Items approved by Education Council  
March 6, 2014

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Business and Commercial Aviation Programs – Continuing Studies

Project Management Certificate
Rationale:
In response to numerous inquiries from industry and prospective students regarding project management training, Continuing Studies formed a stakeholder advisory committee and conducted an environmental scan of available training in the Okanagan College region. The stakeholder committee included large and small local employers, professional project managers, OC faculty and OC administration with expertise in the area of project management. Employer representatives included IHA, City of Kelowna, Kelowna Community Resources, Canadian Home Builders Association, Maple Reinders, Kal Tire, and QHR Technologies. The full membership list is on page 16 of the appendices.

The stakeholder group was very supportive of the development of a Project Management Certificate, and advised that although project management training exists, the current training does not meet their needs primarily due to a lack of accessibility and the costs incurred to travel outside the region. The employers on the committee further expressed their support of the Certificate by offering to participate as guest speakers, student mentors, promotion, and providing local case studies.

The need for project management training is also supported by current labour market information. For example, the BC Major Projects inventory identifies 20 new proposed projects over $15 million for the first quarter of 2013, with available capital cost estimates totaling $1.3 billion. The total estimated capital cost of all major projects currently underway in BC is estimated at $85.7 billion. These projects require trained project managers and it is predicted that there will be an ongoing market for the Project Management Certificate in the Okanagan region.

The target audience for the certificate is individuals who may or may not have previous project management experience. Because a number of the anticipated students will be employed, the certificate will be delivered in a blended format with approximately 75% online and 25% in class.

Program description:
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.

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:

- 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 one of English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index) text. Note: Communications 12 is not acceptable.
- A minimum grade of 60% in one of: Foundations of Mathematics and Pre-Calculus Grade10, or in both Adult Basic Education MATH 071 and MATH 072.
- 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.

Program outline:
PRM 111 - Introduction to Project Management (12 hours in-class)
PRM 112 - Initiating a Project (16 hours online)
PRM 113 - Project Time and Cost Management (30 hours online)
PRM 114 - Planning the Management of a Project (27 hours online)
PRM 115 - Project Execution and Leadership (12 hours in-class and 8 hours online)
PRM 116 - Monitoring, Controlling and Closing a Project (21 hours online)
PRM 117 - Capstone Project (12 hours in-class)

PRM 111 Introduction to Project Management (12 hours in-class)
This course provides 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 Initiating a Project (16 hours online)
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.

PRM 113 Project Time and Cost Management (30 hours online)
This course requires students to create a project scope statement and a project schedule, to define the project’s activities, and to 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.

**PRM 114 Planning the Management of a Project (27 hours online)**
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.

**PRM 115 Project Execution and Leadership (12 hours in-class, 8 hours online)**
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.

**PRM 116 Monitoring, Controlling and Closing a Project (21 hours online)**
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 learn how to successfully close a project and enable final sign-off by the project sponsor.

**PRM 117 Capstone Project (12 hours in-class)**
The capstone course has students demonstrate their ability to interview a project sponsor to establish the purpose and scope of a project, and their aptitude for 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.

**Proposed date of implementation:** April 2014
**Costs:**
- Tuition $4,224.00
- Textbooks 300.00

**Arts and Foundational Programs**

**SOCI 218 – 3 – 3**  
**Introduction to Research Methods**

**Rationale:**
This course meets three needs for students in Sociology. It is a component of the provincial flexible pre-major. It includes qualitative approaches to research methodologies. It is an important foundation for critical social research skills.

**Course description:**
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 and SOCI 121

**Proposed date of implementation:** May 2014
**Costs:** Staffing $7,935.00
Program deletion
ArcInfo GIS Certificate
Rationale:
ArcInfo software no longer exists. Certificate has not been offered since April 2011.
Intended date of deletion: March 2014

Science Technology and Health Programs

Course revision:
- Course title – new title Math for Network and Telecom Engineering Tech II
- Prerequisites

Rationale:
A new first-semester mathematics course for the Network and Telecommunications Engineering Technology program has been developed, MATH 127 - Mathematics for Network and Telecommunications Technology I. As a result the prerequisite for MATH 149 must be changed to match the new course, and its title must be changed to reflect the fact that it is now the second math course for the NTEN program. In addition, a pathway for CIS, BCIS, and ELEN students to enter the NTEN program is to be maintained.

Prerequisites:
Current: MATH 137
Proposed: One of the following:
  - MATH 127
  - MATH 137
  - MATH 139 with a minimum of 67% in one of the following:
    - Pre-Calculus Grade 12
    - Principles of Math 12

Intended date of implementation: September 2014
Costs: n/a

Network and Telecommunications Engineering Technology Diploma

Program revision
- Graduation requirements

Rationale:
A new first-semester mathematics course (with more applicable content) for the NTEN Diploma Program has been developed by the Mathematics Department (MATH 127 - Mathematics for Network and Telecommunications Technology I). This course will replace the current MATH 137.

Program outline:
Semester One - Existing
- NTEN 111 - Computer Components and Peripherals
- NTEN 113 - Voice and Data Communications Infrastructure
- CMNS 113 - Technical Communication for Information Technology
- NTEN 117 - Networks and Telecommunications I
- COSC 111 - Computer Programming I
- MATH 137 - Mathematics for Electronic Engineering Technology

Semester One - Proposed
- NTEN 111 - Computer Components and Peripherals
- NTEN 113 - Voice and Data Communications Infrastructure
Bachelor of Science in Nursing (Years 1 and 2)

Program revision
- Admission requirements
- Program description

Rationale:
Update language to remain consistent with changes at UBCO Okanagan School of Nursing and the College of Registered Nurses of BC (CRNBC).

Program description:
Okanagan College (OC), in partnership with the University of British Columbia's Okanagan Campus (UBCO) offers Years 1 and 2 of the four-year Bachelor of Science in Nursing (BSN) program offered at UBCO. The curriculum for this four-year degree program is based on the Collaboration for Academic Education in Nursing (CAEN) curriculum.

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 and guaranteed course transfer credits and admission 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.

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;
- An overall (cumulative) grade average of 65 or greater.

Students completing BSN Years 1 & 2 with no more than one semester where their GPA is below 65 (but at least 60) and who have satisfactorily completed BSN Year 1 & 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 UBCO 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 College of Registered Nurses of British Columbia (CRNBC).

The four-year degree program at UBCO and the first two years of this program at OC are recognized by the CRNBC.

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 the student 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.crnbc.ca/downloads/464.pdf
Program Goals (no changes)

Overview of the Program

The UBCO and CAEN Bachelor of Science in Nursing degree is a four-year program, the first two years of which are also offered at Okanagan College. Each year has two semesters, during which the student takes classroom and practice courses, followed by a summer semester in both years in which students complete a consolidated practice course. The classroom courses include courses in nursing, physical and social sciences, and English. Practice experiences are an integral part of the Nursing program and may be offered at various sites (e.g. hospitals, extended care facilities, community agencies, and private homes) throughout (and possibly beyond) the Okanagan Valley.

Curriculum review and revision is currently in progress in collaboration with UBCO's School of Nursing. The expected date for implementing the revised nursing curriculum for BSN Year 1 students is September 2015.

