DISTANCE EDUCATION
ONLINE LEARNING WITH OC
## ARTS & SCIENCE:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Anthropology 103</td>
<td>Introduction to Archaeology</td>
</tr>
<tr>
<td>Anthropology 121</td>
<td>Introduction to Cultural Anthropology</td>
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<tr>
<td>Anthropology 227</td>
<td>Culture, Health and Illness</td>
</tr>
<tr>
<td>Anthropology 230</td>
<td>Anthropology of Art</td>
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<tr>
<td>Anthropology 251</td>
<td>World Prehistory</td>
</tr>
<tr>
<td>Chemistry 112</td>
<td>Introductory Chemistry I</td>
</tr>
<tr>
<td>Chemistry 121</td>
<td>Principles of Chemistry II</td>
</tr>
<tr>
<td>Communications 112</td>
<td>Professional Writing I</td>
</tr>
<tr>
<td>Communications 122</td>
<td>Professional Writing II</td>
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<tr>
<td>Economics 115</td>
<td>Principles of Micro-Economics</td>
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<tr>
<td>Economics 125</td>
<td>Principles of Macro-Economics</td>
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<tr>
<td>Economics 271</td>
<td>Environmental and Natural Resource Economics</td>
</tr>
<tr>
<td>English 100</td>
<td>University Writing</td>
</tr>
<tr>
<td>English 150</td>
<td>Critical Writing and Reading: Poetry and Drama</td>
</tr>
<tr>
<td>English 151</td>
<td>Critical Writing and Reading: Short Fiction and the Novel</td>
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<tr>
<td>English 211</td>
<td>Survey of English Literature I</td>
</tr>
<tr>
<td>English 221</td>
<td>Survey of English Literature II</td>
</tr>
<tr>
<td>English 223</td>
<td>Studies in Canadian Literature</td>
</tr>
<tr>
<td>Fine Arts 134</td>
<td>19th Century Art History</td>
</tr>
<tr>
<td>Fine Arts 144</td>
<td>20th Century Art History</td>
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<tr>
<td>Fine Arts 160</td>
<td>Introduction to Canadian and Aboriginal Art History</td>
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<td>History 112</td>
<td>Canada to 1867</td>
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<td>History 120</td>
<td>Medieval Europe</td>
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<td>History 122</td>
<td>Canada Since 1867</td>
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<td>History 211</td>
<td>United States to 1865</td>
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<td>History 221</td>
<td>United States Since 1865</td>
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<tr>
<td>Math 112</td>
<td>Calculus I</td>
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<td>Math 114</td>
<td>Business Mathematics</td>
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<tr>
<td>Math 120</td>
<td>Pre-Calculus</td>
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<tr>
<td>Math 122</td>
<td>Calculus II</td>
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<tr>
<td>Psychology 111</td>
<td>Introduction to Psychology: Basic Processes</td>
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<tr>
<td>Psychology 121</td>
<td>Introduction to Psychology: Personal Functioning</td>
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<tr>
<td>Psychology 220</td>
<td>Lifespan Development</td>
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<tr>
<td>Social Work 200A</td>
<td>An Introduction to Social Work Practice</td>
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<tr>
<td>Social Work 200B</td>
<td>An Introduction to Social Welfare in Canada</td>
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<tr>
<td>Sociology 111</td>
<td>Introduction to Sociology I</td>
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<tr>
<td>Sociology 121</td>
<td>Introduction to Sociology II</td>
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<tr>
<td>Statistics 121</td>
<td>Elementary Statistics</td>
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</tbody>
</table>

