 (Kelowna and Salmon Arm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 29</td>
</tr>
<tr>
<td>May 20</td>
</tr>
<tr>
<td>July 1</td>
</tr>
<tr>
<td>August 5</td>
</tr>
<tr>
<td>September 2</td>
</tr>
<tr>
<td>October 14</td>
</tr>
<tr>
<td>October 23</td>
</tr>
</tbody>
</table>
Pharmacy Technician Certificate

Kelowna

2019
February 25 Classes start
April 19 - 22 Easter (no classes)
May 20 Victoria Day (no classes)
July 1 Canada Day (no classes)
August 5 BC Day (no classes)
August 27 Classes end
September 2 Labour Day
September 3 Earliest start date for Hospital and Community practica
October 14 Thanksgiving Day
November 11 Remembrance Day
December 23 – January 1 Christmas closure - Okanagan College closed to the public

2020
January 1 New Year’s Day
February 17 Family Day
February 28 Last day to complete Hospital and Community practica

Practical Nursing Diploma

Kelowna, Vernon (August 2018)

2018
August 20 Classes start for Semester I
September 3 Labour Day (no classes or CPE)
October 8 Thanksgiving Day (no classes or CPE)
October 25 Classes end for Semester I
October 29 Consolidated Practice Experience (CPE) 1 starts
November 11 Remembrance Day (no classes or CPE)
November 12 Statutory Holiday (no classes or CPE)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 15</td>
<td>Consolidated Practice Experience 1 ends</td>
</tr>
<tr>
<td>November 15</td>
<td>Semester I ends</td>
</tr>
<tr>
<td>November 19</td>
<td>Classes start for Semester II</td>
</tr>
<tr>
<td>December 13</td>
<td>Last day of classes before Christmas break</td>
</tr>
<tr>
<td>December 24</td>
<td>College closes at 3 p.m.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>Christmas closure (no classes or CPE) – Okanagan College closed to the public</td>
</tr>
<tr>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day (no classes or CPE)</td>
</tr>
<tr>
<td>January 7</td>
<td>Classes resume</td>
</tr>
<tr>
<td>February 18</td>
<td>Family Day (no classes or CPE)</td>
</tr>
<tr>
<td>February 21</td>
<td>Classes end for Semester II</td>
</tr>
<tr>
<td>February 25</td>
<td>Consolidated Practice Experience 2 starts</td>
</tr>
<tr>
<td>March 21</td>
<td>Consolidated Practice Experience 2 ends</td>
</tr>
<tr>
<td>March 21</td>
<td>Semester II ends</td>
</tr>
<tr>
<td>March 25</td>
<td>Classes start for Semester III</td>
</tr>
<tr>
<td>April 19 – 22</td>
<td>Easter (no classes or CPE)</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day (no classes or CPE there is no CPE at this time)</td>
</tr>
<tr>
<td>May 30</td>
<td>Classes end for Semester III</td>
</tr>
<tr>
<td>June 3</td>
<td>Consolidated Practice Experience 3 starts</td>
</tr>
<tr>
<td>July 1</td>
<td>Canada Day (no classes or CPE)</td>
</tr>
<tr>
<td>July 18</td>
<td>Consolidated Practice Experience 3 ends</td>
</tr>
<tr>
<td>July 18</td>
<td>Semester III ends</td>
</tr>
<tr>
<td>July 22 – August 25</td>
<td>Summer Break</td>
</tr>
<tr>
<td>August 26</td>
<td>Classes start for Semester IV</td>
</tr>
<tr>
<td>September 2</td>
<td>Labour Day (no classes or CPE)</td>
</tr>
<tr>
<td>October 14</td>
<td>Thanksgiving Day (no classes or CPE)</td>
</tr>
<tr>
<td>October 17</td>
<td>Classes end for Semester IV</td>
</tr>
<tr>
<td>October 21</td>
<td>Consolidated Practice Experience 4 starts</td>
</tr>
<tr>
<td>October 31</td>
<td>Consolidated Practice Experience 4 ends</td>
</tr>
<tr>
<td>November 4</td>
<td>Transition starts</td>
</tr>
<tr>
<td>November 7</td>
<td>Transition ends</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day (Preceptorship will run)</td>
</tr>
<tr>
<td>November 12</td>
<td>Preceptorship starts</td>
</tr>
<tr>
<td>December 19</td>
<td>Preceptorship ends</td>
</tr>
<tr>
<td>December 19</td>
<td>Semester IV ends</td>
</tr>
</tbody>
</table>
# Academic Calendar