A program outline for years one and two is listed below. To view an outline of years three and four of the program, please see the UBCO Calendar.

http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,288,848,0

View the OC BSN Student Guide for program and college policies on the College website.

Admission requirements:

Existing
Regular Applicants

- B.C. senior secondary graduation or equivalent as of the first day of classes.
- A minimum grade of 70 in one of English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course. Students who have passed English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course with a grade of less than 70 will be required to write the Language Proficiency Index (LPI) test and obtain 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.
- Students graduating from secondary school in or prior to 2012 require Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education Mathematics course. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum require Pre-calculus Grade 11 or Foundations of Mathematics Grade 12.
- Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course. Chemistry 12 is recommended.
- Two other approved Grade 12 courses (see list of approved courses below).

Approved Grade 12 Courses

- 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) text 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; and
  - Two other approved Grade 12 courses.

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.

Transfer Applicants
Applicants should present transfer credit in Biology, Chemistry, English, and Mathematics. If an applicant is not able to fulfill these requirements at the post-secondary level, they must be fulfilled 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 may not be considered for admission. 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.

Proposed Regular Applicants

- 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
- A minimum grade of 70 in one of English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course. Students who have passed English 12, English 12 First Peoples, or an equivalent Provincial Level Adult Basic Education English course with a grade of less than 70 will be required to write the Language Proficiency Index (LPI) test and obtain 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).
- Students graduating from secondary school in or prior to 2012 require Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education Mathematics course. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum require Pre-calculus Grade 11 or Foundations of Mathematics Grade 12.
- One other approved Grade 12 course (see list of approved courses below).

Approved Grade 12 Courses (no changes to this list)

- 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.
Transfer Applicants

- Applicants should present transfer credit in Biology, Chemistry, English, and Mathematics. If an applicant is not able to fulfill these requirements at the post-secondary level, they must be fulfilled 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 may not be considered for admission. 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 & 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.

Reason
Admission requirement changes approved by UBCO Senate fall 2013, applies to September 2015 applicants.

Proposed date of implementation: September 2014
Costs: n/a

Course revisions

- CDA 100 Dental Anatomy, Histology/Embryology and Pathology
- CDA 101 Infection Prevention and Control
- CDA 102 Preparation for Clinical Practice
- CDA 104 Restorative Fundamentals
- CDA 200 Dental Radiography
- CDA 201 Dental Specialties
- CDA 202 Preventive Dental Procedures
- CDA 203 Dental Office Practicum I
- CDA 300 Dental Office and Employment Skills
- CDA 301 Fixed and Removable Prosthodontics
- CDA 302 Direct Patient Care
- CDA 303 Dental Office Practicum II

CDA 100 - 85 hours  Dental Anatomy, Histology/Embryology and Pathology

Course revision
- Course description
- Concurrent registration
- Prerequisites

Rationale:
The course description and learning outcomes were revised to align with the language used in all other CDA courses.

**Course description:**

**Current:**
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.

**Proposed:**
In this course, the learners acquire knowledge of oral health sciences. They will learn how these dental sciences apply to CDA practice. To meet the clinical application requirements of this course, learners will be expected to identify oral tissues in a clinical setting.

**Concurrent registration:** CDA 101, CDA 102, CDA 104

**Prerequisites:** Admission to the Certified Dental Assistant Program

**Proposed date of implementation:** April 2014

CDA 101 - 50 hours  Infection Prevention and Control

**New course**
- Course content
- Course description
- Concurrent registration
- Prerequisites

**Rationale:**
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

**Course description:**

**Current**
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.

**Proposed**
In this course, the learners are introduced to the concept of disease transmission including background knowledge of infectious microbes and methods of infection prevention. This course includes an orientation to the identification, function and maintenance of instrument reprocessing equipment found in dental offices. In clinic, the learners will demonstrate effective clinical techniques to prevent disease transmission in the dental setting.

**Content change:**
The course will direct the student learning towards the knowledge and skill necessary to prevent disease transmission to themselves or others within the dental health care setting. The learning objectives concerning the identification and operation of dental equipment not related to infection prevention have been moved to CDA 104.

**Concurrent registration:** CDA 100, CDA 102, CDA 104

**Prerequisites:** Admission to the Certified Dental Assistant Program

**Proposed date of implementation:** April 2014

CDA 102 – 100 hours  Preparation for Clinical Practice

**Course revision**
- Course content
- Course description
- Concurrent registration
Rationale:
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

Course description:

Current
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 they relate to the history and practice of the dental profession.

Proposed
In this course the learners are introduced to the theoretical, pre-clinical and clinical techniques and knowledge to provide preventive dental care. They will develop clinical dexterity during this course as well as learning dental assisting theory and practice regarding behavioural sciences.

Content change
The learning objectives from CDA 103 pertaining to assisting with an oral examination, reviewing medical histories, taking and recording vital signs and recording oral observations and findings will be moved to this course. Also, the learning outcomes and objectives from CDA 300 pertaining to the use of computers to chart and record during dental examinations will be moved to this course. The outcomes and learning objectives that relate to nutrition for the patients and the delivery of oral hygiene education will be moved to the second semester. This is a better alignment of learning activities that will provide the students with the foundational information before the more advanced material is presented. We also believe it will increase student satisfaction as skills acquisition is supported by the curriculum.

Hours:
Current - 100 hours (60 theory and 40 clinic)
Proposed – 135 hours (85 theory and 50 clinic)

Concurrent registration: CDA 100, CDA 101, CDA 104

Prerequisites: Admission to the Certified Dental Assistant Program

Proposed date of implementation: April 2014

CDA 104 – 145 hours Restorative Fundamentals

Course revision
- Course content
- Course description
- Concurrent registration
- Hours
- Prerequisites

Rationale:
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

Course description:

Current
This fundamentals course focuses on the theory, principles and practical application of restorative dentistry.

Additional Information:
This course focuses on basic instrumentation, transfer skills and chairside assisting that requires anticipation of the dentist's needs and the student's ability to deliver instruments and materials required with maximum efficiency. Subject material will focus on the theory, principles and practical application of restorative dentistry delivered to the dental patient with maximum comfort and safety. The dental materials part of the course will provide lecture and laboratory instruction on the category, properties, use, and manipulation of materials used in restorative dental procedures. Information in the course will
provide an introduction to chairside and intra-oral skills and the give a comprehensive orientation to identification, function and maintenance of instruments and equipment found in dental offices.

**Proposed:**
In this course, the learners acquire knowledge of the theory, principles and practical application of restorative dentistry. In clinic, learners will assist with dental restorative procedures.

**Course content:**
Some of the learning outcomes and objectives from CDA 101 and CDA 103 will be relocated to this course. This will keep all of the teaching and learning required to attain the knowledge and skill necessary to assist with dental restorative procedures in one course. This will increase student satisfaction and reduce the overlap between the courses. This will also ensure that the learning is progressing toward an identifiable and measurable end result within one course.

**Hours:**
Current – 145 (75 theory and 70 clinic)
Proposed - 180 (85 theory and 95 clinic)

**Concurrent registration:** CDA 100, CDA 101, CDA 102

**Prerequisites:** Admission to the Dental Assistant Certificate Program

**Proposed date of implementation:** April 2014

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**CDA 200 – 105 hours   Dental Radiography**

**Course revision**
- Concurrent registration
- Course description
- Prerequisites

**Rationale:**
The course description and learning outcomes were revised to align with the language used in all other CDA courses.

