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## Calendar Changes Coming Soon

The Calendar will see two major changes over the next few weeks. First, it will get a facelift with a new look and feel similar to the College's website. It will also be mobile friendly. Students, staff and faculty alike will find it easier to use while on the go with their tablet or phone. In addition, it will include some features such as direct links on each program page to connect with a College recruiter or to apply.

The second change has been in the works for three or more years and was recently presented at Education Council. This change includes the way in which the English admission requirements are displayed in the Calendar. Currently, admission requirements by program, include standard B.C. high school curriculum with a few other alternatives. These paragraphs are lengthy and often confusing to students.

Therefore the change includes providing the course most applicants complete, such as English 12, with a link to a number of alternatives. These alternatives are currently available and can be viewed [here](#). Please note we are not changing the English requirements, we are just publishing the many ways students meet this requirement at Okanagan College

Each page of alternatives includes sections on: Secondary School Level Courses British Columbia, Yukon; Secondary School Level Courses Canada and Other; Okanagan College Courses and Tests; Language Tests; and University Level Courses and Credentials.

So the next time you look at a program page in the Calendar, you might just see 'less' but it links to so much more.

## Registration News

With Fall registration beginning in just a couple of months, here is some news for this upcoming academic year:

- ClassFinder will be available by the end of May and students will receive an email letting them know.
- Intents to re-enrol will no longer be used. Everyone who has been admitted for Fall or Winter will be assigned a time ticket. This will include those who were admitted to a program for Fall 2014 but did not come and those who attended for Fall 2014 but did not attend in Winter 2015.
- Applicants will receive an email through the CRM system advising them of their time ticket. Time tickets will be generated mid June.



Okanagan College  
Registrar's Office

[www.okanagan.bc.ca/registrar](http://www.okanagan.bc.ca/registrar)

## April 2015

### Education Council News

Below is a brief update on items approved at Education Council in April. Please view the *Items Approved* or *Minutes* for details.

### New Programs

#### Automotive Collision Repair

Due to ITA requirements, the previous Automotive Collision Repair program was deleted from the Calendar. The new program will only include level one technician training, reducing the length of the program from 41 weeks to 30.

Proposed date of implementation is September 2015.

#### Occupational Health and Safety Certificate

Graduates of this foundational level certificate will be ready for employment in entry-level safety positions such as Health and Safety Advisor, Health and Safety Officer, Health and Safety Supervisor, Health and Safety Coordinator, Health and Safety Trainer and Health and Safety Manager.

Proposed date of implementation is June 2015.

#### Post-Baccalaureate Diploma in Marketing

This diploma will be aimed at students with a bachelor degree in any business or non-business program who want to pursue a career in the marketing field.

Proposed date of implementation is September 2015.

#### Accounting/Bookkeeping Certificate

This new certificate will put more of an emphasis on accounting and

bookkeeping than the Accounting Assistant Certificate which has been offered for many years. The program will be offered from September to mid-February, allowing students to find practicum placements and employment more easily.

Proposed date of implementation is August 2015.

### Program Revisions

#### Electronic Engineering Technology Diploma

CMNS 132 and ELEN 227 will be offered as concurrent courses in Semester 4.

Proposed date of implementation is September 2015.

#### Therapist Assistant Diploma

This revision will increase and reconfigure the Occupational Therapist Assistant, Physical Therapist Assistant and Recreational Therapist Assistant clinical hours to meet industry best practices for RTA and align OTA/PTA hours with other provincial funded programs.

Proposed date of implementation is September 2015.

#### Office Management Certificate

Graduation requirements will be added into the Calendar.

Proposed date of implementation is September 2015.

#### Business Studies Certificate (all options)

Existing graduation requirements do not include the requirement for a 60 per cent graduating grade average.

Proposed date of implementation is September 2015.

#### Business Administration Certificate

The graduation requirements will be

changed to create consistency with other BUAD graduation requirements.

Proposed date of implementation is September 2015.

#### Business Administration Diploma (all options)

Graduation requirements will be changed to make it clear that the requirements detailed in the program outline must be met.

Proposed date of implementation is September 2015.

#### Post-Diploma Certificate in Business Administration

The program description will be changed to include reference to BUAD courses.

Proposed date of implementation is September 2015.

#### Pathway to Professional Accounting and Human Kinetics Diploma Pathway to the BBA and Bridging Program into the BBA - Associate of Arts Bridge

Graduation requirements will be updated to be consistent with other BUAD graduation requirements.

Proposed date of implementation is September 2015.

#### Bridging Program into the BBA - Technology and CIS Bridge

Graduation requirements are missing from the Calendar.

Proposed date of implementation is September 2015.

#### Bachelor of Business Administration all specialties

The graduation requirements will be changed to reference the program outline for the following specialties: Accounting, Finance, Tourism and Hospitality, Human Resources Management, Management and

Marketing.

Proposed date of implementation is September 2015.