**Kelowna, Penticton (January 2019)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day (no classes or CPE)</td>
</tr>
<tr>
<td>January 7</td>
<td>Classes start for Semester I</td>
</tr>
<tr>
<td>February 18</td>
<td>Family Day (no classes or CPE)</td>
</tr>
<tr>
<td>March 14</td>
<td>Classes end for Semester I</td>
</tr>
<tr>
<td>March 18</td>
<td>Consolidated Practice Experience (CPE) 1 starts</td>
</tr>
<tr>
<td>April 4</td>
<td>Consolidated Practice Experience 1 ends</td>
</tr>
<tr>
<td>April 4</td>
<td>Semester I ends</td>
</tr>
<tr>
<td>April 8</td>
<td>Classes start for Semester II</td>
</tr>
<tr>
<td>April 19 - April 22</td>
<td>Easter (no classes or CPE)</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day (no classes or CPE)</td>
</tr>
<tr>
<td>June 20</td>
<td>Classes end for Semester II</td>
</tr>
<tr>
<td>June 24</td>
<td>Consolidated Practice Experience 2 starts</td>
</tr>
<tr>
<td>July 1</td>
<td>Canada Day (no classes or CPE)</td>
</tr>
<tr>
<td>July 18</td>
<td>Consolidated Practice Experience 2 ends</td>
</tr>
<tr>
<td>July 18</td>
<td>Semester II ends</td>
</tr>
<tr>
<td>July 22 – August 22</td>
<td>Summer Break</td>
</tr>
<tr>
<td>August 26</td>
<td>Classes start for Semester III</td>
</tr>
<tr>
<td>September 2</td>
<td>Labour Day (no classes or CPE)</td>
</tr>
<tr>
<td>October 14</td>
<td>Thanksgiving Day (no classes or CPE)</td>
</tr>
<tr>
<td>October 31</td>
<td>Classes end for Semester III</td>
</tr>
<tr>
<td>November 4</td>
<td>Consolidated Practice Experience 3 starts</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day (no classes or CPE)</td>
</tr>
<tr>
<td>December 19</td>
<td>Consolidated Practice Experience 3 ends</td>
</tr>
<tr>
<td>December 19</td>
<td>Semester III ends</td>
</tr>
<tr>
<td>December 23 – January 1</td>
<td>Christmas closure (no classes or CPE) - Okanagan College closed to the public</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>New Year's Day (no classes or CPE)</td>
</tr>
<tr>
<td>January 6</td>
<td>Classes start for Semester IV</td>
</tr>
<tr>
<td>February 17</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>February 27</td>
<td>Classes end for Semester IV</td>
</tr>
<tr>
<td>March 2</td>
<td>Consolidated Practice Experience 4 starts</td>
</tr>
</tbody>
</table>
March 12  Consolidated Practice Experience 4 ends
March 16  Transition starts
March 19  Transition ends
March 23  Preceptorship starts
April 10 - 13  Easter (no classes, Preceptorship will run)
April 30  Preceptorship ends
April 30  Semester IV ends

as of Oct. 2, 2018
# English as a Second Language

## Schedule 2018/19

### Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>New students must attend the Scheduled English Language Assessment [OCELA]*</td>
</tr>
<tr>
<td>September 3</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>September 4</td>
<td>College-wide orientation</td>
</tr>
<tr>
<td>September 6</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 14</td>
<td>Last day to register for a Fall semester course</td>
</tr>
<tr>
<td></td>
<td>Last day to receive a refund of tuition fees for course drop</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course without a withdrawal being recorded on the student’s record</td>
</tr>
<tr>
<td></td>
<td>Last day to change course registration status from audit to credit</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>October 26</td>
<td>Last day to withdraw from a course without academic penalty</td>
</tr>
<tr>
<td></td>
<td>Last day to change registration status from credit to audit</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>November 12</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>December 12</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 13 – 19</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 21</td>
<td>Last day to submit final grades</td>
</tr>
<tr>
<td>December 24</td>
<td>College closes at 3 p.m.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>Christmas closure (no classes) – Okanagan College will be closed to the public</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 2</td>
<td>Okanagan College reopens after Christmas closure</td>
</tr>
<tr>
<td>January 11</td>
<td>Last day to submit a grade appeal to the Registrar’s Office for the Fall semester. Submission and fee must be received by the Registrar – deadline 4 p.m.</td>
</tr>
</tbody>
</table>