**Course description:**

**Current:**
This course introduces the knowledge and theoretical considerations of dental radiographic procedures. The clinical application of material will be presented and practiced to achieve competence in radiographic techniques.

**Proposed:**
In this course, the learner acquires the knowledge and theoretical safety considerations for dental radiographic procedures. Competence in dental radiographic techniques will be achieved through clinical application.

**Concurrent registration:** CDA 201, CDA 202

**Prerequisites:** Successful completion of CDA 100, CDA 101, CDA 102 and CDA 104

**Proposed date of implementation:** September 2014

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**CDA 201 – 140 hours  Dental Specialties**

**Course revision**
- Concurrent registration
- Course description
- Prerequisites

**Rationale:**
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

**Course description:**

**Current:**
This course provides basic knowledge of the special disciplines of dentistry including Pediatric Dentistry, Periodontics, Endodontics, Oral and Maxillofacial Surgery, Orthodontics and Forensic Odontology.

**Proposed:**
In this course, the learner acquires basic knowledge of the special disciplines of dentistry including pediatric dentistry, periodontics, endodontics, oral and maxillofacial surgery, orthodontics and forensic odontology.

**Concurrent registration:** CDA 200, CDA 202  
**Prerequisites:** Successful completion of CDA 100, CDA 101, CDA 102, CDA 104  
**Proposed date of implementation:** September 2014

### CDA 202 – 115 hours Preventive Dental Procedures

**Course revision**
- Concurrent registration
- Course content
- Course description
- Prerequisites

**Rationale:**
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

**Course description:**

**Current:**
This oral health sciences course focuses on the theoretical, pre-clinical, and clinical application knowledge and dexterity needed to allow students to provide direct preventive patient care.

**Additional Information:**
Students will learn dental laboratory protocol and how to take, pour, and trim preliminary impression materials. Content also includes preparation of health histories, clinical examination, patient assessment and treatment planning techniques.

The course will allow the dental assisting student to develop clinical dexterity on manikins and classmates for the intra oral skills, coronal polish, topical fluoride application, pit and fissure sealants and desensitization. All skills will be practiced and assessed in preparation for patient treatment clinics in Summer Session, CDA 302. Students will also discuss and demonstrate tooth whitening procedures as well as facial protection for persons playing sports.

**Proposed:**
In this course, the learner acquires theoretical, pre-clinical, and clinical application knowledge and the dexterity needed to provide preventive patient care.

**Content change:**
Learning outcomes regarding nutritional counseling, dental stains and hard deposits and planning for preventive dental treatment are being moved here from semester1. This realignment will allow the students to acquire clinical knowledge and skills closer to the time when they will utilize them in Direct Patient Care clinical situations.

**Concurrent registration:** CDA 200, CDA 201  
**Prerequisites:** Successful completion of CDA 100, CDA 101, CDA 102 and CDA 104  
**Proposed date of implementation:** April 2014

### CDA 203 – 56 hours Dental Office Practicum I

**Course revision**
- Course description
- Prerequisites

**Rationale:**
The course description and learning outcomes were revised to align with the language used in all other CDA courses.

**Course description:**

**Existing:**
This course is a supervised, practical experience placement emphasizing chairside services. Each student is assigned to a general dental office for a minimum of 56 hours.

**Proposed:**
In this course, the learner practices chair-side dental skills under the supervision of licensed dental professionals in a general dental office for a minimum of 56 hours.

**Prerequisites:** Successful completion of CDA 200, CDA 201 and CDA 202

**Proposed date of implementation:** April 2014

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**CDA 300 – 60 hours**  
**Dental Office and Employment Skills**

**Course revision**
- Concurrent registration
- Course content
- Course description
- Course title – new title **Practical Dental Skills**
- Hours
- Prerequisites

**Rationale:**
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

**Course description:**

**Current:**
This course provides the student with the information and practical knowledge related to the business procedures of a dental practice. This course includes a review of employment skills and interview techniques.

**Proposed:**
In this course, the learner reviews employment skills, interview techniques and business procedures as well as the final clinical skills required to prepare for Direct Patient Care clinics and Practicum II

**Course content:**
There will be a realignment of learning outcomes and objectives so that students will acquire skills and master techniques necessary for Direct Patient Care clinics closer to the time they will utilize them in a clinical situation.

**Hours:**  
Current - 60  
Proposed – 50

**Concurrent registration:** CDA 301, CDA 302

**Prerequisites:** Successful completion of CDA 203

**Proposed date of implementation:** April 2014

---

**CDA 301 – 90 hours**  
**Fixed and Removable Prosthodontics**

**Course revision**
- Concurrent registration
- Course description
- Hours
- Prerequisites

**Rationale:**
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound. Also, the Commission determined that the course hours in the calendar did not match with the course hours in the timetable, this has been rectified.

**Course description:**
Current
This course presents basic information about prosthetic dental procedures intended to return damaged or missing dentition to normal function. Students learn the clinical procedures and related dental materials associated with prosthodontic procedures.

Proposed
In this course, the learner acquires information about prosthetic dental procedures intended to return damaged or missing dentition to normal function. The learner assists with clinical procedures and manipulates dental materials associated with prosthodontic procedures.

Hours: Current – 90 hours
Proposed – 100 hours

Concurrent registration: CDA 300, CDA 302
Prerequisites: Successful completion of CDA 203
Proposed date of implementation: April 2014

CDA 302 – 65 hours Direct Patient Care
Course revision
- Concurrent registration
- Course description
- Prerequisites

Rationale:
The course description and learning outcomes were revised to align with the language used in all other CDA courses.

Course description:
Current
This course gives students the opportunity to provide preventive dental services to patients. Students will demonstrate competency in the intra-oral skills that are legislated for Certified Dental Assistants in BC.

Proposed
In this course, the learner has opportunities to provide preventive dental services to patients. The learner demonstrates competency in the intra-oral skills legislated under the Health Professions Act for Certified Dental Assistants in British Columbia.

Concurrent registration: CDA 300, CDA 301
Prerequisites: Successful completion of CDA 203
Proposed date of implementation: April 2014

CDA 303 – 105 hours Dental Office Practicum II
Course revision
- Course description
- Prerequisites

Rationale:
The course description and learning outcomes were revised to align with the language used in all other CDA courses.

Course description
Current
This course is a supervised, practical experience placement covering level II services. Each student is assigned to general dental office for a minimum of 105 hours.

Proposed
In this course, the learner practices all intra-oral dental skills within the scope of practice under the supervision of licensed dental professionals in a general dental office for a minimum of 105 hours.
Prerequisites: Successful completion of CDA 300, CDA 301 and CDA 302
Proposed date of implementation: April 2014

Certified Dental Assistant
Program revision
- Deletion of courses
- Graduation requirements
- Resequencing of courses
- Revision of courses

Rationale:
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound.

Graduation requirements:
A pass in the each of the practicua and a minimum grade of 70 in each other course.