### Bachelor of Business Administration Honours Program

Graduation requirements will be added.

Proposed date of implementation is September 2015.

### Administrative Assistant Certificate

Three new courses will be added and two previous courses will be deleted. Admission requirements will be updated.

Proposed date of implementation is August 2015.

### Office Assistant Certificate

The structure of the Office Administrative certificate will be changed to make it more easily understood by College staff and prospective students. Feedback from employers also indicates that some courses in the program are not necessary for entry-level work. The length of the program will be reduced.

Proposed date of implementation is August 2015.

### Teaching English as a Second Language Certificate

Admission requirements will be updated to be in line with the updated ESL course changes.

Proposed date of implementation is July 2015.

### English for Academic Purposes Certificate

Graduation requirements will be updated so the course names match the program description.

Proposed date of implementation is

September 2015.

### **Program Deletions**

- Career Facilitator Certificate
- Cook Training Interprovincial Refresher Certificate
- Esthetician Certificate
- Healthcare Services Certificate
- Hearing Assistant Certificate
- Nail Technician Certificate

### **New Courses**

- OADM 128 - Word Processing I
- OADM 129 - Word Processing II
- OADM 143 - Accounting I
- OADM 144 - Accounting II
- OADM 145 - Essential Office Skills
- GEOG 206 - Introduction to Soil Science
- EESC 206 - Introduction to Soil Science
- GEOG 213 - Geography of Wine

### **Course Revisions**

- THER 141 - Recreation Therapy Assistant Principles and Practice II
- THER 150 - Practicum I: Combined OTA/PTA/RTA
- THER 151 - Practicum II: OTA and/or PTA Placement
- THER 250 - Preceptorship I: Occupational or Physical Therapist Assistant
- THER 251 - Preceptorship II: Occupational or Physical Therapist Assistant
- OADM 111 - Letter and Report Writing
- OADM 127 - Administrative Assistant Simulation
- OADM 142 - Payroll Accounting
- OADM 152 - Accounting Software I
- OADM 155 - Accounting Software II
- OADM 156 - Accounting Assistant Simulation
- OADM 167 - Computer Essentials and the Internet
- OADM 168 - Database

- OADM 169 - Spreadsheets
- OADM 182 - Practicum
- OADM 183 - Practicum - Accounting

### **Course Deletions**

- OADM 175 - Word Processing
- OADM 140 - Accounting
- AUBO 004 - Auto Body IV
- BIOL 263 - Developmental Biology I
- BUAD 221 - Aboriginal Law and Business
- BUAD 228 - Aboriginal Pgms and Systems Mgmt
- BUAD 232 - E-Commerce for NTEN
- BUAD 430 - Institutions of Int'l Trade
- BUAD 440 - Advanced Business Strategy
- ELJO 01 - Safe Work Practices
- ELJO 01A - TH: Safe Work Practices
- ELJO 01B - PR: Safe Work Practices
- ELJO 02 - Trades Mathematics
- ELJO 02A - TH: Trades Math
- ELJO 02B - PR: Trades Math
- ELJO 03 - Read/Inter/Sketch/Draw Specifications
- ELJO 03A - TH: Drawings and Specifications
- ELJO 03B - PR: Drawings and Specifications
- ELJO 04 - Identify and Use Materials
- ELJO 04A - TH: Identify and Use Materials
- ELJO 04B - PR: Identify and Use Materials
- ELJO 05 - Use Joinery Tools and Equipment
- ELJO 05A - TH: Use Joinery Tools and Equipment
- ELJO 05B - PR: Use Joinery Tools & Equipment
- ELJO 06 - Construct Cabinets
- ELJO 06A - TH: Construct Cabinets
- ELJO 06B - PR: Construct Cabinets

- ELJO 07 - Interior & Exterior Details
- ELJO 07A - TH: Interior Finishing Details
- ELJO 07B - PR: Interior Finishing Details
- ELJO 08 - Joinery First Level Final Exam
- ELJO 1A - TH: Safe Work Practices
- CBI 01 - Understanding Brain Injury
- CF 01 - Foundations in Career Facilitations
- CF 02 - Career Assessment
- CF 03 - Group Facilitation
- CF 04 - Professional Development and Lab
- CF 05 - Support Development
- CF 06 - Placement and Followup
- GBDC 110 - Concepts and Design Principles
- GBDC 120 - Building Concepts
- GBDC125 - Existing Buildings
- GBDC130 - Building Envelope Project
- GISA 01 - GIS Basics and Applications
- GISA 02 - Programming and Automation
- GISA 03 - Advanced Arc/Info
- HEA 100 - Introduction to Audiology
- HEA 110 - Language Develop in Children with a Hearing Loss
- HEA 120 - Social and Emotional Development of Children with a Hearing Loss
- HEA 130 - Hearing Loss in Children
- HEA 140 - Intro to Sign Language I
- HEA 150 - Intro to Sign Language II
- HEA 160 - Work as Language Facilitator
- HEA 170 - Final Project