*as of April 19, 2018*
Winter 2019

January 1 New Year's Day
January 2 New students must attend the Scheduled English Language Assessment [OCELA]*
January 8 Classes begin
January 20 Last day to register for a Winter semester course
Last day to receive a refund of tuition fees for course drop
Last day to drop a course without a withdrawal being recorded on the student's record
Last day to change course registration status from audit to credit

February 18 Family Day (no classes)
February 19 - 22 Study Break (no classes)
March 9 Last day to withdraw from a course without academic penalty
Last day to change registration status from credit to audit

April 18 Classes end
April 19 - 22 Easter (no classes)
April 23 – 29 Final exam period
May 2 Last day to submit final grades
May 24 Last day to submit a grade appeal to the Registrar’s Office for the Winter semester. Submission and fee must be received by the Registrar – deadline 4 p.m.

as of April 19, 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>New students must attend the Scheduled English Language Assessment [OCELA]*</td>
</tr>
<tr>
<td>May 6</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 10</td>
<td>Last day to receive a refund of tuition fees for course drop</td>
</tr>
<tr>
<td></td>
<td>Last day to register for a Session I course</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course without a withdrawal being recorded on the student’s record</td>
</tr>
<tr>
<td></td>
<td>Last day to change course registration status from audit to credit</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day (no classes)</td>
</tr>
<tr>
<td>May 31</td>
<td>Last day to withdraw from a course without academic penalty</td>
</tr>
<tr>
<td></td>
<td>Last day to change registration status from credit to audit</td>
</tr>
<tr>
<td>June 21</td>
<td>Classes end</td>
</tr>
<tr>
<td>June 24, 25</td>
<td>Final exam period</td>
</tr>
<tr>
<td>June 29</td>
<td>Last day for submission of final grades for Summer Session I</td>
</tr>
<tr>
<td>July 19</td>
<td>Last day to submit a grade appeal to the Registrar’s Office for Summer Session I. Submission and fee must be received by the Registrar – deadline 4:00 p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>June 26</td>
<td>New students must attend the Scheduled English Language Assessment [OCELA]*</td>
</tr>
<tr>
<td>July 1</td>
<td>Canada Day (no classes)</td>
</tr>
<tr>
<td>July 3</td>
<td>Classes begin</td>
</tr>
</tbody>
</table>
| July 7     | Last day to receive a refund of tuition fees for course drop  
Last day to register for a Session II course  
Last day to drop a course without a withdrawal being recorded on the student's record  
Last day to change course registration status from audit to credit |
| July 28    | Last day to withdraw from a course without academic penalty  
Last day to change registration status from credit to audit |
| August 6   | BC Day (no classes)                                                                                                                                 |
| August 20  | Classes end                                                                                                                                          |
| August 21 – 22 | Final exam period                                                                                                                                     |
| August 26  | Last day for submission of final grades for Summer Session II                                                                                         |
| September 13 | Last day to submit a grade appeal to the Registrar’s Office for Summer Session II. Submission and fee must be received by the Registrar – deadline 4:00 p.m. |
Office Administration
Schedule 2018-2019

Accounting/Bookkeeping Certificate (20 weeks)
Kelowna

2018

September 3      Labour Day (no classes)
September 4      Orientation
September 5      Classes start
October 8        Thanksgiving Day (no classes)
November 11      Remembrance Day
November 12      Statutory Holiday (no classes)
December 20      Last day of classes before Christmas break
December 24      College closes at 3 p.m.
December 25 – January 1 Christmas Closure (no classes) – Okanagan College closed to the public

2019

January 7       Classes resume
February 16     Classes end
Administrative Assistant Certificate (37 weeks)
Kelowna, Salmon Arm, Vernon