Program table:

<table>
<thead>
<tr>
<th>Old Course Name</th>
<th>hours</th>
<th>New Course Name</th>
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<td>CDA 104 Restorative Fundamentals</td>
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<td>CDA 300 Practical Dental Skills</td>
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</tbody>
</table>

Proposed date of implementation: August 2014
Costs: n/a

Course deletion
CDA 103 Pharmacology and Emergencies, Pain Control Rationale:
Following the Commission on Dental Accreditation of Canada program review, recommendations were made that must be implemented if the CDA program is to remain accredited. Recommendations included realignment of learning outcomes within the courses to eliminate redundancy and make the program more pedagogically sound. The learning outcomes and objectives of this course are not stand-alone entities and are best included within other courses where they align and scaffold the learning opportunities for the students. The class and clinical hours will be included in CDA 102 and CDA 104 and the learning outcomes will remain within the first semester foundational knowledge and skills acquisition, this will just be a realignment of the hours and learning outcomes for better continuity and pedagogical soundness.

Intended date of deletion: August 2014
COSC 232-3-5  Information System Security
Course revision

- Prerequisites

Rationale:
The prerequisites include COSC 118, cross-listed with NTEN 117. But NTEN 117 is not included as a prerequisite. COSC 218 has not been offered for some time.

Prerequisites:

Current: Minimum of 60% in COSC 118 or COSC 218
Proposed: Minimum of 60% in one of: COSC 118, NTEN 117

Proposed date of implementation: September 2014

Costs: n/a

Computer Information Systems Diploma
Program revision

- Program description
- Program outline

Rationale:
Program description - Clarify skills graduates possess by removing reference to network administrator.

Program outline - Remove Systems option as we are unable to offer courses frequently enough to allow students a reasonable completion time. Since that leaves only one option (Software Development), reference to it will be removed.

Program description:
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.

Proposed date of implementation: September 2014

Costs: n/a

Bachelor of Computer Information Systems
Program revision

- Graduation requirements

Rationale:
Allow NTEN students to use the new course MATH 127 towards graduation.

Graduation requirements:

- Existing: in the list of courses - One of MATH 147, MATH 149
- Proposed: In the list of courses - One of MATH 127, MATH 137, MATH 147, MATH 149
• **Reason:** New Mathematics course MATH 127. Omitted MATH 137.

**Proposed date of implementation:** September 2014

**Costs:** n/a

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**Associate of Science**

**Program revision**

- **Program description**

**Rationale:**
To allow students to gain recognition for taking courses in specific subject areas.

**Program description:**

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 BC 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 BC Council on Admissions and Transfers website for updated information on BC Associate degrees at [http://www.bctransferguide.ca](http://www.bctransferguide.ca).

Courses used to complete the Okanagan College Associate of Science Degree must have transfer credit to at least one BC 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, ENGL 153 or ENGL 154.
- 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 and BIOL 121
  - CHEM 111 and CHEM 121 or CHEM 112 and CHEM 122
  - PHYS 111 and PHYS 121 or PHYS 112 and PHYS 122
- At least 24 other credits in Science, which shall include at least one course in a laboratory science and 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.

**Associate of Science Degree: Discipline Emphases**

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 and BIOL 121
Six of BIOL 202, BIOL 203, BIOL 211, BIOL 220, BIOL 224, BIOL 228, BIOL 251, or BIOL 254. The choice from these courses should be made based on the requirements of the university to which the student wishes to transfer.

CHEM 111 and CHEM 121 or CHEM 112 and CHEM 122
CHEM 212 and CHEM 222
PHYS 111 and PHYS 121 or PHYS 112 and PHYS 122

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
CHEM 212 and CHEM 222
CHEM 221
MATH 122
MATH 212
MATH 221

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
COSC 221 or MATH 251
COSC 222
COSC 231
MATH 122
MATH 212
MATH 221

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
MATH 122
MATH 201
MATH 212
MATH 221

One of: COSC 221, MATH 225, MATH 251, STAT 230

PHYS 200

Note: The revision should encourage students to enrol in the Associate of Science by providing more details about courses that should be taken.

Proposed date of implementation: April 2014
Costs: n/a

Business and Commercial Aviation Programs
Bachelor of Business Administration, BBA – Accounting, BBA – Finance, BBA – Human Resource Management, BBA - Management, BBA – Marketing, BBA – Tourism & Hospitality Program revisions

- Graduation requirements
- Resequencing of courses
- Revision of courses

Rationale:
Four courses in the BBA Program have been reviewed and renumbered from 300 level to 400 level. These include BUAD 325, BUAD 380, BUAD 362 and BUAD 366. These courses will be renumbered to BUAD 425, BUAD 480, BUAD 462 and BUAD 466. Course changes have already been submitted to Business Administration CPRC, passed, and are now awaiting Education Council review in January 2014. This documentation is now applying for the numerous program related changes that will impact the eight Bachelor of Business Administration programs.

The level change of BUAD 325 to BUAD 425 impacts all BBA degrees including the Honours Program as BUAD 325 is a required course in the BBA and BBA Honours Program. For the General BBA, the BBA in any of the six speciality areas and the BBA Honours Program, BUAD 325 will need to be changed to BUAD 425 and will remain a graduation requirement for all of these degrees. All references to BUAD 325 will need to be augmented with BUAD 425. Course name will remain same and calendar description will be as approved in the course change documents.

The level change of BUAD 380 to BUAD 480 impacts the BBA Management Speciality area as this course is an elective in this specialty area. Course name will remain same and calendar description will be as approved in the course change documents.

The level change of BUAD 362 and 366 to BUAD 462 and BUAD 466 will impact the BBA Accounting Speciality area as these courses are electives in this specialty area. Course name will remain same and calendar description will be as approved in the course change documents.

Graduation requirements:
Existing:
BUAD 325 is a required course in all of the BBA degrees (General, six Specialty areas and Honours). BUAD 362 and BUAD 366 are electives in the BBA - Accounting Speciality area and can make up two of the four required accounting electives for this specialty area. BUAD 380 is an elective in the BBA - Management Specialty area and can be one of the four Management electives in this specialty area.

Proposed:
BUAD 425 is a required course in all of the BBA degrees (General, six Specialty areas and Honours). BUAD 462 and 466 are electives in the BBA - Accounting Speciality area and can make up two of the four required accounting electives for this specialty area. BUAD 480 is an elective in the BBA - Management Specialty area and can be one of the four Management electives in this specialty area.

Reason:
Course realignment from third to fourth year level due to Business Administration Dept. overall curriculum review.

Course changes:
BUAD 325, BUAD 380, BUAD 362 and BUAD 366
Course revision forms previously submitted to Business Administration CPRC in November 2013. Have been approved by Business Administration CPRC and are awaiting review by Education Council. All four course revisions are on agenda for January 16th Education Council meeting.

Program outline:
All: replace BUAD 325 with "BUAD 325 or BUAD 425",
Accounting specialty: Replace BUAD 362 with "BUAD 362 or BUAD 462", Replace BUAD 366 with "BUAD 366 or BUAD 466".
Management specialty: Replace BUAD 380 with "BUAD 380 or BUAD 480".

Proposed date of implementation: September 2014
Costs: n/a
BUAD 269 – 3 – 3 Human Resource Management  
Course revision
- Course content
- Course description

Rationale:
BUAD 269 Human Resources Management is a core course in our Business Administration Programs. Positioned at a second year level this is an ‘overview’ course introducing Business students to the critical area of Human Resources Management. This course is a graduation requirement for the Bachelor of Business Administration Programs and is highly recommended for all Diploma students. The existing course curriculum required updating and modernization and as a result a group of Human Resources Management (HRM) professors agreed to work as a group to completely review and revise this course. This revision was also driven by the need to update the course calendar description, review existing learning outcomes and review available text books.