## BUSINESS ADMINISTRATION:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BUAD 111</td>
<td>Financial Accounting I</td>
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<tr>
<td>BUAD 113</td>
<td>Canadian Business</td>
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<tr>
<td>BUAD 116</td>
<td>Marketing</td>
</tr>
<tr>
<td>BUAD 121</td>
<td>Financial Accounting II</td>
</tr>
<tr>
<td>BUAD 123</td>
<td>Management Principles</td>
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<tr>
<td>BUAD 128</td>
<td>Computer Applications I</td>
</tr>
<tr>
<td>BUAD 176</td>
<td>Professional Selling</td>
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<tr>
<td>BUAD 195</td>
<td>Financial Management</td>
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<td>BUAD 200</td>
<td>Digital Marketing</td>
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<tr>
<td>BUAD 201</td>
<td>Conflict Resolution and Negotiation</td>
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<tr>
<td>BUAD 206</td>
<td>The Business of Tourism</td>
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<tr>
<td>BUAD 208</td>
<td>Canadian Income Tax I</td>
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<tr>
<td>BUAD 209</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUAD 210</td>
<td>Introduction to Marketing Research</td>
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<tr>
<td>BUAD 246</td>
<td>Recruitment and Selection</td>
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<tr>
<td>BUAD 247</td>
<td>Training and Development</td>
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<tr>
<td>BUAD 248</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>BUAD 251</td>
<td>Personal Financial Planning</td>
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<tr>
<td>BUAD 262</td>
<td>Organizational Behaviour</td>
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<td>BUAD 263</td>
<td>Intermediate Accounting I</td>
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<td>BUAD 264</td>
<td>Management Accounting</td>
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<tr>
<td>BUAD 266</td>
<td>Advertising and Sales Promotion</td>
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<td>BUAD 269</td>
<td>Human Resources Management</td>
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<td>BUAD 273</td>
<td>Intermediate Accounting II</td>
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<tr>
<td>BUAD 279</td>
<td>Industrial Relations</td>
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<tr>
<td>BUAD 283</td>
<td>Management Information Systems</td>
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<td>BUAD 293</td>
<td>Entrepreneurship</td>
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<td>BUAD 296</td>
<td>Long-Term Capital Management</td>
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<td>BUAD 297</td>
<td>Retailing</td>
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<td>BUAD 298</td>
<td>Small Business Management</td>
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<td>BUAD 308</td>
<td>Multicultural Management</td>
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<td>BUAD 315</td>
<td>Management Science</td>
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<td>BUAD 330</td>
<td>International Business</td>
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<td>BUAD 331</td>
<td>Project Management</td>
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<td>BUAD 333</td>
<td>Search Marketing</td>
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<td>BUAD 335</td>
<td>Electronic Commerce</td>
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<td>BUAD 340</td>
<td>Strategic Management</td>
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<td>BUAD 350</td>
<td>Capital Markets</td>
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<td>BUAD 363</td>
<td>Audit Planning</td>
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### BUSINESS ADMINISTRATION (Cont):

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUAD 365</td>
<td>Cost Accounting</td>
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<tr>
<td>BUAD 375</td>
<td>Strategic Human Resources</td>
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<tr>
<td>BUAD 390</td>
<td>Properties Management</td>
</tr>
<tr>
<td>BUAD 412</td>
<td>Strategic Performance Management</td>
</tr>
<tr>
<td>BUAD 425</td>
<td>Business and Canadian Government Policy</td>
</tr>
<tr>
<td>BUAD 462</td>
<td>Advanced Financial Accounting</td>
</tr>
<tr>
<td>BUAD 463</td>
<td>Internal Control and Auditing</td>
</tr>
<tr>
<td>BUAD 466</td>
<td>Advanced Managerial Accounting</td>
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</tbody>
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### HEALTH & SOCIAL DEVELOPMENT:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ECDE 122</td>
<td>Health, Safety and Nutrition</td>
</tr>
<tr>
<td>ECDE 223</td>
<td>Administration</td>
</tr>
<tr>
<td>PNUMR 113</td>
<td>Human Anatomy and Physiology</td>
</tr>
</tbody>
</table>

### OFFICE ADMINISTRATION:

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

### CERTIFICATE PROGRAMS:

- Bookkeeping
- DRUPAL Web Developer
- Gastroenterology Nursing
- Leadership and Change
- Learner-Centred Instructor
- Occupational Health and Safety
- Project Management
- Wine Sales

### GENERAL INTEREST COURSES:

- Basic Drafting Skills
- Dental Assisting (Intro)
- Healthy Living & Cancer Prevention:
  - Tips for Success (free course offered by BCCA)
- MOA 01 – Medical Terminology
- Practical Gardener
- Wine 21 – Introduction to Grapes and Wine

### CONTACT US:

distance@okanagan.bc.ca

For online Office Administration inquiries, please contact: deoadm@okanagan.bc.ca

Distance Education
Okanagan College
1000 KLO Rd.
Kelowna, B.C.
Canada V1Y 4X8

Visit us at the Kelowna (KLO) campus in A108.