2018

September 3       Labour Day (no classes)
September 4       Orientation
September 5       Classes start
October 8         Thanksgiving Day (no classes)
November 11       Remembrance Day
November 12       Statutory Holiday (no classes)
December 19       Last day of classes before Christmas break
December 24       College closes at 3 p.m.
December 25 – January 1 Christmas Closure (no classes) – Okanagan College closed to the public

2019

January 7         Classes resume
February 18       Family Day (no classes)
March 25 - 29     Mid-Semester Break (no classes)
April 19 - 22     Easter (no classes)
May 20            Victoria Day (no classes)
June 21           Classes End
Office Assistant Certificate (17 weeks)
Kelowna, Salmon Arm, Vernon, Penticton

2018
September 3 Labour Day (no classes)
September 4 Orientation
September 5 Classes start
October 8 Thanksgiving Day (no classes)
November 11 Remembrance Day
November 12 Statutory Holiday (no classes)
December 19 Last day of classes before Christmas break
December 24 College closes at 3 p.m.
December 25 – January 1 Christmas Closure (no classes) – Okanagan College closed to the public

2019
January 7 Classes resume
January 21 Classes end

Office Assistant Certificate (17 weeks)
Kelowna

2019
February 11 Classes start
February 18 Family Day (no classes)
March 25 - 29 Mid-Semester Break (no classes)
April 19 - 22 Easter (no classes)
May 20 Victoria Day (no classes)
June 20 Classes End
### Legal Administrative Assistant Certificate (Litigation - 19 weeks)

**Kelowna only**

#### 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>September 4</td>
<td>Orientation</td>
</tr>
<tr>
<td>September 5</td>
<td>Classes start</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day (no classes)</td>
</tr>
<tr>
<td>November 12</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>December 18</td>
<td>Last day of classes before Christmas break</td>
</tr>
<tr>
<td>December 24</td>
<td>College closes at 3 p.m.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>Christmas Closure (no classes) – Okanagan College closed to the public</td>
</tr>
</tbody>
</table>

#### 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 23</td>
<td>Classes end</td>
</tr>
</tbody>
</table>

### Legal Administrative Assistant Certificate (Corporate/Conveyancing 20 weeks)

**Kelowna only**

#### 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 29</td>
<td>Classes Start</td>
</tr>
<tr>
<td>February 18</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>April 19 - 22</td>
<td>Easter (no classes)</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day (no classes)</td>
</tr>
<tr>
<td>June 18</td>
<td>Classes end</td>
</tr>
</tbody>
</table>
# Adult Basic Education
## Schedule 2018 - 2019

### Fall 2018
- **September 3**: Labour Day (no classes)
- **September 4**: College-wide orientation day
- **September 5**: Classes begin – all campuses
- **October 8**: Thanksgiving (no classes)
- **November 11**: Remembrance Day (no classes)
- **November 12**: Statutory Holiday (no classes)
- **December 19**: Classes and exams end
- **December 24**: College closes at 3 p.m.
- **December 25 – January 1**: Christmas closure (no classes) - Okanagan College will be closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

### Winter 2019
- **January 1**: New Year's Day
- **January 3**: Classes begin – all campuses
- **February 18**: Family Day (no classes)
- **March 15 to 22**: Study break – all campuses (no classes)
- **April 19 – April 22**: Easter (no classes)
- **April 26**: Classes and exams end for four-month classes
- **May 20**: Victoria Day (no classes)
- **May 24**: Classes and exams end for five-month classes: Salmon Arm

Continuous intake classes may be available. Check at the campus you wish to attend.

### Spring (Summer Session I) 2019
- **May 1**: Two-month classes begin
- **May 20**: Victoria Day (no classes)
- **June 21**: Classes and exams end

### Summer (Summer Session II) 2019
No classes offered Penticton, Vernon and Salmon Arm this session
- **July 1**: Statutory Holiday (no classes)
- **July 2**: Two-month classes begin: Kelowna
- **August 5**: BC Day (no classes)
- **August 22**: Classes and exams end
Adult Special Education
Schedule 2019 – 2020

Fall 2019
Semester One: September 3, 2019 to January 24, 2020

2019
September 2       Labour Day (no classes)
September 3       Classes start (Orientation)
October 14        Thanksgiving Day (no classes)
November 11       Remembrance Day (no classes)
December 16       Last day of classes before Christmas break
December 24       College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) – Okanagan College will be closed to the public