This group of five HRM professors thoroughly reviewed the following areas:
1) The calendar description
2) The learning outcomes
3) The course objectives
4) Appropriate text books and learning resources
5) Student evaluation including assignments and exams.

Over a number of months the group successfully:
1) Wrote a new calendar description to reflect a more 'strategic' HRM than a technical administrative personnel function
2) Crafted a new set of learning outcomes to reflect the required knowledge skills and abilities of today's HRM environment
3) Developed a list of course objectives aimed at helping students achieve the learning outcomes
4) Modified the evaluation procedure to align with the learning outcomes and course objectives
5) Selected a new text book and related learning resources.

The group of professors involved are very pleased with the resulting course outline (attached) and the revised course was presented to both the Business Administration Programs Committee and Department for review and subsequent approval. The revised course was approved by the Business Administration Programs Committee in November 2013, The Business Administration Department in December 2013 and our external Programs Advisory Committee in December 2013.

Course description:
Current:
This course examines the role of the Human Resources Manager and the principal functions of personnel administration; human resources planning; recruitment and selection; training and development; health and safety; promotions, transfer, discipline and discharge; compensation (pay and benefits); performance evaluation; collective bargaining and administration of collective agreements. The personnel functions carried out by managers are examined from an operating and a departmental specialization point of view.

Proposed:
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. (Also offered by Distance Education.)

Content change:
This course revision is intended to update and 'modernize' this course from a technically administrative focus on the HRM function to a more modern strategic view that integrates the HRM function into the entire organization.
This course will cover the following content:
· Aspects of the external environment that will impact human resource management. Trends in the labor force composition, technology and society are covered.
· Strategic human resources planning required to meet organizational goals and objectives with recognition of the integration between strategies and practices.
· The impact of legislation, ethics, and organization policies on human resource management practice.
· The process and practices of job analysis and design.
· Recruitment and selection activities and their relationship to strategic human resource planning.
· The assessment, development, delivery and evaluation of employee training and career development programs.
· Performance management strategies, systems and outcomes, including discipline.
· Rewarding and recognizing employees through direct and indirect compensation strategies and plans.
· Unionization and collective bargaining processes.
· Rights and responsibilities of management and workers.
· Approaches to creating healthy and safe work environments.

**Proposed date of implementation:** June 2014

**Costs:** n/a

**BUAD 331 – 3 – 3 Project Management**

**New course**

**Rationale:**
This course was offered as a selected topic during the fall semesters of 2010 and 2011 with student registrations of 37 and 39 respectively. It was also taught again in fall 2013 with a student enrollment of 22 students. The course fills a gap in our management offerings and teaches a valuable industry and personal skill that is in high demand. A recent survey by Careerbuilder.com showed that 44% of employers listed Project Management as a skill they looked for in new college graduates, behind only communication and technical skills. Several students of the course have either traveled to Kelowna just to take this course for their current work, or obtained jobs in Project Management area since taking the course.

**Course description:**
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.

**Prerequisite:** BUAD 128 or equivalent and third-year standing

**Proposed date of implementation:** September 2014

**Costs:** none

**Bachelor of Business Administration – Management Specialty**

**Program revision**

- Addition of courses

**Rationale:**
New course is being added to available courses for the Management Specialty area of the Bachelor of Business Administration

**Course additions:**
BUAD 331 Project Management

New course documentation complete and to be presented together with Program changes.

**Program table:**
**BBA - Management Specialty**
Add BUAD 331 to the "Plus four of list"
Proposed date of implementation: September 2014
Costs: none

Post baccalaureate Diploma in Accounting
New program
Rationale:
The amalgamation of the three largest professional accounting designations in British Columbia, CGA, CA and CMA, into a single designation, Chartered Professional Accountant (CPA), has created new educational requirements for entry into the CPA articling program. The current Pathway to Professional Accounting Certificate offered by the college does not include many of the required courses. The new requirements are more suited to a diploma than a certificate as they include 18 required courses. As a result, we are proposing a 20 course diploma with 18 required courses and 2 elective business courses.

Program description:
This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 18 courses required as prerequisites to the CPA Professional Education program and two electives to be chosen by the student.

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:
Completion of 60 credits in this program and a minimum graduating grade average of 60% to be eligible for the Post baccalaureate diploma in accounting.

Program table:
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<td>BUAD 113 (3) Canadian Business</td>
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<td>BUAD 195 (3) Financial Management</td>
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<td>BUAD 208 (3) Canadian Income Tax I</td>
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<td>BUAD 209(3) Business Law</td>
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<td>BUAD 263 (3) Intermediate Accounting I</td>
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<tr>
<td>BUAD 340 (3) Strategic Management</td>
<td>BUAD 362 or BUAD 462 (3) Advanced Financial Accounting</td>
</tr>
<tr>
<td>BUAD 364 (3) Internal Control and Audit</td>
<td>BUAD 365 (3) Cost Accounting</td>
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<tr>
<td>STAT 124 (3) Business Statistics</td>
<td>BUAD 366 or BUAD 466 (3) Advanced Managerial Accounting</td>
</tr>
<tr>
<td>Elective – Any BUAD course or MATH 114</td>
<td>Elective – Any BUAD course or MATH 114</td>
</tr>
</tbody>
</table>

**Note:** Additional paperwork is required by PSIPS and the Ministry of Advanced Education. This paperwork is available on the Ministry website at https://www.aved.gov.bc.ca/psips/public/guidelines.faces; follow the link labelled Non Degree Templates.

**Residency requirements:** A minimum of 50% of program which includes 18 credits at 200-level or higher must be completed at OC.

**Proposed implementation date:** September 2014

**Costs:** Total cost to the student for the two-year diploma is $9846.68. This is made up of tuition of $8404.80 ($420.24 per course), ancillary fees of $670.52, student association fees of $273.24 and health and dental fees of $498.12.

**BUAD 215 – 3 – 3 Restaurant Management**

**New course**

**Rationale:**
BUAD 215 Restaurant Management consolidates and replaces BUAD 207 - Restaurant Cost Controls and BUAD 218 - Restaurant Operations Management. Having done a full review of the program it was determined that BUAD 207 and BUAD 218 had a significant amount of overlap. BUAD 215 was designed with industry consultation to include the most relevant content from both courses.

**Course description:**
This course provides students with 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 for BUAD 207, BUAD 218, or HOSP 236 cannot take BUAD 215 for additional credit.

**Prerequisite:** BUAD 111

**Proposed date of implementation:** September 2014

**Costs:** none

**BUAD 230 – 3 – 3 Wine and Culinary Tourism**

**New course**

**Rationale:**
This course is designed for students interested in gaining a greater knowledge and appreciation of wine and culinary tourism. Wine and culinary tourism is a topic that will differentiate the Tourism and Hospitality Management offerings at the college and increase the programs marketability. This course was developed in consultation with sector representatives in the region.
Course description:
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.