250-862-5480 (in Kelowna)
1-888-638-0058 (toll free within B.C.)
1-877-755-2266 (toll free within Canada)

okanagan.bc.ca/distance
BUSINESSCLASS (OFFERED IN PARTNERSHIP WITH THE LEARNING RESOURCES NETWORK):

BUSINESS:
- 3D Printing for Educators
  - Introduction to 3D Printing
  - 3D Printed Science and Math: Visualizations and Experiments
- Business Research Certificate
  - Introduction to Business Research
  - Business Statistics
  - Qualitative Business Research
- Certificate in Accounting and Finance for Non-Financial Managers
  - Accounting and Finance for Non-Financial Managers
  - Financial Analysis and Planning for Non-Financial Managers
  - Cash is King
- Certificate in Data Analysis
  - Introduction to Data Analysis
  - Intermediate Data Analysis
  - Advanced Data Analysis
- Certificate in Office Operations
  - Cyber Security for Managers
  - Office Operations
  - Embracing Sustainability in the Workplace
- Entrepreneurial Finance Certificate
  - Accounting and Finance for Non-Financial Managers
  - Cash is King
  - Funding Your Business
- Entrepreneurship Certificate
  - Entrepreneur Boot Camp
  - The Business Plan
  - Entrepreneurial Marketing
- Law for Non-Lawyers
- Legal Office Administration
- Product Prototyping on a Budget Certificate
  - Introduction to 3D Printing
  - Prototyping with Maker Electronics
- Productivity & Time Management Certificate
  - Productivity eTools: Be Organized and Get Stuff Done
  - Managing Productivity
  - New 21st Century Strategies for Productivity and Time Management
- The Basics of Bookkeeping
- BUSINESS COMMUNICATION:
  - Certificate in Basic Game Design
    - Intermediate Video Game Design
    - Introduction to Game Design
  - Certificate in Business Writing
    - Effective Copywriting
    - Business Writing
    - Writing News and Press Releases
  - Certificate in Customer Service
    - Extraordinary Customer Service
    - Keys to Customer Service
  - Certificate in Presentation Media
    - Prezi
    - Graphic Design for Visual Presentations
    - Photoshop for Presentations
  - Certificate in Self-publishing for Business
    - Marketing Business Publications
    - Self-Publishing eBooks
    - Growing Your Business with Self-Publishing
  - Certificate in Workplace Communication
    - Conflict Management
    - Negotiation: Get What You Want
    - Using Personality Profiles for Better Work Performance
  - Customer Service Leadership
  - Infographics
  - Neuro Linguistic Programming (NLP) Fundamentals
- HEALTH:
  - Spanish for Medical Professionals
- HUMAN RESOURCES:
  - Applying Lean Sigma Practices to HR Functions
  - Business Coaching Certificate
    - Mentoring and Coaching in the Workplace Level 1
    - Mentoring and Coaching in the Workplace Level 2
  - Change Management Skills
  - Onboarding New Employees
- LEADERSHIP:
  - Certificate in Leadership Development
    - Leadership Principles
    - Developing Your Leadership Skills
    - Developing Your Professional Career
  - Certificate in Leadership in the 21st Century
    - Leadership in the 21st Century
    - How to Avoid Fatal Leadership Errors
    - Leadership Principles
  - LEED GREEN WORKPLACE:
    - LEED v4 Green Associate Exam Prep & Study Group
- MANAGEMENT:
  - Certificate in Non Profit Administration
    - Revenue Generation for Nonprofits
    - Program Evaluation for Nonprofits
  - Certificate in Project Management
    - Introduction to Project Management
    - Project Management Processes
    - Project Management Knowledge Areas
  - Change in the Workplace
  - Collaborative Management
  - Lean Six Sigma
  - Management Certificate
    - Management Boot Camp
    - Managing Generations in the Workplace
    - Collaborative Management
  - Six Sigma Green Belt Certificate
    - Introduction to Six Sigma Green Belt
    - Intermediate Six Sigma Green Belt
    - Advanced Six Sigma Green Belt
  - Stress Management
  - Supervisory and Leadership Certificate
    - Supervisory & Leadership Certificate
  - Workplace Conflict Solutions Certificate
    - Dealing with Difficult People in the Workplace