2020
January 1         New Year’s Day
January 6         Classes resume
January 24        Classes end Semester One
January 27, 28    Semester break (no classes)

Winter 2020
Semester Two: January 29, 2020 to June 18, 2020

2020
January 29        Classes start
February 17       Family Day (no classes)
February 18       Study break (no classes)
March 16 – 20     Study break (no classes)
April 10 – April 13 Easter (no classes)
May 18            Victoria Day (no classes)
June 18           Classes end Semester Two

As of Oct 9 2018
Practical Nursing Diploma

Kelowna, Vernon (August 2019)

2019
August 26     Classes start for Semester I
September 2   Labour Day (no classes or CPE)
October 14    Thanksgiving Day (no classes or CPE)
October 31    Classes end for Semester I
November 4    Consolidated Practice Experience (CPE) 1 starts
November 11   Remembrance Day (no classes or CPE)
November 21   Consolidated Practice Experience 1 ends
November 21   Semester I ends
November 25   Classes start for Semester II
December 19   Last day of classes before Christmas break
December 24   College closes at 3 p.m.
December 25 – January 1  Christmas closure (no classes or CPE) – Okanagan College closed to the public

2020
January 1     New Year’s Day (no classes or CPE)
January 6     Classes resume
February 17    Family Day (no classes or CPE)
February 20    Classes end for Semester II
February 24    Consolidated Practice Experience 2 starts
March 19       Consolidated Practice Experience 2 ends
March 19       Semester II ends
March 23       Classes start for Semester III
April 10 – 13  Easter (no classes or CPE)
May 18         Victoria Day (no classes or CPE there is no CPE at this time)
May 28         Classes end for Semester III
June 1         Consolidated Practice Experience 3 starts
July 1          Canada Day (no classes or CPE)
July 16        Consolidated Practice Experience 3 ends
July 16        Semester III ends
July 20 – August 23  Summer Break
August 24      Classes start for Semester IV

as of Oct. 2, 2018
September 7   Labour Day (no classes or CPE)
October 12   Thanksgiving Day (no classes or CPE)
October 15   Classes end for Semester IV
October 19   Consolidated Practice Experience 4 starts
October 29   Consolidated Practice Experience 4 ends
November 2   Transition starts
November 5   Transition ends
November 9   Preceptorship starts
November 11   Remembrance Day (Preceptorship will run)
December 17   Preceptorship ends
December 17   Semester IV ends

Kelowna, Penticton (January 2020)

2020
January 1   New Year’s Day (no classes or CPE)
January 6   Classes start for Semester I
February 17   Family Day (no classes or CPE)
March 12   Classes end for Semester I
March 16   Consolidated Practice Experience (CPE) 1 starts
April 2   Consolidated Practice Experience 1 ends
April 2   Semester I ends
April 6   Classes start for Semester II
April 10 - April 13   Easter (no classes or CPE)
May 18   Victoria Day (no classes or CPE)
June 18   Classes end for Semester II
June 22   Consolidated Practice Experience 2 starts
July 1   Canada Day (no classes or CPE)
July 16   Consolidated Practice Experience 2 ends
July 16   Semester II ends
July 20 – August 20   Summer Break
August 24   Classes start for Semester III
September 7   Labour Day (no classes or CPE)
October 12   Thanksgiving Day (no classes or CPE)
October 29   Classes end for Semester III
November 2   Consolidated Practice Experience 3 starts
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 11</td>
<td>Remembrance Day (no classes or CPE)</td>
</tr>
<tr>
<td>December 17</td>
<td>Consolidated Practice Experience 3 ends</td>
</tr>
<tr>
<td>December 17</td>
<td>Semester III ends</td>
</tr>
<tr>
<td>December 23 – January 1</td>
<td>Christmas closure (no classes or CPE) - Okanagan College closed to the public</td>
</tr>
</tbody>
</table>