Prerequisite: none
Proposed date of implementation: September 2014
Costs:
- One-time: none
- Ongoing: 288.00

BUAD 351 – 3 – 3  Tourism Planning and Development
New course
Rationale:
Tourism is a global industry with its own bodies of theory and practice related to policy and planning. The course builds on topics covered in BUAD 206 - Introduction to Tourism and moves into the areas of planning and development of successful tourism destinations. The fundamentals of sustainable tourism development are introduced as a precursor to BUAD 449 - Sustainable Tourism and Stewardship.

Course description:
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.

Prerequisite: BUAD 206
Proposed date of implementation: September 2014
Costs:
- One-time: none
- Ongoing: 288.00

BUAD 358 – 3 – 3  Global Trends in Tourism and Hospitality
New course
Rationale:
The course offers insights into important trends and future scenarios in the global tourism and hospitality industry. This course offers students an opportunity to apply critical analysis skills in the examination of current issues and challenges facing the sector, and responses to these challenges. This course adds a forward looking perspective to the program that will encourage students to envision how this sector will evolve, and critical issues that will be relevant to them as future leaders.

Course description:
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.

Prerequisite: BUAD 206
Proposed date of implementation: September 2014
Costs:
- One-time: none
- Ongoing: 192.00

BUAD 449 – 3 – 3  Sustainable Tourism Stewardship
New course
Rationale:
This course broadens the scope of students understanding of Tourism and Hospitality Management by offering an exciting opportunity to study current issues in sustainability and stewardship. This course
integrates the concept of sustainability and stewardship addressed in previous courses. Critical analysis and synthesis will be employed through independent study of critical global and regional issues impacting sustainability and stewardship. This course strengthens our students as global citizens.

**Course description:**
This course builds on BUAD 351, Tourism Planning and Development. Tourism and the environment are diverse, complex, and interrelated systems. Stewardship and sustainability will be examined within this interdisciplinary context. Students will engage in independent study to examine the impacts and approaches applied to address global issues, from climate change to poverty reduction within the context of tourism, and the pressures it places on social and physical environments.

**Prerequisite:** BUAD 351

**Proposed date of implementation:** September 2014

**Costs:**
- One-time: none
- Ongoing: 384.00

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**Business Studies Certificate - Hospitality and Tourism Management**

**Program revision**
- Addition of courses
- Deletion of courses
- Program description
- Program name – change to **Business Studies Certificate – Tourism and Hospitality Management**
- Program outline
- Resequencing of courses
- Revision of courses

**Rationale:**
In order to keep the certificate option consistent with changes to the Diploma and BBA offerings in Tourism and Hospitality Management the following changes were required:
1. Delete BUAD 207 - Restaurant Cost Controls and BUAD 218 - Restaurant Operations Management
2. Add BUAD 215 - Restaurant Management
3. Add BUAD 230 - Wine and Culinary Tourism
4. Change the name of the certificate to Tourism and Hospitality Management

**Course description:**
This one year certificate program provides a solid foundation in general business and in the business of tourism. Graduates are prepared for entry level positions within the tourism and hospitality sector.

**Course additions:**
- BUAD 215 - RESTAURANT MANAGEMENT
- BUAD 230 - WINE AND CULINARY TOURISM

**Course deletions:**
- BUAD 207 - RESTAURANT COST CONTROLS
- BUAD 218 - RESTAURANT OPERATIONS MANAGEMENT

**Program table:**

<table>
<thead>
<tr>
<th>Program Outline - Current</th>
<th>Program Outline - Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 206 - The Business of Tourism (formerly HOSP 210)</td>
<td>BUAD 206 - The Business of Tourism (formerly HOSP 210)</td>
</tr>
<tr>
<td>BUAD 207 - Restaurant Cost Controls (formerly HOSP 238)</td>
<td><strong>BUAD 215 - Restaurant Management</strong></td>
</tr>
<tr>
<td>BUAD 218 - Restaurant Operations Management (formerly HOSP 236)</td>
<td><strong>BUAD 230 – Wine and Culinary Tourism</strong></td>
</tr>
<tr>
<td>and one of: BUAD 220 - Hotel Management (formerly HOSP 220) and one of: BUAD 116 - Marketing</td>
<td>BUAD 220 - Hotel Management (formerly HOSP 220) and one of: BUAD 116 - Marketing</td>
</tr>
<tr>
<td>BUAD 123 - Management Principles</td>
<td>BUAD 123 - Management Principles</td>
</tr>
</tbody>
</table>
Business Administration Diploma - Hospitality and Tourism Management Option

Program revision
- Addition of courses
- Deletion of courses
- Program description
- Program name – change to Business Administration Diploma - Tourism and Hospitality Management Option
- Program outline
- Resequencing of courses
- Revision of courses

Rationale:
Tourism in the Okanagan region is going through a renaissance with wine and food being key drivers. One of tourism's greatest challenges is that it is often misunderstood or taken for granted, particularly if performing well with little effort or intelligence applied. However, if done poorly, especially during the development and growth stages, tourism can prove highly unpopular especially for communities experiencing negative consequences. A critical means to mitigate negative aspects of tourism, and to build and implement many of the positive attributes is to have a well-educated and knowledgeable workforce, which is integrated within the socio-political and economic fabric of the region and its communities. To this end, the proposed changes being put forward for the Business Diploma Tourism and Hospitality Management option and the BBA Tourism and Hospitality Management Specialty, will address many of the business and tourism education requirements to ensure success as tourism evolves and grows within the Okanagan.

The following conditions exist, lending to the necessity to build and grow tourism business education in the Okanagan:
- Tourism is one of the largest employment and economic sectors globally, and is expected to double in size over the next decade – even taking into account the recent economic down turn.
- The province of BC has an established Tourism Learning System that is supported by government, industry and the education community. The proposed revisions to the diploma and BBA will meet the Tourism Learning System standards.
- Tourism within the Okanagan is highly dependent on regional markets, in particular Alberta. There is however, interest and activity to diversify and expand the region’s tourism products and experiences with the intent to attract long-haul international markets with wine, food, events and recreation being principle drivers – resulting in the need for a more sophisticated and diverse workforce.
- In 2008, the BC tourism industry generated $13.8 billion in revenue, a 4% increase over 2007 and a 62% increase since 1998. In Kelowna, tourism generates 6,900 direct jobs and $690 million in economic output for the province.
- Labour demand in BC’s tourism industry is projected to grow from an estimated 272,042 in 2006 to 357,914 in 2025, while labour supply is estimated to increase from 269,650 to 313,653 over the same period. This reflects labour shortages of just under 1.0% for BC’s tourism industry between 2006 and 2010, followed by more extreme labour shortages between 2010 and 2015, 2015 and 2020 and 2020 and 2025, at 5.0%, 8.8% and 12.4% respectively.
- The Okanagan tourism wine product/experience is currently at the developing stage of the product/destination life cycle, which in many regards is extremely significant as the next decade will prove critical to the long term viability of the sector and its contributions to the region.
Program description:
The diploma 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 of the program provides experiential learning in the Okanagan wine and culinary tourism and hospitality sectors. Graduates are prepared for a career path leading to supervisory positions within the tourism and hospitality sector.