- SPD 11 - Practicum
- SPD 21 - Anatomy and Physiology
- SPD 23 - Human Workplace Relations
- SPD 24 - Intro to Medical Terminology
- SPD 25 - Microbiology and Infect. Control
- SPD 26 - Decontamination Procedures
- SPD 27 - Packaging Instruments
- SPD 28 - Sterilization Concepts and Techniques
- SPD 29 - Hospital Policies, Management
- SPD 30 - SPD Workshop
- STSC 110 - Workplace Relations
- STSC 120 - Workplace Skills
- STSC 130 - Environment for Scheduling
- STSC 140 - Practicum
- TESL 014 - Teaching Vocabulary
- TESL 015 - Teaching Grammar and Phonology
- TESL 016 - Supervised Practicum
- TESL 017 - Project
- TESL 023 - Language Skills Development: Reading and Writing
- TESL 032 - Language Skills Development: Speaking and Listening
- TESL 041 - Cross-Cultural Communication
- TESL 051 - Teaching English as a 2nd Language
- MTFB 001 - Metal Fabricator I
- MTFB 003 - Metal Fabricator III
- RVTE 004 - RV Service Technician IV
- OADM 150 - AccPac-General Ledger
- OADM 151 - AccPac-Accts Rec/ Payable
- PHYS 220 - Environmental Physics
- PHYS 240 - Introduction to Biophysics

- WET 124 - Maintenance I

The next regular Education Council meeting is scheduled for May 14, 2015. Details of EdCo approvals can be found at: [www.okanagan.bc.ca/edco](http://www.okanagan.bc.ca/edco).

*Please note that all new programs and all program changes require Board approval.*

## Scheduling Office News

The Office of the Registrar warmly welcomes Kara Otko to the scheduling team as the Scheduling Officer on April 20. Kara will be replacing Alison Beaumont who has moved into Student Services. Ronda is working diligently on the draft 2015-16 academic schedule (and holding down the scheduling fort until Kara's arrival) and its release is expected shortly.

## Summer Session

Year-round academic programming helps students get a head start on their education, complete their program faster or fit studies into a busy lifestyle. Find summer courses listed in [ClassFinder](#). Applications for summer are still open to anyone who may still be considering summer sessions.

### April 2015

- 17-25** Final exams
- 28** Last day to submit final grades

### May 2015

- 13** Employee Excellence Awards
- 18** Victoria Day (no classes)
- 22** Last day to submit a grade appeal to the Registrar's Office

## Staff Updates

There have been a lot of changes in the Registrar's Office this month. And more to come next month!

Jill Mitchell Nielsen has joined the team as the Graduating Student Assistant. Jill is replacing Debbie Holtom who is retiring at the beginning of May. Debbie has worked at Okanagan College since 1986 in payroll, the bookstore, admissions and registration and ending her career here in the Grad Office. We wish Debbie all the best in her retirement!



Debbie Holtom

Alison Beaumont has joined Student Services to work with the Financial Aid and Awards team. Kara Otke will join the Registrar's Office April 20 to take on the role of Scheduling Officer. Kara is currently a Support Services Assistant within IT Services. She has also worked with Continuing Studies and Distance Education. Kara brings a wealth of technical, teaching and customer service knowledge with her.

Also new to the Registrar's Office is co-op student Adam McCaffrey who will assist with recruitment and orientation events as well as working with Kerry Rempel and the Strategic Plan. Adam is finishing his second year of business administration at the Vernon campus, however he hopes to move to Kelowna in the fall to finish his degree specializing in marketing. Adam starts his position April 27 and will be working in the office until September.

## Jump Start

Dates have been set for Jump Start sessions at each of the four campuses: Penticton, Kelowna, Vernon and Salmon Arm. Sessions take place throughout the summer for students who will be beginning their studies at the College this Fall. Each campus organizes campus tours and advising sessions to help new students transition to College. Direct new students to [www.okanagan.bc.ca/jumpstart](http://www.okanagan.bc.ca/jumpstart) for more information.



## CRM Schedule

The following emails are scheduled to go out over the next month:

Email	Scheduled date
Apply to graduate deadline extension	April 24, 2015
Play = Learning online course promotion	April 24, 2015
Culinary Arts apply now promotion	April 28, 2015
Jump Start invites	Beginning in mid-May
Distance Education exam schedule	May 20, 2015
Waitlist - seat available for summer courses	ongoing, every two days
Vocational fee payment deadline reminder	ongoing, one week prior to the deadline
Student Loan hold approved	ongoing, daily
Checklist items outstanding (admissions)	ongoing, every Friday

Please keep in mind that many email requests continue to come in and therefore, this does not cover all emails sent.

To request a CRM be sent, visit your myOkanagan account > Employee tab > Requests and Notices > CRM Request. We require two weeks' notice in order to prepare and slot the email into our schedule.