2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day (no classes or CPE)</td>
</tr>
<tr>
<td>January 4</td>
<td>Classes start for Semester IV</td>
</tr>
<tr>
<td>February 15</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>February 25</td>
<td>Classes end for Semester IV</td>
</tr>
<tr>
<td>March 1</td>
<td>Consolidated Practice Experience 4 starts</td>
</tr>
<tr>
<td>March 11</td>
<td>Consolidated Practice Experience 4 ends</td>
</tr>
<tr>
<td>March 15</td>
<td>Transition starts</td>
</tr>
<tr>
<td>March 18</td>
<td>Transition ends</td>
</tr>
<tr>
<td>March 22</td>
<td>Preceptorship starts</td>
</tr>
<tr>
<td>April 2 - 5</td>
<td>Easter (no classes, Preceptorship will run)</td>
</tr>
<tr>
<td>April 29</td>
<td>Preceptorship ends</td>
</tr>
<tr>
<td>April 29</td>
<td>Semester IV ends</td>
</tr>
</tbody>
</table>

as of Oct. 2, 2018
Human Service Work Diploma

Kelowna and Vernon (Salmon Arm Second Year)

2019
September 2  Labour Day (no classes)
September 3  Classes start (Program Orientation) for Semester I in the morning.
             Classes start (Program Orientation) for Semester III in the afternoon.
October 14  Thanksgiving Day (no classes)
November 11 Remembrance Day (no classes)
December 4  Classes end
December 7 - 18  Final exam period
December 24  College closes at 3 p.m.
December 25 – January 1  Christmas closure (no classes) – Okanagan College closed to the public

2020
January 1  New Year’s Day (no classes)
January 6  Classes start for Semester II
January 6  Classes start for Semester IV
February 17  Family Day (no classes)
April 9  Classes end
April 10 – 13  Easter (no classes or exams)
April 14 – 24  Final exam period
April 20  Start of Practicum Period (Note: host agencies generally accommodate students’ exam schedules)
June 19  End of Practicum Period

as of Oct. 10, 2018
Therapist Assistant Diploma

Kelowna

2019

September 2        Labour Day (no classes)
September 3       Classes start
October 14       Thanksgiving Day (no classes)
November 11      Remembrance Day (no classes)
December 4      Classes end
December 7 - 18  Final exam period
December 24     College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) – Okanagan College closed to the public

2020

January 1        New Year’s Day (no classes)
January 6        Classes start
February 17      Family Day (no classes)
April 9          Classes end
April 10 – 13    Easter (no classes or exams)
April 14 – 24    Final exam period
April 14         Start of Fall Intake 2018 Preceptorship
April 27         Start of Fall Intake 2019 Practicum
June 19         End of Fall Intake 2018 Preceptorship
June 19         End of Fall Intake 2019 Practicum

as of Oct. 11, 2018
Health Care Assistant Certificate

Kelowna
Fall 2019
August 19  Classes start
September 2  Labour Day (no classes)
October 14  Thanksgiving Day (no classes)
November 11  Remembrance Day (no classes)
December 20  Classes ends
December 24  College closes at 3 p.m.
December 25 – January 1  Christmas closure (no classes) – Okanagan College closed to the public

2020
January 1  New Year’s Day (no classes)
January 2  Classes begin
February 17  Family Day (no classes)
February 20  Classes End

Penticton, Vernon
Fall 2019
October 21  Classes start
November 11  Remembrance Day (no classes)
December 20  Last day of classes before Christmas closure
December 24  College closes at 3 p.m.
December 25 – January 1  Christmas closure (no classes) – Okanagan College closed to the public

2020
January 1  New Year’s Day (no classes)
January 2  Classes resume
February 17  Family Day (no classes)
April 10 – 13  Easter (no classes or exams)
April 22  Classes End
Kelowna

Winter 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day (no classes)</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes resume</td>
</tr>
<tr>
<td>February 17</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>April 10 - 13</td>
<td>Easter (no classes or exams)</td>
</tr>
<tr>
<td>May 18</td>
<td>Victoria Day (no classes)</td>
</tr>
<tr>
<td>June 24</td>
<td>Classes End</td>
</tr>
</tbody>
</table>