Course additions:
BUAD 215 - Restaurant Management
BUAD 230 - Wine and Culinary Tourism

Course deletions:
BUAD 207 - Restaurant Cost Controls
BUAD 218 - Restaurant Operations Management

Program table:

<table>
<thead>
<tr>
<th>Program Outline - Current</th>
<th>Program Outline - Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td><strong>First Year</strong></td>
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<tr>
<td>BUAD 116 - Marketing</td>
<td>BUAD 116 - Marketing</td>
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<tr>
<td>BUAD 123 - Management Principles</td>
<td>BUAD 123 - Management Principles</td>
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<tr>
<td>BUAD 128 - Computer Applications I</td>
<td>BUAD 128 - Computer Applications I</td>
</tr>
<tr>
<td>CMNS 112 - Professional Writing I</td>
<td>CMNS 112 - Professional Writing I</td>
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<tr>
<td>MATH 114 - Business Mathematics</td>
<td>MATH 114 - Business Mathematics</td>
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<tr>
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<td>And either:</td>
</tr>
<tr>
<td>BUAD 113 - Canadian Business(1)</td>
<td>BUAD 113 - Canadian Business(1)</td>
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<tr>
<td>or both:</td>
<td>or both:</td>
</tr>
<tr>
<td>ECON 115 - Principles of Microeconomics</td>
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<td>ECON 125 - Principles of Macroeconomics</td>
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<td><strong>Second Year</strong></td>
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<td>BUAD 209 - Business Law</td>
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<td>BUAD 262 - Organizational Behaviour</td>
<td>BUAD 262 - Organizational Behaviour</td>
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<tr>
<td>BUAD 264 - Management Accounting</td>
<td>BUAD 264 - Management Accounting</td>
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<tr>
<td>Plus one of:</td>
<td>Plus one of:</td>
</tr>
<tr>
<td>BUAD 272 - Business Simulation</td>
<td>BUAD 272 - Business Simulation</td>
</tr>
<tr>
<td>BUAD 293 - Entrepreneurship</td>
<td>BUAD 293 - Entrepreneurship</td>
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<tr>
<td>12 credits of specific option electives (see below)</td>
<td>12 credits of specific option electives (see below)</td>
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<tr>
<td>Six (6) credits of open electives (non-business or business)</td>
<td>Six (6) credits of open electives (non-business or business)</td>
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<td>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.</td>
<td>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.</td>
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<td>Offered in Kelowna</td>
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<td>BUAD 206 - The Business of Tourism (formerly HOSP 210)</td>
<td>BUAD 206 - The Business of Tourism (formerly HOSP 210)</td>
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<tr>
<td>BUAD 207 - Restaurant Cost Controls (formerly HOSP 238)</td>
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<tr>
<td>BUAD 220 - Hotel Management (formerly HOSP 220)</td>
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<td><strong>Hospitality and Tourism Management Option</strong></td>
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<tr>
<td><strong>Recommended Electives:</strong></td>
<td><strong>Recommended Electives:</strong></td>
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<tr>
<td>BUAD 176 - Professional Selling</td>
<td>BUAD 176 - Professional Selling</td>
</tr>
<tr>
<td>BUAD 266 - Advertising and Sales Promotion</td>
<td>BUAD 266 - Advertising and Sales Promotion</td>
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<td><strong>Tourism and Hospitality Management Option</strong></td>
<td><strong>Tourism and Hospitality Management Option</strong></td>
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<td><strong>Recommended Electives:</strong></td>
<td><strong>Recommended Electives:</strong></td>
</tr>
<tr>
<td>BUAD 176 - Professional Selling</td>
<td>BUAD 176 - Professional Selling</td>
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</tbody>
</table>
Proposed date of implementation: September 2014
Costs: One-time: none
Ongoing: 480.00

BBA Hospitality and Tourism Management Specialty
Program revision
- Addition of courses
- Deletion of courses
- Graduation requirements
- Program description
- Program name – change to BBA Tourism and Hospitality Management Specialty
- Program outline
- Resequencing of courses
- Revision of courses

Rationale:
Tourism in the Okanagan region is going through a renaissance with wine and food being key drivers. One of tourism’s greatest challenges is that it is often misunderstood or taken for granted, particularly if performing well with little effort or intelligence applied. However, if done poorly, especially during the development and growth stages, tourism can prove highly unpopular especially for communities experiencing negative consequences. A critical means to mitigate negative aspects of tourism, and to build and implement many of the positive attributes is to have a well-educated and knowledgeable workforce, which is integrated within the socio-political and economic fabric of the region and its communities. To this end, the proposed changes being put forward for the Business Diploma Tourism and Hospitality Management option and the BBA Tourism and Hospitality Management Specialty, will address many of the business and tourism education requirements to ensure success as tourism evolves and grows within the Okanagan.

The following conditions exist, lending to the necessity to build and grow tourism business education in the Okanagan:
- Tourism is one of the largest employment and economic sectors globally, and is expected to double in size over the next decade – even taking into account the recent economic down turn.
- The province of BC has an established Tourism Learning System that is supported by government, industry and the education community. The proposed revisions to the diploma and BBA will meet the Tourism Learning System standards.
- Tourism within the Okanagan is highly dependent on regional markets, in particular Alberta. There is however, interest and activity to diversify and expand the regions tourism products and experiences with the intent to attract long-haul international markets with wine, food, events and recreation being principle drivers – resulting in the need for a more sophisticated and diverse workforce.
- In 2008, the BC tourism industry generated $13.8 billion in revenue, a 4% increase over 2007 and a 62% increase since 1998. In Kelowna, tourism generates 6,900 direct jobs and $690 million in economic output for the province.
- Labour demand in BC’s tourism industry is projected to grow from an estimated 272,042 in 2006 to 357,914 in 2025, while labour supply is estimated to increase from 269,650 to 313,653 over the same period. This reflects labour shortages of just under 1.0% for BC’s tourism industry between
2006 and 2010, followed by more extreme labour shortages between 2010 and 2015, 2015 and 2020 and 2020 and 2025, at 5.0%, 8.8% and 12.4% respectively.

- The Okanagan tourism wine product/experience is currently at the developing stage of the product/destination life cycle, which in many regards is extremely significant as the next decade will prove critical to the long term viability of the sector and its contributions to the region.

Program description:
The degree specially 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.

Graduation requirements:
Successful completion of all courses in the program outline.