    - Creative Problem Solving
    - Female Bullying in the Workplace
  - NEW MEDIA MARKETING:
    - Certificate in Google Tools
      - Google Analytics
      - Google +
      - Google Apps for Business
    - Digital Marketing Certificate
      - Improving Email Promotions
      - Boosting Your Web Site Traffic
      - Online Advertising
    - Inbound Marketing Certificate
      - Introduction to Inbound Marketing
      - Content Marketing
      - Advanced Inbound Marketing
    - Mobile Marketing Certificate
      - Creating Cell Phone Apps for your Business
      - Introduction to Mobile Marketing
      - Advanced Mobile Marketing
    - Podcasting
      - Video Marketing Certificate
        - YouTube for Business
        - Video Marketing
      - Personal Development
        - For Parents of Boys
      - Introduction to Fiction Writing
      - The Big Change: 1900 to 1920
  - PROFESSIONAL DEVELOPMENT:
    - Certificate in Online Teaching
      - Advanced Teaching Online
      - Designing Online Instruction
      - Fostering Online Discussion
    - Certificate in Teaching Teachers
      - Fostering Online Discussion
    - Certified Online Instructor (COI)
      - Advanced Teaching Online
      - Designing Online Instruction
      - Fostering Online Discussion
    - TRAINING FOR K12 TEACHERS:
      - Group Discount for K12 Teacher Courses
      - Certificate in Learning Styles
        - Students with ASD (Autism Spectrum Disorder)
        - Gender in the Classroom
        - Generational Learning Styles
      - Gender in the Classroom
      - Generational Learning Styles
      - Online Learning and Teaching for K12 Teachers
      - Special Education and Online Tools for K12 Teachers
      - Students with ASD (Autism Spectrum Disorder)
      - Substitute Teacher Preparation
      - Using Cell Phones in the Classroom
  - NEW MEDIA MARKETING:
    - Certificate in Google Tools
      - Google Analytics
      - Google +
      - Google Apps for Business
    - Digital Marketing Certificate
      - Improving Email Promotions
      - Boosting Your Web Site Traffic
      - Online Advertising
    - Inbound Marketing Certificate
      - Introduction to Inbound Marketing
      - Content Marketing
      - Advanced Inbound Marketing
    - Mobile Marketing Certificate
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      - Introduction to Mobile Marketing
      - Advanced Mobile Marketing
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      - Video Marketing Certificate
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      - Special Education and Online Tools for K12 Teachers
      - Students with ASD (Autism Spectrum Disorder)
      - Substitute Teacher Preparation
      - Using Cell Phones in the Classroom
  - TECHNOLOGY SKILLS:
    - Career Preparation
      - Certificate in Mastering Excel
        - Advanced Excel
        - Intermediate Excel
        - Mastering Microsoft Excel
      - Certificate in Web Development
        - Introduction to Web Design
        - Intermediate Web Design
        - Advanced Web Design
      - Introduction to Coding
        - Mastering Computer Skills for the Workplace
        - WordPress Certificate
          - Website Setup
          - WordPress Fundamentals
          - Advanced WordPress
      - TRAINING AND EDUCATION:
        - Certificate in Blended Instruction
          - Advanced Teaching Online
          - Developing Hybrid Courses
          - The Flipped Classroom
        - Certificate in Designing Webinars
          - Designing Successful Webinars
          - Managing & Marketing Webinars
        - Certificate in Online Teaching
          - Advanced Teaching Online
          - Designing Online Instruction
          - Fostering Online Discussion
        - Certificate in Teaching Teachers
          - Fostering Online Discussion
        - Certified Online Instructor (COI)
          - Advanced Teaching Online
          - Designing Online Instruction
          - Fostering Online Discussion
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