Summer 2020 (Kelowna and Salmon Arm)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 27</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 18</td>
<td>Victoria Day (no classes)</td>
</tr>
<tr>
<td>July 1</td>
<td>Canada Day</td>
</tr>
<tr>
<td>August 3</td>
<td>BC Day (no classes)</td>
</tr>
<tr>
<td>September 7</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>October 12</td>
<td>Thanksgiving Day (no classes)</td>
</tr>
<tr>
<td>October 21</td>
<td>Classes end</td>
</tr>
</tbody>
</table>
Early Childhood Education Diploma

Kelowna

2019
September 2  Labour Day (no classes)
September 3  Classes start for Semester I and Semester III
October 14  Thanksgiving Day (no classes)
November 11  Remembrance Day (no classes)
December 20  Classes end for Semester I and Semester III
December 24  College closes at 3 p.m.
December 25 – January 1  Christmas closure (no classes) – Okanagan College closed to the public

2020
January 1  New Year’s Day (no classes)
January 6  Classes start for Semester II and Semester IV
February 17  Family Day (no classes)
April 10 – 13  Easter (no classes)
May 1  Classes end for Semester II
May 8  Classes end for Semester IV
May 11  Infant/Toddler Practicum begins
June 12  Infant/Toddler Practicum ends
English as a Second Language
Schedule 2019/20

Fall 2019

August 28  New students must attend the Scheduled English Language Assessment (OCELA)*
September 2  Labour Day (no classes)
September 3  College-wide orientation
September 5  Classes begin
September 13  Last day to register for a Fall semester course
               Last day to receive a refund of tuition fees for course drop
               Last day to drop a course without a withdrawal being recorded on the student’s record
               Last day to change course registration status from audit to credit
October 14  Thanksgiving Day (no classes)
October 25  Last day to withdraw from a course without academic penalty
               Last day to change registration status from credit to audit
November 11 Remembrance Day
December 11  Classes end
December 12 – 18  Final exam period
December 24 – January 1  Christmas closure (no classes) – Okanagan College will be closed to the public
<table>
<thead>
<tr>
<th>Date</th>
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</tr>
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<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 6</td>
<td>New students must attend the Scheduled English Language Assessment (OCELA)*</td>
</tr>
<tr>
<td>January 9</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 17</td>
<td>Last day to register for a Winter semester course</td>
</tr>
<tr>
<td></td>
<td>Last day to receive a refund of tuition fees for course drop</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course without a withdrawal being recorded on the student’s record</td>
</tr>
<tr>
<td></td>
<td>Last day to change course registration status from audit to credit</td>
</tr>
<tr>
<td>February 17</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>February 18-21</td>
<td>Study Break (no classes)</td>
</tr>
<tr>
<td>March 6</td>
<td>Last day to withdraw from a course without academic penalty</td>
</tr>
<tr>
<td></td>
<td>Last day to change registration status from credit to audit</td>
</tr>
<tr>
<td>April 10 - 13</td>
<td>Easter (no classes)</td>
</tr>
<tr>
<td>April 21</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 22 – 28</td>
<td>Final exam period</td>
</tr>
</tbody>
</table>
Summer Session I 2020

April 29  New students must attend the Scheduled English Language Assessment (OCELA)*

May 5  Classes begin

May 12  Last day to receive a refund of tuition fees for course drop
        Last day to register for a Session I course
        Last day to drop a course without a withdrawal being recorded on the student’s record
        Last day to change course registration status from audit to credit

May 18  Victoria Day (no classes)

June 5  Last day to withdraw from a course without academic penalty
        Last day to change registration status from credit to audit

June 22  Classes end

June 23, 24  Final exam period

Summer Session II 2020

June 29  New students must attend the Scheduled English Language Assessment (OCELA)*

July 1  Canada Day (no classes)

July 6  Classes begin

July 10  Last day to receive a refund of tuition fees for course drop
        Last day to register for a Session II course
        Last day to drop a course without a withdrawal being recorded on the student’s record
        Last day to change course registration status from audit to credit

July 31  Last day to withdraw from a course without academic penalty
        Last day to change registration status from credit to audit

August 3  BC Day (no classes)

August 21  Classes end

August 24, 25  Final exam period

*OCELA/Okanagan College English Language Assessment is available at other times throughout the year.
Adult Basic Education
Schedule 2019 – 2020

Fall 2019
September 2          Labour Day (no classes)
September 3          College-wide orientation day
September 4          Classes begin – all campuses
October 14           Thanksgiving (no classes)
November 11          Remembrance Day (no classes)
December 18          Classes and exams end
December 24          College closes at 3 p.m.
December 25 – January 1 Christmas closure (no classes) - Okanagan College will be closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

Winter 2020
January 6           Classes begin – all campuses
February 17         Family Day (no classes)
March 13 to 20       Study break – all campuses (no classes)
April 10 – April 13 Easter (no classes)
April 29             Classes and exams end for four-month classes
May 18              Victoria Day (no classes)

Continuous intake classes may be available. Check at the campus you wish to attend.