Course additions:
BUAD 215 - Restaurant Management
BUAD 230 - Wine and Culinary Tourism
BUAD 351 - Tourism Planning and Development
BUAD 358 - Global Trends in Hospitality And Tourism
BUAD 449 - Sustainable Tourism and Stewardship

Course deletions:
BUAD 207 - Restaurant Cost Controls
BUAD 218 - Restaurant Operations Management

Program table:

<table>
<thead>
<tr>
<th>Program Outline - Current</th>
<th>Program Outline – Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must complete a minimum of 120 credit hours as prescribed below:</td>
<td>Students must complete a minimum of 120 credit hours as prescribed below:</td>
</tr>
<tr>
<td>BUAD 116 - Marketing</td>
<td>BUAD 116 - Marketing</td>
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<tr>
<td>BUAD 123 - Management Principles</td>
<td>BUAD 123 - Management Principles</td>
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<tr>
<td>BUAD 128 - Computer Applications I</td>
<td>BUAD 128 - Computer Applications I</td>
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<tr>
<td>BUAD 209 - Business Law</td>
<td>BUAD 209 - Business Law</td>
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<tr>
<td>BUAD 262 - Organizational Behaviour</td>
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<tr>
<td>BUAD 264 - Management Accounting</td>
<td>BUAD 264 - Management Accounting</td>
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<tr>
<td>BUAD 269 - Human Resources Management</td>
<td>BUAD 269 - Human Resources Management</td>
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<tr>
<td>BUAD 315 - Management Science</td>
<td>BUAD 315 - Management Science</td>
</tr>
<tr>
<td>BUAD 325 - Business and Canadian Government Policy</td>
<td>BUAD 325 or BUAD 425 - Business and Canadian Government Policy</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>BUAD 340 - Strategic Management I</td>
<td>BUAD 340 - Strategic Management I</td>
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<tr>
<td>BUAD 272 - Business Simulation</td>
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<tr>
<td>BUAD 293 - Entrepreneurship</td>
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</tr>
<tr>
<td>Plus:</td>
<td></td>
</tr>
<tr>
<td>CMNS 112 - Professional Writing I**</td>
<td>CMNS 112 - Professional Writing I**</td>
</tr>
<tr>
<td>CMNS 122 - Professional Writing II**</td>
<td>CMNS 122 - Professional Writing II**</td>
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<tr>
<td>MATH 114 - Business Mathematics*</td>
<td>MATH 114 - Business Mathematics*</td>
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<td>STAT 124 - Business Statistics*</td>
<td>STAT 124 - Business Statistics*</td>
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<tr>
<td>ECON 115 - Principles of Microeconomics</td>
<td>ECON 115 - Principles of Microeconomics</td>
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<tr>
<td>ECON 125 - Principles of Macroeconomics</td>
<td>ECON 125 - Principles of Macroeconomics</td>
</tr>
<tr>
<td>PHIL 350 - Business Ethics</td>
<td>PHIL 350 - Business Ethics</td>
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</tbody>
</table>

Required courses:
BUAD 206 - The Business of Tourism
BUAD 207 - Restaurant Cost Controls
BUAD 218 - Restaurant Operations Management
BUAD 220 - Hotel Management
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

Required courses:
BUAD 206 - The Business of Tourism
BUAD 215 - Restaurant Management
BUAD 230 - Wine and Culinary Tourism
<table>
<thead>
<tr>
<th>Plus four of:</th>
<th>BUAD 220 - Hotel Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 308 - Multicultural Management</td>
<td>Plus four of:</td>
</tr>
<tr>
<td>BUAD 332 - Selected Topics: Hospitality and Tourism Management</td>
<td>BUAD 308 - Multicultural Management</td>
</tr>
<tr>
<td>BUAD 334 - Sports and Events Marketing</td>
<td>BUAD 332 - Selected Topics: Hospitality and Tourism Management</td>
</tr>
<tr>
<td>BUAD 390 - Properties Management</td>
<td>BUAD 351 - Tourism Planning and Development</td>
</tr>
<tr>
<td>BUAD 392 - Adventure &amp; Eco Tourism</td>
<td>BUAD 358 – Global Trends in Tourism and Hospitality</td>
</tr>
</tbody>
</table>

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.

**Proposed date of implementation:** September 2014

**Costs:**  
One-time: none  
Ongoing: 480.00

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**Advanced Culinary Arts Diploma**

**Program revision**

- Addition of courses
- Deletion of courses
- Program description
- Program name – change to Culinary Management Diploma

**Rationale:**
Revision of program was based on an environmental scan to reflect the current needs of the restaurant industry and labour market. These changes are necessary to remain consistent with changes made to the BBA, Diploma and Certificate in Hospitality and Tourism Management.

**Program description:**
The Advanced Culinary Arts Diploma program addresses the developing Okanagan region trend toward the combination of fine wineries and excellent restaurants. Unique features of the program include food and wine pairing and the combination of food, wine, and business training that reflects regional industry demand.

The total length of the program is two years, beginning with a semester of academic study, followed by ten months of practical culinary training, and concluding with a semester of academic study. Students graduating with this diploma will receive technical training credit towards their cooking apprenticeship, hours credited toward their apprenticeship and academic credit for the Business Administration courses completed.

**Proposed program description:**
The Culinary Management Diploma program 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 demand.
The total length of the program is two years, beginning with a semester of academic study, followed by ten months of practical culinary training, and concluding with a semester of academic study. Students graduating with this diploma will receive technical training credit towards their cooking apprenticeship, hours credited toward their apprenticeship, and academic credit for the Business Administration courses completed.

**Course additions:**
- BUAD 215 - Restaurant Management
- BUAD 230 - Wine and Culinary Tourism

**Course deletions:**
- BUAD 207 - Restaurant Cost Controls
- BUAD 218 - Restaurant Operations Management

**Program table:**

<table>
<thead>
<tr>
<th>Program Outline - Current</th>
<th>Program Outline - Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
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<tr>
<td>BUAD 123 - Management Principles</td>
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<tr>
<td>BUAD 207 - Restaurant Cost Controls</td>
<td><strong>BUAD 215 - Restaurant Management</strong></td>
</tr>
<tr>
<td>BUAD 209 - Business Law</td>
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</tr>
<tr>
<td>WINE 21 - Introduction to Grapes and Wines</td>
<td>WINE 21 - Introduction to Grapes and Wines</td>
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<tr>
<td>10 Month Culinary Arts Training</td>
<td>10 Month Culinary Arts Training</td>
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<tr>
<td>CA 101 - Lab Kitchen</td>
<td>CA 101 - Lab Kitchen</td>
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<td>CA 102 - Cold Kitchen</td>
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<td>CA 103 - Hot Kitchen</td>
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<tr>
<td>CA 104 - Bakery</td>
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<tr>
<td>CA 105 - Restaurant</td>
<td>CA 105 - Restaurant</td>
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<tr>
<td>CA 106 - Cook Level 1 Exam</td>
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<td>CA 202 - Cold Kitchen</td>
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<td>CA 203 - Hot Kitchen</td>
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<td>CA 204 - Bakery</td>
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<td>CA 205 - Restaurant</td>
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<td>CA 206 - Cook Level II Exam</td>
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<td>Semester II</td>
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<td>BUAD 218 - Restaurant Operations Management</td>
<td><strong>BUAD 230 – Wine and Culinary Tourism</strong></td>
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<td>BUAD 269 - Human Resources Management</td>
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<td>WINE 31 - Understanding Food &amp; Wine Pairing</td>
<td>WINE 31 - Understanding Food &amp; Wine Pairing</td>
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<tr>
<td>Three (3) Credits Business Administration Electives</td>
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**Proposed date of implementation:** September 2014

**Costs:**
- One-time: none
- Ongoing: 480.00

**Course deletions**
- BUAD 207 Restaurant Cost Controls and BUAD 218 Restaurant Operations Management

**Rationale:**
BUAD 207 - Restaurant Cost Controls and BUAD 218 - Restaurant Operations Management will both be replaced by a new course: BUAD 215 Restaurant Management. Having done a full review of the program it was determined that BUAD 207 and BUAD 218 had a significant amount of overlap. BUAD 215 was designed with industry consultation to include the most relevant content from both courses. **Intended date of deletion:** September 2015