Spring (Summer Session I) 2020
May 4               Two-month classes begin
May 18              Victoria Day (no classes)
June 24             Classes and exams end

Summer (Summer Session II) 2020
No classes offered in Penticton, Vernon and Salmon Arm this session
July 6              Two-month classes begin: Kelowna
August 3            BC Day (no classes)
August 26           Classes and exams end
Office Administration
Schedule 2019-2020

Accounting/Bookkeeping Certificate (20 weeks)
Kelowna

2019
September 2  Labour Day (no classes)
September 3  Orientation
September 4  Classes start
October 14  Thanksgiving Day (no classes)
November 11  Remembrance Day (no classes)
December 20  Last day of classes before Christmas break
December 24  College closes at 3 p.m.
December 25 – January 1  Christmas Closure (no classes) – Okanagan College closed to the public

2020
January 6  Classes resume
February 14  Classes end
### Administrative Assistant Certificate (37 weeks)

**Kelowna, Salmon Arm, Vernon**

#### 2019

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>September 2</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>September 3</td>
<td>Orientation</td>
</tr>
<tr>
<td>September 4</td>
<td>Classes start</td>
</tr>
<tr>
<td>October 14</td>
<td>Thanksgiving Day (no classes)</td>
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<tr>
<td>December 20</td>
<td>Last day of classes before Christmas break</td>
</tr>
<tr>
<td>December 24</td>
<td>College closes at 3 p.m.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>Christmas Closure (no classes) – Okanagan College closed to the public</td>
</tr>
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#### 2020

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<td>January 6</td>
<td>Classes resume</td>
</tr>
<tr>
<td>February 17</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>March 23 - 27</td>
<td>Mid-Semester Break (no classes)</td>
</tr>
<tr>
<td>April 10 - 13</td>
<td>Easter (no classes)</td>
</tr>
<tr>
<td>May 18</td>
<td>Victoria Day (no classes)</td>
</tr>
<tr>
<td><strong>June 19</strong></td>
<td>Classes End</td>
</tr>
</tbody>
</table>
Office Assistant Certificate (17 weeks)
Kelowna, Salmon Arm, Vernon, Penticton

2019

September 2  
Labour Day (no classes)
September 3  
Orientation
September 4  
Classes start
October 14  
Thanksgiving Day (no classes)
November 11  
Remembrance Day (no classes)
December 20  
Last day of classes before Christmas break
December 24  
College closes at 3 p.m.
December 25 – January 1  
Christmas Closure (no classes) – Okanagan College closed to the public

2020

January 6  
Classes resume
January 21  
Classes end

Office Assistant Certificate (17 weeks)
Kelowna

2020

February 11  
Classes start
February 17  
Family Day (no classes)
March 23 - 27  
Mid-Semester Break (no classes)
April 10 - 13  
Easter (no classes)
May 18  
Victoria Day (no classes)
June 20  
Classes End
Legal Administrative Assistant Certificate (Litigation - 19 weeks)
Kelowna only

2019

September 2    Labour Day (no classes)
September 3    Orientation
September 4    Classes start
October 14     Thanksgiving Day (no classes)
November 11    Remembrance Day (no classes)
December 20    Last day of classes before Christmas break
December 24    College closes at 3 p.m.
December 25 – January 1 Christmas Closure (no classes) – Okanagan College closed to the public

2020

January 6     Classes resume
January 22    Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing 20 weeks)
Kelowna only

2019

January 27     Classes Start
February 17    Family Day (no classes)
March 23 - 27  Mid-Semester Break (no classes)
April 10 - 13  Easter (no classes)
May 18        Victoria Day (no classes)
June 17       Classes end